

Health, Safety & Security Strategy 2018-2023

V1.2: May-2020 Review



Our Core:

Everything we do is focussed upon making **better lives, together**




Our Purpose:

To create connected communities and help people feel as healthy as they can at that point in their lives

Our Vision:

To connect people to the best quality care, when and where they need it and be a national role model as an employer

Our Values:

-  **We Care:** acting with respect & empathy, always valuing difference
-  **We Listen:** understanding people's views and responding to individual needs
-  **We Deliver:** providing excellent services, supporting partners to do the same

This document has been approved and ratified. Circumstances may arise where staff become aware that changes in national policy or statutory or other guidance (e.g. National Institute for Health and Care Excellence (NICE) guidance and Employment Law) may affect the contents of this document. It is the duty of the staff member concerned to ensure that the document author is made aware of such changes so that the matter can be dealt with through the document review process.

NOTE: All approved and ratified policies and procedures remain extant until notification of an amended policy or procedure via Trust-wide notification, e.g. through the weekly e-Update publication or global e-mail and posting on the Intranet (Connect).

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1 INTRODUCTION

“Health and safety should not be a responsibility assigned to a particular individual or part of an organisation, but an integral part of everyone’s role.”

HSE, Helping Great Britain Work Well Strategy, 2016

“Successful organisations understand that sensible and proportionate risk management is integral to delivering their business objectives”

HSE, Helping Great Britain Work Well Strategy, 2016

“The NHS commits to provide support and opportunities for staff to maintain their health, well-being and safety”

NHS Constitution

“The management of occupational health, safety and wellbeing is central to the effective running of the NHS. There is strong evidence linking patient safety, patient experiences and the quality of care with the safety, health and wellbeing of the workforce”

The Boorman Review

“Occupational Health and Safety are the cornerstones of any strategy for improving the wellbeing of staff and, through them, improved patient satisfaction and outcomes”.

Steve Boorman, Lead Reviewer, NHS Staff Health and Wellbeing Report

1.1 Our previous achievements

The Trust Health and Safety and Security Management Strategies running from 2013-2018 have been separate Strategic papers. These five-year strategies supported with embedding a Health, Safety and Security culture among all staff, demonstrated by a reducing incident profile over the lifecycle of the Strategies. Achievement of Strategic objectives has also been demonstrated by the Health and Safety team achieving consecutive RoSPA awards for Occupational Health and Safety, and six successive RoSPA Gold Awards from 2015 to 2020 culminating in a RoSPA Gold Medal in April 2019 & 2020; demonstrating the level of commitment to Health & Safety not only within the team but across the Trust as a whole.

In March 2020 the health, safety & security team achieved ISO45001:2018 certification of the health & safety management system utilised within the team.

The strategic direction of Security Management in the NHS has, since 2002 been led by NHS Protect. However, in 2017 NHS Protect refocussed and now solely focus on Counter Fraud strategies. The legacy NHS Protect Security Management Standards are now embedded within the NHS Standard Contract. In 2017 the Health and Safety and LSMS advisory service areas combined into a single Health, Safety and Security function aligned to common job description and person specification to support integrated agile working practices and provide a multi-skilled team, to ensure the service presents best value for money and to provide continuity of all advisory service functions in the event of planned and unplanned absence.



1.2 Our future aspirations

We will build on our excellent foundation, reinforcing a culture of health, safety, security and wellbeing across all Trust functions, linking in to individuals and team, regardless of location or function.

We will continue with a focus on quality improvement in our integrated team, constantly moving forward in line with the Trust vision and values.

1.3 Purpose of the Health, Safety & Security Strategy

The main purposes of this strategy are to:

- continuously improve the culture of health, safety, security and staff wellbeing across all Trust services
- describe the team's approach to supporting improvements in culture specifically through regular health, safety and security property assessments to ensure:
 - a) staff awareness and application of high levels of health, safety and security
 - b) the premises that we provide Trust services in support and benefit staff and service user health, safety, security and wellbeing

2 TRUST VISION, AIMS & OBJECTIVES

2.1 Vision and Values

Bradford District Care NHS Foundation Trust's purpose and vision is:

Our Purpose: To create connected communities and help people feel as healthy as they can at that point in their lives

Our Vision: To connect people to the best quality care, when and where they need it and be a national role model as an employer

All Trust activities from 2019-2024 contribute to one or more of the following four goals:

- Healthy as possible
- Best quality services
- Best place to work
- Seamless access

The Health, Safety & Security Team will support in achievement of these goals by continuing to **improve, innovate and grow**.

This Strategy outlines how Health, Safety & Security activities will contribute to achievement of these goals

2.2 Health, Safety & Security Objectives

The Trust is committed to ensuring it promotes a culture that puts health, safety security at the heart of its activities and that it has appropriate systems and processes in place to maintain a high standard of health, safety and security practice in all areas of its business.

This strategy describes the Trust’s plans to continue to **improve** health, safety and security performance over the course of this strategy, by developing and implementing **innovative** new ways of working and securing additional **growth** by seeking and securing new business opportunities

The Strategy outlines priorities and sets out the framework that will be put in place to support delivery.

The table below describes how the Health, Safety & Security team will support achievement of the Trust’s purpose, vision and goals.

Improvement	Innovation	Growth
Safe & secure environment for service users Safe & secure environment for staff – focussing on health & wellbeing Ligature Risk Awareness Stakeholder focussed approach In line with national / best practice standards	Health & wellbeing joint working Patient experience & involvement Lone working & personal safety improvements Advisory service for new builds & refurbishments External partnerships	New business opportunities Continuous professional development Right first time Accreditation and certification Horizon scanning

2.2.1 Improvement

Patient safety, patient experience and the quality of care is strongly linked with the safety, health and wellbeing of the workforce. The health, safety and security team will therefore work to support continuous improvements in staff health, safety and wellbeing, and quality & efficiency improvements.

National / Local Priority	Objective
Safe environment for service users	<p>Ensure that annual Health, Safety and Security Property Assessments are conducted at premises where patient care is provided, in line with CQC requirements, ensuring all significant risks are identified and mitigated within the risk assessment process. Encourage service user involvement within property assessments.</p> <p>Ensure that recommended actions are followed up by joint (Estates and Operational team) working and automated processes to implement and monitor consequential action plans.</p>
A safe and secure working environment for staff with a focus on staff health and wellbeing	<p>Ensure frequent health, safety and security property assessments of the working environment are carried out and followed up by joint (Estates and Operational team) working and automated processes to implement and monitor consequential action plans, ensuring all significant risks are identified and mitigated within the risk assessment process.</p> <p>Development and implementation of health, safety and security assessment for self-assessment of a safe, high quality environment that supports staff wellbeing within sessional use spaces.</p>
Suicide Prevention Strategy	<p>Health, Safety and Security services to be actively involved in Ligature & Environment Risk Safety Group, and support clinical services leads with:</p> <ul style="list-style-type: none"> - Ligature assessment immediately following refurbishment of any patient or service user environment - 12 monthly ligature assessments within inpatient sites - 12 monthly ligature assessments within privacy & dignity areas of our community mental health premises - Implementation of Ligature Risk Awareness training to improve safety on inpatient wards
NHS Protect / NHS Standard Contract Security Management Standards	<p>Ensure that all legacy requirements from NHS Protect, which now form part of the NHS Standard Contract are met to ensure a compliant service, particularly the 4-main Security Management elements which comprise:</p> <ul style="list-style-type: none"> • <i>Good Strategic Governance</i>: ensuring anti-crime measures are embedded at all levels of the organisation. • <i>Inform and Involve</i>: raising awareness of crime risks against the NHS and working with NHS staff, stakeholders and the public to

	<p>highlight the risks and the consequences of crime against the NHS.</p> <ul style="list-style-type: none"> • <i>Prevent and Deter</i>: discouraging individuals who may be tempted to commit crimes against the NHS and ensuring that opportunities for crime to occur are minimised. • <i>Hold to Account</i>: detecting and investigating crime, prosecuting those who have committed crimes, and seeking redress.
<p>Health & Safety at Work Act 1974</p> <p>Management of Health and Safety at Work Regs 1999</p> <p>HSG65 – Managing for Health and Safety</p>	<p>HSG65, particularly, comprises a model management framework for achievement of good health & safety performance. The Trust is compliant with the current version of HSG65. The Trust’s Health, Safety and Security Team will continue to develop new systems as we review in line with the Plan-Do-Check-Act elements of HSG65</p>
<p>Ensuring a stakeholder focussed approach to Health, Safety and Security</p>	<p>The focus is on continuously improving health, safety and security in all areas of the Trust by working closely with staff to provide the information they need in a clear, concise format to ensure they are fully aware of their health and safety responsibilities.</p> <p>The Health, Safety & Security team will closely support staff and teams to ensure all required arrangements are achieved across our estate. Continued involvement of services through Health & Safety Group comprises a key control in this regard.</p> <p>Support staff side Health & Safety reps to undertake occupational health and safety risk assessments across the Trust estate.</p>

2.2.2 Innovation

The table below shows how Health, Safety and Security will continue to develop and implement new innovative ways of working by identifying and deploy new technologies, new ways of working and in new partnerships

National / Local Priority	Objective
Health and Wellbeing	<p>Continue to foster close links with the Wellbeing at Work team – to focus on the <i>Health</i> element of Health & Safety.</p> <p>Ensure regular (target fortnightly) communication to support in maintaining a workforce that is healthy and well.</p> <p>Ensure a continued focus on DSE assessments and DSE staff awareness through the property assessment process.</p>
Patient Experience and Involvement	<p>Ensure patient involvement in key work areas and gain feedback from service users via Patient Advice and Complaints, ward meetings and Safety Huddles.</p>

	<p>Attend Patient Advice and Complaints meetings on wards to continue to understand health, safety and security related issues that may be having a detrimental effect on the wellbeing of patients. Work with other stakeholders to improve such issues.</p> <p>Look to engage with Trust advocates to further spread this type of joint-working and ensure a 'patient influence' within health, safety and security work carried out.</p>
Ward refurbishments: national leading designs, including the Safer Wards initiative	<p>Advise on new building and refurbishment projects using the team's health, safety and security knowledge, experience and professionalism to ensure staff and patients are kept safe whilst using the Trust's services and that lessons are learnt and implemented to improve health and safety within new projects.</p>
Lockdown Procedures	<p>Continue to develop Lockdown procedures across our Trust estate.</p> <p>Test the effectiveness of lockdown procedures through the instigation of lockdown drills in partnership with Fire Safety Advisory Services.</p>
Lone Working issues	<p>Continue to support community physical health and community mental health services with issues relating to lone working, through supporting the development of the Trust Withdrawing Care Policy</p> <p>Scope, develop and implement Personal Safety Training in partnership with community service leads to support front line staff minimise risks relating to lone working</p> <p>Continue to support community clinical teams with lone working technological devices, recommending the ongoing rollout and implementation through HSG (lone worker) sub-group.</p>
External Partnerships	<p>Partnership working with peers across the West Yorkshire STP and more nationally including but not limited to:</p> <ul style="list-style-type: none"> - Healthcare H&S Advisory Group, - National Association for Healthcare Security, - NPAG Security Network, - Local area healthcare security advisory group - British Parking Association Healthcare Group
External landlords	<p>Through property assessments, work in partnership with external landlords including, but not limited to, NHSPS, CHP, Integral and private landlords through licence arrangements to ensure the necessary safety checks are undertaken by the landlords.</p> <p>Escalate any concerns regarding building defects through landlords.</p>

2.2.3 Growth

Health, Safety and Security will continue to provide high quality services to the Trust at best value for money, ensuring our team have the right skills and support in ensuring a right first time culture both internally within BDCFT, our core business area to but also to our partner organisations that we provide services to under service level agreements. We will continue to seek new business opportunities to generate additional revenue that can be redirected to support frontline services

National / Local Priority	Objective
Continuous Professional Development	Continued professional development of the team through embedded training pathways. Including IOSH Managing Safely -> NEBOSH General Certificate ->Accredited LSMS Training / Security Risk Management Qualification, and working towards NEBOSH Diploma
New Business Opportunities	Support the Trusts financial position by seeking new business opportunities through service level agreement via ITA. Including, but not limited to, Health and Safety advisory service provision, personal safety training, first aid training and Security management advisory services.
Right First Time	Ensure the property assessments are issued within two days of assessment date utilising new technologies for the completion, issue and chase-up of actions identified from assessment. Thus providing a more efficient health, safety and security advisory service.
Internal Provision	Provide a high quality, responsive health, safety and security service at best cost, compliant with all NHS standards, e.g. HSG65 and the NHS Standard Contract. Work within allocated budgets and propose business cases for funding for specific projects where identified.
External Accreditation / Certification	Continue to seek external assurance on the Health, Safety & Security Management system through continued achievement of RoSPA Gold Award or via ISO:45001 certification or other appropriate accreditation/certification.
Horizon scanning	The team will actively engage with internal and external partners to review best practice to ensure continued growth of service, improvement and innovation within services.

2.3 Implementation of the Health, Safety & Security Strategy

Successful implementation of the Trust's Health, Safety & Security Strategy enables continued achievement of the following:

- Appointment of competent persons (H&S and LSMS) possessing the necessary knowledge, experience and qualifications within Health, Safety and Security in a Health and Social Care setting.
- Implementation of Health & Safety and Security Management policies and procedures which are clear and accessible and are supported through appropriate training, e.g. through central and local inductions. Policies and procedures form the overarching link to the strategy, assisting all Trust staff to comply with their Health, Safety and Security responsibilities.
- Implementation of policies and procedures which are developed in partnership with staff and staff representatives.
- Operation of a health, safety and security management system which operates effectively on the basis of competent staff/teams, risk assessments, and mitigating/remedial actions, and which minimises the risks to people and property arising from Trust activities.
- Ensuring staff, through management, having access to Employee Health & Well-Being support to minimise health risks and monitor the health and well-being of staff at risk and to support and advise employees with disabilities.
- The protection of young persons and expectant mothers whilst at work.
- Ensuring systems are in place for the reporting, investigation and analysis of accidents, incidents and near misses with effective mechanisms for providing feedback to staff, the Health & Safety Group, and the Trust Board on incident profiles and actions taken.
- Ensuring systems are in place to audit achievements of Health, Safety and Security performance standards.
- Ensuring the effective use of communications in the form of reader-friendly and informative bulletins and Connect pages for the information and guidance of all staff.
- Ensuring the Trust does not receive any prohibition or improvement notices, or prosecutions.

Current and target performance related to these requirements is covered in Sections 3 to 5.

3 HEALTH, SAFETY & SECURITY INCIDENT PROFILE

A proactive approach to risk management through property assessments will continue to minimise the impact from incidents. However as stated in the Health & Safety at Work Act 1974, organisations must put in place measures that are 'reasonably practicable', there must be an appreciation therefore that accidents, incidents and injuries will still occur. Proactive monitoring of these incident types will continue to foster ongoing improvements to the Health, Safety and Security culture within Bradford District Care NHS Foundation Trust.

Review of IR-e data over the past 3 years has supported with the development of a Health, Safety and Security risk profile, to identify what incident types staff and services users are most at risk from. These incident types are detailed within sections 4 and 5.

4 HEALTH, SAFETY & SECURITY STRATEGY 2018-23: KPI PERFORMANCE IMPROVEMENT TABLE

Performance Indicators	Quality Standard	Current Performance (2018-19)	19-20	20-21	21-22	22-23	23-24	Corresponding Action Plan (Short/Medium/Long-Term)
1 Health, Safety Organisation and Reporting								
a	Executive Director (DFC&F) appointed to 'champion' health safety and security within Trust	Health & Safety Strategy and Policy	Achieving					No further action required
b	Day-to-day H&S management responsibility delegated to DDE&F		Achieved					No further action required
c	Competent Health, Safety & Security Team in post to deliver the Trust's HSS Action Plan (reporting to Facilities Governance Manager and DDE&F)		Achieved					No further action required
d	Health and Safety Team report to DDE&F, DFC&F, FBIC, Trust Board via Strategy and Annual Report approval		Achieved					No further action required
2 Health, Safety & Security Strategy and Policy								
a	Health, Safety & Security Strategy Ratified	HASWA Act 1974	✓					No further action required
b	Health & Safety Policy ratified	Management of H&S Regs 1999 HSG65	✓					Annual Review
c	Security Management Policy	NHS Security Management Standards	✓					Review every three years
d	CCTV Policy	HBN-03 CCTV COP	✓					Review every three years
e	Annual Health, Safety & Security Report to FBIC	Strategy and Trust Policy	✓					Annual Review

3 Statutory Compliance								
a	Nil Improvement Notices issued by HSE	HSE	Achieved	HSE Actions				No further action required
b	Nil Prohibition Notices issued by HSE		Achieved					No further action required
c	Compliance with Health and Safety at Work etc. Act 1974		Achieved	HSE Actions				No further action required
d	Compliance with Management of Health & Safety at Work Regulations 1999		Achieved					No further action required
e	Compliance with the core actions and good practice of "Leading Health and Safety at Work" as a defence under Corporate Manslaughter Legislation (33 out of 34 core actions)	Leading Health & Safety at Work	Achieved					Annual review
f	Compliance with NHS Security Management Standards, legacy NHS Protect standards	NHS Security Management Standards	Achieved					Annual review
g	Health, Safety & Security Site Inspections within all Trust care environments	CQC Requirements	100%					Ongoing review via Tracker
4 Property/Ward-specific Health & Safety Risk Assessments								
a	Property/Ward-specific Health Safety & Security Risk Assessments current/up-to-date across the Trust estate	Health & Safety Strategy and Policy	100%	HSE Actions				Ongoing review via Tracker
b	Action Plans from Health & Safety risk assessments reviewed and completed as per required action dates		100%					Medium-Term Action Plan (2018-19) to achieve 100% completed assessments
c	Actions on Health & Safety risk assessment action plans delayed due to special considerations/new timescales being agreed with the Health & Safety Team (not currently requiring escalation)		100%					Medium-Term Action Plan (2018-19) to achieve <4% delays on actions completed
d	% Action Plan exceptions requiring potential communication to HSG		None required					Medium-Term Action Plan (2018-19) to achieve 1% of

									actions escalated.
5 Health, Safety & Security Incident Reporting									
a	Trust target number of RIDDORS: target in range 10 or less	Health & Safety Strategy and Policy	4	9					Monthly review for reporting to QSC
b	Trust target number of slips, trips and falls: target in range 450 or less		363	456					Monthly review for reporting to QSC
c	Trust target number of near miss incidents: target in range 100+/annum		30	51					Monthly review for reporting to QSC
d	Trust target number of health and safety incidents with moderate-3 or more severe impact: 50 or less		57	49					Quarterly review for reporting to HSG
e	Trust target number of physical assault incidents with moderate-3 or more severe impact: 20 or less		8	6					Quarterly review for reporting to HSG
f	Trust target number of Accident / Injury incidents with moderate-3 or more severe impact: 15 or less		15	5					Quarterly review for reporting to HSG
6 Continued Professional Development									
a	Health, Safety & Security Co-ordinator to work through Training Pathways to achieve IOSH Managing Safety (where appropriate) NEBOSH General Certificate Accredited LSMS Training (or similar)	Health & Safety Strategy and Policy	On target to achieve	Achieved					Long-Term Action Plan (2016-17) to achieve the qualification.
b	Health, Safety & LSMS Officer to work through Training Pathway to achieve NEBOSH Diploma		2019-20 target	On target to achieve					Long Term Action Plan (2019-20) to achieve
c	Target Service establishment of: 2 x Health, Safety & LSMS officers 2 x Health, Safety & Security Co-ordinators		2019-20 target	1 x Officer 3 x Co-ordinators					Medium Term Action Plan (2018-19) to achieve

d	Health, Safety & Co-ordinators to become First Aid Trainer and deliver in-house Quallsafe accredited training		Complete- training commenced 18-19					Medium Term Action Plan (2018-19) to achieve
e	Health, Safety & Co-ordinators to become accredited Personal Safety Trainers via Suzy Lamplugh Trust or other appropriate training organisation and deliver in-house accredited training to support in minimising lone worker risks in Community		Complete - training commenced Mar-19					Medium Term Action Plan (2018-19) to achieve
7 Health and Safety: Improving Communications								
a	100% Health, Safety & Security Team Communication Plan	Strategy and Policy	Achieved					Annual Review
b	Facilitate an Annual H&S Awareness Week		Achieved – 2018 Roadshow	Off target				Annual Review
8 Benchmarking/Quality Assurance System								
a	To benchmark the Trust's Health & Safety performance (e.g. IRe incidence levels) with other trusts	Strategy	Achieved – annual review via ERIC					Annual Review
b	To implement a recognised Health & Safety Quality Assurance system	ISO:45001 or similar	2019 – 20 target	Achieved March 2020				Medium to long term action plan 2018-20
Key to KPI Performance:								
		Achieved						
		On target to achieve as per Action Plan						
		Off target, although managing risk						

5 CURRENT AND TARGET HEALTH & SAFETY PERFORMANCE

This section of the Strategy highlights key Health, Safety and Security performance improvements (linked to the team's Forward to Excellence initiative) from the KPI Performance Improvement Table in Section 4 above.

5.1 Key Performance Improvement 1: RIDDOR Reportable incidents

RIDDOR Reportable incidents...

RIDDOR stands for Reporting of Injuries, Diseases, and Dangerous Occurrence Regulations. RIDDOR places duties on employers in control of work premises to report certain serious workplace accidents, occupational diseases and specified dangerous occurrences (near misses) to the HSE. Reporting examples include bone fractures, serious burns and loss or reduction in eyesight.

The Health & Safety Team has the following objective:

- To target continued minimisation in the number of RIDDOR-reportable incidents. The following have had a reducing impact upon the Trust's RIDDOR incident levels:-

However, the Trust's incident level may now be nearing optimisation due to the following:

- Improved/increased incident reporting by staff in response to Health & Safety Strategy/Policy requirements
 - Increased communication and training on RIDDOR reporting requirements via Trust web pages, inductions, and manager's training
- Following consistent decreases in RIDDOR incidents over the last 6-years from a high of 20, any further reductions from the previous low levels of 5 is considered to be an ambitious target (given the performance improvement to date) which is not guaranteed to be achieved going forward.

However, the Health & Safety Team is committed to ensuring incident levels which will not increase significantly above the 10-incident ceiling highlighted in the table below.

Year	15/16	16/17	17/18	18/19	19/20	20/21	21/22	22/23
	Previous Actual			Target				
RIDDOR incidents	10	8	5	4	9			

5.2 Key Performance Improvement 2: IR-e Incidents: Near-miss and Actual Incidents

IRe Near Miss Incidents and Actual Incidents

IR-e: Near-miss Incident Reporting

The Health, Safety & Security team continue to have the following objectives:

- To further emphasise the need for near-miss reporting across all Trust business areas
- To increase discussions during property/service assessments and encourage near-miss reporting by all staff
- To ensure a focus on near-miss reporting through Trust communications
- To review the Trust's near-miss profile at Health & Safety Group and share analyses and learning-lessons
- To monitor near miss reporting performance. The Health & Safety Team currently proposes a baseline range of 100+ near-misses for further improved performance monitoring going forward, although acknowledges the actual baseline figure may differ from this.

IRe: Actual Incident Reporting

- The 2013-2018 Health & Safety Strategy had the objective to reduce incident reporting below target levels. Health & Safety incident reporting has now plateaued at around 1,200 incidents per year. The reporting of incidents is positive to demonstrate a good incident reporting culture.
- The targets outlined in the 2018-2023 Health, Safety and Security Strategy are to reduce the number of health, safety and security related incidents with an impact of Moderate or more severe. To ensure that incidents that do take place are minimised by having good health, safety and security controls.

Year	15/16	16/17	17/18	18/19	19/20	20/21	21/22	22/23
	Previous Actual					Forecast		
Near Miss	90	83	56	30	51			
Total H&S IRe Incidents (without smoking related IR-e's)	1100	1403	1322	1384	1327			
H&S IR-e's. Impact: Moderate or more severe	32	45	39	57	49			

5.3 Key Performance Improvement 5: Specific Health, Safety & Security Incident Profile

Slips, Trips & Falls...

Slips, trips and falls remains the highest incident category for Health, Safety & Security related incidents. The Health & Safety Team is committed to supporting services to achieve further slips/trips/falls minimisation related to environmental factors.

Assaults against Staff

- To target further decreases in the number of violent assaults against staff although noting the Trust's incident level may now be nearing optimisation due to the following:
 - Increasing acuity of patients within inpatient wards
 - Small number of particularly challenging patients causing 'surge' impact upon local incident levels
 - Improved/increased incident reporting by staff in response to LSMS Strategy/Policy requirements
- To target further decreases in the severity of violent assaults against staff. The team will continue to follow-up through Ward Environment Group meeting any assaults incidents with impact of 3-moderate or more severe.

Increased partnership and joint-working with key staff/groups, e.g. PALS/clinicians, to further support improved understanding of the causes of violence and most appropriate means of mitigation.

Other accident or injury

Accidents and injuries were not monitored directly as part of the 2013-2018 Strategy.

IR-e incident data demonstrates that work related accidents and injuries occur within the Trust on a relatively frequent basis, approx. 200 incidents per year.

The Health, Safety & Security team will ensure through proactive risk assessment of Trust properties that teams have safe work procedures (SWP). It is important that staff adhere with SWP to support with minimisation of any impact from work related injury.

Year	15/16	16/17	17/18	18/19	19/20	20/21	21/22	22/23
	Previous Actual					Forecast		
Slips, Trips and Falls - all	376	505	446	363	456			
Slips, Trips and Falls - Impact: Moderate or more severe	10	23	22	37	16			
Assaults against Staff - all	709	694	894	1,144	880			
Assaults against Staff – Impact: Moderate or more severe	-	17	14	10	6			
Accident Injury – all	160	215	198	194	190			
Accident Injury – Impact: Moderate or more severe	4	7	10	15	5			

5.4 Key Performance Improvement 3: Property/Ward-specific Health & Risk Assessments

Property/Ward specific Health and Safety Risk Assessments...

Health, safety and security property assessments are carried out at a frequency outlined in the Health and Safety Policy:

- High risk areas (consisting of all ward areas) are assessed 6 monthly – the initial assessment being followed by a 6 month follow-up check of action plan progress.
- Medium risk areas are assessed annually – for example, CMHT
- Low risk areas are assessed every 2 years – office areas and the community estate

The Health & Safety Team has the following objectives:

- Successful implementation of this more structured, risk-based approach to service/property assessments
- A “heat map” of properties/services has been implemented detailing higher to lower risk properties, with appropriate frequency of visits derived from incident and potential-risk data
- To achieve 100% of property/service risk assessments during each year

Year	18/19	19/20	20/21	21/22	22/23
Property/Service Risk Assessments	Target 100%	Target 100%	Target 100%	Target 100%	Target 100%

5.5 Key Performance Improvement 6: compliance with Corporate Manslaughter legislation

Corporate Manslaughter regulations...

The Health, Safety & Security team has the following objective:

- To maintain 100% compliance with the 34 actions and good practice elements of HSG65 “Leading Health and Safety at Work” to reduce the risk of the Trust being prosecuted under corporate manslaughter legislation
- To maintain a register of assurance evidence.

Year	15/16	16/17	17/18	18/19	19/20	20/21	21/22
	Previous	Actual	Forecast				
Corporate Manslaughter evidence of compliance	100%	100%	100%	100%	100%		

6 ACTION PLAN

6.1 SHORT-TERM PRIORITIES 2018-19

Short-term action plan priorities included:

- Communicate the Strategy - review of Health & Safety / Security Connect pages to align with the launch of the 2018-20123 Health, Safety & Security Strategy.
- Review assurance evidence in line with HSG65 Leading for Health and Safety

- Development of building security profiles across the Trust estate to create Lockdown Procedures across all Trust care premises
- Transfer property assessment tracker into C365cloud implementation to automate issuing and chase up of action plans
- Rationalise/streamline Health and Safety Policy to aid staff knowledge and understanding
- Appointment of Health, Safety & LSMS Officer via the Health, Safety & Security training pathway

6.2 MEDIUM TERM PRIORITIES 2018-2020

Medium-term action plan priorities include:

- Work to achieve ISO45001 certification or similar of Trust Health, Safety and Security framework **ACHIEVED**
- Work alongside Trust Community teams to ensure service representation for Personal Safety Training. Implement a training program aligned to Suzy Lamplugh Trust or similar with regular monthly internal Trust training sessions **ACHIEVED**
- A focus on the adoption of new technology : implementation of a paper-free system for property assessments to automate issuing action plans and chase-up of outstanding actions **OUTSTANDING**

6.3 LONG TERM PRIORITIES 2019-2022

Longer-term action plan priorities include:

- Ensure all areas of the Trust are working to embedded safe work procedures.

7 COMMUNICATIONS

7.1.1 Health, Safety & Security Strategy Communication Plan

7 times in 7 different formats – example communication methods to include:

- Update of Health, Safety & Security connect pages to align to this Strategy
- Use of new communication methods –
 - social media
 - Trust screensavers
 - Videos / podcasts / Pecha-kucha
- Monthly communications summary
- Quarterly communications to services provided under SLA
- Face to face via property assessments
- Face to face via 2 x HSS awareness weeks

END