

## HEALTH AND SAFETY POLICY

**March 2018**

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<b>Target Audience :</b>	All NHS Vale of York CCG employees and persons working for the CCG; all members attending CCG committees and members of the governing body. All contractors providing services to the CCG.
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## POLICY AMENDMENTS

Amendments to the Policy will be issued from time to time. A new amendment history will be issued with each change.

<b>New Version Number</b>	<b>Issued by</b>	<b>Nature of Amendment</b>	<b>Approved by and Date</b>	<b>Date on Internet</b>
0.1	Business Support Manager	Draft	Governing Body 05 April 2018	
1.0	Business Support Manager	Add in DSE Assessment form update CYC Health and Safety Policy. Addition of information about Mental Health First Aider.	Governance Committee 26 July 2018	09 August 2018

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## CONTENTS

1.	INTRODUCTION.....	4
2.	POLICY STATEMENT .....	5
3.	IMPACT ANALYSES .....	5
4.	SCOPE.....	5
5.	POLICY PURPOSE / AIMS, AND FAILURE TO COMPLY .....	6
6.	PRINCIPLE LEGISLATION AND COMPLIANCE WITH STANDARDS.....	7
7.	ROLES / RESPONSIBILITIES / DUTIES.....	7
8.	THE MANAGEMENT OF HEALTH AND SAFETY .....	11
9.	RISK ASSESSMENTS.....	12
10.	CONTROLLING HEALTH AND SAFETY RISK .....	13
11.	UNDERSTANDING HAZARDS .....	14
12.	POLICY IMPLEMENTATION.....	15
13.	TRAINING AND AWARENESS.....	15
14.	MONITORING AND AUDIT .....	18
15.	POLICY REVIEW.....	18
16.	REFERENCES.....	18
17.	ASSOCIATED POLICIES .....	19
18.	CONTACT DETAILS .....	19
19.	APPENDIX 1 : EQUALITY IMPACT ANALYSIS FORM .....	20
21.	APPENDIX 2 : SUSTAINABILITY IMPACT ASSESSMENT .....	24
22.	APPENDIX 3 : CITY OF YORK COUNCIL HEALTH AND SAFETY POLICY .....	29
23.	APPENDIX 4: DISPLAY SCREEN EQUIPMENT (DSE) WORKSTATION CHECKLIST.....	30

## 1. INTRODUCTION

- 1.1 The NHS Vale of York The Clinical Commissioning Group (CCG) is committed to ensuring the health, safety and welfare of its employees, clients, patients, students, contractors, visitors and members of the general public as a matter of prime importance and will, so far as is reasonably practicable, establish procedures and systems necessary to implement this commitment and to comply with their statutory obligations under Section 2 of the Health and Safety at Work etc. Act 1974.
- 1.2 The CCG will provide and maintain a healthy and safe working environment with the objective of minimising the number of instances of occupational accidents and illnesses. The CCG will pay particular attention to ensuring that :
- Safe systems of work are set and followed;
  - A safe working environment without risks to health is maintained;
  - There is provision of adequate welfare facilities;
  - There is provision of sufficient training, instruction, supervision and information to enable all employees to contribute positively to their own safety and health at work and to avoid hazards and control risks;
  - Plant and equipment are safe;
  - There are safe arrangements for the use, handling and storage and transport of articles, materials and substances.
- 1.3 There is safe access and egress. Whilst the CCG will take all reasonable steps to ensure the health, safety and welfare of its employees, health and safety at work is also the responsibility of the employees themselves. It is the duty of each employee to take reasonable care of their own and other people's health, safety and welfare, and to report any situation which may pose a serious or imminent threat to the wellbeing of themselves or any other person.
- 1.4 The Governing body endorses the need for managers and staff to work together positively to achieve a situation compatible with the provision of high quality services to patients and clients where the risk of personal injury and hazards to the health of staff and others can be reduced to a minimum. Thus risk must be assessed and significant findings recorded.
- 1.5 This policy is supplemented by other policies on specific areas of law. This documents sets out the arrangements for health and safety management; it determines the levels of responsibility at all levels and the channels of communication for health and safety matters.
- 1.6 It is the responsibility of employees at all levels to familiarise themselves and comply with the CCG's procedures and systems on health and safety.

### **Definitions**

- 1.7 **Manager** – the Corporate Manslaughter and Corporate Homicide Act 2007 defines senior managers as those who play a significant role in making decisions about the management of the whole or a substantial part of their organisation's activities and those who actually manage or organise those activities.

- 1.8 **Competent Persons** – 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.’
- 1.9 **Risks** – A risk is the chance, high or low, that any hazard will actually cause somebody harm. Risk = likelihood x consequence.
- 1.10 **Hazards** - A hazard is something that can cause harm, e.g. electricity, chemicals, working up a ladder, noise, a keyboard, a bully at work, stress, etc.

## 2. POLICY STATEMENT

- 2.1. The Vale of York Clinical Commissioning Group policy statement, e.g. The Vale of York Clinical Commissioning Group aspires to the highest standards of corporate behaviour and responsibility. All Vale of York Clinical Commissioning Group staff are required to comply with this policy.

## 3. IMPACT ANALYSES

### **Equality**

- 3.1. As a result of performing the screening analysis, the policy does not appear to have any adverse effects on people who share Protected Characteristics and no further actions are recommended at this stage. The results of the screening are attached at Appendix 1.

### **Sustainability**

- 3.2. A sustainability assessment has been completed and is attached at Appendix 2. The assessment does not identify and benefits or negative effects of implementing this document.

## 4. SCOPE

- 4.1. This Policy covers all staff that are employed by the CCG while they are at work either within CCG premises or at any other location in pursuance of their normal work activities.
- 4.2. Staff working in CCG premises who are not CCG employees must follow the policy of their employer, however the results of risk assessments carried out in CCG premises that they work in must be shared with them and their risk assessments shared with CCG staff.
- 4.3. This policy should be read in conjunction with other CCG Policies and procedures such as the Serious Incidents Policy and the Risk Management Strategy and other relevant policies.

- 4.4. The CCG will work with independent contractors to ensure that an appropriate level of support is provided in relation to Health & Safety.

## **5. POLICY PURPOSE / AIMS AND FAILURE TO COMPLY**

- 5.1. NHS Vale of York Clinical Commissioning Group (the CCG) is committed to ensuring the health, safety and welfare of its employees, and it will, so far as is reasonably practicable, establish procedures and systems necessary to implement this commitment and to comply with its statutory obligations on health and safety.

### **Organisation and Arrangements for Health and Safety**

- 5.2. The CCG has ultimate responsibility for managing Health and Safety.
- 5.3. A Health & Safety Service Level Agreement exists with eMBED outlined within this document where they provide a specialist which the CCG can use if necessary. It also highlights areas which the CCG can use to gain additional training if required, offer guidance and ensure the CCG complies with the latest legislation.
- 5.4. It is a disciplinary offence, which could lead to dismissal, to work or permit others to work in a way which is contrary to the requirements of health and safety legislation and the CCG's Health and Safety Policy.

### **Health and Safety Policies**

- 5.5. Policy documents and Standard Operating Procedures on particular aspects of health and safety will be developed in consultation with stakeholders and will be approved at the appropriate committee on behalf of the CGG Governing body.

### **Health and Safety Training**

- 5.6. Health and Safety training should be included in the Personal Development Plan, and agreed between employee and line manager. In addition to mandatory training requirements, additional training necessary for the job should be determined as a result of the risk assessment process.

### **Health and Safety Communication**

- 5.7. The CCG will ensure that suitable and relevant information relating to health, safety and welfare in the workplace is communicated to staff and users. Statutory notices will be displayed throughout the workplace. Consultation and communication over health and safety issues will be encouraged at all levels within the CCG.

### **Specialist Advice**

- 5.8. While the Health and Safety team should be considered as the primary source for expert legal advice on complying with health and safety legislation and CCG policy, where necessary the Accountable Officer will ensure staff have access to other Competent Persons (as defined in the Management of Health and Safety at work Regulations 1999) either through separate appointments or robust and appropriately monitored Service Level Agreements with third party providers. The CCG is based with the City of York Council.

- 5.9. These will include as a minimum :
- Occupational Health Service (including physiotherapy)
  - Advice relating to infection prevention and control
  - Estates/ facilities services
  - Electricity testing (PAT Testing)
  - Human Resources
  - Fire
  - Security

## 6. PRINCIPLE LEGISLATION AND COMPLIANCE WITH STANDARDS

### **Health & Safety at Work etc. Act 1974**

- 6.1. The relevant legislation includes the following :
- It is the duty of every employer; so far as is reasonably practicable, to ensure the health, safety and welfare at work of all his employees.
  - Every employer must conduct his undertaking in such a way as to ensure, so far as is reasonably practicable, that persons not in his employment are not exposed to risks to health or safety.
  - Employees are to take reasonable care for the health and safety of themselves and of others who may be affected by his acts or omissions at work.

### **Corporate Manslaughter & Homicide Act 2007**

- 6.2. An organisation is guilty of the offence of corporate manslaughter if the way in which any of the organisation's activities are managed or organised by its senior managers – a) causes a person's death; and b) amounts to a gross breach of a relevant duty of care owed by the organisation to the deceased.

### **Health & Safety Offences Act 2008**

- 6.3. The new maximum penalties under this Act are:
- £20,000 fines in lower courts for nearly all summary offences, unlimited fines in higher courts;
  - Imprisonment for nearly all offences – up to six months in Magistrates Courts and two years in the Crown Court

### **Bribery Act 2010**

- 6.4. The provisions of the Bribery Act 2010 apply. Further information on the Bribery Act can be found at [www.opsi.gov.uk/acts](http://www.opsi.gov.uk/acts).

## 7. ROLES / RESPONSIBILITIES / DUTIES

- 7.1. The **Governing Body** is responsible for setting the CCG's Health & Safety Policy, monitoring compliance and ensuring that appropriate action is taken to eliminate or mitigate against significant risks.

7.2. The **Accountable Officer** is responsible for ensuring that :

- The CCG complies with all statutory obligations in relation to health and safety.
- Appropriate Policy proposals are made to the Board and, when adopted, fully implemented.
- The CCG's performance regarding health & safety is monitored on behalf of the Governing Body.
- The CCG provides workplace facilities which protect the safety and health of everyone in the workplace, including people with disabilities.
- The CCG has made arrangements for first aid, accidents and ill health.
- Arrangements are made for effective consultation with staff, normally at departmental level, but also through the CCG team brief meetings.
- The Governing Body is informed and advised on any relevant health & safety issues brought to the Chief Operating Officer's attention.
- The establishment and maintenance of an effective health and safety advisory service to all levels of management.
- Adequate health and safety training programmes are provided and maintained for all levels of management and staff.
- Annual objectives for all managers include those to improve health and safety at work, and that their performance against those objectives is regularly reviewed.
- Prompt action is taken to eliminate any reported safety weakness in practice, procedure, environment or equipment.
- Ensuring that the CCG has adequate employers' liability insurance

7.3. The **Head of Legal and Governance** is responsible for :

- Ensuring that the CCG's Policy is implemented by agreeing a programme of action for health and safety, setting objectives at CCG level and monitoring their effectiveness and achievements.
- Keeping the Accountable Officer informed on progress in the implementation of the CCG's policy on Health & Safety and the attainment of objectives.
- Providing the means for effective consultation with staff on health and safety matters through the CCG team brief meetings.
- Communicating this Policy and supporting health and safety policies and procedures to all CCG managers and staff, and confirming through inspections and audits that they are effectively implemented.
- Ensuring that those to whom health and safety responsibilities are delegated fully understand and meet those responsibilities.
- Ensuring that adequate health and safety training is provided for all levels of management and staff they are responsible for.
- Ensuring that the CCG has adequate health and safety advice provided by one or more competent persons in order to comply with requirements under relevant statutory provisions.

- 7.4. **All Managers** are responsible for the implementation of the CCG's Health and Safety Policy. In particular they will :
- Ensure their staff are familiar with the health and safety policy and implement it, calling on specialist advice as necessary.
  - Establish and maintain safe and healthy working conditions and systems of work.
  - Ensure that the health and safety responsibilities of managers etc. are specifically included in their job descriptions and that these are reflected in appraisal objectives for regular review.
  - Ensure, through risk assessment, that risks to health and safety are evaluated and any appropriate steps taken to ensure that suitable control measures are provided where the risks cannot be eliminated.
  - Ensure that all training needs are assessed and that training programmes are provided for all levels of the workforce regarding health and safety.
  - Ensure that specified health and safety training of all employees is carried out, including induction training, refresher training, training when employees are exposed to new or increased risks and instruction in local operating procedures to ensure high levels of competency.
  - Ensure when allocating work to employees that the demands of the job do not exceed the employee's capability to carry out the work without risk to themselves or others.
  - Ensure compliance with all legal requirements in regard to health and safety in their Service / Department.
  - Ensure that all accidents are properly investigated and that the appropriate report form is promptly completed and any recommendations to prevent a reoccurrence are implemented.
  - Ensure that there are adequate arrangements in place that are to be followed in the event of serious and imminent danger and that these procedures are brought to the attention of the relevant employees, contractors and others.
  - Providing the means for effective consultation with staff on health and safety matters within their Service/Department, including having health and safety as a standing agenda item for meetings with staff.
  - Fully involve and utilise staff, particularly Safety Representatives, as a resource to further departmental safety objectives.
  - Enable Safety Representatives to effectively carry out their role by providing them with appropriate time and resources.
  - Obtain information from suppliers on hazards associated with the use of articles or substances and ensure that adequate assessments are made of the risks.
  - Provide to employees relevant and comprehensible information on risks to which they are exposed and the precautionary measures that must be taken.
  - Ensure that, where it is within their sphere of responsibility, adequate resources are provided to adequately maintain plant, equipment and buildings under the control of the CCG.

- 7.5. **All staff** regardless of their position have a duty to themselves, to their colleagues, and to any person who might be affected by their actions or omissions, to work in a safe manner. These include to :
- Take reasonable care for the health and safety of themselves and any other people who may be affected by their acts or omissions.
  - Report to their manager all faults, hazards, errors, accidents/incidents, near misses, dangerous occurrences or damage, regardless of whether persons are injured.
  - Co-operate with management to ensure that all relevant statutory regulations, policies and arrangements and procedures are adhered to, and ensure that the CCG, as their employer, can carry out their legal responsibilities.
  - Participate in training designed to improve their knowledge and understanding about health and safety,
  - Take appropriate action within their powers of authority, to ensure that potential risks are prevented or minimised,
  - To work in accordance with safety instructions and training.
  - Not misuse or interfere with anything provided in the interests of health and safety.

#### **Fire Wardens**

- 7.6. Fire Wardens are identified and trained by the City of York Council Security Team. A list of the fire wardens for the ground floor where the CCG is situated can be found in the Minster Hub Kitchen. The main duties of the Fire Warden are to :
- Act as a focal point on fire safety issues for their local area of the building.
  - Organise and assist in the implementation of fire safety procedures within local areas.
  - Raise issues regarding fire safety with the Health and Safety Manager.
  - Assist with coordination of the response to an incident within the immediate vicinity.
  - Be responsible, within an allocated area, for ensuring evacuation of personnel during an incident or fire drill.
  - Be trained to tackle a fire with fire-fighting apparatus where appropriate.

#### **First Aiders**

- 7.7. First Aiders are identified and trained by the City of York Council Security Team. A list of the fire wardens for the ground floor where the CCG is situated can be found in the Minster Hub Kitchen. First Aiders must only provide first aid within the limits of their training (First aiders will be required to gain a First Aid certification after attending a 3 day FAA Level 3 Award in First Aid at Work training course).

- 7.8. Their key responsibilities are :

- Provide first aid in cases where a person will need assistance from a doctor or nurse; treatment for the preserving of life and minimising the consequences of injuries and ill health until such help is required.

- Treatment of minor injuries which would otherwise receive no treatment, or which do not need treatment from a doctor or nurse.
- Ensure adequate first aid facilities are provided and maintained.
- Take charge of instances where first aid is required. • Provide casualties with early and effective help.
- Arrange for casualties to be taken to hospital where required.
- Remain with casualty until help arrives.
- Ensure that casualties' personal belongings are safe and secure.

#### **Appointed Persons (First Aid)**

7.9. Appointed persons will only provide first aid within the limits of their training (Appointed persons will attend a 1 day basic HSE First Aid at Work training course).

7.10. Their key roles are :

- To take charge of a situation where first aid is required.
- Call an ambulance if there is a serious illness or injury
- Arrange for casualties to be taken to hospital where required.
- Remain with casualty until help arrives.
- Ensure that casualties' personal belongings are safe and secure.

#### **Mental Health First Aid**

7.11 The CCG has a trained Mental Health First Aider who can provide initial mental health support and guidance in times of crisis.

## **8. THE MANAGEMENT OF HEALTH AND SAFETY**

8.1. The CCG has a legal duty to put in place suitable arrangements to manage for health and safety. It should be part of the everyday process of running a business and an integral part of workplace behaviours and attitudes. It doesn't matter what the size, industry or nature of the organisation, key to effectively managing for health and safety is :

- Leadership and management (including sound business processes)
- A trained/skilled workforce operating in an environment where people are trusted and involved.

8.2. The CCG leases premises from

- City of York Council; and
- NHS Scarborough and Ryedale CCG

Also works closely with premises landlords to create a safe working environment.

8.3. In line with the Health and Safety at Work etc. Act 1974, there is meeting which is chaired by Head of Legal and Governance and held bimonthly where there is a

standing agenda item for health and safety. These offers staff the opportunity to raise health and safety concerns working in partnership with management in initiating, developing and implementing improvements ensuring effective employee health and safety. This forum also allows for management and staff consultation on new health and safety policy directives and issues before the introduction or change of legislation, new equipment or new technology. Health and safety issues that arise in this forum are reported to the Executive Team and where appropriate escalated to the Landlord of the building.

## **9. RISK ASSESSMENTS**

- 9.1. The CCG's Health and Safety arrangements comply with the CCG's Risk Management Policy and are integrated into every day practices.
- 9.2. The CCG has assessed what might cause harm to people in order to take reasonable steps to prevent harm. This is known as risk assessment and it is something the CCG is required by law to carry out.
- 9.3. The Health and Safety risk assessment identifies sensible measures to control the risks in the workplace. The risk assessment will help the CCG decide whether they have covered all they need to. For some risks, other regulations require particular control measures. The Risk Assessment can help identify where the CCG may need to look at certain risks and particular control measures in more detail. These control measures do not have to be assessed separately but can be considered as part of, or an extension of, the overall organisation risk assessment :
  - STEP 1: Identify
  - STEP 2: Estimate
  - STEP 3: Evaluate
  - STEP 4: Record
  - STEP 5: Review

### **STEP 1 : Identify**

- What are the hazards ?
- Know who might to be harmed (especially at risk people) ?
- How might they be harmed ?

### **STEP 2 : Estimate**

- Who is at risk ?
- How likely is it that something would go wrong ?
- How serious would the outcome be ?

### **STEP 3 : Evaluate**

- Likelihood
- Impact

- Mitigations

9.4. The CCG's risk management matrix is located in the corporate Risk management Policy (COR03) which is located on the CCG's website: <http://www.valeofyorkccg.nhs.uk/publications-plans-and-policies-1/policies/>

#### **STEP 4 : Record**

- Location, activity and equipment being assessed
- Hazards and risks levels
- Risk controls
- Assessor Details
- Date and Time
- Review dates

9.5. The CCG's Health and Safety Risk Assessment is held in electronic format: <Y:\VOYCCG\Governance\Health and Safety\Health and Safety Risk Assessments> Findings are shared with staff so that they are fully aware of the hazards and risks relating to tasks so that they can take appropriate action (control steps) to ensure they keep themselves and others safe.

9.6. Mitigating actions are detailed in the Governance Team Action Plan held on the CCG the CCG's Pentana Integrated Governance System: [https://valeofyorkccg.covalentcpm.com/actions/show/3099836/gtwp-14a-health-and-safety-annual-assessment-and-implementation-of-recommendations-health-and-safety-training-module-all-staff-qualifications-bsm#tab\\_subactions](https://valeofyorkccg.covalentcpm.com/actions/show/3099836/gtwp-14a-health-and-safety-annual-assessment-and-implementation-of-recommendations-health-and-safety-training-module-all-staff-qualifications-bsm#tab_subactions)

#### **STEP 5 : Review**

9.7. The CCG's Risk Assessment is reviewed on an annual basis, or when changes occur (personnel, equipment or activities) the risk assessment will need to be reviewed.

### **10. CONTROLLING HEALTH AND SAFETY RISK**

10.1. Risk control involves making adaptations in order to minimise risk. The CCG needs to consider :

- Reducing the likelihood of the hazardous event happening
- Reducing the consequence of the hazardous event
- Reducing both factors.

10.2. The approach that the CCG decides to take may involve :

- Eliminating the hazard
- Reducing the risk
- Preventing people from coming into contact with the hazard
- Safe systems at work

- Personal Protective Equipment
- All the methods have weaknesses but some are less prone to failure than others. Usually, risk controls that rely on people to do something or behave in a certain manner are weaker than those that don't. For example, even though you have given a member of staff personal protective equipment and they have been trained on how to use it, you are relying on them to wear it and wear it correctly.

10.3. Factors that impact decisions are :

- How many people need to be protected?
- How reliant is the effectiveness of the risk control on human behaviour?
- How often will the risk control needs to be tested, maintained and replaced?
- How much does the risk control cost?
- How much is it going to reduce the risk by?

10.4. The final decision is a compromise between all these points.

10.5. Generally the CCG's approach is to reduce risks 'so far as is reasonably practicable' in line with the CCG's risk appetite. This means that in terms of time, cost, effort or inconvenience – associated with risk controls outweighs the benefits of the risk reduction, it's not reasonably practicable to use that risk control.

## 11. UNDERSTANDING HAZARDS

11.1. Common hazards exist in every workplace. The organisation needs to be able to recognise them and know what to do about them. Hazards normally fall into 6 broad groups :

- **Mechanical** – created by the powered operation of apparatus or tools. The applied power may be machine generated or human.
- **Physical** – are those substances or conditions that may harm a person's physical safety.
- **Chemical** - considered as a hazard due to their intrinsic properties to cause harm to humans, property and the environment.
- **Biological** – there are organic substances or microorganisms that pose a threat to the health of humans and other living organisms.
- **Environmental** - are conditions or states of events that have the potential to affect the environment and adversely impacting people's health.
- **Organisational** - associated to behaviour, workload, time constraints and deadlines.

### HSE Office Risk Assessment

11.2. The CCG uses the HSE Office risk assessment to identify hazards that could take place with the CCG office environment, the hazards identified are :

- Physical Hazards such as slipping, tripping and fire.
- Environmental Hazards such as noise, lighting and temperature

- Organisational Hazards such as stress due to behaviour, workload, time constraints and deadlines.
- Other Hazards such as disabled or pregnant workers and telephones/meeting members of the public which could lead to aggression or violence.

11.3. The Business Support Manager completes the HSE Office Risk Assessment on a yearly basis however as it is recommended above, the assessment is reviewed and amended when necessary.

## **12. POLICY IMPLEMENTATION**

12.1. This Policy will be available to all staff via the CCG Intranet and will be communicated through team briefings and CCG newsletter.

12.2. Breaches of this policy may be investigated and may result in the matter being treated as a disciplinary offence under the CCG's disciplinary procedure.

12.3. The CCG has a duty to consult with its employees on health and safety. Consultation is a two-way process, allowing staff to raise concerns and influence decisions on the management of health and safety. Our employees are often the best people to understand risks in the workplace and they are encouraged to raise any concerns they may have. Staff consultation will be included at the regular team meetings and topics may include :

- Health and safety and the work we do;
- How risks are controlled;
- The best ways of providing information and training.
- The Chairs of the Governing Body, the Council of Members and all other committees and sub committees for dissemination to members and attendees.
- The Practice Managers of all member practices for information, (if appropriate).

## **13. TRAINING AND AWARENESS**

13.1. The CCG recognises the importance of training, which will be provided as is necessary to ensure the health and safety at work of employees at all levels. The provision of information, instruction and training to employees is seen as a fundamental part of providing a safe working environment.

13.2. Training needs to be provided at the start of employment (induction) and then on a regular basis throughout employment. This continual training programme is to ensure high standards of safety are being maintained for the benefit of staff and the general public.

13.3. Departmental managers will have the overall responsibility for safety training within each department and must ensure, or make arrangements for adequate training to be supplied to all employees.

### **Training Arrangements**

- 13.4. Training is organised at two levels :
- At a CCG-wide level for all staff to access then;
  - At a local, more job specific level. Health and safety training locally will include, for example, use of work equipment, emergency procedures, COSHH and use of personal protective equipment.
- 13.5. Training should, where possible, involve practical instruction where the trainer demonstrates or explains how to carry out a particular procedure.
- 13.6. To support training employees should be provided with written information to be used as reference at future date.
- 13.7. All training provided to staff must be recorded and evidence kept that training was locally provided. Certificates of attendance are issued to all staff participating in CCG centrally organised training. Safety related information will be provided on the CCG Intranet (when available).
- 13.8. Induction training for new employees will be required in all circumstances as they are more likely to have accidents than existing employees, due to the unfamiliarity of the work environment and the work systems or equipment.
- 13.9. The prime objective of induction training is to orientate new employees into the existing health and safety climate and culture.
- 13.10. The CCG requires two forms of Induction training to take place;
- 13.11. “First Day” Induction”; This requires all new employees to be informed and instructed of such things as :
- Fire drills and procedures.
  - First Aid and hygiene facilities.
  - Adverse Incident Reporting procedures and the Serious Incident Policy.
  - Major hazards and risks within that Department including all hazardous substances.
  - Safety procedure and equipment.
  - Display Screen Equipment (DSE) Assessment to be completed. A copy of the form can be found at Appendix 4.
- 13.12. This should be carried out within 5 to 10 working days of starting work and recorded by the department manager.

### **Corporate Induction Course**

- 13.13. On commencing employment at the CCG, All staff must attend the Corporate induction with the City of York Council Building Induction which involves :
- Fire including Fire Assembly Point, First Marshals, Fire Alarm testing and Fire Evacuation protocol for employees with disability
  - Security arrangements including ID issuing

- Access to the building
- PPE Storage
- Housekeeping Standards

### **Refresher Training**

13.14. Refresher training will be required at appropriate intervals, a need that is frequently overlooked. These intervals will be identified, as part of the training needs analysis. In general terms this will be determined through observation of employees and will relate to the complexity of the task and information required to perform it safely, the degree of risk associated with it and the frequency with which it is performed.

### **Health and safety Training**

13.15. Specific training needs will be required in some circumstances, particularly if there is a specific legislative requirement, this will be indicated in the Mandatory Training Policy. For example, first-aid training, Back Care training, training in fire evacuation procedures or fire fighting.

13.16. The Management of Health and Safety at Work Regulations 1999 specify the training needs to be applicable to the CCG. These have long been recognised as being critical in maintaining the health and safety of all employees. Regulations specify that employers must provide adequate health and safety training when :

- New employees join the CCG
- Employees are required to take on new responsibilities
- Employees are required to use new work equipment or when existing equipment is changed
- New technology is introduced into the workplace affecting employee activities
- New or changed systems of work are introduced.

13.17. Other elements of health and safety training are considered to be essential and vary from one service to another depending on the risks to staff. These are included within the following sections.

### **Risk Assessor Training**

13.18. The CCG must determine the number of risk assessors required to assess all the risks and hazards that staff are exposed to.

13.19. Risk Assessments are a statutory requirement for the following :

- Control of Substances Hazardous to Health
- Display Screen Equipment
- Manual Handling Operations
- Workplace Risk Assessment (this will include general workplace and where applicable task related assessments).

13.20 Task-specific training will be required for most jobs and will require appropriate skills training, it should include the following :

- Discussion of any legal requirements and duties,

- Discussion of the significant risks associated with the task,
- Details of the necessary preventive measures and any use of personal protective equipment, and
- Discussion of the special procedures to be followed in the event of an emergency, imminent danger or the use of permits to work.

13.21 Training for managers will be required at all levels to ensure that responsibilities and objectives are fully understood. It is important for managers to appreciate the health and safety legal framework, the importance of specific rules, the business consequences of accidents, accident causation models, and likely sources of risk, preventive techniques and disciplinary procedures. This will help them enforce health and safety procedures, develop a greater awareness of health and safety issues and inform and motivate their staff positively in the safety effort. This will be provided through an appropriate training course such as the **IOSH 'Managing Safety'** course. The Business Support Manager or appropriate individual will receive the training necessary to ensure this policy is properly implemented and practises monitored.

## 14. MONITORING AND AUDIT

14.1. The operation of health and safety policies and procedures will be monitored by the following means :

- Regular assessment of accident and untoward incident reports
- Regular assessment of risks / hazards through systematic audit
- Regular assessment of fire incident reports
- Regular reports on health and safety training and staff attendances
- Consideration of formal Improvement Notices;
- Consideration of any reports or minutes from safety groups.

Procedural and HSE work place Risk Assessment audit is to be undertaken in line with the CCG internal audit schedule this should be completed by the designated person within the workplace on a yearly basis when the policy is due for renewal.

## 15. POLICY REVIEW

15.1. This policy will be reviewed in one year. Earlier review may be required in response to exceptional circumstances, organisational change or relevant changes in legislation / guidance, as instructed by the senior manager responsible for this policy.

## 16. REFERENCES

- The Health & Safety at Work etc. Act 1974
- The Management of Health & Safety at Work Regulations 1999
- The Health and Safety Information for Employees Regulations 1989

- The Safety Representatives and Safety Committees Regulations 1977
- The Health and Safety (Consultation with Employees) Regulations 1996
- <http://www.nhsemployers.org/~media/Employers/Publications/workplace-health-safety-standards.pdf>
- HSE - Controlling the risks in the workplace  
<http://www.hse.gov.uk/risk/controlling-risks.htm>
- HSE - Plan, Do, Check, Act: An introduction to managing for health and safety  
<http://www.hse.gov.uk/pubns/indg275.htm>

## 17. ASSOCIATED POLICIES

- COR03 Risk Management
- COR11 Serious Incident & Concerns Policy
- COR21 Security Policy
- IG08 Mobile Working Policy
- HR13 Induction Policy
- HR25 Managing Stress in the Workplace

## 18. CONTACT DETAILS

**Business Support Manager**

**01904 555870**

Address: NHS Vale of York Clinical Commissioning Group  
West Offices  
Station Rise  
York, Y01 6GA

19. APPENDIX 1 : EQUALITY IMPACT ANALYSIS FORM

1.	<b>Title of policy/ programme/ service being analysed</b>
	Health & Safety Policy
2.	<b>Please state the aims and objectives of this work.</b>
	The CCG will provide and maintain a healthy and safe working environment with the objective of minimising the number of instances of occupational accidents and illnesses
3.	<b>Who is likely to be affected? (e.g. staff, patients, service users)</b>
	Staff directly employed on the business of the organisation, (both on and off premises, during working hours); all visitors to CCG offices, (public, business partners and service support staff); temporary staff employed by the organisation.
4.	<b>What sources of equality information have you used to inform your piece of work?</b>
5.	<b>What steps have been taken ensure that the organisation has paid <u>due regard</u> to the need to eliminate discrimination, advance equal opportunities and foster good relations between people with protected characteristics</b>
	The analysis of equalities is embedded within the CCG's Committee Terms of Reference and project management framework.
6.	<b>Who have you involved in the development of this piece of work?</b>
	<p><b>Internal involvement:</b> Senior Management team</p> <p><b>Stakeholder involvement:</b> Consultation with Senior Managers</p> <p><b>Patient / carer / public involvement:</b> This is an Internal policy aimed at staff employed by the CCG and contractors working for the CCG. The focus is on compliance with statutory duties and NHS mandated principals and practice. There are no particular equality implications.</p>

<p><b>7. What evidence do you have of any potential adverse or positive impact on groups with protected characteristics?</b>  <b>Do you have any gaps in information?</b>  <b>Include any supporting evidence e.g. research, data or feedback from engagement activities</b></p> <p><b>(Refer to Error! Reference source not found. if your piece of work relates to commissioning activity to gather the evidence during all stages of the commissioning cycle)</b></p>	
<p><b>Disability</b>  People who are learning disabled, physically disabled, people with mental illness, sensory loss and long term chronic conditions such as diabetes, HIV)</p>	<p>Consider building access, communication requirements, making reasonable adjustments for individuals etc.</p>
N/A	
<p><b>Sex</b>  Men and Women</p>	<p>Consider gender preference in key worker, single sex accommodation etc.</p>
N/A	
<p><b>Race or nationality</b>  People of different ethnic backgrounds, including Roma Gypsies and Travellers</p>	<p>Consider cultural traditions, food requirements, communication styles, language needs etc.</p>
N/A	
<p><b>Age</b>  This applies to all age groups. This can include safeguarding, consent and child welfare.</p>	<p>Consider access to services or employment based on need/merit not age, effective communication strategies etc.</p>
N/A	
<p><b>Trans</b>  People who have undergone gender reassignment (sex change) and those who identify as trans.</p>	<p>Consider privacy of data, harassment, access to unisex toilets &amp; bathing areas etc.</p>
N/A	

<p><b>Sexual orientation</b> This will include lesbian, gay and bi-sexual people as well as heterosexual people.</p>	<p>Consider whether the service acknowledges same sex partners as next of kin, harassment, inclusive language etc.</p>
<p>N/A</p>	
<p><b>Religion or belief</b> Includes religions, beliefs or no religion or belief.</p>	<p>Consider holiday scheduling, appointment timing, dietary considerations, prayer space etc.</p>
<p>N/A</p>	
<p><b>Marriage and Civil Partnership</b> Refers to legally recognised partnerships (employment policies only)</p>	<p>Consider whether civil partners are included in benefit and leave policies etc.</p>
<p>N/A</p>	
<p><b>Pregnancy and maternity</b> Refers to the pregnancy period and the first year after birth.</p>	<p>Consider impact on working arrangements, part-time working, infant caring responsibilities etc.</p>
<p>N/A</p>	
<p><b>Carers</b> This relates to general caring responsibilities for someone of any age.</p>	<p>Consider impact on part-time working, shift-patterns, options for flexi working etc.</p>
<p>N/A</p>	
<p><b>Other disadvantaged groups</b> This relates to groups experiencing health inequalities such as people living in deprived areas, new migrants, people who are homeless, ex-offenders, people with HIV.</p>	<p>Consider ease of access, location of service, historic take-up of service etc.</p>
<p>N/A</p>	

<b>8.</b>	<p><b>Action planning for improvement</b></p> <p>Please outline what mitigating actions have been considered to eliminate any adverse impact?</p> <p>Please state if there are any opportunities to advance equality of opportunity and/ foster good relationships between different groups of people?</p> <p>An Equality Action Plan template is appended to assist in meeting the requirements of the general duty</p>
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<b>Sign off</b>
Name and signature of person / team who carried out this analysis <i>Mary Hughes, Business Support Manager</i>
Date analysis completed <i>01 November 2017</i>
Name and signature of responsible Director
Date analysis was approved by responsible Director

## 20. APPENDIX 2 : SUSTAINABILITY IMPACT ASSESSMENT

Staff preparing a policy, Governing Body (or Sub-Committee) report, service development plan or project are required to complete a Sustainability Impact Assessment (SIA). The purpose of this SIA is to record any positive or negative impacts that this is likely to have on sustainability.

Title of the document	Health and Safety Policy
What is the main purpose of the document	The CCG will provide and maintain a healthy and safe working environment with the objective of minimising the number of instances of occupational accidents and illnesses
Date completed	01 November 2017
Completed by	Mary Hughes, Business Support Manager

Domain	Objectives	Impact of activity Negative = -1 Neutral = 0 Positive = 1 Unknown = ? Not applicable = N/A	Brief description of impact	If negative, how can it be mitigated? If positive, how can it be enhanced?
Travel	Will it provide / improve / promote alternatives to car based transport?	0		
	Will it support more efficient use of cars (car sharing, low emission vehicles, environmentally friendly fuels and technologies)?	0		
	Will it reduce 'care miles' (telecare, care closer) to home?	0		
	Will it promote active travel (cycling, walking)?	0		
	Will it improve access to opportunities and facilities for all groups?	0		

Domain	Objectives	Impact of activity Negative = -1 Neutral = 0 Positive = 1 Unknown = ? Not applicable = N/A	Brief description of impact	If negative, how can it be mitigated? If positive, how can it be enhanced?
	Will it specify social, economic and environmental outcomes to be accounted for in procurement and delivery?	0		
Procurement	Will it stimulate innovation among providers of services related to the delivery of the organisations' social, economic and environmental objectives?	0		
	Will it promote ethical purchasing of goods or services?	0		
	Will it promote greater efficiency of resource use?	0		
	Will it obtain maximum value from pharmaceuticals and technologies (medicines management, prescribing, and supply chain)?	0		
	Will it support local or regional supply chains?	0		
	Will it promote access to local services (care closer to home)?	0		
	Will it make current activities more efficient or alter service delivery models	0		

Domain	Objectives	Impact of activity Negative = -1 Neutral = 0 Positive = 1 Unknown = ? Not applicable = N/A	Brief description of impact	If negative, how can it be mitigated? If positive, how can it be enhanced?
Facilities Management	Will it reduce the amount of waste produced or increase the amount of waste recycled? Will it reduce water consumption?	0		
Workforce	Will it provide employment opportunities for local people?	0		
	Will it promote or support equal employment opportunities?	0		
	Will it promote healthy working lives (including health and safety at work, work-life/home-life balance and family friendly policies)?	1	Clear principles and references to operating procedures that promote safety.	
	Will it offer employment opportunities to disadvantaged groups?	0		
Community Engagement	Will it promote health and sustainable development?	0		
	Have you sought the views of our communities in relation to the impact on sustainable development for this activity?	N/A		
Buildings	Will it improve the resource efficiency of new or refurbished buildings (water, energy, density, use of existing buildings, designing for a longer lifespan)?	0		

Domain	Objectives	Impact of activity Negative = -1 Neutral = 0 Positive = 1 Unknown = ? Not applicable = N/A	Brief description of impact	If negative, how can it be mitigated? If positive, how can it be enhanced?
	Will it increase safety and security in new buildings and developments?	1	Security will be considered under risk assessments and appropriate mitigations undertaken as appropriate	
	Will it reduce greenhouse gas emissions from transport (choice of mode of transport, reducing need to travel)?	0		
	Will it provide sympathetic and appropriate landscaping around new development?	0		
	Will it improve access to the built environment?	0		
Adaptation to Climate Change	Will it support the plan for the likely effects of climate change (e.g. identifying vulnerable groups; contingency planning for flood, heat wave and other weather extremes)?	0		
Models of Care	Will it minimise 'care miles' making better use of new technologies such as telecare and telehealth, delivering care in settings closer to people's homes?	0		
	Will it promote prevention and self-management?	0		
	Will it provide evidence-based, personalised care that achieves the best possible outcomes with the resources available?	0		

Domain	Objectives	Impact of activity Negative = -1 Neutral = 0 Positive = 1 Unknown = ? Not applicable = N/A	Brief description of impact	If negative, how can it be mitigated? If positive, how can it be enhanced?
	Will it deliver integrated care, that co-ordinate different elements of care more effectively and remove duplication and redundancy from care pathways?	0		

## 21. APPENDIX 3 : CITY OF YORK COUNCIL HEALTH AND SAFETY POLICY

	<b>HEALTH &amp; SAFETY POLICY</b>	
	<b>CYC HEALTH &amp; SAFETY POLICY STATEMENT</b>	
	Version: 5	Issue: September 2017
	Issued by: H&S Team	Section 2 Page: 1 of 1

### CYC HEALTH & SAFETY POLICY STATEMENT

As a leader of the community that it serves, City of York Council recognises and accepts the financial and legal responsibilities and duties that it has for the health, safety and wellbeing of its employees and others affected by the Council's activities.

The Council's commitments are:

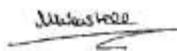
- To prevent injury and ill health associated with the Council's activities
- That the health, safety and wellbeing of all its employees (and of any others who may be affected by its work) will be considered of equal importance to all of its other commitments.
- To provide a healthy and safe working environment
- To promote a positive health and safety culture throughout the organisation
- To satisfy applicable legal and other requirements
- To continually improve the Council's safety management systems eg by simplifying these where practicable through the use of technological solutions
- To engage employees in developing and implementing a joint approach to the management of health, safety and wellbeing
- To set health and safety objectives and monitor their achievement

As Chief Executive, I am committed to integrating health and safety into decision making and risk management processes within the Council. The Corporate Directors will support me in this role and, together with the Corporate Leadership Group and Directorate Management Teams, will ensure the effective leadership of health and safety for the Council and others affected by the Council's activities.

Employees with management responsibilities will ensure that all significant risks are properly assessed, controlled and any measures implemented to mitigate risk are appropriately monitored. They will also regularly review these assessments, to ensure that the Council complies with legal requirements and strives to achieve best practice.

The Council will maintain arrangements to consult trade union representatives, employees, and others who may be affected by Council activities, to encourage a joint approach to the management of health, safety and wellbeing.

The Council expects all employees and those undertaking work on behalf of, or in partnership with, the Council to take reasonable care of their own health and safety, for the health & safety of others and to co-operate with the Council in the performance of its moral and statutory duties.

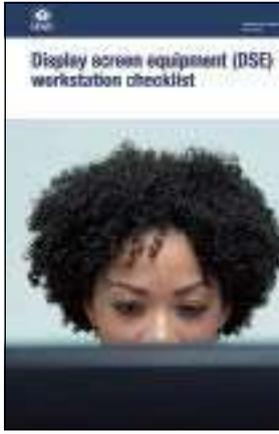


Mary Weastell, Chief Executive

Date: 4<sup>th</sup> September 2017

*(The signed copy is held by the Shared Service Health & Safety Manager)*

# Display screen equipment (DSE) workstation checklist



Display screen equipment (DSE) workstation checklist

Workstation location and number (if applicable): .....

User: .....

Checklist completed by: .....

Assessment checked by: .....

Any further action needed: Yes/No

Follow-up action completed on: .....

This is a web-friendly version of *Display screen equipment (DSE) workstation checklist* published 05/13

The following checklist can be used to help you complete a risk assessment and comply with the Schedule to the Health and Safety (Display Screen Equipment) Regulations 1992 as amended by the Health and Safety (Miscellaneous Amendments) Regulations 2002.

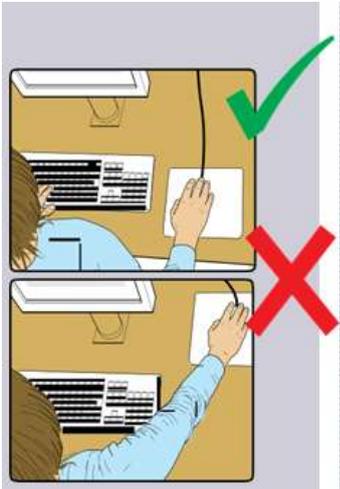
The questions and 'Things to consider' in the checklist cover the requirements of the Schedule. If you can answer 'Yes' in the second column against all the questions, having taken account of the 'Things to consider', you are complying. You will not be able to address some of the questions and 'Things to consider', e.g. on reflections on the screen, or the user's comfort, until the workstation has been installed. These will be covered in the risk assessment you do once the workstation is installed.

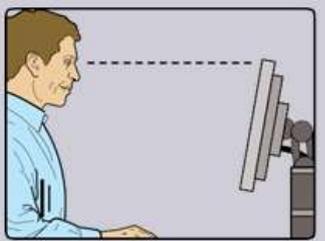
Work through the checklist, ticking either the 'Yes' or 'No' column against each risk factor:

- 'Yes' answers require no further action.
- 'No' answers will require investigation and/or remedial action by the workstation assessor. They should record their decisions in the 'Action to take' column. Assessors should check later that actions have been taken and have resolved the problem.

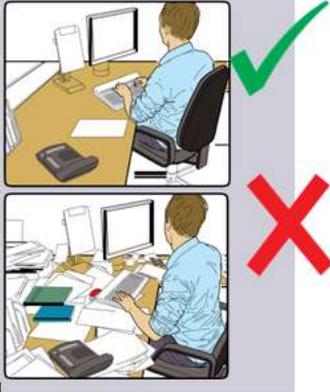
Remember, the checklist only covers the workstation and work environment. You also need to make sure that risks from other aspects of the work are avoided, e.g. by giving users health and safety training, and providing for breaks or changes of activity. For more advice on these see *Working with display screen equipment (DSE): A brief guide*.

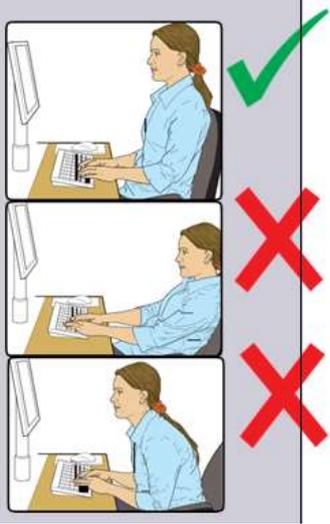
Risk factors	Tick answer		Things to consider	Action to take
	Yes	No		
<b>1 Keyboards</b>				
Is the keyboard separate from the screen?			This is a requirement, unless the task makes it impracticable (e.g. where there is a need to use a portable).	
Does the keyboard tilt?			Tilt need not be built in.	
<p>Is it possible to find a comfortable keying position?</p> 			<p>Try pushing the display screen further back to create more room for the keyboard, hands and wrists.</p> <p>Users of thick, raised keyboards may need a wrist rest.</p>	
Does the user have good keyboard technique?			<p>Training can be used to prevent:</p> <ul style="list-style-type: none"> <li>■ hands bent up at the wrist;</li> <li>■ hitting the keys too hard;</li> <li>■ overstretching the fingers.</li> </ul>	
Are the characters clear and readable?			<p>Keyboards should be kept clean. If characters still can't be read, the keyboard may need modifying or replacing.</p> <p>Use a keyboard with a matt finish to reduce glare and/or reflection.</p>	

Risk factors	Tick answer		Things to consider	Action to take
	Yes	No		
<b>2 Mouse, trackball etc.</b>				
Is the device suitable for the tasks it is used for?			If the user is having problems, try a different device. The mouse and trackball are general-purpose devices suitable for many tasks, and available in a variety of shapes and sizes. Alternative devices such as touch screens may be better for some tasks (but can be worse for others).	
Is the device positioned close to the user? 			Most devices are best placed as close as possible, e.g. right beside the keyboard.  Training may be needed to: <ul style="list-style-type: none"> <li>■ prevent arm overreaching;</li> <li>■ encourage users not to leave their hand on the device when it is not being used;</li> <li>■ encourage a relaxed arm and straight wrist.</li> </ul>	
Is there support for the device user's wrist and forearm?			Support can be gained from, for example, the desk surface or arm of a chair. If not, a separate supporting device may help.  The user should be able to find a comfortable working position with the device.	
Does the device work smoothly at a speed that suits the user?			See if cleaning is required (e.g. of mouse ball and rollers).  Check the work surface is suitable. A mouse mat may be needed.	
Can the user easily adjust software settings for speed and accuracy of pointer?			Users may need training in how to adjust device settings.	

Risk factors	Tick answer		Things to consider	Action to take
	Yes	No		
<b>Display Screens</b> Are the characters clear and readable? 			Make sure the screen is clean and cleaning materials are available.  Check that the text and background colours work well together.	
Is the text size comfortable to read?			Software settings may need adjusting to change text size.	
Is the image stable, i.e. free of flicker and jitter?			Try using different screen colours to reduce flicker, e.g. darker background and lighter text.  If there are still problems, get the set-up checked, e.g. by the equipment supplier	
Are the brightness and/or contrast adjustable?			Separate adjustments controls are not essential, provided the user can read the screen easily at all times	
Does the screen swivel and tilt? 			Swivel and tilt need not be built in; you can add a swivel and tilt mechanism.  However, you may need to replace the screen if: <ul style="list-style-type: none"> <li>■ Swivel/tilt is absent or unsatisfactory;</li> <li>■ Work is intensive; and/or</li> <li>■ The user has problems getting the screen to a comfortable position.</li> </ul>	

Risk factors	Tick answer		Things to consider	Action to take
	Yes	No		
Is the screen free from glare and reflections?			<p>Use a mirror placed in front of the screen to check where reflections are coming from.</p> <p>You might need to move the screen or even the desk and/or shield the screen from the source of the reflections.</p> <p>Screens that use dark characters on a light background are less prone to glare and reflections.</p>	
Are adjustable window coverings provided and in adequate condition?			<p>Check that blinds work. Blinds with vertical slats can be more suitable than horizontal ones.</p> <p>If these measures do not work, consider anti-glare screen filters as a last resort and seek specialist help.</p>	
<b>4 Software</b>				
Is the software suitable for the task?			<p>Software should help the user carry out the task, minimise stress and be user-friendly.</p> <p>Check users have had appropriate training in using the software.</p> <p>Software should respond quickly and clearly to user input, with adequate feedback, such as clear help messages.</p>	

Risk factors	Tick answer		Things to consider	Action to take
	Yes	No		
<b>5. Furniture</b>				
<p>Is the work surface large enough for all the necessary equipment, papers etc.?</p> 			<p>Create more room by moving printers, reference materials etc. elsewhere</p> <p>If necessary, consider providing new power and telecoms sockets, so equipment can be moved.</p> <p>There should be some scope for flexible arrangement.</p>	
<p>Can the user comfortably reach all the equipment and papers they need to use?</p>			<p>Rearrange equipment, papers etc. to bring frequently used things within easy reach.</p> <p>A document holder may be needed. Positioned to minimize uncomfortable head and eye movements.</p>	
<p>Are the surfaces free from glare and reflection?</p>			<p>Consider mats and blotters to reduce reflections and glare.</p>	
<p>Is the chair suitable? Is the chair stable? Does the chair have working:</p> <ul style="list-style-type: none"> <li>■ Seat back height and tilt adjustment?</li> <li>■ Seat height adjustment?</li> <li>■ Castors or glides?</li> </ul>			<p>The Chair may need repairing or replacing if the user is uncomfortable, or cannot use the adjustment mechanisms.</p>	

Risk factors	Tick answer		Things to consider	Action to take
	Yes	No		
<p>Is the chair adjusted correctly?</p> 			<p>The user should be able to carry out their work sitting comfortably.</p> <p>Consider training the user in how to adopt suitable postures while working.</p> <p>The arms of chairs can stop the user getting close enough to use the equipment comfortably.</p> <p>Move any obstructions from under the desk.</p>	
<p>Is the small of the back supported by the chair's backrest?</p>			<p>The user should have a straight back, supported by the chair, with relaxed shoulders.</p>	
<p>Are forearms horizontal and eyes at roughly the same height as the top of the DSE?</p>			<p>Adjust the chair height to get the user's arms in the right position, and then adjust the DSE height, if necessary.</p>	
<p>Are feet flat on the floor, without too much pressure from the seat on the backs of the legs?</p>			<p>If not, a footrest may be needed.</p>	

Risk factors	Tick answer		Things to consider	Action to take
	Yes	No		
<b>6 Environment</b>				
Is there enough room to change position and vary movement?			<p>Space is needed to move, stretch and fidget.</p> <p>Consider reorganising the office layout and check for obstructions.</p> <p>Cables should be tidy and not a trip or snag hazard.</p>	
Is the lighting suitable, e.g. not too bright or too dim to work comfortably?			<p>Users should be able to control light levels, e.g. by adjusting window blinds or light switches.</p> <p>Consider shading or repositioning light sources or providing local lighting, e.g. desk lamps (but make sure lights don't cause glare by reflecting off walls or other surfaces).</p>	
Does the air feel comfortable?			<p>DSE and other equipment may dry the air.</p> <p>Circulate fresh air if possible. Plants may help.</p> <p>Consider a humidifier if discomfort is severe.</p>	
Are levels of heat comfortable?			<p>Can heating be better controlled? More ventilation or air conditioning may be required if there is a lot of electronic equipment in the room. Or, can users be moved away from the heat source?</p>	
Are levels of noise comfortable?			<p>Consider moving sources of noise, e.g. printers, away from the user. If not, consider soundproofing.</p>	

## 7 Final questions to users...

- Has the checklist covered all the problems they may have working with their DSE?
- Have they experienced any discomfort or other symptoms which they attribute to working with their DSE?
- Has the user been advised of their entitlement to eye and eyesight testing?
- Does the user take regular breaks working away from DSE?

Write down the details of any problems here: