


Date:	12 April 2018
Meeting:	Governing Body
Item Number:	Item 8.5
Public/Private:	Public <input checked="" type="checkbox"/> Private <input type="checkbox"/>

Report Title:
Health and Safety Policy
Decisions to be made:
1. Policy For Approval

Author: <i>(Name, Title)</i>	Gary Johnson Risk Manager
GB Lead: <i>(Name, Title)</i>	Catherine Wylie Director of Quality & Nursing
Director approval <i>(name)</i>	Catherine Wylie Director of Quality & Nursing
Director Signature	

Continue to improve the quality of services	<input type="checkbox"/>	Improve patient experience	<input type="checkbox"/>
Reduced unwarranted variations in services	<input type="checkbox"/>	Reduce the inequalities gap in North Lincolnshire	<input type="checkbox"/>
Deliver the best outcomes for every patient	<input type="checkbox"/>	Statutory/Regulatory	<input checked="" type="checkbox"/>
Purpose (tick one only)	Approval <input checked="" type="checkbox"/>	Information <input type="checkbox"/>	To note <input type="checkbox"/> Decision <input type="checkbox"/>

Executive Summary (Question, Options, Recommendations):	
The attached Health & Safety policy has been developed in line with National best practice to help ensure the CCG meets its statutory obligations and the Governing Body is asked to formally approve the policy.	
Recommendations	1 To formally approve 2 3
Report history	Health and Safety Group 27/11/2017 Quality, Performance & Finance Committee 8/03/2018
Equality Impact	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
Sustainability	Yes <input type="checkbox"/> No <input type="checkbox"/>
Risk	Yes <input type="checkbox"/> No <input type="checkbox"/>
Legal	Yes <input type="checkbox"/> No <input type="checkbox"/>
Finance	Yes <input type="checkbox"/> No <input type="checkbox"/>

Patient, Public, Clinical and Stakeholder Engagement to date									
	N/A	Y	N	Date		N/A	Y	N	Date

Patient:	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		Clinical:	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Public:	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		Other:	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	

HEALTH & SAFETY POLICY

Version 1.0

Important: This document can only be considered valid when viewed on NHS North Lincolnshire CCG's website. If this document has been printed or saved to another location, you must check that the version number on your copy matches that of the document online.

Name and Title of Author:	Gary Johnson – Risk Manager
Implementation Date:	April 2018
Review Date:	February 2020
Approved by & Date	Governing Body – 12 April 2018
Target Audience:	Staff and Visitors within Health Place, Brigg, North Lincolnshire

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1. INTRODUCTION

This policy is intended to reflect the views of North Lincolnshire Clinical Commissioning Group (the CCG) and sets out the Health & Safety Policy Statement, as well as details of the organisation and arrangements that have been implemented, in order for the CCG to comply with the Health & Safety at Work Act 1974. The policy is supported by a number of documents that offer guidance about specific health & safety issues.

2. PURPOSE / POLICY STATEMENT


The CCG aims to provide all staff, visitors and service users with a safe environment, in which to be able to work or visit, without suffering any personal injury or ill health. It recognises the need to identify significant health & safety related hazards and implement any necessary measures, in order to eliminate or reduce any associated risks of harm, damage or loss.

The CCG aims to prevent, or reduce the nature and severity of all workplace accidents, the spread of infectious diseases and any dangerous occurrences in line with the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) 1995.

All employees are expected to co-operate with this policy and ensure they comply with any statutory duties under Health & Safety Legislation. Management and staff will work proactively together to ensure that all plans, procedures and systems of work are designed to take full account of health & safety issues. This will include arrangements for a safe place of work, maintenance of equipment, safe handling of substances and articles, the assessment of any risks, and sufficient information, instruction and training for staff to ensure they comply with their individual statutory duties.

The CCG Accountable Officer accepts overall responsibility for health & safety in the CCG. However, day to day responsibility for health, safety and welfare is delegated to Directors. They have responsibility for the well-being of all staff, service users and visitors within their respective work areas. In line with Management of Health & Safety at Work Regulations 1999,

North Lincolnshire
CCG Accountable
Officer

Signed: 

Dated: 15/03/18

3. SCOPE

This policy applies to all North Lincolnshire CCG employees, Contractors, Locum, Agency Staff and Students.

4. EQUALITY IMPACT ANALYSIS

In applying this policy, the CCG will have due regard for the need to eliminate unlawful discrimination, promote equality of opportunity, and provide for good relations between people of diverse groups, in particular on the grounds of the following characteristics protected by the Equality Act (2010); age, disability, gender, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, and sexual orientation.

In developing this policy, an Equality Impact Analysis has been undertaken and is attached at Appendix 2. As a result of the initial screening, the policy does not appear to have any adverse effects on people who share protected characteristics and no further actions are required at this stage.

The application of this policy will be monitored alongside recruitment monitoring data to ensure fair application.

4.1 SUSTAINABILITY IMPACT ASSESSMENT

A Sustainability Impact Assessment has been completed for this policy and is attached at Appendix 2.

4.2 BRIBERY ACT 2010

The CCG follows good NHS business practice as outlined in the Business Conduct Policy and has robust controls in place to prevent bribery.

Due consideration has been given to the Bribery Act 2010 in the development of this policy document and consistent application of this policy will mitigate bribery in relation to this policy.

Under the Bribery Act it is a criminal offence to: Bribe another person by offering, promising or giving a financial or other advantage to induce them to perform improperly a relevant function or activity, or as a reward for already having done so; and

- Be bribed by another person by requesting, agreeing to receive or accepting a financial or other advantage with the intention that a relevant function or activity would then be performed improperly, or as a reward for having already done so.
- These offences can be committed directly or by and through a third person

and other related policies and documentation (as detailed on the CCG intranet) should be read when considering whether to offer or accept gifts and hospitality and/or other incentives.

Anyone with concerns or reasonably held suspicions about potentially fraudulent activity or practice should refer to the Local Anti-Fraud and Corruption Policy and contact the Local Counter Fraud Specialist

4.3 General Data protection Register (GDPR)

All employees working in the NHS are bound by a legal duty of confidence to protect personal confidential information they may come into contact with during the course of their work. This is not just a requirement under their contractual responsibilities but also a requirement within the common law duty of confidence and the Data Protection Act 1998 (the Data Protection Act 1998 is expected to be superseded by the Data Protection Act 2017 incorporating the requirements of the General Data Protection Regulation (GDPR) which comes into force on the 25th May 2018), and continues to exist after employment has terminated.

5. ROLES AND RESPONSIBILITIES / ACCOUNTABILITY

The North Lincolnshire CCG Accountable Officer fully accepts their responsibility for health & safety in the workplace and will discharge this through their Organisational responsibilities.

5.1 North Lincolnshire CCG Accountable Officer

The overall and final responsibility for health & safety in the CCG rests with the Accountable Officer.

The CCG Accountable Officer is responsible for:

- The provision of sufficient resources to implement the Health & Safety Policy
- Ensuring that all employees are fully aware of their statutory responsibilities and that these responsibilities are fulfilled
- Ensuring that the CCG complies with all statutory health & safety requirements
- Ensuring reports on accident statistics, trends and remedial measures indicated are submitted to the Health & Safety Group.
- The Accountable Officer accepts overall responsibility for health & safety in the CCG. However, day to day responsibility for health, safety and welfare is delegated to Directors.

5.2 Directors

- The implementation of the Health & Safety Policy, corporately and within their areas of control
- Effective delegation of safety responsibilities within their areas of responsibility
- Effective support for their senior managers' decisions and recommendations in terms of the provision of appropriate resources for health & safety
- The promotion of a positive health & safety culture which enables all employees to fulfil their statutory duties
- That staff have adequate experience and training to safely undertake their work
- The development and implementation of any emergency procedures that may be relevant to their areas of responsibility.

5.3 Senior Managers

All senior managers, in addition to their duties as employees, must:

- Ensure regular inspections of the workplace and equipment are undertaken and that steps are taken to eliminate or minimise any hazards identified, undertake risk assessments as required and, where there is a significant risk to health & safety, communicate the results of those assessments to employees before they are exposed to such risks
- Ensure the robustness of any health & safety documents used within their teams
- Ensure that all staff are provided with such training and adequate supervision as is considered appropriate for them to perform their work safely
- Develop safe systems of work to reduce the risks of personal injury and/or damage to plant or equipment and monitor the performance of these systems
- Investigate and report on all accidents and incidents, and take appropriate measures to prevent recurrence
- Ensure that the provision of first aid in the workplace is commensurate with the level of risk associated with work activities
- Refer staff with work related health problems to the Occupational Health Provider.
- Ensure that management and staff work proactively together to ensure that all plans, procedures and systems of work are designed to take full account of health & safety issues. This will include arrangements for a safe place of work, maintenance of equipment, safe handling of

substances and articles, the assessment of any risks, and sufficient information, instruction and training for staff to ensure they comply with their individual statutory duties

- Ensure that risk assessments, which identify significant risks to health & safety are undertaken and the results of those assessments are communicated to employees before they are exposed to such risks
- Ensure that arrangements are made for consultation with Union accredited Health & Safety Representatives and all employees in the workplace
- Ensure adherence of contractors to the prescribed health & safety standards

5.4 Employees

All employees must:

- Take reasonable care of their own health & safety and that of others who may be affected by their acts or omissions
- Undertake their tasks as instructed, in line with any risk assessment findings and training
- Report to their manager any health & safety concerns, including the activities of outside contractors
- Not misuse or interfere with any equipment provided to ensure safe working practice in the workplace
- Report any accident, involving injury, damage to plant and equipment, or potential injury, damage or loss
- Co-operate with, and assist, other colleagues and management in implementing the Health & Safety Policy
- Co-operate with this policy to ensure they comply with any statutory duties under Health & Safety Legislation

5.5 Fire Safety Advisor

The Fire Safety Advisor will ensure processes; policies and procedures are in place to comply with statutory requirements such as the Regulatory Reform (Fire Safety) Order 2005. They will:

- Ensure that regular reports are presented to the Health & Safety Group informing them of the current state of fire safety in premises for which the CCG is responsible
- Ensure that fire related incidents are reported and investigated and actions are taken to mitigate any risks and address any issues identified from this process
- Receive reports following Fire Risk Assessments and ensure that action is taken to mitigate risks and address the issues identified
- Review and revise, where appropriate, all policies and procedures relating to fire safety

Specialist advice is procured from an appropriately qualified Fire Safety Advisor under the facilities management section of NHS PS who will be responsible for providing advice on all aspects of fire safety including fire prevention, control and evacuation.

5.6 Occupational Health Provider

The CCG has procured an Occupational Health Service. The Occupational Health Provider delivers a full professional occupational health service, which includes staff support and guidance, counselling, health surveillance and pre-employment screening.

5.7 Infection Control Nurse

The Infection Control Nurse will be responsible for providing advice and guidance on all infection control issues. They are responsible for providing staff with suitable training and for ensuring that adequate monitoring is provided to detect any infection control risks or problems.

6 Consultation and Communication with Stakeholders

6.1 Health & Safety Group

In line with the Health & Safety at Work Act 1974, the CCG has a Health & Safety Group that is directly accountable to the Quality, Performance & Finance Committee. The aim of the group is:

- To promote partnership working between management and staff in initiating, developing and implementing improvements to ensure effective employee health & safety
- To work towards the creation of a workplace environment that secures the health, safety and welfare of all persons working for and on behalf of the CCG and to recognise the impact on health, safety and welfare of any organisation engaged by or working with the CCG
- To promote the use of and contribute to safe working practices and systems of work and to promote and contribute to the safety of all persons entering onto the CCG's premises for whatever reason
- To provide strategic direction on health & safety matters
- To analyse incident statistics and risk reports in conjunction with their causal factors and action plans to ensure the CCG has effective arrangements for assuring health & safety management
- To ensure that management of Health & Safety plans are complementary to the overall Risk Management Strategy
- To work toward the establishment of a positive health, safety and welfare culture, throughout North Lincolnshire CCG, that contributes to all aspects of service provision, by actively encouraging good practice in both individual and group behavior

- To contribute to and support planning and execution of work activities, promoting reasonable co-operation between all employees.
- To monitor the effectiveness of the Health & Safety Policy and its revision where necessary
- To conduct an annual audit of the safety provisions within the CCG and the implementation of any recommendations arising from such an audit.

The Group provides the CCG with a forum at which managers and staff can consult about any health & safety issues, in good time, before the introduction or change of legislation, new equipment or new technology. It allows staff representatives to communicate with managers, in order to raise health & safety issues that may be of concern and cannot be resolved at a local level.

Staff side members are accredited Trade Union Safety Representatives of recognised Trade Unions and as such are entitled to carry out their role and functions as detailed in the Safety Representatives & Safety Committee Regulations 1977.

7 NHS CONSTITUTION

7.1 The CCG is committed to:

- the achievement of the principles, values, rights, pledges and responsibilities detailed in the NHS Constitution, and
- ensuring they are taken account of in the production of its Policies, Procedures and Guidelines

7.2 This Policy and Procedure supports the NHS Constitution and the NHS Pledge to provide support and opportunities for staff to maintain their health, well-being and safety.

8. RISK ASSESSMENTS

In line with The Management of Health & Safety Regulations 1999 and The Workplace (Health, Safety & Welfare) Regulations 1992, the CCG is required to assess the workplace for hazards and outline the control measures in place to ensure the risks of injury are removed or kept as low as possible.

Completed risk assessments can be found on the CCG's Y:/ drive, and in the Health & Safety Folder.

9. ARRANGEMENTS

The CCG has a number of supporting policies that offer staff further information about relevant health & safety issues. It is essential that all staff familiarise themselves with any health & safety policy documents that are applicable to their work activities. Some examples include:

- Fire Policy
- Lone Worker Policy
- Violence & Aggression Policy

9.1 First Aid at Work

In line with the First Aid at Work Regulations 1981 third edition published 2013. The CCG will ensure, through the risk assessment process that adequate first aid provisions are made to deal with any injuries sustained by staff whilst at work. Where it is assessed as being necessary, competent first aiders at work will be appropriately trained and supported to carry out their roles. Names and locations of specific first aiders will be prominently displayed in the workplace. The qualified first aider will be responsible for replenishing the stocks and maintaining the contents of the first aid box.

External trainers will carry out first aid training. The syllabus of any course will need to meet the Health & Safety Executive's criteria and be suitable for 'First Aid at Work'. The course will qualify individuals as 'Certified First Aiders at Work'. Individuals will need to attend a refresher course in accordance with legislative requirements in order to remain competent.

9.2 Accident and Incident Reporting

The CCG aims to prevent, or reduce the number of accidents and incidents to a minimum. It will monitor all accidents and incidents and implement the necessary control measures to prevent any recurrence.

The CCG uses the Incident App for all accidents and incidents. These will be investigated initially by the local manager/supervisor in accordance with the Incident Reporting Policy. The Risk Manager may undertake further investigations or provide support depending on the circumstances of the incident. Where required, incidents will be reported to appropriate external stakeholders in accordance with the Incident Reporting Policy. All original documents that record accidents and incidents will be maintained in line with the Incident Reporting Policy.

10. IMPLEMENTATION & DISSEMINATION

The CCG Accountable Officer will ensure through the CCG's line management arrangements, that health & safety considerations are included in any future business planning. Directors will ensure appropriate cascading of health & safety objectives throughout their area of responsibility in order to ensure that the needs of the organisation are identified, prioritised and that appropriate resources are allocated.

Policy documents are available via the North Lincolnshire CCG intranet and the Y:drive.

11. TRAINING

The CCG will ensure, via its recruitment process and subsequent training programme (both internal and external), that, during their period of employment, all members of staff have the appropriate level of competence to be able to safely carry out their role. Every manager must ensure that new members of staff joining their teams complete all required statutory and mandatory health & safety related training within the first 3 months of commencement of employment.

Mandatory training via ESR for all staff on minimising risk includes health, safety and welfare. Fire Safety and Manual Handling.

Local managers/supervisors must ensure that all staff are competently trained in the safe use of any equipment they may be tasked to use during the course of their employment. This will include any update training and any further training necessary as a result of any changes in the workplace arising from the introduction of new procedures and/or new equipment and in accordance with identified Training Needs Analyses. Health & Safety training records for all staff will be held by the organisation.

12. MONITORING COMPLIANCE WITH AND EFFECTIVENESS OF THIS POLICY

12.1 Proactive Monitoring

The CCG Accountable Officer and Directors will ensure that health & safety is monitored via audits and inspections. This will support the overall health & safety planning and assist in promoting a positive health & safety culture. The involvement of Trade Union health & safety representatives in this process will be encouraged.

12.2 Reactive Monitoring

Monitoring of injuries, ill health and other 'loss events' will take place as necessary, to complement active monitoring. This monitoring process will involve both managers and safety representatives. The investigation of such accidents/losses, together with analysis of incidents, will be used as a tool to identify causation, reduce future incidents and assess the effectiveness of the policy arrangements. The CCG Accountable Officer and Directors will ensure that such re-active monitoring is undertaken on an organisation wide basis.

12.3 Audit and Review

Health & Safety incidents will be reported in the first instance on the CCG Incident App reporting system, in accordance with the CCG's policy for reporting and managing incidents. A quarterly consolidated Incident Report will be presented to the Health & Safety Group.

Risk Assessments will be reviewed annually and will be monitored by the Risk Manager, Where appropriate, identified risks may be inserted into the Corporate Risk Register.

Audits will be conducted in accordance with the Annual Audit Plan and results will form the content of the Annual Audit Report.

In addition, the following are used to monitor the contents and outcomes of this policy:

- Serious Incidents (SI's)
- Health & Safety Audits
- Health & Safety Group Action Notes
- Risk Registers
- Incident Reports
- Complaints
- RIDDOR

13. RELATED DOCUMENTS/POLICIES

- Risk Management Strategy
- Incident Reporting Policy
- Fire Policy
- Lone Worker Policy
- Maternity, Maternity Support (Paternity) Adoption and Parental Leave Policy

14. REFERENCES

- Health & Safety at Work Act 1974
- Management of Health & Safety at Work Regulations 1999
- Workplace (Health, Safety & Welfare Regulations 1992
- Control of Substances Hazardous to Health (CoSHH) Regulations 2002
- Provision and Use of Work Equipment Regulations 1999
- First Aid at Work Regulations 1981
- Display Screen Equipment (DSE) Regulations 1992
- Regulatory Reform (Fire Safety) Order 2005
- Safety Representatives & Safety Committee Regulations 1997
- Reporting of Injuries, Diseases & Dangerous Occurrences Regulations (RID DOR) 1995
- National Health Service Litigation Authority Risk Management Standards
- Health & Safety Executive (HSE) Website
- Health & Safety Group Terms of Reference
- HSG Guidance – HSG 65 – Successful Management of Health & Safety at Work
- Equality Act (2010)
- Human Rights Act (1998)
- Equality Duty (Public Sector) (2011)

15. REVIEW

This Policy will be reviewed every 2 years or if necessary, revised in light of legislative or organisational changes or as a result of any significant incident.

INTEGRATED IMPACT ASSESSMENT

Policy	Fire Safety Policy		
Date of analysis:	20/11/2017		
Type of analysis completed	Quality	<input checked="" type="checkbox"/>	
	Equality	<input checked="" type="checkbox"/>	
	Sustainability	<input checked="" type="checkbox"/>	
What are the aims and intended effects of this policy/project or function?	To Ensure compliance with National Legislation and promote a safe environment for CCG Staff and visitors		
Please list any other policies that are related to or referred to as part of this analysis	Fire Evacuation Procedures		
	Fire Policy		
	Business continuity Policy		
	Employees	<input checked="" type="checkbox"/>	
	Service users		N/A
Who does the policy affect?	Members of the public	<input checked="" type="checkbox"/>	
	Other (please list)		Visitors to the building

QUALITY IMPACT

	Please 'X' ONE for each			Brief description of potential impact	Mitigation strategy and monitoring arrangements	Risk 5 x 5 risk matrix)	
	Chance of Impact on Indicator					Likelihood	Consequence
	Positive Impact	No Impact	Negative Impact				
	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>				
PATIENT SAFETY							
Patient safety /adverse events		<input checked="" type="checkbox"/>					
Mortality position		<input checked="" type="checkbox"/>					
Infection control MRSA/CDIFF		<input checked="" type="checkbox"/>					
CQC status		<input checked="" type="checkbox"/>					

NHSLA / CNST								
Mandatory/statutory training	X							Staff are identified and trained in additional duties
Workforce (vacancy turnover absence)			X					
Safe environment	X							Ensures staff have a safe environment to work in
Standard & suitability of equipment	X							Ensures staff have a safe environment to work in
CLINICAL EFFECTIVENESS								
NICE Guidance and National Quality Standards, eg VTE, Stroke, Dementia					X			
Patient related outcome measures					X			
External accreditation e.g. professional bodies ie RCN					X			
CQUIN achievement					X			
PATIENT EXPERIENCE								
Will there be an impact on patient experience if so how					X			
Will it impact on carers if so how					X			
INEQUALITIES OF CARE								
Will it create / reduce variation in care provision?					X			
STAFF EXPERIENCE								
What is the impact on workforce capability care and skills?	X							Staff are identified and trained in additional duties
Will there be a change in working practice, if so, how?					X			

Will there be an impact on training	X				Staff are identified and trained in additional duties
TARGETS / PERFORMANCE					
Will it have an impact on performance, if so, how?		X			
Could it impact on the achievement of local, regional, national targets, if so, how?		X			

EQUALITY IMPACT

Analysis Rating (see completion notes)	Red		Red/Amber	Amber	Green	X
Approved by:	CCG Lead for this Policy	Gary Johnson		CCG lead for E&D:		
	Date	20/11/2017		Date		

Local Profile Data

General	Total number of employees in the North Lincs CCG 65
Gender (Men and Women)	78% staff employed are female 22% staff employed are male
Race (All Racial Groups)	82% of staff employed in the CCG are White 5% of staff are Asian 13% staff have not stated or defined their ethnicity
Disability (Mental and Physical, Sensory Impairment, Autism, Mental Health issues)	82% did not declare /undefined 18% of staff employed declared themselves as having no disability No staff declared a disability
Religion or Belief	11% of staff are Christian 89 % of staff are recorded as did not wish to respond/undefined
Sexual Orientation (Heterosexual, Homosexual and Bisexual)	11% of staff are Heterosexual 89% of staff are recorded as did not wish to respond /undefined

Pregnancy and Maternity	No information yet as the CCG has not been established long enough to build meaningful data
Transgender	Nil information yet
Marital Status	61% of employees are married. 26% of staff reported that they were single 11% of employees are divorced 2% of employees are in a civil partnership
Age	5% of staff are under 30 72% of staff are aged 30-55 23% of staff are over 55

Equality Data

Is any equality data available relating to the use or implementation of this policy, project or function?	Yes
List any consultation e.g. with employees, service users, Unions or members of the public that has taken place in the development or implementation of this policy, project or function.	Staff Consultation H&S Group Quality Group
Promoting inclusivity; How does the project, service or function contribute to our aims of eliminating discrimination and promoting equality and diversity?	This Policy does not directly promote inclusivity, but provides a clear framework for Health and Safety. The advantage of a written policy is that it will help to ensure that the Health and Safety provisions are applied consistently across the organisation which helps towards promoting equality and diversity.

Equality Impact Risk Assessment test

What impact will the implementation of this policy, project or function have on employees, service users or other people who share characteristics protected by *The Equality Act 2010*?

Protected Characteristic:	No Impact	Positive Impact	Negative Impact	Evidence of impact and if applicable justification where a <i>Genuine Determining Reason</i> exists

Gender (Men and Women)	x			The advantage of a written policy is that it will help to ensure that the Health and Safety Policy is applied consistently across the organisation. No detrimental impact on this group is identified in the policy
Race (All Racial Groups)	x			The advantage of a written policy is that it will help to ensure that the Health and Safety Policy is applied consistently across the organisation. No detrimental impact on this group is identified in the policy
Disability (Mental and Physical, Sensory Impairment, Autism, Mental Health Issues)	X	x		The advantage of a written policy is that it will help to ensure that the Health and Safety Policy is applied consistently across the organisation. No detrimentally impact on this group is identified in the policy- However positively Staffs are asked to complete a PEEP for evacuation purposes should they deem themselves disabled.
Religion or Belief	x			The advantage of a written policy is that it will help to ensure that the Health and Safety Policy is applied consistently across the organisation. No detrimental impact on this group is identified in the policy
Sexual Orientation (Heterosexual, Homosexual and Bisexual)	x			The advantage of a written policy is that it will help to ensure that the Health and Safety Policy is applied consistently across the organisation. No detrimental impact on this group is identified in the policy
Pregnancy and Maternity	x			The advantage of a written policy is that it will help to ensure that the Health and Safety Policy is applied consistently across the organisation. No detrimental impact on this group is identified in the policy
Transgender	x			The advantage of a written policy is that it will help to ensure that the Health and Safety Policy is applied consistently across the organisation. No detrimental impact on this group is identified in the policy
Marital Status	x			The advantage of a written policy is that it will help to ensure that the Health and Safety Policy is applied consistently across the organisation. No detrimental impact on this group is identified in the policy
Age	x			The advantage of a written policy is that it will help to ensure that the Health and Safety Policy is applied consistently across the organisation. No detrimental impact on this group is identified in the policy

Action Planning

As a result of performing this Equality Impact Analysis, what actions are proposed to remove or reduce any risks of adverse outcomes identified on employees, service users or other people who share characteristics protected by The Equality Act 2010?

Identified Risk:	Recommended Action:	Responsible Lead	Completion Date	Review Date
None Identified				

SUSTAINABILITY IMPACT

Staff preparing a Policy are required to complete a Sustainability Impact Assessment. Sustainability is one of the CCG key Strategies and the CCG has made a corporate commitment to address the environmental effects of activities across CCG services. The purpose of this Sustainability Impact Assessment is to record any positive or negative impacts that this activity is likely to have on each of the Trust's Sustainability Themes.

	Positive Impact	Negative Impact	No Specific Impact	What will the impact be? If the impact is negative, how can it be mitigated? (action)
Reduce Carbon Emission from buildings by 12.5% by 2010-11 then 30% by 2020			X	
New builds and refurbishments over £2million (capital costs) comply with BREEAM Healthcare requirements.			X	
Reduce the risk of pollution and avoid any breaches in legislation.			X	
Goods and services are procured more sustainability.			X	
Reduce carbon emissions from road vehicles.			X	
Reduce water consumption by 25% by 2020.			X	
Ensure legal compliance with waste legislation.			X	
Reduce the amount of waste produced by 5% by 2010 and by 25% by 2020			X	

Increase the amount of waste being recycled to 40%.			X	
Sustainability training and communications for employees.			X	
Partnership working with local groups and organisations to support sustainable development.			X	
Financial aspects of sustainable development are considered in line with policy requirements and commitments.			X	

