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**Hertfordshire and West Essex Integrated Care Board**

**Health & Safety Policy v2.0**

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**CONTENT**

1. **Introduction**

1.0.1 NHS Hertfordshire and West Essex Integrated Care Board (HWE ICB) is committed to complying with Health and safety legislation, including the Health and Safety at Work Act (HASAWA) 1974, [Management of Health and Safety at Work Regulations 1999](https://www.legislation.gov.uk/uksi/1999/3242/contents/made), Corporate Manslaughter and Homicide Act 2007 and other associated regulations.

* + 1. To achieve this the HWE ICB will implement effective practices; aiming to create a safe working environment, fostering a proactive safety culture and minimising risks associated with its undertakings. By prioritising health and safety, the organisation strives to protect the well-being of its staff, visitors, members of public and other stakeholders, as far as reasonably practicable.
  1. **Purpose**
     1. The purpose of this health and safety policy and associated documents is to establish a framework that ensures the health, safety, and welfare of all staff, visitors, and stakeholders, as far a reasonably practicable. It demonstrates the HWE ICB's commitment to comply with health and safety legislation, minimise risks, and promote a culture of safety.
     2. In pursuance of this aim, HWE ICB will commit to:

1. establishing health and safety procedures in line with HSG65 Managing for Health and Safety.
2. ensuring a provision of sufficient training, instruction, and information is available to enable staff to contribute positively to their own, and others safety.
3. identifying risks and taking reasonable steps to minimise them where possible and recording significant findings (risk assessments).
4. continuing to foster a proactive safety culture that recognises the importance of health and safety through promotion and ‘leading by example’.
5. providing a reporting mechanism for incidents, accidents and near misses; ensuring regular reviews are undertaken, necessary actions are taken and reported to the relevant parties.
6. establishing audit arrangements to monitor and ensure compliance with health and safety regulations.
7. providing adequate welfare facilities and a healthy work environment within HWE ICB premises.
   * 1. It is vital to the effectiveness of this policy that this and any subsequent revisions are available to all staff; they understand its contents and are aware of their role in ensuring a safe working environment.
   1. **Scope**
      1. This policy applies to all ICB staff members, including the Board, Committee Members and Volunteers involved in the ICB’s policy-making processes, whether permanent, temporary or contracted-in (either as an individual or through a third-party supplier).
      2. This policy should be read in conjunction with associated policies, risk assessments and procedures/guidance in section 3.

1.2.3 Engaging in or allowing others to engage in practices that violate health and safety legislation and the HWE ICB Health and Safety Policy is considered a disciplinary offense and may result in dismissal.

**1.3 Definitions**

1.3.1 The following definitions apply in the context of this policy:

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| **Term** | **Definition** |
| *Health and Safety at Work Act 1974 (HASAWA)* | The HASAWA is the primary piece of legislation covering occupational health and safety in Great Britain. It sets out the general duties which employers have towards staff and members of the public and staff have to themselves and to each other. |
| [Management of Health and Safety at Work Regulations 1999](https://www.legislation.gov.uk/uksi/1999/3242/contents/made) | The Management of Health and Safety at Work Regulations 1999 were introduced to reinforce the Health and Safety Act 1974. They explicitly outline what employers are required to do to manage health and safety and apply to every work activity. |
| *Accountable Person* | The overall responsibility for compliance with HASAWA 1974 and other relevant statutory provisions lies with the responsible person who is accountable to the Board. |
| *Competent Person* | The Management of Health and Safety at Work Regulations 1999, Regulation 7 requires every employer to appoint one or more competent persons to assist with putting measures in place to ensure legal compliance. The Competent Person can be either an individual or a company providing these services. The person is regarded as competent if they have “sufficient training and experience or knowledge and other qualities to properly assist the employer to meet their safety obligations.” |
| The Audit and Risk Committee | The Audit and Risk Committee is responsible for reviewing the effectiveness of the HWE ICBs risk management systems. |
| Staff Partnership Forum | This forum, with management, staff-side and trade union representatives will consider and consult on matters pertaining to the health and safety of staff within HWE ICB. |
| *HSG65 Managing for Health and Safety* | The Health and Safety Executive’s (HSE) overarching guide on the essential philosophy of good health and safety; what it means, how to achieve it and how to maintain it. Also known as Plan, Do, Check, Act cycle. |
| *Reasonably practicable* | All risks cannot be eliminated, but everything 'reasonably practicable' needs to be done to protect people from harm. This means balancing the level of risk against the measures needed to control the real risk in terms of money, time, or trouble. |
| *Hazard* | HSE defines a hazard as a potential to source of harm. |
| *Risk* | HSE defines risk as the chance, high or low, that somebody may be harmed by the hazard. |
| *Risk Assessment* | HSE define Risk Assessment as ‘the careful examination of what, in your work, could cause harm to people, so that you can weigh up whether you have taken enough precautions or should do more to prevent harm.’ |
| *Incident* | An occurrence or situation that happens unexpectedly and unintentionally, typically resulting in damage or injury. |
| *Near Miss* | An event not causing harm but has the potential to cause injury or ill health. |
| *Staff* | Staff that are directly employed by the HWE ICB and others authorised to undertake work on behalf of the HWE ICB, including independent contractors and volunteers. |
| *Manager* | The person that staff directly report to. |
| *Senior Management* | Includes the ICB Executive team and the ICB Senior Managers Group membership.  Under section 37 ofThe Health and Safety at Work etc. Act 1974, there are specific liabilities for management and directors where breaches of Health & Safety legislation have been committed with consent, complicity, or through neglect. |
| HWE ICB Premises | The building/s (or part of a building/s) which are occupied or managed by the Herts and West Essex Integrated Care Board. |
| Corporate Manslaughter and Homicide Act 2007 | The Act, which came into force on 6 April 2008, clarifies the criminal liabilities of companies including large organisations where serious failures in the management of health and safety result in a fatality. |
| Reporting of Injuries, Diseases and Dangerous OccurrencesRegulations (RIDDOR) 2013 | RIDDOR is a UK health and safety law that requires employers and responsible/accountable persons to report and record workplace accidents, injuries, diseases, and dangerous occurrences. |
| *Personal Protective Equipment at Work (Amendment) Regulations 2022* | Organisations must provide Personal Protective Equipment (PPE) at no charge to staff, including limb workers (those that carry out irregular work for one or more organisation), when required, in line with Personal Protective Equipment at Work (Amendment) Regulations 2022. |
| Safety Assistance *.* | Staff trained to assist with the protective and preventative measures, such as first aiders and fire wardens as an example. The organisation will ensure that the persons appointed have adequate time available and the means at their disposal to carry out training and fulfil their functions. |
| The Regulatory Reform (Fire Safety) Order 2005 | The RRO has replaced most fire safety legislation with one simple order. It means that any person who has some level of control in premises must take reasonable steps to reduce the risk from fire and make sure people can safely escape if there is a fire. |

**2.0 Roles and Responsibilities**

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| **Role** | **Responsibilities** |
| *HWE ICB* | As the employer, the HWE ICB and members of the board are ultimately responsible in law for the health, safety and welfare of the organisations staff whilst at work and the conduct of the organisation’s undertakings, to ensure the safety of visitors, and other persons not in their employment, as far as reasonably practicable. |
| Accountable Person | The accountable person for HWE ICB is the Chief Executive, who has entrusted the Chief of Staff with the responsibility for Health and Safety.  In the role of accountable person for Health and Safety within HWE ICB, as outlined by the Health and Safety at Work Act (HASAWA) 1974, the Chief of Staff is responsible for:   * Assuming board-level accountability for ensuring that the HWE ICB adheres to health and safety regulations. * Overseeing the development and implementation of a comprehensive health and safety policy (this document) that safeguards staff and any individuals potentially affected by HWE ICB activities. * Ensuring the organisation fulfils all statutory health and safety obligations. * Ensuring that the Senior Management Team is aware of their health and safety responsibilities and prioritises health and safety as an integral part of management. * Allocating sufficient resources and facilities to support effective health and safety management, including appropriate health and safety training programs for all staff members. * Ensuring a management system for reporting and investigating incidents, accidents, and near misses is in place. * Keeping the Board, Senior Management Team, and audit and risk committee informed about significant health and safety incidents, potential risks, and required actions. * Ensuring the availability of a health and safety advisory service by appointing and/or training enough Competent Persons. * Monitoring health, safety, and welfare performance, setting strategic targets, ensuring regular progress reviews are carried out through audit processes. * Ensuring that liability is adequately covered by appropriate insurance.   This is **in addition** to the responsibilities outlined in the senior management section below that the Chief of staff would also take on as part of the executive team. |
| *Competent Person* | As the Competent Person, the Head of Corporate Support will:   * Assist the accountable person with ensuring that the organisation fulfils its statutory health and safety obligations. * Develop health and safety procedures in accordance with HSG65 Managing for Health and Safety. * Conduct an annual review of the health and safety policy, ensuring it is effectively communicated across the organisation. * Ensure that health and safety training programs are accessible to all staff members. * Provide necessary resources and equipment for health and safety to staff who require them. * Ensure there is a health and safety provision, including adequately trained staff at HWE ICB premises. * Oversee the reporting and investigation of health and safety-related accidents, incidents, and near misses, conducting regular reviews and implementing necessary actions. Where necessary the competent person will report injuries under RIDDOR to the relevant external enforcing authority. * Actively promote and communicate health and safety issues throughout the organisation. * Perform annual health and safety audits to evaluate organisational performance and management effectiveness, and suggesting improvements as needed. * Reporting audit findings to the accountable person and Audit and risk Committee for assurance and a providing a summary to the Staff Partnership Forum. * Manage the organisation’s corporate health and safety risk assessments, reviewing them annually and communicating relevant information to staff as appropriate. * Seek suitable specialist health and safety advice where appropriate. * Retain copies of outdated policy documents in compliance with the Records Management: NHS Code of Practice 2021. * Keep the accountable person informed about significant health and safety incidents, potential risks, and required actions. |
| *Senior Management* | **In addition** to the responsibilities outlined in the staff section below, senior managers are also accountable for the following health and safety duties.   * Ratifying health and safety related policies (HWE ICB Executive Team only). * Actively promoting and communicating health and safety throughout the organisation ‘leading by example’. |
| *Managers* | **In addition** to the responsibilities outlined in the staff section below, managers are also accountable for the following health and safety duties:   * Ensuring the health, safety, and welfare of all staff members, whilst working to the extent that is reasonably practicable. * Completing health and safety training tailored to their managerial role, along with any necessary refresher courses. * Verifying that all team members have completed relevant health and safety training and refresher courses. * Ensuring that all team members are well-acquainted with the HWE ICB health and safety policies, risk assessments, and procedures, and that they fully understand their individual responsibilities. * Maintaining accurate records of all training related to health and safety for both them and their team members. * Effectively communicating health and safety information, including any relevant changes or updates, to their teams. * Ensuring that appropriate risk assessments are conducted and in place, tailored to the specific needs of the team’s work environment. * Ensuring that all staff members are aware of the procedures for reporting accidents, incidents, and near misses. * Ensuring staff are aware of the health and safety provisions within HWE ICB premises. * Actively involving and consulting with staff on health and safety matters during team meetings and relevant forums. * Assisting the Head of Corporate Support with the organisation's annual health and safety audit. * Keeping the Head of Corporate Support informed about all health and safety matters impacting the team and organisation. * Ensuring safe systems of work are in place. |
| *All Staff* | All staff will support the organisation in fulfilling its statutory health and safety obligations by:   * Taking care for their own health, safety, and welfare, as well as that of others (including visitors), while working, as far as reasonably practicable. * Completing all required health and safety training, including necessary refresher courses, and adhering to the training guidelines. * Familiarising themselves with the health and safety policies, risk assessments, and procedures of HWE ICB, and understanding their personal responsibilities. * Identifying themselves to their manager if they have a condition, disability, sensory or mobility issue (whether permanent or temporary) that might make them more vulnerable. * Being informed about the procedures for reporting accidents, incidents, and near misses. * Raising any health and safety concerns or questions with their manager or the Head of Corporate Support. * Actively participating in team meetings and relevant forums to discuss health and safety issues. * Familiarising themselves with the health and safety provisions available in HWE ICB premises. * Promptly informing their line manager of any changes that may impact risk assessments or health and safety procedures. * Practicing good housekeeping by keeping work areas tidy and free of obstructions. |

**2.1 Implementation**

2.1.1 This policy and associated documents will be made available via the HWE ICB intranet.

2.1.2 The HWE ICB will ensure that all staff are provided with adequate health and safety training. Training will include suitable instruction on the precautions and actions to be taken to safeguard themselves and others.

**2.2 Monitoring**

2.2.1 This policy will be reviewed annually by the Competent Person, or sooner in the event of legislative change, or any amendments identified.

2.2.2 An audit of health and safety compliance will be conducted annually.

2.2.3 Incident reporting will be proactively monitored by the competent person, themes and trends investigated and reported to the accountable person.

2.2.4 Staff survey responses will be monitored; areas around health and safety with low performance will require the development of action plans in collaboration with, the competent person, senior management, and the staff partnership forum.

**3.0 HWE ICB Arrangements for Health and Safety**

3.0.1 HWE ICB recognises its obligations under Health and safety legislation, including the Health and Safety at Work Act (HASAWA) 1974 and implements the following practical arrangements to meet these obligations.

3.0.2 *Health and Safety Management System*

Policies, risk assessments, and guidance/procedures in accordance with HSG65 Managing for Health and Safety. Based on the Plan, Do, Check, Act model, these documents are designed to control and improve health and safety within HWE ICB.

* The competent person will ensure risks are assessed and risk assessments are undertaken; clearly identifying who is to action any required tasks and communicated to those responsible with specified timescales.
* The competent person will ensure actions allocated within the risk assessments are undertaken or mitigated in an appropriate manner and that they are updated accordingly.
* The competent person will ensure the polices, risk assessments and guidance/procedures are reviewed annually or sooner if there are any legislative changes, significant or any other change that may be identified.
* The Competent person will ensure the policies, risk assessments and guidance/procedures and any subsequent revisions are communicated to staff.

The individual polices, risk assessments and procedures are outlined under associated documentation in section 3.0. Staff should ensure they are well-acquainted with these documents and that they fully understand their individual responsibilities.

* + 1. *Accident/Incident Reporting and Investigation*

All work-related accidents and incidents, including near misses that are deemed a shortcoming in the health and safety arrangements must be reported on the ICB’s Incident Reporting system and investigated by the competent person.

Under RIDDOR employers are required by law to inform the relevant enforcing authority. The competent person will be responsible for reporting the below.

* The death of a person.
* Specified injuries to workers.
* Injuries to workers which result in them being incapacitated or unable to perform their normal work for more than 7 consecutive days.
* Non-fatal injuries to people other than workers.
* Dangerous occurrences.
* Fires that result in cessation of work for 24 hours.

The HWE ICB Accident/Incident Reporting Procedure should be referred to for further information and guidance.

3.0.4 *Education and Training*

The HWE ICB recognise its duty to provide effective training and instruction, to enable staff to contribute positively to their own, and others safety.

Mandatory training programmes relating to the below are provided to all staff at the start of employment and renewed at specified intervals.

* Health, Safety and Welfare training, which includes risk awareness is provided for all staff – this should be renewed every 3 years.
* Fire safety training is provided for all staff - this should be renewed every 2 years.
* Display screen equipment (DSE) training is provided for all staff - this should be renewed every 3 years.
* Moving and handling training is provided for all staff - this should be renewed every 3 years.

In addition to the formal training outlined above, managers should ensure health and safety is discussed during local induction and as part of regular team discussions.

Specialised training is provided to those staff with safety assistance roles; requalification dates are specific to the qualification and are monitored by the competent person.

* + 1. *Health and Safety Provisions*

HWE ICB premises should provide adequate welfare facilities, maintain a healthy work environment, and ensure a safe workplace to the extent that it is reasonably practicable. Additionally, the competent person will ensure the following specific provisions are available at each office.

* Display of statutory notices.
* Availability of first aid supplies.
* Designated individuals capable of assisting with safety-related roles.
* Provision of personal protective equipment (PPE) in accordance with the Personal Protective Equipment at Work (Amendment) Regulations 2022

Moreover, the competent person will ensure that a risk assessment is conducted for each HWE ICB premises.

3.0.6 *Fire Safety*

The Regulatory Reform (Fire Safety) Order 2005 together with the Management of Health and Safety at Work Regulations 1999, and other associated fire safety legislation, impose duties on all employers in respect of fire safety at work. These duties extend to the Herts and West Essex (HWE) Integrated Care Board (ICB), its staff and visitors.

As the employer, the HWE ICB has formulated the HWE ICB Fire Safety Policy, which should be read in conjunction with this document.

3.0.7 *Display Screen Equipment (DSE)*

The Health and Safety (Display Screen Equipment) Regulations 1992 (as amended by the Health & Safety Miscellaneous Amendments) Regulations 2002 place specific requirements on employers with the aim of protecting workers from the health risks associated with Display Screen Equipment (DSE).

As the employer, the HWE ICB has developed the HWE ICB Display Screen Equipment Policy, which should be read in conjunction with this document.

3.0.8 *Guidance for staff with any condition, disability or mobility issue*

The HWE ICB is committed to ensuring the health, safety, and welfare of all its staff, regardless of any condition, disability, or mobility issue they may have. Health and safety legislation should not hinder employees from performing their roles; therefore, HWE ICB has a responsibility to implement reasonable adjustments in accordance with the Equality Act 2010.

Staff members who have a condition, disability, or mobility issue—whether permanent or temporary—that could impact their own safety or the safety of others in the workplace are encouraged to inform their manager. This communication is essential to ensure that the necessary arrangements and mitigations can be put in place.

In terms of fire safety, staff should ensure they familiarise themselves with the HWE ICB fire safety policy and Personal Emergency Evacuation Plan (PEEP), as these documents outline evacuation processes and specific arrangements for individuals who may require additional support during an emergency.

*3.0.9 Occupational Health*

Occupational Health (OH) are dedicated to ensuring the physical and mental wellbeing of workers, supporting staff and employers to prevent work related injuries and illness.

Refer to the [HWE ICB intranet](https://intranet.hertsandwestessex.ics.nhs.uk/services/health-wellbeing/occupational-health/) for detailed information on how to make a referral or discuss with a manager or HR colleagues.

**3.1 Consultation and communication with stakeholders**

The following stakeholders have been consulted in relation to this policy.

* ICB Chief of Staff
* ICB Executive Team
* Qualified Health and Safety Advisor.
* HWE ICB Trade Union Representative.
* HWE ICB Equality and Diversity Lead.

**3.2 References**

* [Health and Safety at Work etc. Act 1974](https://www.legislation.gov.uk/ukpga/1974/37/contents)
* [The Management of Health and Safety at Work Regulations 1999](https://www.legislation.gov.uk/uksi/1999/3242/contents)
* [Corporate Manslaughter and Corporate Homicide Act 2007](https://www.legislation.gov.uk/ukpga/2007/19/contents)
* [Managing for health and safety (HSG65)](https://www.hse.gov.uk/pubns/books/HSG65.htm)
* [RIDDOR – Reporting of Injuries, Diseases and Dangerous Occurrences Regulations - HSE](https://www.hse.gov.uk/riddor/)
* [Personal protective equipment (PPE) at work regulations from 6 April 2022](https://www.hse.gov.uk/ppe/ppe-regulations-2022.htm)
* [Working safely with display screen equipment: Overview - HSE](https://www.hse.gov.uk/msd/dse/)
* [The Regulatory Reform (Fire Safety) Order 2005](https://www.legislation.gov.uk/uksi/2005/1541/contents)
* [Equality Act 2010](https://www.legislation.gov.uk/ukpga/2010/15/contents)
* [The Health and Safety (Consultation with Employees) Regulations 1996](https://www.legislation.gov.uk/uksi/1996/1513/made)

**3.3 Associated documentation**

* HWE ICB Fire Safety Policy
* HWE ICB Display Screen Equipment Policy
* Accident/Incident Reporting Procedure
* First Aid Provision Guidance
* Electrical Safety Guidance
* The Forum Risk Assessment
* Charter House Risk Assessment
* Kao Park Risk Assessment
* Home Working Risk Assessment
* Moving and Manual Handling Risk Assessment
* Driving for Work Risk Assessment
* Lone Working Risk Assessment
* Disability in the Workplace Policy
* Health and Wellbeing Policy
* Stress Risk Assessment
* Agile Working Policy
* Workplace Risk Assessment for Expectant Mothers
* Security policy or guidance (pending)
* Waste management policy or guidance (pending)

**Appendix 2**

**Equality Impact Assessment and Health Inequality Impact Assessment**

# Equality Analysis

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| **Title of policy, service, proposal etc being assessed:** |
| Herts and West Essex Integrated Care Board (HWE ICB) Health and safety policy |

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| * + 1. **What are the intended outcomes of this work?**   The purpose of this health and safety policy and associated documents is to establish a framework that ensures the health, safety, and welfare of all staff, visitors, and stakeholders, as far a reasonably practicable. It demonstrates the HWE ICB's commitment to comply with health and safety legislation, minimise risks, and promote a culture of safety. |
| * + 1. **How will these outcomes be achieved?**   In pursuance of this aim, HWE ICB will commit to:   1. establishing health and safety procedures in line with HSG65 Managing for Health and Safety. 2. ensuring a provision of sufficient training, instruction, and information is available to enable staff to contribute positively to their own, and others safety. 3. identifying risks and taking reasonable steps to minimise them where possible and recording significant findings (risk assessments). 4. continuing to foster a proactive safety culture that recognises the importance of health and safety through promotion and ‘leading by example’. 5. providing a reporting mechanism for incidents, accidents and near misses; ensuring regular reviews are undertaken, necessary actions are taken and reported to the relevant parties. 6. establishing audit arrangements to monitor and ensure compliance with health and safety regulations. 7. providing adequate welfare facilities and a healthy work environment within HWE ICB premises. |
| **Who will be affected by this work?** All staff and visitors to HWE ICB premises. |
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| **Evidence** |
| **Impact Assessment Not Required** NA |
| **Impact Assessment Required** **What evidence have you considered?**  ,  [Health and Safety at Work etc. Act 1974](https://www.legislation.gov.uk/ukpga/1974/37/contents)  [Corporate Manslaughter and Corporate Homicide Act 2007](https://www.legislation.gov.uk/ukpga/2007/19/contents)  [Personal protective equipment (PPE) at work regulations from 6 April 2022](https://www.hse.gov.uk/ppe/ppe-regulations-2022.htm)  [Working safely with display screen equipment: Overview - HSE](https://www.hse.gov.uk/msd/dse/)  [The Regulatory Reform (Fire Safety) Order 2005](https://www.legislation.gov.uk/uksi/2005/1541/contents)  [Health and safety for disabled people at work - HSE](https://www.hse.gov.uk/disability/)  [Equality Act 2010](https://www.legislation.gov.uk/ukpga/2010/15/contents) |
| **Age** Older people may be adversely affected due to possible mobility issues or sight and/or hearing impairments. |
| **Disability** Disabled people with mobility issues or sight and/or hearing impairments may be adversely affected or those with learning disabilities that find it hard to understand the policy. |
| **Gender reassignment (including transgender)** There is no evidence to suggest any adverse effect.. |
| **Marriage and civil partnership** There is no evidence to suggest any adverse effect. |
| **Pregnancy and maternity** There is no evidence to suggest adverse effects unless there are specific mobility issues. |
| **Race** There is no evidence to suggest any adverse effect. |
| **Religion or belief** There is no evidence to suggest any adverse effect. |
| **Sex** There is no evidence to suggest any adverse effect. |
| **Sexual orientation** There is no evidence to suggest any adverse effect. |
| **Carers** There is no evidence to suggest any adverse effect. |
| **Other identified groups** There is no evidence to suggest any adverse effect. |
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| **Engagement and involvement** |
| How have you engaged stakeholders with an interest in protected characteristics in gathering evidence or testing the evidence available?  Yes |
| How have you engaged stakeholders in testing the policy or programme proposals?  All staff, including those from the above affected groups, have the opportunity to provide feedback following regular evacuation exercises or at training sessions.  Each member of staff from the affected group is required to complete a specific personal emergency evacuation plan (PEEP).  Individual Risk assessments.  Display Screen Equipment (DSE) training is undertaken, and workstation assessments completed. |
| For each engagement activity, please state who was involved, how and when they were engaged, and the key outputs:  As above. Any key outputs will be outlined in personal evacuation plans and/or individual risk assessments. |

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| **Summary of Analysis**  **Considering the evidence and engagement activity you listed above, please summarise the impact of your work**  The HWE ICB is committed to ensuring the health, safety, and welfare of all its staff, regardless of any condition, disability, or mobility issue they may have. Health and safety legislation should not hinder employees from performing their roles; therefore, HWE ICB has a responsibility to implement reasonable adjustments in accordance with the Equality Act 2010. |
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| **Now consider and detail below how the proposals could support the elimination of discrimination, harassment, and victimisation, advance the equality of opportunity, and promote good relations between groups. This is the part of the Public Sector Equality Duty (see page 2).** |
| **Eliminate discrimination, harassment, and victimisation**  H&S policy in place, which must be followed. |
| **Advance equality of opportunity**  Alternative procedures are in place for those members of staff who have a condition, disability, or mobility issue (whether permanent or temporary) that might make them more vulnerable in the event of a fire.  Training sessions are carried out and where there is any lack of understanding it can be dealt with directly.  Staff members who have a condition, disability, or mobility issue—whether permanent or temporary—that could impact their own safety or the safety of others in the workplace are encouraged to inform their manager. This communication is essential to ensure that the necessary arrangements and mitigations can be put in place.  In terms of fire safety, staff should ensure they familiarise themselves with the HWE ICB fire safety policy and Personal Emergency Evacuation Plan (PEEP), as these documents outline evacuation processes and specific arrangements for individuals who may require additional support during an emergency. |
| **Promote good relations between groups**  Regular exercise / practice so people are aware of their responsibilities and know how to execute them. |

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| **Next Steps** |
| **Please give an outline of what you are going to do, based on the gaps, challenges, and opportunities you have identified in the summary of analysis section. This is your action plan and should be SMART.**  Continue with staff training for fire, refreshers, and evacuation and/or shelter exercises, maintain sufficient staff trained to use the evacuation apparatus.  Continue with staff training for H&S and DSE, refreshers, and maintain sufficient staff trained in first aid. |
| **How will you share the findings of the Equality analysis? This can include sharing through corporate governance or sharing with, for example, other directorates, partner organisations or the public. The completed EqIA will be published on the CCG website either as part of the report on the proposals or separately on the equality and diversity pages.**  Via the intranet, staff briefings, newsletters and departmental meetings. |

# Health Inequalities Analysis

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| **Evidence**  **1. What evidence have you considered to determine what health inequalities exist in relation to your work?** Details of current work force and known regular visitors in affected groups. |
| **Impact**  **2. What is the potential impact of your work on health inequalities?** To ensure that all staff have the same opportunity to be evacuated from the building within a reasonable time period, or ‘shelter’ should an evacuation not be suitable due to the type of danger.  Ensure health and safety regulations do not stop staff from working. |
| **3. How can you make sure that your work has the best chance of reducing health inequalities?**  By following the policy and procedures set out. |
| **Monitor and Evaluation**  **4. How will you monitor and evaluate the effect of your work on health inequalities?**  An evaluation is completed after every fire evacuation or exercise. Accidents and incidents are reported and investigated. |
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| **For your records**  **Name of person(s) who carried out these analyses: Kelly Taylor** |
| **Date analyses were completed:** 28.11.2024 |

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| **Equality and Diversity Lead Sign off** |
| An equality impact assessment has been completed and when considering equity and equality it is likely that decision makers will have sufficient information to be able to show Due Regard, as required by the Equality Act 2010. Paul Curry, Equality and Diversity Lead, 10 December 2024 |