

HEALTH & SAFETY ARRANGEMENTS

1. PURPOSE

The purpose of this paper is to provide an update to the Board on Health and Safety matters as agreed by the Board on 26 August 2009.

2. PROGRESS TO DATE

Detailed below is progress that has been made against the key actions identified in the Board paper of 26 August 2009.

3. GOVERNANCE ARRANGEMENTS

a) The Board

Quarterly updates on Health and Safety scheduled into the Board agenda, these will be programmed for the forthcoming year and this is the first report for January 2010.

b) The Corporate Management Team

A comprehensive monthly report of all Health and Safety issues has been developed and is the main item discussed at the OHSMG. This report will be sent to all CMT members and Chairs of Local Health and Safety Committees monthly commencing end of January 2010. The Corporate Management Team receives a monthly progress report which includes any areas of concern.

c) Risk Management Steering Group

The Deputy Director of HR/Director of Salus is now a full member of the Risk Management Steering Group. He reports to the group on any issues of non-compliance on a monthly basis. In his absence or dependant on the issue, the Head of Health and Safety will also attend.

d) Staff Governance Committee

Continues to receive the Occupational Health and Safety Action Plan and the Annual Report.

e) Occupational Health and Safety Management Group

The Group now meets monthly and is chaired by the Director of Human Resources. Additional Staff-side representatives have been invited to join the group. The group have also agreed the format of their meeting, the key agenda items, membership and the frequency of reports on specific issues. The revised committee also includes representation from Infection Control and Patient Safety. A schedule of dates for the year has been agreed. Discussions are also taking place with Acute Services to ensure the integration of this Committee and Site Committees.

f) Occupational Health and Safety Partnership Committees

These continue to meet as per their original Terms of Reference. However when work has been completed on the roles and responsibilities of Site Managers their membership and Terms of Reference will need to be amended accordingly. It is hoped to have this concluded by the end of January.

4. HEALTH & SAFETY STRUCTURE AND RESOURCES

- The Head of Health and Safety has been appointed and has commenced work. He is meeting members of the CMT and other managers who have significant Health and Safety responsibilities.
- Appointments have been made to the Compliance Team and they started in December 2009. Their first task, following induction, will be to commence an audit of all control books.
- The Health and Safety Advisors are now aligned to operational structures.
- Salus' external contracts will fund the additional posts.

5. COMPLIANCE ASSURANCE SERVICE

Following the appointment of posts to the service, work will commence in early 2010 to establish a programme of work which ensures NHS Lanarkshire has an enhanced compliance assurance service. As mentioned above an audit of all control books is the first priority.

6. INDIVIDUAL MANAGEMENT OBJECTIVES

The Board's Corporate Plan makes specific reference now to Health and Safety and all managerial staff has incorporated, within their objectives, their Health and Safety responsibilities. These will be discussed at all appraisal and review meetings.

7. HEALTH & SAFETY REPORTS

The Head Of Health and Safety now produces a monthly report which forms the main monitoring tool and discussion item for Health and Safety groups In addition Executive Directors receive a copy of any RIDDORS as and when they occur to ensure prompt attention.

8. AREAS OF CONCERN

These are reported in the monthly report.

9. The Board is asked to note progress.

10. For further information or clarification of any issue in this paper please contact Lynne Khindria, Director of Human Resources, on 01698 377874 or Ewan McDonald, Director of HR/Director of Salus on 01236 438175.

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19 January 2010.