NHS
Cornwall and
Isles of Scilly

Health and safety policy

Date approved: 17 December 2025

NHS Cornwall and Isles of Scilly Integrated Care Board

Call us on 01726 627 800
Email us at ciosicb.contactus@nhs.net
Visit our website: cios.icb.nhs.uk

Part 2S, Chy Trevail,
Beacon Technology Park,
Dunmere Road,
Bodmin, PL31 2FR
Chair: John Govett
Chief executive officer: Kate Shields

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Contents

1. Introduction 6
2. Purpose 6
3. Definitions 6
   - Accident, incident and near miss 6
   - Competent person 6
   - Control of Substances Hazardous to Health Regulations 2002 6
   - Display screen equipment (DSE) 6
   - Hazard 6
   - Health and safety risk assessment 6
   - Manual handling 7
   - Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 7
   - Risk 7
   - Risk register 7
   - So far as is reasonably practicable 7
   - Workstation 7
4. Responsibilities 7
   - ICB Board 7
   - People, customer experience and equity committee 7
   - Health and safety sub-committee 8
   - Accountable officer 8
   - Director of corporate governance/Company Secretary 8
   - Head of corporate governance 8
   - Directors and managers 8
   - Employees 9
5. Arrangements for health and safety 9
   - Health and safety risk assessments 9
   - Control of Substances Hazardous to Health (COSHH) 10
   - Pandemics 11
   - Display screen equipment (DSE) 11
   - Special Corrective Appliances' (spectacles) 12
   - Reimbursement of costs 13
   - Driving vehicles 13
   - First aid 14
   - Fire safety 14
   - Incident reporting and management 15
   - Lifts 15

Lone working 15
Manual handling 15
Misuse of drugs, alcohol and other substances including smoking 16
New and expectant mothers 16
Occupational health referrals 17
Personal protective equipment (PPE) 17
Security 17
Stress 18
Training 18
Violence and aggression 18
Workplace environment 19
Work equipment 19
Health and safety equipment 20
6. Policies referred to in this document 21
Appendix 1: Guide to health and safety risk assessments 22
Introduction 22
Definitions 22
Risk 22
Hazard 22
Risk assessment 22
Control 22
Competent person 22
Specialist advisor 22
What does a health and safety risk assessment cover? 22
Training and awareness 23
How to do a health and safety risk assessment 23
Think about the hazards 23
Look at who might be harmed and how 23
Look at what is in place to control the risk already 23
Score the risk 23
Record and share your findings 23
Review your risk assessment 23
Things to consider 24
Appendix 2: Health and safety risk assessment form 25
Appendix 3: Impact and likelihood scoring for health and safety risk assessments . 26
Impact score 26
Risk likelihood score 26

Risk matrix 26
Appendix 4: Workstation self-assessment 27
Your work desk 27
Your display screen 27
Your keyboard and mouse 27
Your computer software 28
Your work chair 28
Appendix 5: First aid information 30
First aid treatment 30
First aider 30
First aid box contents 30
Appendix 6: Fire safety 31
Fire risk assessment 31
Fire training and fire wardens 32
Fire alarm testing and drills 32
Personal emergency evacuation plans 32
General fire precautions 33
Facilities for staff to prepare their own hot food 34
Appendix 7: Personal emergency evacuation plan 35
Appendix 8: Personal protective equipment (PPE) process 36
Introduction 36
Pandemics 36
Definitions 36
Responsibilities 36
Accessing PPE 37
Appendix 9: Equality impact assessment 38
Aims, objectives and purpose of the policy 38
Differential impacts 38
Human rights values 40
Public Sector Value Act 2012 40
Equality impact assessment action plan 41

1. Introduction

Health and safety is about protecting individuals from being hurt or becoming ill as a result of the work they carry out or through interacting with an organisation by, for example, visiting its premises.

NHS Cornwall and Isles of Scilly Integrated Care Board (ICB) is fully committed to managing the health, safety and welfare of all its employees, visitors and contractors whilst on ICB business or on ICB premises.

2. Purpose

The aim of this policy is to ensure that health and safety management systems are in place and implemented throughout the ICB.

Implementation of the policy will provide a safe and healthy work environment to meet the requirements of the Health and Safety at Work Act 1974.

3. Definitions

Accident, incident and near miss

Any event that has caused, or had the potential to cause:

- injury and/or harm to any person, including members of staff, visitors or contractors
- causes or may cause damage to or loss of ICB property

Competent person

Someone who has sufficient training and experience or knowledge to manage health and safety

Control of Substances Hazardous to Health Regulations 2002

Also known as CoSHH.

Display screen equipment (DSE)

Devices or equipment that have an alphanumeric or graphic display screen, including display screens, laptops, touch screens and other similar devices.

Hazard

A potential source of harm or adverse health effect on a person or persons.

Health and safety risk assessment

A process of identifying and assessing health and safety risks and identifying actions to be taken to reduce the level of risk.

Manual handling

Any transporting or supporting of a load (including the lifting, putting down, pushing, pulling, carrying or moving thereof) by hand or bodily force.

Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013

Also known as RIDDOR.

Risk

The likelihood and consequences of a person being harmed or suffering adverse health effects if exposed to a hazard.

Risk register

A central repository for all risks identified by the organisation, with each risk graded against a matrix combining likelihood and severity, including mitigation plans, review dates and progressive updates.

So far as is reasonably practicable

The degree of risk in a particular situation can be balanced against the time, trouble, cost and physical difficulty of taking measures to avoid the risk. If these resources are so disproportionate to the risk that it would be unreasonable to expect any employer to have to incur them to prevent it, the employer is not obliged to do so unless there is a specific requirement that they do so.

Workstation

The equipment, furniture and local environment that make up the area where work is carried out.

4. Responsibilities

ICB Board

Has overall corporate responsibility for health and safety in the ICB. It receives regular reports from the workforce committee, which include relevant health and safety information.

People, customer experience and equity committee

Has responsibility to oversee the discharge of statutory functions in relation to health and safety.

Health and safety sub-committee

The health and safety sub-committee discharges the ICB's responsibilities in respect of health and safety. It has responsibility for:

- providing the organisation with an overarching view of health and safety
- providing assurance that related risks are effectively managed on behalf of the organisation
- establishing and maintaining standards of health, safety and welfare in keeping with legal requirements and in accordance with the organisation policy.

Accountable officer

Has overall accountability and responsibility for all health and safety matters within the ICB.

Director of corporate governance/Company Secretary

As Company Secretary has delegated responsibility for the implementation of this policy and ensuring the ICB Board and workforce committee members are kept fully informed on health and safety issues that arise as and when appropriate.

Head of corporate governance

Responsible for general management of health and safety within the ICB, ensuring:

- health and safety is regularly monitored by the relevant committee and/or subcommittee
- effective implementation of the health and safety policy
- so far as is reasonably practicable, that the ICB complies with relevant health and safety legislation
- provision of advice and guidance to ICB staff on health and safety matters (acting as the competent person)
- provision of health and safety reports to the workforce committee
- the effectiveness of the health and safety policy is monitored
- an effective system is in place for health and safety
- arrangements are in place to consult with trade unions and/or employee safety representatives, for example via the joint partnership committee or through standing invitations to union representatives to the health and safety sub-committee
- identification of health and safety training needs and liaison with the people team to organise relevant training
- health and safety risks are escalated and mitigated, so far as reasonably practical

Directors and managers

All directors and managers have responsibility to:

- promote and support the health and safety policy, ensuring employees are aware of the policy and carry out their work in a safe manner
- undertake and review health and safety risk assessments as required
- ensuring any incident is reported either by themselves or a staff member, in line with the incident management policy via ciosicb.incidents@nhs.net
- provide support for any of their team members involved in an incident
- authorising time off, with pay, for trade union safety representatives in accordance with regulations (see the Time off policy).
- ensuring that staff are made aware of, and are working to, all relevant new and revised policies and similar documentation

Employees

All employees have responsibility to:

- take responsibility for their own health and safety, and that of others who may be affected by their actions
- co-operate with the ICB to enable the organisation to comply with its statutory duties under the and other relevant legislation Health and Safety at Work Act 1974
- not knowingly interfere with or misuse any equipment provided in the interests of health and safety
- comply with ICB policy, procedures and health and safety rules
- identify and report any defects and other health and safety concerns to either their manager or the corporate governance team via ciosicb.corporategovernance@nhs.net
- report all incidents (including near misses) promptly to their manager and via ciosicb.incidents@nhs.net
- undertake all mandatory training and other relevant training as agreed with their manager

Breaches of this policy could lead to disciplinary action being taken in accordance with the disciplinary policy and procedure. Employees should be aware that failure to follow recommendations in relation to health and safety could contribute to negligence and in serious cases there is the potential of criminal charges being pursued against the organisation and/or individuals employees.

5. Arrangements for health and safety

Health and safety risk assessments

The Management of Health and Safety at Work Regulations 1999 make more explicit the general duties placed on the ICB under the Health and Safety at Work Act 1974. In order to meet with the regulatory requirements, the ICB will ensure the following.

Health and safety risk assessments are carried out in order to evaluate and adequately control hazards, so as to ensure the health, safety and welfare of employees, visitors and others who could be affected by work activities of the ICB.

Health and safety risk assessments are recorded in writing, on the appropriate form, in accordance with relevant ICB policies.

Arrangements are made for putting into practice the preventative and protective measures, including provision of personal protective equipment (PPE) that follow from the health and safety risk assessment.

Health and safety risk assessments are regularly monitored and reviewed to ensure they remain live documents. They will be updated in accordance with changes in legislative requirements, standards and codes of practice.

The outcomes of health and safety risk assessments are readily available and communicated to relevant staff. Staff will receive instructions and/or training associated with the level of risk identified and the control measures taken to prevent or control risks.

All health and safety risk assessments undertaken should be retained by the relevant team and a copy forwarded to the corporate governance team at ciosicb.corporategovernance@nhs.net along with any other relevant departments specified on the risk assessment form.

Where necessary health and safety risks identified may be included on the corporate risk register by the corporate governance team, either as individual entries or through inclusion in an amalgamated entry.

Directors and/or managers should review health and safety risk assessments for their areas of responsibility in accordance with the relevant ICB policy. Any changes to the risk assessment should be notified to the head of corporate governance.

Safety training will be provided in safe systems of work, which will include dealing with challenging or aggressive behaviour, manual handling, lone working, working with display screen equipment.

Relevant training will be given to employees when:

- they commence employment with the ICB
- duties and tasks are allocated to them
- they change job role or are given increased responsibility
- there are changes in work methods and/or practice, equipment, legislation or guidance which may impact on safe systems of working

Full co-operation will be given where work areas are shared to ensure the exchange of necessary health and safety information. Joint consultation will be actively encouraged on all health and safety risk management issues.

Control of Substances Hazardous to Health (COSHH)

Hazardous substances are identified as substances that may be harmful to health, for example liquids. For example chemicals which may be toxic, harmful, corrosive or irritant, dusts, fumes, gases and biological agents (bacteria and micro-organisms).

The ICB is based in a low risk office environment with very few hazardous substances present.

The head of corporate governance will undertake a regular review of substances used within the ICB and complete COSHH assessments accordingly.

The ICB's cleaning contractors will also be required to keep product safety data sheets within their cleaning store.

Pandemics

The ICB will follow national guidance.

Display screen equipment (DSE)

DSE are devices or equipment with an alphanumeric or graphic display screen, such as computer screens, laptops, touch screens and other similar devices.

The ICB recognises that many of its employees use DSE for a large proportion of their working day. It is therefore important that all members of staff complete the DSE assessment on at least an annual basis, or when there are significant changes in the workplace environment, such as an office move or new equipment is provided. Staff will be prompted to do this through staff bulletins and a prompt is also included on the appraisal paperwork. A workstation self-assessment can be found in appendix 4.

The DSE checklist is a self-assessment undertaken by the member of staff to ensure that they are not at risk of injury due to improper posture. The self-assessment process allows for identification of any corrective action which needs to be taken, much of which can be done by the individual themselves. However, where the self-assessment identifies something which the employee cannot resolve alone, this should be raised with the individual's line manager. The employee and line manager should then work together to resolve any issues, such as the need for specialist equipment. Additional advice and support for staff is available via the occupational health and referral forms. These can be accessed through the people and organisational development team pages on IRIS or requested from the people team.

The ICB aims to secure the health and safety of all its employees including those who use DSE in so far as is reasonably practicable by:

- providing a checklist for staff to ensure their workstation is risk assessed annually and kept under review
- the workstation self-assessment should be completed by staff accessing offices and also by staff working from home
- supporting staff in taking steps to remedy any risks found as a result of an initial assessment
- encouraging staff to incorporate changes of task within the working day, to prevent intensive periods of on-screen and keyboard and/or mouse activity

- Provide re-imbursement for eye tests for regular users of DSE subject to conditions outlined under ‘Special Correct Appliances’ (Spectacles) and re-imbursement of costs
- arranging for the supply of corrective appliances, appropriate to user’s needs, where these are specifically required for DSE work
- advising existing employees and all prospective employees of the risks to health, particularly physical issues that may arise through DSE work, how they can be identified and how they can be avoided

Special Corrective Appliances’ (spectacles)

Where a DSE user’s own standard spectacles and/or contact lenses are sufficient for their DSE use, these should be used and the employer does not become liable for the cost of these or for future replacements.

The ICB’s liability for helping with the cost of spectacles is limited to situations where an employee’s need for the spectacles and/or lenses is created by their use of DSE at work. The majority of people who require spectacles and/or lenses in order to use DSE at work will already use spectacles and/or lenses in everyday life for reading small print, using computers at home for example. Therefore, it is not usual for the above condition to be met and the ICB will not be liable for help with costs of spectacles.

If an optometrist confirms that you specifically require spectacles for your DSE use at work (not for everyday life) you must obtain written, signed confirmation of this from the optometrist.

In those circumstances the ICB’s liability is restricted to payment of the cost of basic spectacles, such as of a type and quality adequate for your work in this instance. The ICB is required to meet the costs associated with providing a basic frame and standard single vision lenses. The ICB will not reimburse the costs of special lenses such as high-index (‘thinner’) lenses, bi-focals, varifocals or treatments such as tinted or coated lenses unless specifically identified as a requirement for visual stress (in which case, as a reasonable adjustment under the equality and diversity Act 2010, a referral should be made by a specialist advisor (such as Access to work) for colorimetry testing. Supportive evidence from an optometrist or orthoptist with expertise in this field would be required). Similarly, the ICB will not pay for higher-cost ‘designer’ frames. As a guide, a maximum total cost of £100 would be payable if you meet the criteria and with a supporting letter from your optometrist.
If users choose spectacles to correct eye or vision defects for purposes which include the user’s work but go wider than that, the ICB need contribute only the costs attributable to the requirements of the job.

If users wish to choose more costly appliances (for example with designer frames, or lenses with optional treatments not necessary for the work), the ICB will not pay for these but will meet the costs associated with providing a basic frame and the prescribed lenses. In these circumstances’ managers will ask for a detailed invoice in order to identify the elements of the costs which the employer is liable for.

Reimbursement of costs

In all cases, obtain agreement from your manager before committing to any costs. It must be clear that: You meet the DSE user criteria in section 3.

If spectacles are required specifically for DSE use at work, rather than only the standard spectacles you would normally wear, the ICB will make a contribution towards the cost of spectacles required for DSE work and refund the cost of an eye test that is not greater than the value of an NHS sight test. It will not exceed the cost shown on the receipt if less than this.

'Normal' corrective appliances are at the user's own expense, but users needing 'special' corrective appliances will be prescribed a special pair of spectacles for display screen work. The ICB's liability for the cost of these is restricted to payment of the cost of a basic appliance, such as of a type and quality adequate for the user's work, this has been agreed by the ICB Executives as £100. However, users are permitted to choose spectacles to correct eye or vision defects for purposes which include the user's work but go wider than that, the ICB will contribute only the costs attributable to the requirements of the job.

A refund equivalent to the cost of a basic pair of spectacles can be claimed via your manager authorisation and finance. The user is at liberty to choose spectacles more costly such as designer frames but any additional cost must be paid by the user. For the purpose of this policy the ICB uses the cost of a pair of basic corrective appliances available from a national reputable ophthalmology service provider at the time as the maximum re-imbursement:

- If you do not meet these criteria your claim will not be met.
- Where it has been agreed that the ICB is liable for costs the following method of reimbursement shall be followed:
    - Submit your claim to your manager for authorisation.
    - You should pay all costs to the optician and obtain receipts for the payment/s.
    - You must also obtain signed confirmation from the optician that the spectacles are specifically required for your workplace DSE use.
    - Receipts for all amounts claimed, along with signed confirmation from the optician, should be submitted on the expenses system.

Read comprehensive DSE guidance for employees.

Driving vehicles

All employees who drive vehicles as part of their duties are expected to be in possession of a full valid and current driving licence for the category of vehicle they are driving.

The ICB expects drivers to observe the Highway Code and all road traffic laws, and to drive with due consideration and courtesy to other drivers at all times. All drivers should be adequately fit and healthy and should bring to the ICB's attention any reason why they may not be fit to drive.

Drivers must not be under the influence of drugs, alcohol or other substances when driving.

All vehicles used for ICB business purposes, including employees own vehicles, should be kept in a roadworthy condition at all times and have a current, valid MOT certificate if required. All drivers should be adequately insured including business use. For more details see the travel and subsistence expenses policy .

First aid

The ICB is based in a low risk office environment, however arrangements will be implemented to minimise the consequence of injury or ill health in the workplace by treating minor injuries and, where necessary, giving help until professional assistance can be obtained. This will be achieved by:

- working with landlords and other tenants to ensure adequate provision
- providing appropriate training for employees to assist them in gaining the relevant qualification to be a first aider
- carrying out assessments to determine the extent of first aid provision required within the area or workplace
- providing adequately stocked and accessible first aid boxes at identified locations
- providing signage indicating the location of first aid equipment and the names of those trained to provide first aid

Appendix 5 provides further information on first aid including first aid boxes.

Fire safety

The ICB has a duty to:

- ensure up to date fire risk assessments are in place for our premises
- make staff aware of risks identified
- put in place, and maintain, appropriate fire safety measures
- plan for an emergency
- provide staff information, fire safety instruction and training

The ICB will liaise with, Cornwall Council, Community Health Partnerships and others as appropriate to co-ordinate the arrangements for fire safety within its buildings. This includes provision of means of access and egress, signage, emergency lighting and alarm system, where necessary the maintenance of emergency fire safety equipment, and the provision of evacuation procedures for public and/or common areas of the building.

As a tenant the ICB is required to co-operate with the landlord (and other tenants) in the execution of their statutory duties, develop evacuation procedures (if necessary) for the areas it occupies and ensure that staff are aware of the importance of fire prevention in the workplace.

For further information on fire safety, including personal emergency evacuation plans, fire wardens, training and fire drills please refer to appendix 6.

Incident reporting and management

An incident or accident is defined as any event that has caused, or had the potential to cause, injury and/or harm to any person, such as anyone using the services we commission, members of staff, visitors or contractors, or causes and/or may cause damage to or loss of ICB property.

Reporting incidents allows the ICB to ensure that appropriate action has been taken in immediate response, such as first aid and support, as well as that appropriate actions have been taken to prevent recurrence, as far as reasonably practicable.

Guidance on incident reporting is available in the incident management policy and this includes information on Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR).

Lifts

In the event of the breakdown of a lift within a-building being used by ICB staff they should raise the alarm by using the internal telephone, or if unavailable, by calling to someone outside who should then notify reception.

If someone in the lift needs to be released as a matter of urgency, for example for medical reasons this should be clearly communicated so that the fire brigade can be summoned to effect a quicker rescue should this be necessary.

Most lifts cannot be used in the event of a fire. Please see appendix 7 for information on personal emergency evacuation plans for people who would usually use a lift to move around a building.

Lone working

The ICB is committed to ensuring that colleagues who work by themselves without close or direct supervision are adequately protected from risk whilst undertaking work duties. We will take all reasonably practicable steps to protect colleagues, visitors and contractors from hazards and risks to health and wellbeing that may be encountered during work-based activities. Further guidance can be found in the agile working policy .

Manual handling

Manual handling is the transporting or supporting of a load, including lifting, putting down, pushing, pulling, carrying or moving a load by hand or by bodily force. The ICB is a low risk environment for manual handling; however arrangements will be implemented to prevent or reduce the likelihood of injury or ill health in the workplace as a result of manual handling. This will be achieved by:

- moving and handling mandatory training for all staff
- managers and staff being aware of manual handling situations within their area of responsibility
- managers and staff making an assessment of any hazardous manual handling operations that cannot be avoided in order to reduce the risk of injury
- ensuring that, where required, suitable and sufficient mechanical aids are provided, maintained and are easily accessible for staff use

Taking suitable actions to reduce the risk as follows:

- making the load smaller or lighter and easier to lift
- breaking up large consignments into more manageable loads
- modifying the workstation to reduce carrying distances, twisting movements, or the lifting of things from floor level or from above shoulder height
- improving the environment, for example better lighting, flooring or air temperature can sometimes make manual handling easier and safer
- ensuring the person doing the lifting has been trained to lift as safely as possible

Misuse of drugs, alcohol and other substances including smoking

The misuse of alcohol, drugs and other substance abuse can lead to reduced productivity, taking time off work, serious ill health and accidents at work.

Second hand smoke is both a public and workplace health hazard. The ICB seeks to guarantee the right of all to breathe air free of tobacco smoke and to comply with smoke-free legislation. Adequate signage is displayed to inform people of the smoke-free status of ICB sites.

For advice and information, please see the drugs, alcohol, substance misuse and gambling policy or contact the people team.

New and expectant mothers

The law requires every employer to assess workplace risks for all their employees and take practical action to control those risks. In addition, employers must take particular account of risks to new and expectant mothers. The definition of a new or expectant mother is someone who is pregnant, has given birth within the previous 6 months, or is breastfeeding.

Managers should identify hazards in the workplace that could pose a health or safety risk to new and expectant mothers and take appropriate action to remove or reduce the risk. This information should be made known to all female employees of childbearing age, not just those who are known to be pregnant. This is particularly important for expectant mothers, as it is possible for pregnancy to go undetected for some time.

Managers are responsible for completing a new and expectant mothers risk assessment to ensure that the employee and the unborn child are not exposed to

any significant risk. The document can be found on IRIS or requested from the childcare team co-ordinator at Royal Cornwall Hospitals NHS Trust (RCHT).

The ICB will provide suitable facilities for nursing mothers to rest, express milk and store milk.

Occupational health referrals

Occupational health (OH) is a specialist branch of medicine, focussing on health in the workplace and it is concerned with the physical and mental well-being of employees. OH specialists advise on work-related illnesses and accidents, carry out medicals and monitor the health of employees.

All referrals to OH services must be made in line with the ICB's OH referral process which can be accessed via IRIS or on request to the people team. Following assessment, the OH service may recommend a variety of treatments, which will also require prior approval if it is to be funded by the ICB.

Personal protective equipment (PPE)

PPE protects the user against health or safety risks at work and can include things like gloves, aprons and face masks. Personal protective equipment at work regulations from 6 April 2022 state that every employer shall ensure that suitable personal PPE is provided to their employees who may be exposed to a risk to their health or safety while at work except where and to the extent that such risk has been adequately controlled by other means which are equally or more effective. The ICB will provide PPE to its employees where a risk assessment indicates this is required. It will continue to comply with current as well as any future PPE guidance.

The PPE process in place for the ICB can be found at appendix 8.

Security

The ICB aims to provide a safe working environment, where people can be confident of their personal safety, the security of their possessions and where the ICB can be assured of the security of its buildings and assets.

All employees should help to create a secure environment for themselves and others by:

- familiarising themselves with any special security requirements relating to their place of work and the action to take in the event of a security incident
- safeguarding themselves, colleagues, visitors and other people so far as is reasonably practicable and ensuring people, equipment and property are not put in jeopardy by their actions or omissions, either by instruction, example or behaviour
- complying with all training requirements concerning security issues
- ensuring their ICB ID is worn and visible whenever on ICB business
- notifying their manager of any potential security problems and report all incidents involving criminal activity to the appropriate manager

- reporting any crimes or breaches of security

Further information on security can be found within the security policy .

Stress

The Health and Safety Executive (HSE) describes stress as the adverse reaction people have to excessive pressures or other types of demand placed on them at work.

Pressure and stress are not the same thing. Pressure can be positive and a motivating factor. It can help us to achieve our goals and to perform better. Stress, which is a state not an illness, occurs when pressure becomes excessive and is a natural reaction when the person is unable to cope with the demands being placed on them. However, if stress becomes too excessive and prolonged, mental and physical illness may develop.

The ICB has a duty to manage stress, in line with all other occupational health and safety issues. For further information please refer to the supporting sickness absence and wellbeing policy or contact the people department.

Training

Health and safety training is a statutory requirement of legislation and therefore forms part of the mandatory training for all ICB employees.

All new employees will be given a local induction where they will be informed of ICB policies and any specific health and safety related hazards and controls relevant to their area of work.

In addition to any mandatory training requirements, managers must identify any specific safety related training needs of the staff for whom they are directly responsible and ensure this is undertaken as soon as reasonably practicable.

Managers are also responsible for ensuring their staff have completed all mandatory training, including health and safety, manual handling and fire safety and ensuring implementation and monitoring effectiveness

This policy will be publicised through the staff email bulletin and published in the document library through the ICB website.

Health and safety reports will be taken to the health and safety sub-committee and summarised in reports to workforce committee. These reports will include monitoring of incidents, risks and training as well as specific subject areas such as security, fire and first aid.

A health and safety annual report will also be provided to the workforce committee.

Violence and aggression

The ICB has a statutory obligation to ensure, so far as is reasonably practicable, a safe and secure environment for its staff. Violent, abusive behaviour and criminal acts will not be tolerated. The risks of violence to staff must be assessed and appropriate actions will be taken to protect people.

Physical violence is defined as the intentional application of force to the person of another without lawful justification, resulting in physical injury or personal discomfort.

Non-physical violence is defined as the use of inappropriate words or behaviour causing distress and/or constituting harassment.

Everyone has a duty to behave in an acceptable and appropriate manner. People have a right to work in an environment that is properly safe and secure.

All incidents of violence must be reported in line with the incident management policy. Assaults should also be reported to the police.

Further guidance can be found in the incident management policy and the acceptable behaviour policy .

Workplace environment

The ICB is committed to providing a safe and healthy working environment and this extends to the design, management and maintenance of the premises it occupies or has responsibility for. The ICB will ensure, through liaison with its landlords ~~NHS Property Services~~, that:

- access to, and egress from, each workplace remains safe, taking into account the condition of floors, walkways, levels of lighting and security of the building and staff
- suitable and sufficient heating, ventilation and lighting is provided and maintained
- systems will be put into place to control other environmental factors including humidity and noise
- adequate welfare facilities are provided, for example toilets with handwashing facilities, drinking water and somewhere to rest and eat such as a staff room or break out area or provision for staff to take breaks at their desk.
- premises are inspected and kept in good repair and well maintained
- emergency procedures and business continuity plans are in place and communicated to all concerned

Achievement of the above will require seeking such assurances as are necessary from the relevant landlords.

Work equipment

The ICB will maintain all work equipment in a safe working condition and ensure that the correct equipment is provided and used. Managers will ensure the correct equipment is used at all times, that it is properly maintained, and that no item of

equipment is misused. Persons required to use the equipment will receive any necessary training, instruction and supervision.

The correct operating and safety instructions must be followed at all times.

If an item of equipment is suspected of being defective, it should not be used until it has been thoroughly checked and/or repaired and approved for use by a competent person.

As part of its health and safety management processes the ICB must satisfy itself that the following areas are adhered to:

- all portable electrical appliances will be tested in accordance with the requirements and frequency as determined by legislation and risk assessment
- all portable electrical equipment should be given a visual inspection for damage to the casing and wiring before being used
- any defects should be reported immediately to the appropriate department and the equipment taken out of use
- equipment should not be used until it has been thoroughly checked and/or repaired and approved for use by a competent person
- staff should not bring their own portable electrical equipment, for example heaters, fans, coffee machines and kettles as these will not be tested and therefore pose a potential risk to other staff and property
- all new mechanical and electro-mechanical equipment should be tested by a competent person prior to use, wherever possible, or as soon as is reasonably practicable thereafter
- all mechanical and electro-mechanical equipment should be maintained as per manufacturer's instructions or best practice and by a competent person
- equipment should also be visually checked by each user prior to use, any defects reported immediately
- equipment should not be used until it has been thoroughly checked and/or repaired and approved for use by a competent person

Achievement of some of the above will require seeking such assurances as are necessary from landlords.

Health and safety equipment

The Health and Safety Executive (HSE) are the enforcing authority for health and safety within a range of sectors including healthcare. Their mission is to protect people's health and safety by ensuring risk in the changing workplace is properly controlled. In the main this is done by guidance and support, however they have the power to bring prosecutions for failings where deemed appropriate.

The HSE can make unannounced visits to any work premises. HSE inspectors have the right to carry out investigations, order that areas be left undisturbed, take samples, take statements, photocopy any relevant documentation and use any personnel and working space they deem necessary.

The inspector will, however, usually make their presence known to the senior person on site at the time and will expect full co-operation.

It is also usual for an inspector to consult with an appropriate trade union safety representative during an inspection or investigation.

The HSE website is a very useful source of information and guidance on health and safety issues.

6. Policies referred to in this document

The health and safety policy should be cross referenced to the following ICB policies:

Incident management policy
Time off policy
Supporting sickness absence and wellbeing policy
Security policy
Acceptable behaviour policy
Agile working policy
Travel and subsistence expenses policy

The above list is not exhaustive.

Appendix 1: Guide to health and safety risk assessments

Introduction

The health and safety risk assessment process ensures a systematic approach for identifying and assessing a risk, and that appropriate action is taken when risks have been identified. It is designed to help managers focus on high-risk areas without losing sight of other urgent issues.

This guide outlines the approach to carrying out and recording risk assessments and provides information to enable staff to identify hazards and carry out risk assessments as appropriate.

Definitions

Risk
The combination of likelihood and consequence of a hazard being realised.

Hazard
Anything with the potential to cause harm, for example physical or nonphysical harm, reputational or financial.

Risk assessment
The process of establishing the likelihood and consequence of a hazard and giving this a risk rating.

Control
Something that has been put in place to manage a risk, for example a policy, a safe system of work, monitoring processes, education and training.

Competent person
A person who has sufficient knowledge and understanding required to undertake a task.

Specialist advisor
A qualified person who can demonstrate knowledge, skills and practical experience in their speciality.

What does a health and safety risk assessment cover?

A health and safety risk assessment could cover any aspect of an organisation's work, and all premises. There is also a need to assess, and plan for where necessary, risks arising from external sources such as flooding and pandemic flu.

Health and safety legislation requires that documented assessments should be suitable and sufficient. This means they should identify hazards and associated risks in relation to work activities and ensure these are recorded. The aim is to have information that is useable and useful.

Training and awareness

Risk assessment is included within the health safety and risk training, which is mandatory for all staff to complete.

It is important that all employees are made aware of identified risks and action plans through the risk assessment process.

More detailed information about individual roles and responsibilities is available in this health and safety policy and ICB risk management policy and strategy.

How to do a health and safety risk assessment

Think about what might cause harm to people in your workplace and decide whether you are taking reasonable steps to prevent or control that harm. Try not to overcomplicate the process. A template is provided at appendix 2 and available from the corporate governance team.

Think about the hazards

Look around the workplace and consider the activity, think about what may cause harm, these are hazards. What is it about the activities, processes or substances used that could injure or harm someone? Ask your colleagues what they think the hazards are.

Look at who might be harmed and how

For each hazard, think how employees or other people such as contractors, visitors or members of the public might be harmed. This will help you identify the best way of controlling the risk. The next section provides some prompts on possible hazards.

Look at what is in place to control the risk already

Ask yourself is it sufficient? Could you get rid of the hazard altogether? If not, what else could you do to make harm less likely? You are not expected to remove all risks, but you must make sure you know what the main ones are and what you should do to manage them responsibly.

Score the risk

This helps prioritise actions. Use the guide in appendix 3 to consider how harmful the hazard could be and how likely it is that harm will occur.

Record and share your findings

Use the template in appendix 2 to make a simple record of all the above steps. Share the assessment with colleagues and the corporate governance team.

Review your risk assessment

Health and safety risk assessments should be reviewed at least annually, more frequently if there are changes in equipment, procedures or staff could lead to new risks. If there have been any important changes, you must review and update your health and safety risk assessment. Ask yourself:

- has the process changed?

- have the substances or equipment used in the process changed?
- have your workers identified a problem?
- have you learnt anything from accidents or near misses?

Things to consider

Listed below are some things to consider when carrying out a health and safety risk assessment. This is not an exhaustive list. The health and safety policy provides guidance on many of these areas as does the Health and Safety Executive website.

- equipment: is it safe, suitable, are staff trained in its use if necessary?
- workplace environment: space, temperature, light, ventilation
- slips and trips: inside and outside
- moving and handling: consider the task, the person, the load and task environment
- moving around the site: ease of access and exit, lighting
- working at height includes using stepladders and stools
- falls and falling objects
- stress and/or health of people in the workplace: workloads and training to undertake their roles
- cleaning: cleanliness, tidiness and substances used
- hazardous substances (COSHH)
- using display screen equipment
- electrical equipment: safety and suitability
- violence and aggression: physical, verbal, face to face by phone or online

Consider the needs of:

- those who may be lone workers
- expectant or breastfeeding mothers
- older or young workers
- disabled people (including those with learning disabilities)
- those for whom English is a second language
- people due to their religion or belief
- people due to their sexual orientation
- people who have gone through or are going through gender reassignment or who identify as transgender
- agency or locum staff

Appendix 2: Health and safety risk assessment form

Risk assessment for which site and/or activity: Click here to enter text.
Date of assessment: Click here to enter text.
Date of review: Click here to enter text.
Assessor(s): Click here to enter text.

Hazard	Who might be harmed and how	What are we already doing about this?	Impact	Likelihood	Risk score	Do we need to do anything else?	By whom	By when	Done?
For example slips and trips	For example staff and visitors may be injured if they trip over objects or slip on spillages	For example good housekeeping, areas are well lit, no trailing lead or leads are protected, staff mop up or report spills, cleaning contract in place	4	1	4	For example 1 trailing lead in in room X requires a rubber mat to prevent trip hazard	J Doe	June 2019	June 2019

See appendix 3 for guidance on scoring risks.

Appendix 3: Impact and likelihood scoring for health and safety risk assessments

Impact score

This sets out a scale of parameters which can be used as comparable measures when deciding possible impact of a hazard.

- **Score 1:** No or minimal harm or effect on people. No time off work. No or minimal treatment required.
- **Score 2:** Low harm or effect on people. Up to 3 days off work. Minor injury or illness.
- **Score 3:** Moderate harm or effect on people. Over 3 days, up to 2 weeks off work. RIDDOR reportable. Moderate injury or illness requiring professional intervention.
- **Score 4:** Significant harm or effect on people. 14 days or more off work. Major injury. Long term incapacity.
- **Score 5:** Very significant harm or effect on people. Irreversible health effects. Death.

Risk likelihood score

- **Score 1 – rare:** Not expected to occur apart from in exceptional circumstances. Currently well managed and controlled.
- **Score 2 – unlikely:** Do not expect it to happen or recur but it could. Satisfactorily managed and controlled.
- **Score 3 – moderate or possible:** Event might occur at some time. Some management and control.
- **Score 4 – likely:** Will probably happen or recur. Weaker management and control.
- **Score 5 – almost certain:** Is expected to occur in most circumstances. No or ineffective management and control

Risk matrix

Multiply the impact and likelihood scores to get your overall risk.

Likelihood score	Impact: 1 very low	Impact: 2 low	Impact: 3 moderate	Impact: 4 high	Impact 5: very high
1 rare	1	2	3	4	5
2 unlikely	2	4	6	8	10
3 moderate/possible	3	6	9	12	15
4 likely	4	8	12	16	20
5 almost certain	5	10	15	20	25

Appendix 4: Workstation self-assessment

Workstation location: Click or tap here to enter text.
Member of staff: Click or tap here to enter text.
Job title: Click or tap here to enter text.
Team: Click or tap here to enter text.
Initial checklist date: Click or tap here to enter text.

Your work desk

Question	Response
Is there room to move your legs under the desk?	Choose an item.
Is there enough space on the desk for your equipment, and anything else you are working with?	Choose an item.

Comments:

Click or tap here to enter text.

Your display screen

Question	Response
Is the screen set at a comfortable height?	Choose an item.
Can you tilt the monitor easily?	Choose an item.
Can you read the information on the screen easily?	Choose an item.
Can you adjust the brightness and contrast of the screen?	Choose an item.
Is the screen image stable and free from flicker?	Choose an item.

Comments:

Click or tap here to enter text.

Your keyboard and mouse

Question	Response
Can you adjust the angle of your keyboard?	Choose an item.
Is your keyboard of a suitable size and design to make it comfortable to use?	Choose an item.
Does your mouse or tracker ball run smoothly?	Choose an item.
Do you need a mouse pad? Not usually needed with an optical mouse.	Choose an item.

Comments:

Click or tap here to enter text.

Your computer software

Question	Response
Is the software suitable for the task?	Choose an item.
Have you had sufficient training to use the software?	Choose an item.

Comments:

Click or tap here to enter text.

Your work chair

Question	Response
Is your chair comfortable?	Choose an item.
Does your chair have a five-star base?	Choose an item.
Does your chair swivel?	Choose an item.
Can you adjust the seat height?	Choose an item.
Can you adjust the backrest height?	Choose an item.
Can you adjust the backrest angle?	Choose an item.

Comments:

Click or tap here to enter text.

Your working environment

Question	Response
Is the lighting at the desk and in the workplace suitable and sufficient?	Choose an item.
Is your work area free from uncomfortable glare and reflections?	Choose an item.
Is there a functional blind or curtains, if required?	Choose an item.
Is the temperature and ventilation comfortable to work in (now and at various times of the year)?	Choose an item.
Is the area free from draughts?	Choose an item.
Are floor areas free from tripping hazards?	Choose an item.

Comments:

Click or tap here to enter text.

Other considerations

Question	Response
Can you focus on your screen without visual difficulties?	Choose an item.
Have you had an eye test in the last 2 years?	Choose an item.
Do you have non-screen activities in your daily work routine?	Choose an item.
Are you free from persistent pains or discomfort?	Choose an item.

Comments:

Click or tap here to enter text.

If you have answered no to any of the questions some changes may be needed to improve your working situation.

Try to make as many improvements as you can. For example, try to adopt a better posture, rearrange furniture, and work equipment. Then go back to the questions and change the no to a yes where appropriate.

Where you are not able to make changes, for example where it affects lots of people in your work area or where equipment needs to be replaced, take this questionnaire to your manager, and explain what needs to be altered.

Appendix 5: First aid information

First aid treatment

Provides treatment to preserve life and minimise consequences of injury or illness until medical assistance can be obtained.

Provides treatment of minor injuries that may otherwise receive no treatment, or do not require treatment through an urgent care or emergency department.

First aider

Someone who has undergone suitable training. This may be first aid at work or emergency first aid at work. In addition, provided they can demonstrate current knowledge and skills in first aid, the training and experience of the following qualify them to administer first aid in the workplace without the need to hold a first aid at work or emergency first aid at work or equivalent qualification:

- doctors registered and licensed with the General Medical Council
- nurses registered with the Nursing and Midwifery Council
- paramedics registered with the Health and Care Professions Council

First aid box contents

First aid boxes should contain, as a minimum, the following items:

- a leaflet with general guidance on first aid, for example HSE's leaflet basic advice on first aid at work
- individually wrapped sterile plasters of assorted sizes
- sterile eye pads
- individually wrapped triangular bandages, preferably sterile
- safety pins
- large and medium-sized sterile, individually wrapped, un-medicated wound dressings
- disposable gloves

First aid boxes should be checked regularly. Many items, particularly sterile ones, are marked with expiry dates and should be replaced when they expire, disposing of them safely. Non-sterile items without dates should be checked to confirm if they are still fit for purpose.

Appendix 6: Fire safety

In the event of a fire:

- proceed to the nearest call point
- activate the alarm by breaking the call point break glass
- evacuate the building
- only consider tackling the fire if you feel confident that you know which extinguisher medium to use, how to use it, and are confident it will put the fire out.

The ICB has employees based in a number of sites where the organisation is a tenant. We work with Community Health Partnerships and landlords on these sites to ensure fire safety.

Community Health Partnerships and landlords are responsible for:

- fire alarm maintenance and testing
- housekeeping – management of waste
- holding and maintaining the building fire manual
- automatic smoke detections systems
- gas and water suppression systems
- emergency lighting maintenance and testing
- emergency exits

For Community Health Partnerships sites (Praze-an-Beeble) the ICB is responsible for assisting NHS Community Health Partnerships with the:

- evacuation strategy
- arranging fire evacuation drills
- fire extinguisher maintenance and testing

Fire risk assessment

A fire risk assessment is a methodical, structured examination of the risk to the buildings occupants from fire, taking into account the fire hazards, the means by which the fire hazards are to be controlled and the arrangements for protecting people from any fire, including an assessment of both the physical structures and managerial systems.

The ICB will ensure each site staff are based at has an up to date fire risk assessment, this may be through bringing in a competent individual to complete the fire risk assessment or through ensuring the lead tenant (where this is not the ICB) or landlord have undertaken this.

The ICB will undertake appropriate action to address any action points raised in the fire risk assessment, and liaise with other tenants, landlords, NHS Property Services and other parties as necessary.

Fire training and fire wardens

All staff are expected to undertake mandatory fire safety training in line with the ICB mandatory training policy.

Fire warden training, where required, will be provided as soon as possible after an individual is identified and be repeated every 3 years.

When a building is evacuated fire wardens should check that it is empty. For the area where they are working fire wardens should:

- check every room, including toilets and to assist people where necessary to evacuate to a place of safety
- if necessary tell or show people where escape routes are and show disabled people safe refuges, make use of the evacuation chairs where provided or help them use stairs
- be the last person to leave the floor area for which they are responsible
- report to the co-ordinator at the assembly point to inform them that their area is clear, was unable to be checked or if anyone is still in the building and their whereabouts
- ensure they are familiar with the fire procedures and escape routes in their building

Fire wardens are not expected to try to extinguish fires at risk to their own safety.

The corporate governance team will:

- keep a record of fire wardens and publish notices in the buildings
- seek additional fire wardens if there are insufficient
- arrange appropriate training for fire wardens

Fire alarm testing and drills

Fire alarms should be tested on a regular basis, to ensure they are functioning and that people are familiar with the sound made. This may be carried out by Community Health Partnerships, landlords, or a tenant by agreement.

Fire drills, where the alarm is sounded and those present required to evacuate, should be held at least annually on each site and their completion recorded by the responsible body. If an evacuation takes place due to an unplanned alarm, this can take the place of a drill.

Personal emergency evacuation plans

Some people may need assistance in the event of an evacuation, for example people with a disability, young children, people who are elderly, people who are frail or someone with a temporary condition which might hinder their escape (a broken leg). The reason they need assistance could be they are unable to use the stairs, hear the fire alarm or move quickly enough. Some people may not fully understand

the rules for evacuation. All of these people are likely to need special arrangements to help them in emergencies, arrangements which should be described in a personal emergency evacuation plan.

Lifts must not be used in an emergency. Some sites have evacuation (EVAC) chairs situated on some staircases and refuge areas in stairwells.

Managers should discuss with the member of staff what help they might need. Not all people with a disability need help. Whilst some people who do not have a disability might, for example people may be unable to easily use stairs, or be unable to see fire safety signs, have difficulty finding their way around or be unable to hear the fire alarm as people may become easily confused or disoriented in emergency situations.

Manages should:

- make use of the personal emergency evacuation plan template at appendix 7
- identify who will assist in providing that help and agree with them that they will help – don't rely on 1 or 2 people; they may be on leave or in meetings
- write up the plan in conjunction with the staff member
- identify alternative working arrangements if a plan cannot be created which they are confident will always work - for example only working on the ground floor or somewhere when exiting the building safely is easier, this could be a temporary arrangement
- ensure they and the member of staff sign the personal emergency evacuation plan to indicate they are satisfied that the plan is complete and workable and the staff member is familiar with it
- email the document to ciosicb.corporategovernance@nhs.net - the corporate governance team will then share the personal emergency evacuation plan with site fire wardens
- ensure everyone knows what part they play in the personal emergency evacuation plan and review the plan if anything changes at least annually
- seek advice from the corporate governance team if required

General fire precautions

- Poor housekeeping contributes to fires by providing fuel and by preventing access to exits and emergency equipment.
- Keep workspaces free of waste paper and other combustibles.
- Keep storage tidy.
- Regularly check electrical leads for damage.
- Do not use any defective electrical equipment, quarantine it and report it.
- Uncoil extension leads fully before use and do not add extension leads into other extension leads to make them longer.
- Don't cover any electrical equipment which gets warm in normal use – such as power supplies for laptops.
- Ensure heating equipment is safe to use.
- Do not use equipment that gives off unusual heat or smells odd. If in doubt have it checked and repaired or replaced.

- Make sure all walk ways and corridors are kept clear to ensure people can leave quickly and safely in the event of an emergency.
- Help maintain building security to prevent arson. Report anything suspicious; and don’t leave any combustible rubbish where it can be set on fire outside the building.
- Don’t bring petrol or diesel cans into buildings.

Facilities for staff to prepare their own hot food

There is very little risk to people’s safety (from fire) using toasters, microwaves and similar equipment. However, there have been occasions when the preparation of food using microwaves and toasters has triggered the fire alarms. People should stay with their food while it is cooking to ensuring over-heating does not occur, and that any inadvertent triggering of the fire alarm due to smoke can be quickly reported as a false alarm.

Appendix 7: Personal emergency evacuation plan

This information will be used to plan the safe evacuation of the individual named in the event of an emergency. It will be shared with the corporate governance team and site fire wardens.

Staff member's full name: Click or tap here to enter text.
Job title Click or tap here to enter text.
Department: Click or tap here to enter text.

Which building, floor and room does this plan relate to:

Click or tap here to enter text.

If this plan is temporary (for example while recovering from injury and/or surgery) please add expected expiry date:

Click or tap here to enter text.

Why might this person not be able to leave the building unaided? (consider mobility, hearing, vision etc.)

Click or tap here to enter text.

If they are unaware of emergency alarms, how will they know there is a problem?

Click or tap here to enter text.

Does the individual need someone to help them get out of the building – if so who will do this, please list them here and make a note of how they will do this. Please confirm they are aware of these expectations.

Click or tap here to enter text.

How will the individual get to the designated fire assembly point safely and in a timely manner? List those involved, any specialist equipment to be used and other relevant information.

Click or tap here to enter text.

Are there any issues to be resolved? Please list.

Click or tap here to enter text.

Please retain for your records and send a copy to
ciosicb.corporategovernance@nhs.net

Appendix 8: Personal protective equipment (PPE) process

Introduction

Personal Protective Equipment at Work Regulations 1992 state that every employer shall ensure that suitable personal protective equipment is provided to his employees who may be exposed to a risk to their health or safety while at work except where and to the extent that such risk has been adequately controlled by other means which are equally or more effective. The ICB will provide PPE to its employees where a risk assessment indicates this is required. It will continue to comply with current as well as any future PPE guidance.

Pandemics

In the context of, pandemics there may be an inherent level of work related risk for staff working with other people in offices or who are treating and caring for patients and service users. There is also a risk to the patients and service users themselves. The ICB will follow national guidance for the NHS on the use of PPE in respect of any future pandemics.

Definitions

PPE: All equipment which is intended to be worn or held by a person at work that protects them against one or more risks to their health or safety. For example safety helmets, gloves, eye protection, high visibility clothing, safety footwear, safety harnesses and any addition or accessory designed to meet that objective.

CE Mark: All PPE issued must have a CE mark affixed. The CE mark indicates that the PPE meets essential safety requirements tested to a set standard by an approved body.

EN Standard: A reference given to PPE to state that it been tested and passed a specific series of tests. The standard is that of the harmonised European Standard.

Responsibilities

Directors will:

- ensure suitable and sufficient risk assessments are undertaken and reviewed
- PPE offers adequate protection for roles within their teams and, if in doubt, guidance is sought
- decisions are made with reference to current national guidance

Infection, prevention and control leads will provide:

- advice on any updates that may impact on the application of this policy
- necessary advice, guidance and training relating to PPE

The contracts and procurement team will ensure:

- all PPE is CE marked, complies with EN standards and with the requirements of the Personal Protective Equipment Regulations 2002

Managers will ensure, within their sphere of influence:

- a suitable and sufficient assessment has been made of PPE used and that it is suitable for the hazards it is to control
- where use of PPE has been indicated by risk assessment it is provided and used
- any individual who is required to wear PPE receives the necessary training, information and instruction on its use and maintain a record of this
- where employees refuse to wear PPE their reasons are discussed and resolution sought, with the people team and potentially occupational health

All staff will, where PPE has been issued as a control measure through risk assessment:

- wear that PPE in accordance with training, information and instruction given
- keep disposable PPE in a safe and appropriate place
- keep non-disposable PPE clean and well maintained and stored
- report any loss or defect in all PPE to their manager immediately
- dispose of it safely and appropriately
- inform their manager if there is a specific reason, such as medical or religious grounds for not wearing PPE, to allow suitable alternative equipment or controls to be implemented

Accessing PPE

Where a risk assessment indicates that PPE is required, the manager should contact the contracts and procurement team for advice on ordering or procuring this.

Appendix 9: Equality impact assessment

Name of policy or service to be assessed: Health and safety policy
Department or section: Corporate services
Date of assessment: 20 September 2023
Person(s) responsible for the assessment: Head of corporate services
Is this a new or existing policy? Existing

Aims, objectives and purpose of the policy

Describe the aims, objectives, and purpose of the policy.
The aim of this policy is to ensure that health and safety management systems are in place and implemented throughout the ICB. Implementation of the policy will provide a safe and healthy work environment to meet the requirements of the Health and Safety at Work Act 1974.

Who is intended to benefit from this policy, and in what way?
Staff, visitors, members of public, people who use the services we commission, through increased awareness and management of health and safety.

What outcomes are wanted from this policy?
Improved clarity and awareness of structures and process in place for health and safety management in the ICB.

What factors or forces could contribute or detract from the outcomes?
Lack of staff awareness of policy and processes involved. Colleagues unfamiliar with systems, this will be mitigated through regular reminders through weekly bulletin.

Who are the main stakeholders in relation to the policy?
This policy applies to all employees of the ICB, regardless of position held, as well as consultants, vendors, contractors, and/or any other parties who have a business relationship with the ICB.

Who implements the policy, and who is responsible for the policy?
The corporate governance team.

Differential impacts

Does this have a positive or negative impact on people from an ethnic minority background? How will any negative impact be mitigated?
The policy highlights the need to take into account individual differences when undertaking health and safety risk assessments.

Does this have a positive or negative impact on people who identify as male, female or intersex? How will any negative impact be mitigated?
This policy highlights the need to take into account individual differences when undertaking health and safety risk assessments. Policy includes cross reference to the guidelines for ensuring the health and safety of people who are pregnant and/or breastfeeding.

What is the positive or negative differential impact on people from the perspective of disability? How will any negative impact be mitigated?
This policy includes information on personal emergency evacuation plans (PEEPs) , access and information needs of people with a disability, as well as highlighting the need to take into account individual as well as highlighting the need to take into account individual differences when undertaking health and safety risk assessments.

Does this have a positive or negative impact on people who identify as heterosexual, lesbian, gay, bisexual, pansexual or asexual? How will any negative impact be mitigated?
This policy highlights the need to take into account individual differences when undertaking health and safety risk assessments.

What is the positive or negative differential impact on people from the perspective of age? How will any negative impact be mitigated?
This policy highlights the need to take into account individual differences when undertaking health and safety risk assessments. Consideration given to the needs of visitors to the sites, which can include people of a range of ages, as well as employees.

What is the positive or negative differential impact on people from the perspective of religion or belief? How will any negative impact be mitigated?
This policy highlights the need to take into account individual differences when undertaking health and safety risk assessments.

What is the positive or negative differential impact on people from the perspective of marriage and civil partnership? This is particularly relevant for employment policies. How will any negative impact be mitigated?
No differential impact is anticipated.

Does this have a positive or negative impact on people who identify as trans or transgender, non-binary, or gender fluid? How will any negative impact be mitigated?
This policy highlights the need to take into account individual differences when undertaking health and safety risk assessments.

Does this have a positive or negative impact on people who are pregnant, breast feeding mothers, or those on maternity leave? How will any negative impact be mitigated?
This policy includes cross reference to the guidelines for ensuring the health and safety of people who are pregnant and/or breastfeeding as well as reference to consider individual differences when undertaking health and safety risk assessments.

Are they any other identified groups? How will any negative impact be mitigated?
N/A.

Human rights values

How have the core human rights values of fairness, respect, equality, dignity, and autonomy been considered in the formulation of this policy, service, or strategy?
The policy aims to ensure the health and safety of people is considered.

Which of the human rights articles does this document impact?

☒ To life
☐ Not to be tortured or treated in an inhuman or degrading way
☒ To liberty and security
☐ To a fair trial
☐ To respect for home and family life, and correspondence
☐ To freedom of thought, conscience, and religion
☐ To freedom of expression
☐ To freedom of assembly and association
☐ To marry and found a family
☐ Not to be discriminated against in relation to the enjoyment of any of the rights contained in the European Convention
☐ To peaceful enjoyment of possessions

What existing evidence (either presumed or otherwise) do you have for this?
This policy covers processes around personal safety and that of others.

How will you ensure that those responsible for implementing the policy are aware of the human rights implications and equipped to deal with them?
The human rights statement and guidance accompanies the equality impact assessment and full impact assessment guidance, to provide comprehensive information for staff. These policies are available for staff on the ICB website and have been proactively disseminated via the staff bulletin.

Public Sector Value Act 2012

NHS Cornwall and Isles of Scilly is committed and obliged to fulfil the requirements of the Public Sector Social Value Act 2012. This Act requires the organisations to consider how services commissioned or procured might improve the economic, social, and environmental wellbeing of an area.

Please describe how this will support and contribute to the local system, wider system, and community.
The policy is not about commissioning or procuring services. However, the policy could have positive impacts on the local system and community by ensuring the health and safety of people is considered.

Describe how the policy contributes towards eliminating discrimination, harassment, and victimisation.

This policy cross references with the acceptable behaviour policy and procedure and incident management policy both of which contribute towards eliminating discrimination, harassment and victimisation.

Describe how the policy contributes towards advancing equality of opportunity.
This policy contributes to equality of opportunity by seeking to provide a safe, secure working environment for all our staff.

Describe how the policy contributes towards promoting good relations between people with protected characteristics.
This policy contributes to promoting good relations by seeking to provide a safe working environment, and cross references the acceptable behaviour policy and procedure and incident management policy both of which contribute towards eliminating discrimination, harassment and victimisation.

If the differential impacts identified are positive, explain how this policy is legitimate positive action and will improve outcomes, services and or the working environment for that group of people.
No differential impacts identified.

Explain what amendments have been made to the policy or mitigating actions have been taken, and when they were made.
None.

If the negative impacts identified have been unable to be mitigated through amendment to the policy or other mitigating actions, explain what your next steps are using the following equality impact assessment action plan.
No differential impacts identified.

Equality impact assessment action plan

Issue to be addressed	Action required	Responsible person	Timescale for completion	Action taken
N/A	N/A	N/A	N/A	N/A

Comments on action plan:
N/A

Signed (completing officer): Jess James

Date: September 2025

Signed (head of department or section): Simon Gittoes-Davies

Date: December 2025

Please ensure that a signed copy of this form with the policy is sent to both the corporate governance team and equality and