

Divisional Health & Safety Plan 2008/9

<u>Action</u>	<u>Lead</u>	<u>Timescale</u>
<u>Section 1 : Strategy and Policy</u>		
<ul style="list-style-type: none"> • Review Divisional Health & Safety Policy. To include a Division wide flow chart showing those responsible for Health & safety. 	DGM	October 2008
<ul style="list-style-type: none"> • Provide an annual Health & Safety report outlining H&S activity of the Division 	DGM	Annual report to HSSG by Feb 2009
<ul style="list-style-type: none"> • Ensure Health & Safety targets are included in the annual Balanced Scorecard 	DGM	Annually – from H&S Action plan
<ul style="list-style-type: none"> • Ensure regular updates via Team Brief - e.g. updates on infection control, fire etc 		As required
<ul style="list-style-type: none"> • Update those responsible for health and safety across the Division 	All Line Managers coordinated by Risk Manager	October 2008
<ul style="list-style-type: none"> • Develop an appropriate health and safety plan clarifying responsibility for each action 	DGM/Operational Managers	Annually before report to HSSG (February 2009)

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<u>Action</u>	<u>Lead</u>	<u>Timescale</u>
<p><u>Section 2: Management Accountability</u></p> <ul style="list-style-type: none"> • Ensure all job descriptions and contracts refer to health and safety . (Completed through A4C process. Maintain system for all new and amended job descriptions) • Include Health and Safety objectives in staff appraisals • Appropriate staff to attend 'Healthcare Risk & Safety Management Course' to increase divisional competency 	<p>HR / Ward / Dept Managers</p> <p>DGM (+ cascade)</p> <p>DGM/Risk Manager</p>	<p>2 year Programme to March 2010</p>
<p><u>Section 3: Statutory & Generic Risk Assessment</u></p> <ul style="list-style-type: none"> • Division to comply with Trust risk assessment programme • Identify lead assessors for each Ward/work area and ensure that they attend Assessor training/ Infection Control link training / falls link training • Develop Divisional risk register and link into Trust Risk Register • Identify Divisional "top 6 risks" for staff and patients 	<p>DGM/ DSN/ Risk Manager</p> <p>DSN/Risk Manager</p> <p>DSN/Risk Manager</p> <p>DSN/Risk Manager</p>	<p>Ongoing</p> <p>Sept 2008</p> <p>Completed</p> <p>Ongoing</p>
<p><u>Section 4: Training</u></p> <ul style="list-style-type: none"> • Include Health and Safety training in Divisional Training Plan • Improve attendance at and recording of attendance at Essential training sessions. • Ensure Health and Safety training is prioritized in Divisional Health and Safety plan • Promote and utilize new methods of receiving essential training (eg electronic modules/MOT sessions) • Ensure all new staff attend the Trust's Induction Program 	<p>HR / DSN</p> <p>DSN/ Risk Manager</p> <p>MMs / OMs</p>	<p>May 2008</p> <p>Improved % March 2009</p> <p>Ongoing</p> <p>Ongoing</p> <p>Annual review</p>

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<ul style="list-style-type: none"> Review accidents within the Division and identify areas for better controls to reduce accidents 	DGM/OM/Dept managers	Ongoing
<ul style="list-style-type: none"> Ensure systems are in place to deal with spills and leaks (workplace slips/trips) utilise checklist to policy as required Identify all users of display screen equipment and carry out appropriate assessment) Ensure 'work station' assessments have been carried out Ensure relevant staff have received training in the use of respiratory equipment Ensure equipment purchased is linked to MDMC process to ensure consistency for staff Ensure that clinical waste is correctly segregated and disposed of correctly (sharps/poms DOMESTIC) Ensure Infection Control procedures followed for protection of staff & visitors All staff to have a personal objective re contributing to improved infection control Ensure Division meets Trust and national targets for reduction of MRSA and C diff Wards/ departments to minimize clutter in order to improve safety and infection control 	<p>Ward /Dept Managers</p> <p>Ward / Dept Managers</p> <p>Ward / Dept Managers</p> <p>OMs/MMs/DCD</p> <p>DGM/ Ward /Dept. managers</p> <p>Ward / Dept managers</p> <p>Departmental Managers / Ward Managers /all staff</p> <p>Departmental managers</p> <p>DSN/ MMs/Dept managers</p> <p>MMs / Dept managers</p>	<p>Ongoing</p> <p>Update by Sept 08</p> <p>Update by Sept 08</p> <p>Ongoing</p> <p>System in place – annual submission of bids</p> <p>Ongoing</p> <p>Ongoing</p> <p>Ongoing</p> <p>Ongoing</p> <p>Ongoing</p>

Divisional General Managers Signature:

Review Date:

Date:

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<ul style="list-style-type: none"> • Ensure staff have access to information and training (via E learning) • All locums/new doctors to receive induction before starting work 	<p>All Line Managers, monitored by HR</p> <p>DCD</p>	<p>Annual review</p> <p>As required</p>
<p><u>Section 5: Accident Reporting</u></p> <ul style="list-style-type: none"> • Ensure all incidents/near misses are reported on Trust Incident forms • Monitor accident forms and ensure immediate actions taken – Riddor reporting to H&S/Occ Health • Strengthen Divisional and directorate system of monitoring trends and ensuring actions are built into Health & Safety Plan. • Collate information obtained from Risk Management stats. • Division to participate in the Trust's Improving Medicine's Management work • Division to participate in Trust's Patients Falls programme • Division to participate in the health economy wide HRDS programme re patients who have fallen 	<p>All staff</p> <p>Risk Manager</p> <p>DSN/Risk Manager</p> <p>Risk Manager</p> <p>DCD/MMs</p> <p>DSN / MMs</p> <p>DSN</p>	<p>Ongoing</p> <p>Ongoing</p> <p>Ongoing</p> <p>Ongoing</p> <p>Ongoing</p> <p>Ongoing</p> <p>2 yr Programme from Nov 07</p>
<p><u>Section 6: Safe System of Work</u></p> <ul style="list-style-type: none"> • Following results of risk assessment, ensure formal policies are introduced to manage high risk areas – on ratification of Policy • Ensure safety equipment required by staff is in place and develop a replacement program • Ensure regular programs of safety checks are in place for equipment / processes requiring this • Ensure any new 'substances' to be used in the work place undergo a COSHH assessment prior to use 	<p>DGM/DSN</p> <p>Ward / Dept Managers</p> <p>Risk Manager</p>	<p>As risk assessments are carried out</p> <p>Ongoing</p> <p>Ongoing</p> <p>From issue of updated COSHH policy – ongoing</p>