



Health, Safety & Welfare



Health, Safety and Welfare

Level 1 - All staff including unpaid and voluntary staff

HSW L1 eLearning Ver3 APR2015 UHS01-01K



What you will learn in this session

1. About the organisation's commitment to delivering services safely
2. The importance of acting in ways that are consistent with legislation, policies and procedures
3. How organisations consult with employees on health and safety matters
4. How to locate an organisation's Health and Safety Policy
5. The meaning of hazard, risk and risk assessment
6. How to recognise common work place hazards and manage risks
7. How to apply and promote safe working practices specific to your role
8. Actions you should take to ensure patient safety
9. The importance of raising and reporting health and safety concerns in line with the organisation's processes
10. Your responsibilities to report incidents, ill health and near misses

Why is this important?

- Approximately 5 million lost working days due to self-reported work-related illness and injury
- **8107** reported injuries to employees in the health sector and **5161** in social care
- Reported major injuries to employees in health care: **1297** & social care: **1110**
- There were 56 fatal injuries to members of the public in 2012/13
- Most common causes of injury (including major) in the last 5 years were:
 - Slips, trips and falls
 - Handling
 - Assault
 - Work related stress features highly in the illness (rather than injury) statistics
 - Sharps injuries involved in transmission of 20 serious diseases

(HSE (2013)) www.hse.gov.uk/statistics/





Organisation's commitment to deliver services safely

- For Patients, Staff and members of the public:
 - The NHS Constitution - Principles, values, rights and responsibilities underpinning the NHS
 - Health and Safety Policy; Organisational Statement
- Examples of Procedures and Provisions in place include:
 - Health and Safety Audits/Inspections
 - Staff Training
 - Policies, guidelines & procedures
 - Safe work equipment and facilities
 - Risk assessments
 - Fire precautions
 - Safety signs
 - Occupational Health
 - Employer's Liability Insurance



Consulting with employees on Health and Safety matters

- Employers have a legal duty to consult with employees
- Trade unions are interested in your health safety & welfare! Organisations must consult with Health & Safety representatives before making decisions
- Where a recognised trade union have not agreed to represent employees not in the trade union, the employer must consult with those employees directly as individuals, or through elected Health and Safety representatives
- Health and Safety Committee
 - Who are the committee members?
 - What do they do?
 - Who's representing you?
 - How can you access them?

Look for Health, Safety and Welfare information

- Policies, guidelines and procedures. Readily available – look at your organisation's website
- Find out who your Health, Safety and Welfare leads and advisors are
- What's new? Look out for:
 - Health and Safety Executive posters
 - Health and Safety Executive publications
 - News letters and bulletins
 - Health and Safety committee meeting minutes
 - Team briefs

Legal perspectives

- The law aims to:
 - Prevent people getting injured or suffering illness caused through work
 - Encourage high standards of health, safety and welfare
- The law says:
 - You have a right to a safe workplace
 - Your employer must keep you safe at work
 - You also have responsibility for your own safety

Health & safety at work legislation

- Health and Safety at Work etc. Act (1974)
- Management of Health and Safety at Work Regulations (1999)
- Control of Substances Hazardous to Health, Regulations (2002)
- Manual Handling Operations (1992) (amended 2002)
- Display Screen Equipment Regulations (1992)
(amended by the Health and Safety (Miscellaneous Amendments) Regulations 2002)
- Personal Protective Equipment at Work Regulations (1992)
- Health and Safety (Sharp Instruments in Healthcare) Regulations (2013)
- RIDDOR - Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013



Finding out which substances are health hazards

- COSHH is the law that requires employers to control substances that are hazardous to health
- Exposure to hazardous substances can be prevented by:
 - Being prepared for emergencies
 - Conducting a risk assessment
 - Complying with control measures to reduce harm to health
 - Keeping all control measures in good working order
 - Reading information and attending training
 - Accessing monitoring and health surveillance if appropriate
 - Be prepared for emergencies



Employer's responsibilities

- "It shall be the duty of every employer to ensure, so far as is reasonably practicable, the health, safety and welfare at work of all his/her employees"

(Health and Safety at Work etc. Act (1974))



Employee's responsibilities

The law says:

"No person shall intentionally or recklessly interfere with or misuse anything provided in the interests of health, safety or welfare"

All employees, in the interest of patients, colleague and their own health, safety and welfare should:

- Take responsibility of their own health and safety and that of others who may be affected by their acts or omissions
- Co-operate with their employer on Health and Safety issues
- Be familiar with and follow policies, procedures and instructions
- Report any accidents, damage, unsafe acts or conditions, near misses, or loss as soon as reasonably possible
- Ensure they report immediately any condition which may affect their ability to work safely
- Ensure they attend any related training courses provided for them

(Health and Safety at Work etc. Act (1974))



Management of health and safety at work regulations

- Assess the risks to which employees are exposed to at work
- Provide information, instruction, training and supervision necessary to ensure, so far as is reasonably practicable, the health and safety at work of employees
- Comply with the law on the basis of the general principles of prevention



Failure to comply with health & safety legislation

- Prosecution, notices, fines and imprisonment
 - Organisational or individual
- Claims and complaints
 - Organisational or individual
- Unquantifiable risk
 - Reputation, credibility, morale



- **Hazard** is the potential to cause harm
- **Risk** is the likelihood and consequences of that harm occurring
- **Safe** is about being protected from, or not exposed to, danger or risk
- **Significant** is not trivial in nature and is capable of creating a real risk to health and safety. Action needs to be taken to control it if reasonable
- **Reasonable** in the context of health and safety is where the cost of action to control the risk is proportionate to the reduction in the risk. Cost includes time and effort as well as money



What is a risk assessment?

Identifying hazards with the potential to cause harm and the associated risks

- Know about the hazards and risks in your work place
- Control the risks that need it
- Make sure the risks stay controlled

Risk is a part of everyday life

- You can't eliminate them all
- Know about the significant risks that affect you
- Know what to do to manage them responsibly



Carrying out a risk assessment

- **Step 1** Identify the hazards
- **Step 2** Decide who might be harmed and how
- **Step 3** Evaluate the risks and decide on precautions
- **Step 4** Record your findings and implement them
- **Step 5** Review your assessment and update if necessary



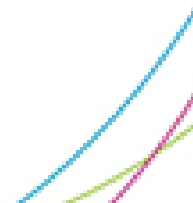
Risk evaluation process

- Find out about the local risk matrix and local escalation process - ask your Health and Safety lead



Common risks

- Uneven or wet floors & obstructions causing slips, trips and falls
- Ill health and previous injuries e.g. musculoskeletal
- Electrical hazards
- Mechanical hazards
- Equipment-related injury
- Biological hazards
- Chemical hazards
- Violence and aggression
- Work pressure and / or stress
- Wrongly / not used personal protective equipment
- Traffic routes
- Display screen equipment
- Sharps



Slips, trips and falls

- Slips and trips can happen anywhere
- The biggest cause of serious injuries to healthcare workers, service users and others



Preventing slips, trips and falls

- Conducting appropriate risk assessment
- Conscientious personal behaviour
- Wear sensible suitable footwear
- Clean up and report spillages
- Remove and report obstructions
- Keep walkways and work areas clear and well lit
- Plan cleaning schedules appropriately



Why you should report incidents & near misses

- To prevent / minimise risks and incidents by learning and implementing appropriate change
- For patient safety and a safer working environment
- To comply with legislation (RIDDOR - Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013)
- To comply with the organisation's policies
- To maintain a record of events and actions
- To identify trends
- To encourage openness and fairness



Incident Report
Workplace Health & Safety

Name: _____
Address: _____
Contact Person: _____
Telephone: _____
Date of Birth: _____
Location of Accident: _____
Date of Accident: _____

Please complete the following
... during at the time of the accident





Reporting procedures

- Every employer / organisation should have their own procedures for reporting incidents and near misses
- These will take account of local issues such as specific environmental factors
- It is important you know, understand and follow these reporting procedures
- If you need more information, contact your manager and/or your local Health, Safety and Welfare lead or advisor



Further Information

- Health and Safety Executive
<http://www.hse.gov.uk/>
- Department of Health
<https://www.gov.uk/government/organisations/department-of-health>
- Health, safety and wellbeing partnership group (HSWPG)
<http://www.nhsemployers.org/Aboutus/Publications/Pages/workplace-health-safety-standards.aspx>





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Assessment



The assessment includes 10 questions. All questions must be answered correctly to pass.

Once you have started, tick the correct option or options for each question. When you have chosen your answer move onto the next question.

At the end of the assessment, there is a declaration to sign and date. This is to ensure you have read and understood the content of the presentation and answered all of the 10 questions.

The assessment and declaration needs to be sent to clinicalbank.mrt@dgh.nhs.uk or posted to; Bank Information Co-ordinator, Professional Development Team, 2nd Floor South Block, Russells Hall Hospital, Dudley, DY1 2HQ.



Which of the following are NOT examples of Procedures and Provisions in place to ensure the safe delivery of services ? (Select ONE of the following options)

- Health and Safety Audits/Inspections
- Risk assessments
- Occupational Health
- Process maps
- Safety signs

Which of the following is an accurate definition of risk? (Select ONE of the following options)

- The combination of likelihood and severity of harm that could occur.
- An act that could lead to harm
- A physical injury to you or others as the result of an accident
- The probability that harm will occur from an accident
- The harm from an accident measured by its severity

It is important to report any incidents or near misses because: (Select ONE of the following options)

- It enables your organisation to learn from incidents to ensure that all services are delivered safely
- It indicates who is to blame
- It allows your organisation to keep its records up to date

Employers are required to undertake risk assessments. What are the steps involved in a risk assessment? (Select FIVE of the following options)

- Identify the hazard
- Decide who might be harmed
- Establish the likelihood and consequences
- Do nothing if the risks are high
- Record and implement findings
- Review your assessment

Health and safety guidelines help to reduce risks by: (Select THREE of the following options)

- Raising awareness of potential risks
- Highlighting appropriate and inappropriate behaviours
- Giving us the freedom to act as we choose
- Supporting us in learning from mistakes



Where can you find information that would help you to understand how to protect your health and safety, and the health and safety of others at work? (Select TWO of the following options)

- Your employer's policies and procedures
- The Health and Safety Executive website
- The NHS Jobs website



Assessment

What actions could potentially put patient safety at risk? (Select ALL that apply)

- Incorrect use of medical devices
- Poor maintenance of equipment used by patients
- Failing to update patients records accurately
- Providing incorrect medication



When should you review a risk assessment? (Select ALL that apply)

- At regular intervals
- As a result of an accident
- When you have new equipment or processes
- Throughout a staff member's pregnancy

Why is incident reporting important? (Select ONE of the following options)

- The Government need to be supplied with facts and figures
- So that we know who is at fault and where the blame lies
- It helps to establish the cause of accidents or near misses and helps prevent a re-occurrence
- To complete statistics for your organisation





Assessment

Why is it important that staff wear identification badges whilst at work? (Select THREE of the following options)

- So that patients and visitors can identify members of staff
- To help members of staff to identify bogus employees and challenge them
- To prevent theft by someone posing as Trust/Organisation personnel
- So that you can call your colleagues by their first name





Declaration – Health and Safety

- I confirm that I have read and understood the content of the Health and Safety presentations.
- I confirm that I have answered all 10 questions as part of the assessment.

NAME:

POSITION: Bank Only Clinical Support Worker/ Registered Nurse (cross off where appropriate)

SIGNATURE:

DATE:

