



# Health and Safety Policy

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The CCG is committed to an environment that promotes equality, embraces diversity and respects human rights both within our workforce and in service delivery. This document should be implemented with due regard to this commitment.

This document can only be considered valid when viewed via the CCG's intranet. If this document is printed into hard copy or saved to another location, you must check that the version number on your copy matches that of the one online.

Approved documents are valid for use after their approval date and remain in force beyond any expiry of their review date until a new version is available.

## Version Control Sheet

Version	Date	Reviewed By	Comment
Draft v0.1	March 2015	ACO Gov & Risk Manager	Comments incorporated into draft policy.
Draft v0.1	April 2015	H&S Committee	Comments made and draft policy updated.
Draft v0.2		Executive	For final approval.
Draft v0.2	Dec 15	CCG CO	Signed off.

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**1. Statement of Intent**

NHS Bolton Clinical Commissioning Group (CCG) recognises that under the Health and Safety at Work Act 1974, it has a legal duty to ensure, so far as is reasonably practicable, the health, safety and welfare of all its employees and that it has the same duty towards patients, members of the public, contractors and other persons affected by its activities and is therefore committed to this duty.

The CCG will establish and maintain appropriate systems to meet the requirements under the Organisation and Arrangements sections of this Policy, thereby ensuring that the above duties are fulfilled and in particular will establish a proactive system of risk management for identifying, assessing and managing risks.

The CCG is committed to:

- Ensuring the progressive improvement of health and safety performance, with the ultimate aim of creating working practices and working environments that prevent accidents and cases of work-related ill health and provide adequate control of health and safety risks arising from work activities.
- Providing adequate training to ensure employees are competent to do their work.
- Engaging and consulting with employees on day-to-day health and safety conditions and provide advice and supervision on occupational health.
- Implementing emergency procedures – evacuation in case of fire or other significant incident.
- Maintaining safe and healthy working conditions, provide and maintain plant, equipment and machinery, and ensure safe storage/use of substances.
- Establishing and maintaining arrangements for the co-operation and co-ordination of health and safety measures between any employers who share workplaces with the CCG.

The CCG will remind all of its employees of their duties under Sections 7 and 8 of the Health and Safety at Work etc Act 1974, to take care of themselves and other persons whilst at work.



Signed .....  
(Chief Officer) .....

Dated .....

## **2. Scope**

- 2.1 This policy applies to all employees of the CCG including bank, locum, agency and sub contracted staff. Managers at all levels are expected to take an active lead to ensure that health and safety and systems of internal control are of the highest standard and integral to the operation of the organisation.
- 2.2 The CCG will ensure that adequate resources are provided to meet legal health and safety standards and provide sufficient information, instruction and training to enable employees, independent contractors, bank, agency and locum staff to carry out their work safely.

## **3. Purpose**

- 3.1 This document describes the CCG's policy, organisation and arrangements for ensuring health and safety at work and has been prepared in acknowledgement of its moral and legal obligations towards employees and others who may be affected by its activities. It details the CCG's intent and the responsibilities of managers and employees at all levels.

## **4. Strategic Context**

- 4.1 The CCG attaches great importance to the Health and Safety of its staff, and recognises its legal obligations under the Health and Safety at Work etc. Act 1974, to ensure the health, safety and welfare of its staff, so far as is reasonably practicable. The CCG also accepts such responsibility for other persons who may be affected by its activities whilst on any site.
- 4.2 The CCG aims to design and implement services, policies and measures that are fair and equitable. As part of its development, this policy and its impact on staff, service users and the public have been reviewed in line with CCG's Legal Equality Duties.
- 4.3 The purpose of the policy is to improve service delivery by minimising and if possible removing any disproportionate adverse impact on employees, service users and the public on the grounds of race, socially excluded groups, gender, disability, age, sexual orientation or religion/belief.

## **5. Roles and Responsibilities**

### **5.1 The CCG Governing Body**

The CCG Governing Body is responsible for the organisation's system for internal control, including health and safety management. The Chief Officer is designated with overall responsibility for ensuring the implementation of external assurances covering health and safety and reporting to the Governing Body. This function forms part of the role of the Chief Officer, who delegates some of these responsibilities to members of the senior

management team. The Governing Body ensures that Health and Safety Performance is monitored by the Health and Safety Committee.

## **5.2 The Chief Officer**

The Chief Officer has overall accountability and responsibility for all matters involving health, safety, welfare and fire appertaining to the CCG; it is also the responsibility of all Directors, Line Managers and Heads of Department to manage health and safety issues within their functional area (please see below for further details). The Chief Officer also has responsibility for:

- Ensuring that adequate resources are available to implement the Health and Safety Policy;
- Monitoring the effectiveness of the Health and Safety Policy;
- Ensuring that this policy is reviewed every two years.

## **5.3 Health and Safety Committee**

The Health and Safety Committee is the Committee responsible for the management of health and safety for the CCG and has delegated responsibility for all aspects of health and safety.

## **5.4 Health and Safety Advisors**

The Assistant Chief Officer, Board Secretary and Governance and Risk Manager have been nominated as the Health and Safety Advisors for the organisation and are responsible for the overall co-ordination and monitoring of the implementation of this policy in the CCG.

Particular responsibilities include ensuring:

- The CCG Health and Safety Policy reflects current priorities and is monitored, reviewed and revised as necessary.
- There is an effective organisation, with clearly defined responsibilities, and arrangements for implementing the policy.
- The CCG Governing Body Members and Managers of the CCG are provided with competent health, safety and welfare advice to assist with the provision of protective and preventive measures and the implementation of health and safety legislation.
- There is a safety forum and/or other arrangements for consulting with trade union or employees' safety representatives.
- Systems are in place for identifying competencies to manage health and safety and meeting any competency requirements.
- Arrangements are in place for monitoring the implementation of the policy.
- The effective co-ordination of health, safety and welfare both within and between directorates so that the implementation of the policy is consistent with the ethos of the Governing Body.
- Significant health and safety issues which cannot be resolved are raised with the Chief Officer.

## 5.5 Directors

Members of the Executive Team and Assistant Directors will support the Health and Safety Advisors and carry direct responsibility for the implementation of Health and Safety related policies within their areas of control. They will do all that is reasonably practicable to establish and maintain high standards of health, safety and welfare in their areas of control.

## 5.6 Line Managers

Line managers are responsible for ensuring their staff receive all necessary Health and Safety training, instruction and information and that such activities are properly recorded and records maintained, and must:

- Organise the department, section or workplace so that operations or work carried out is to a satisfactory standard of safety, resulting in minimal risk to people, equipment and materials.
- Plan and maintain good house-keeping.
- Make sure the control measures in place are at all times operable and not interfered with and that personal protective clothing, where appropriate, is available and is used.
- Co-operate with the Health and Safety Advisors as necessary.
- Review operating and work instructions and specific related hazards to staff transferred into the department and/or new staff.
- Ensure all accidents are reported to the relevant person so that they may be recorded.
- Ensure all staff are aware of Health and Safety procedures and encourage the good behaviours required by staff by setting a good example with respect to Health and Safety.

## 5.7 Staff Duties and Responsibilities

All staff whilst at work have a legal duty to take reasonable care for the Health and Safety of themselves and others who may be affected by their acts or omissions. Staff must also cooperate fully with the arrangements made by management to meet its legal responsibilities for Health and Safety as in Section 7 of the Health and Safety at Work Act 1974.

Staff have a responsibility for bringing to the immediate attention of their Manager any failings that could be detrimental to themselves and others, including visitors.

Specific responsibilities of staff are to:

- Comply with local fire procedures.
- Comply with local first aid procedures.
- Not attempt to repair any item of electrical equipment (unless properly authorised to do so) but to report it to their manager.

- Not to bring personal mains electrical equipment into work.
- Report to the CCG, any obstructions to any walkways, entrances and exit areas and avoid creating such obstacles.
- Not to move any equipment for which they have not been trained, without first seeking the advice of an appropriately trained person.
- Report any building and/or equipment defects and/or shortfalls in cleanliness to the Health and Safety advisors.
- Set a good personal example with respect to Health and Safety.

## **6. Health and Safety Advisors & Consultation**

- 6.1 The Health and Safety Advisors serving on the Health and Safety Committee shall consult with staff on matters of health and safety.
- 6.2 The duties of Health and Safety Advisors are, to a degree, job and work area specific with a common theme of ensuring the environment is as safe as is reasonably possible and protecting their colleagues from harm.
- 6.3 Any member of staff may make representation to a Health and Safety Advisors on any matter relating to their Health, Safety or Welfare.

## **7. General Arrangements for Health and Safety**

The CCG has policies and procedures in place in order to comply with the various specific statutory obligations or particular hazards, applicable to its work activities.

Good practices will be adopted to manage Health and Safety, and the CCG will endeavour to secure the co-operation of all staff in matters of health and safety and encourage their active participation through consultation.

The CCG will provide adequate safety training and the necessary safety devices, as well as ensuring sufficient resources are available. The CCG will make necessary provisions to ensure this Health and Safety policy's related procedures are regularly monitored and reviewed.

The CCG will take all reasonable precautions to safeguard its staff from exposure to harm including stress at work, violence, harassment and bullying.

### **7.1 Risk Assessments**

Risk assessments are carried out in order to evaluate and adequately control hazards, so to ensure the health, safety and welfare of employees, and others who may be affected by work activities of the CCG.

A risk assessor is a manager or a Health and Safety Advisor who has the necessary skills, knowledge, experience and training to undertake, on behalf of the CCG, a risk assessment and will in particular:

- Undertake appropriate risk assessment training.



- Carry out comprehensive risk assessments of new tasks, procedures, equipment and personnel, in consultation with staff and ensure that these are reviewed as necessary.
- Ensure that risk assessments are recorded and kept in a dedicated file which is fully accessible to staff.
- Inform managers of information that needs to be communicated to staff about the significant outcomes of risk assessment, including:
  - Risks to their health and safety identified by the assessment.
  - How harm occurs.
  - Preventative and protective measures.
  - Safe working practices.
- Highlight to the Chief Officer when a further more in depth risk assessment is required in a particular area where in depth specialist knowledge above that of the Health and Safety Advisors is required, ie. fire safety officer.
- Risk assessments will be reviewed within 12 months (unless otherwise specified) or in the event of an accident/ill-health, changes in procedures, equipment or staff responsibilities.
- All workplace risk assessments will be reviewed by the Health and Safety Advisors and the Health and Safety Committee to ensure they remain 'live' documents. They will be updated in accordance with legislative requirements, Standards, Codes of Practice etc.
- The outcomes of risk assessments will be readily available and communicated to staff. Staff will receive instructions and/or training associated with the level of risk identified and the control measures taken to prevent or control risks.

Health and Safety training will be provided in safe systems of work and relevant training will be given to employees when:

- They commence employment with the CCG.
- Duties and tasks are allocated to them.
- They change job role or are given increased responsibility.
- There are changes in work methods/practice, equipment, legislation or guidance.
- Full co-operation will be given where work areas are shared to ensure the exchange of necessary health and safety information. Joint consultation will be actively encouraged on all health and safety risk management issues.
- The CCG is committed to providing a safe system of work and safe working environment. It will provide the means and methods for removing or minimising any risks associated with any hazardous activities, or hazardous environments.

A copy of the CCG's Risk Assessment form can be found at Appendix A.

## 7.2 The Workplace

The CCG is committed to providing a safe and healthy working environment and this extends to the design, management and maintenance of the premises it occupies, or have responsibility for. The CCG will ensure that:

- Access to and from the workplace remains safe, taking into account the condition of floors, walkways, and levels of lighting.
- Suitable and sufficient heating, ventilation and lighting is provided and maintained.
- Systems will be put into place to control other environmental factors including humidity and noise.
- Adequate welfare facilities are provided.
- Premises are inspected and kept in good repair and well maintained.
- Emergency procedures and business continuity plans are in place and communicated to all concerned.

## 7.3 Occupational Health

### 7.3.1 Alcohol/Drugs

The misuse of alcohol and drugs can lead to reduced productivity, taking time off work, serious ill health and accidents at work. Misuse of illegal drugs is a criminal offence. For advice and further information, please refer to the CCG's Alcohol and Drug Misuse Policy.

### 7.3.2 Display Screen Equipment

All staff who are dependent on the daily and prolonged use of Display Screen Equipment are classed as "essential users", and the CCG will ensure that risk assessments are carried out annually (or whenever circumstances change) to identify any workstation hazards and risks that an essential user may be exposed to. The three principal risks relate to:

- Musculoskeletal disorders (upper limb disorders).
- Visual Fatigue.
- Mental Fatigue.

Risk assessments will cover the whole working environment including IT equipment, workstations, work patterns, and lighting. All essential users will be provided with relevant information on how to correctly set up and maintain their workstation. The HSE DSE workplace check is attached at Appendix 3.

Where a new starter has or a current employee feels they have additional needs, ie. visual impairment, musculoskeletal issues, a specialised DSE assessment can be arranged with the Occupational Health provider.

### **7.3.3 Work Related Stress**

Stress is a natural response to excess pressure or demands. If managed correctly pressure can be a positive thing, however if the pressure is perceived as excessive, then this can lead to stress, which can be detrimental to health and productivity. A person's ability to cope with stress will depend on their personality, perceptions, life skills, training, support, knowledge and past experiences. It follows, therefore, that a situation which is stressful to one person may not be stressful to another, and a situation which is stressful to you today, may not be so tomorrow.

Whilst being a difficult area to manage, the CCG has a duty to manage stress, in line with all other Occupational Health and Safety issues. For further information, please refer to the self help guides available on the staff web pages at:

[https://www.boltonccg.nhs.uk/your-services/document-store/cat\\_view/18-risk-management-and-health-and-safety](https://www.boltonccg.nhs.uk/your-services/document-store/cat_view/18-risk-management-and-health-and-safety) regarding anxiety, depression & low mood and stress.

### **7.3.4 Smoking**

Second hand smoke is both a public and workplace hazard. The CCG seek to guarantee the right of all to breathe air free of tobacco smoke and to comply with smoke-free legislation. Adequate signage will be displayed to inform employees and visitors of the smoke-free status of the CCG. For advice and further information, please refer to the CCG's Smoking Policy.

### **7.3.5 Working Time Regulations**

Managers must ensure that they and their staff are aware of the limits on working time and entitlements provided for in the Working Time Regulations 1998 (as amended). HR can advise further and the link below gives HSE guidance on the issue.

<http://www.hse.gov.uk/contact/faqs/workingtimedirective.htm>. For advice and further information, please refer to the CCG's Flexible Working and Working Time Policy.

## **7.4 General Safety and Environment**

### **7.4.1 Premises security**

Appropriate security measures are in place at the CCG headquarter site at St Peters House. These are monitored and reviewed to ensure the safety of staff, visitors, equipment and plant.

For further information, please refer to the CCG's Security Policy.

### **7.4.2 Violence/Bullying and Harassment**

Everyone has a duty to behave in an acceptable and appropriate manner. Staff have a right to work in an environment that is properly safe and secure. The CCG, as an employer is under a legal obligation of a duty of care to provide both a safe place and safe system of work. Consequently, this issue is included in the Grievance

Policy. Any violence, bullying and/or harassment of CCG staff that is reported will be investigated in order to comply with this duty of care.

For further information, please refer to information regarding the CCG's Zero Tolerance guidance.

### **7.4.3 Lone Working**

Many of the CCG's employees may find themselves as a lone worker at times. The CCG recognises the importance of these employees being afforded as safe a working environment as is reasonably practicable.

Lone workers, generally come into two categories:

- Staff who through flexible working arrangements start work earlier or finish work later than what is generally regarded as normal office working hours (9.00am to 5.00pm).
- Staff who travel between sites in order to attend meetings.

Line Managers of lone workers have a duty to:

- Undertake a suitable and sufficient risk assessment of the hazards to which the lone worker may be exposed.
- Put control measures in place to reduce the risk, and;
- monitor the effectiveness of the control measures applied.

Employees have a duty to:

- Follow all procedures and arrangements made for lone workers, and;
- report all incidents or near misses relating to lone working.

For advice and further information, please refer to the CCG's Lone Worker Policy.

### **7.4.4 Pedestrian/Traffic Routes on CCG Premises:**

The CCG will ensure that:

- Control measures are in place to ensure walkways are free from obstructions at all times.
- Arrangements to deal with ice and snow are in place.

All drivers will be expected to exercise caution whilst on CCG premises and obey displayed speed limits and warning notices. Pathways must not be obstructed and vehicles must only park in designated areas.

### **7.4.5 Utilities**

Service agreements will be in place to ensure utilities are fully maintained and any maintenance work required will only be carried out by qualified professionals.

#### **7.4.6 Waste Disposal (including Recycling of Waste)**

Waste will be managed effectively and where possible the CCG will determine whether it can be reduced, reused or recycled in any way. Where this is not an option, all waste materials will be disposed of safely.

Suitable receptacles will be provided at all locations for storing waste until it is disposed of in a suitable manner. All waste produced on site is to be held appropriately until arrangements are completed for its safe removal.

All waste produced on site is to be described adequately in order to allow others to abide by the duty of care. All waste is to be appropriately packaged, contained and labelled, if required, to ensure its safe handling to the final disposal point. All waste will be handled over only to those authorised to handle waste.

Staff should ensure that they use the recycling facilities provided for confidential and non-confidential waste.

### **7.5 Work Equipment**

#### **7.5.1 General**

The CCG will maintain all work equipment in a safe working condition and ensure that the correct equipment is provided and used. Managers will ensure the correct equipment is used at all times, that it is properly maintained, and that no item of equipment is misused.

Persons required to use the equipment will receive any necessary training, instruction and supervision. The correct operating and safety instructions must be followed at all times. If an item of equipment is suspected of being defective, it should not be used until it has been thoroughly checked and approved for use by a competent person.

#### **7.5.2 Portable Appliances and Electrical Safety**

All portable electrical appliances will be tested annually in accordance with the requirements and frequency as determined by legislation. All portable electrical equipment should be given a visual inspection for damage to the casing and wiring before being used.

Staff should immediately report any defects to their line manager and the equipment is to be taken out of use straight way.

Staff should not bring their own portable electrical equipment (such as phone chargers, heaters, fans, kettles etc.) as these will not be tested and therefore pose a potential risk to other staff and property.

The CCG will ensure that the electrical installation system is tested in accordance with the Institute of Electrical Engineers (IEE) Wiring Regulations and / or Department of Health Technical publications. Testing and examination of the

electrical installation will be the responsibility of the CCG and will need to provide the necessary assurances to NHS Property Services.

### **7.5.3 Building Maintenance**

The leased premises from which the CCG operates has been confirmed as being asbestos free.

The CCG office premises will have planned preventative maintenance for all key building services such as air-conditioning, heating, hot and cold water supplies, lighting, cleaning, fire equipment and alarm systems, security systems, sanitary facilities and general decoration.

Service Level Agreements are in place for such maintenance and appropriate records will be kept of all maintenance, breakdowns and repairs.

Essential information for use in the event of emergency breakdowns will be available.

Legionella weekly flushing arrangements for water outlets will be maintained by NHS Property Services staff and a log kept. NHS Property Services to update the CCG Health and Safety Committee annually to give the required assurances.

### **7.5.4 Third Party Contractors**

Third party contractors (not management contractors) will be required to submit a copy of their safety documentation such as, Safety Policy, Liability Insurance and risk assessments/method statements along with their tender, in order for the CCG to ensure the contract includes appropriate measures of Health and Safety management.

Where possible, contractors who have recognised quality or accreditation systems in place such as ISO 9000/ROSPA/British Safety Council etc., will be chosen to carry out the work.

Third party contractors will be supplied with a copy of the CCG's Health and Safety policy and will be expected to abide by the policy unless a variation has been explicitly agreed.

All contractors that attend the CCG site will be provided with information on local Health and Safety arrangements.

## **7.6 Control of Substances Hazardous to Health (COSHH)**

The CCG is based in a low risk office environment with very few hazardous substances present.

Risk assessments will be undertaken to ensure staff do not become harmed in any way from exposure to hazardous substances in the workplace. Where elimination of that substance is not possible, a substitute will be found to lower the risks.

Any potentially hazardous substances identified will be suitably stored and labelled correctly. Appropriate information will be readily available relating to the natural characteristics of a particular substance, and suitable control measures and contingency plans will be in place to ensure appropriate action is taken in the event of an accident or injury.

Full training and information will be given to all CCG staff that are required to handle such substances. NHS Property Services will ensure that any external contractors to the building are fully trained (ie cleaners and NHSPS staff (porters/receptionists). Protective personal equipment will be provided where appropriate, and a full review of substances will be carried out at regular intervals via the regular risk assessment checks conducted

## **7.7 First Aid, Accident and Incident Reporting**

### **7.7.1 First Aid**

The CCG is based within a low risk office environment, however adequate first aid cover will be provided to minimise the consequence of injury or ill health in the workplace by treating minor injuries and where necessary giving help until professional assistance can be obtained. This will be achieved by:

- Carrying out assessments to determine the extent of first aid provisions required within the area or workplace for which they are responsible;
- providing adequately stocked and accessible first aid boxes at identified locations;
- providing appropriate training for employees to assist them in gaining the relevant qualification to be either an Emergency First Aider or an Appointed Person.

It is acknowledged by the HSE that registered Doctors and Nurses who may not have attended a first aid course, if present at an accident / incident at work can act in an Emergency First Aider capacity.

The CCG will appoint at least two First Aiders qualified in emergency first aid at work (to cover leave and sickness etc) and will provide information about first aid to their employees including where the first aid boxes are kept and who the First Aiders are. The First Aiders have responsibility for checking the first aid kits to ensure adequate supplies are available to staff.

For further information, please refer to the CCG's First Aid Policy.

### **7.7.2 Accident and Incident Reporting (inc RIDDOR Reporting)**

In the event of an accident, it should be logged with the Integrated Governance team/CCG safeguard database via the intranet: <http://sg01/safeguard/index.aspx?sid+%20> or by completing the form from the yellow incident pad. The incident report should be completed by the employee affected or

their line manager who will subsequently determine, in conjunction with the CCG's Health and Safety Advisors, if any further action is required.

To ensure compliance with its legal obligations, the CCG will ensure this includes consideration of any injury, disease or dangerous occurrence that falls within the categories outlined in The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) and is reported within the timescales set out in the Regulations (RIDDOR 2013). The Governance and Risk Manager will submit a RIDDOR report to the HSE.

All incidents, including near misses, must be reported (no matter how small) in accordance with the CCG's Incident Reporting Policy and will be shared with the Health and Safety Advisors and NHS Property Services where these are building related.

An investigation will be carried out and action(s) taken to reduce/eliminate the possibility of any such accident/occurrence happening again. A further risk assessment of the task being undertaken at the time will be undertaken, to ascertain if additional precautions, an alteration of the method of work or additional control measures are necessary. This will be captured on the incident form and conclusions clearly defined and acted upon.

Records must be kept of the actions taken to ensure and maintain first aid provision. Records of accidents must be kept for a minimum of three years.

A report of all staff/contractor/visitor accidents and near misses will be submitted to the Health & Safety Committee for review.

For further information, please refer to the CCG's Accident and Incident Reporting Procedure.

## **7.8 Fire Safety**

The CCG will ensure that all persons on site are able to proceed safely along a recognised escape route, to a place of safety regardless of the location of the fire.

A Fire Risk Assessment will be carried out to ensure that, as far as is reasonably practicable, all fire hazards and/or risks are eliminated.

Fire Wardens and Deputy Fire Wardens will be appointed for each department/floor to assist with evacuation procedures.

Assembly points will be clearly identifiable and located in a suitable place away from any other dangers.

Staff will be fully informed and trained via evacuations in local evacuation procedures and will receive suitable refresher training as appropriate.



For further information, please refer to the CCG's Fire Safety Policy. The CCG will ensure that fire safety procedures are publicised to staff throughout the headquarters accommodation.

## **7.9 Other Emergency Evacuations**

Emergency evacuations prompted by bomb threats or other events will have the same essential principles for fire evacuation, although may not be signalled by an audible alarm, but via Fire Wardens as one or more escape routes could be impacted by any suspicious device or gas leak for example. Specific training and instructions will be issued to staff as the need arises. Staff should read the appropriate evacuation process for any sites that they attend.

## **7.10 Manual Handling**

Risk assessments will be carried out for any task where there is a significant risk to a person who is required to move an object through pushing, pulling, carrying or lifting. The assessment will consider the load, the working environment and the physical capability of the individual. Such assessments will be readily available and will be shared amongst staff.

Mandatory training on moving and handling is provided by the CCG and carried out by all members of staff.

Consideration is given to the elimination of "risky" manual handling activities wherever practicable with provision of special equipment where appropriate. Training, supervision and information will be given to staff by competent people prior to work being carried out. Assessments will be reviewed should conditions change.

Where a member of staff raises a matter related to Health and Safety in Manual Handling, the CCG will:

- take all necessary steps to investigate the circumstances;
- take corrective measures where appropriate; and
- advise the member of staff of any actions taken.

## **7.11 Driving Vehicles**

All employees who drive vehicles as part of their duties are expected to be in possession of a full, valid and current driving licence for the category of vehicle they are driving.

The CCG expects drivers to observe the Highway Code and all road traffic laws, and to drive with due consideration and courtesy to other drivers at all times.

All drivers should be adequately fit and healthy, and should bring to the CCG's attention any reason why they may not be fit to drive.

Drivers must not be under the influence of drugs or alcohol whilst driving.

All vehicles, including employees own vehicles, should be kept in a roadworthy condition at all times and have a current, valid MOT certificate. All drivers should be adequately insured including 'business use'.

For further information, please refer to the CCG's Travel and Subsistence Policy, Lease Car Scheme Policy and Alcohol and Substance Abuse Policy.

## **7.12 Mobile Telephones**

Staff using mobile phones at work are required to operate them safely and without risk to themselves or others.

From 1 December 2003, the use of hand-held mobile phones by drivers has been unlawful under new regulations which amended the Road Vehicles (Construction and Use) Regulations 1986. It has become a criminal offence for anyone to drive a motor vehicle while using a hand-held telephone or a similar device (other than a two-way radio), which performs an interactive communication function by transmitting and receiving data.

Since the offence applies to hand-held devices, a driver will not be liable provided that the phone is operated without being held. You can use hands-free phones, sat navs and 2-way radios when you're driving or riding. But if the police think you're distracted and not in control of your vehicle you could still get stopped and penalised. Those in breach face a £60 fixed penalty and 3 penalty points or a fine of up to £1,000 on conviction in court. In addition, drivers will continue to risk prosecution for the more serious offence of failure to have proper control of their vehicles if they use hand held phones whilst driving.

The use of hand held mobile phone whilst driving is prohibited. It is the advice and strong recommendation of the CCG that mobile phones, even when legally used, should not be used when driving and preference should be given to only using mobile phones when stationary.

Consideration must be given to proper rest breaks and staff must not be contacted involuntarily outside normal working hours, mobile phone users are therefore entitled to switch off their phones during rest breaks, whilst driving and when they are not working.

Mobile phones must not be used in any situation where their use is locally prohibited or where they may cause risk including outside the car whilst on petrol station forecourts, due to the risk of speaking and fuel ignition or in hospitals where their use may affect medical equipment.

## **7.13 Training**

Health and Safety training is a statutory requirement of legislation and therefore mandatory for all staff of the CCG. Provision will be made to ensure staff receive adequate information, instruction and training with respect to Health and Safety where appropriate. All new permanent employees must receive an Induction to include Health, Safety, Welfare, Fire and Security procedures and arrangements.

## 8. **Policy Review**

This policy will be reviewed after 2 years, or earlier at the request of either staff or management, or in light of any changes to legislation or National Guidance.

**APPENDIX 1**

<b>WORKPLACE RISK ASSESSMENT</b>					
<b>Area/Unit/Department:</b>		<b>Completed by:</b>		<b>Review date:</b>	
<b>Activity:</b>		<b>Date:</b>			
<b>Hazards</b>	<b>Who might be harmed and how</b>	<b>What is already being done to control the risk?</b>	<b>Are further controls needed?</b>	<b>Additional Actions</b>	<b>Priority</b>

**Key**

- 1 = High
- 2 = Medium
- 3 = Low

**Appendix 2****MANUAL HANDLING RISK ASSESSMENT**

This form is to be completed when there is a hazardous manual handling operation that cannot be avoided.

Description of Activity covered by this assessment	Location
Personnel involved	Date of Assessment

Summary of Assessment – complete assessment overleaf and transfer total into the appropriate box below:

Low risk (0 – 20)

Medium risk (20 – 40)

High Risk (over 40)

High Risk – Initial immediate action to be taken:	Date of implementation:
Medium Risk – Actions in order of priority	Date of implementation:
Low Risk – Actions only if the benefits out way the costs	Date of implementation:
Assessor's name and signature:	Date form copied to Manager

Manager's Comments and Actions:
Date for review:
Manager's name and signature

<b>If yes, ring score</b>	<b>Descriptive Notes</b>
The task – does it involve:	
Handling once a week	) circle
Handling up to 7 times a week	) only
Handling every day	) one
Handling frequently throughout the day	
Holding the load away from the body	
Twisting	
Stooping	
Reaching/stretching upwards	
Lifting between high/low levels	
Long carrying distances	
Strenuous pushing/pulling	
Unpredictable movement of the load	
Insufficient rest or recovery	
<b>Sub total:</b>	
<b>Individual capacity: Does the task require</b>	
Unusual strength/height	
Staff to work on their own	
Specific training/information	
Does the task present a hazard to staff with health problems which affect their ability to handle	
Is any personal protective equipment work, eg. gloves, goggles etc.	
Is any clothing restricting movement	
Has any previous accident/incident related to the task being reported	
<b>Sub total:</b>	
<b>Is the load/object</b>	
Heavy	
Bulky	
Difficult to grasp	
Sharp/hot/clinical soiled or otherwise intrinsically harmful	
Unstable, eg. shifting centre of gravity/spills	
<b>Sub total:</b>	
<b>Work Environment – is there</b>	
Space constraints	
Slippery or uneven floor/stairs	
Hot/cold/humid conditions	
Poor lighting	
Immovable obstructions	
Handling loads up and down stairs or ladders	
Handling through doors	
<b>Sub total:</b>	
<b>GRAND TOTAL:</b>	

**Appendix 3****DISPLAY SCREEN EQUIPMENT USER ASSESSMENT CHECKLISTS**

Full Name: Mr/Mrs/Miss/DR/Other			
Department			
Work Station Location			
Contact Telephone number		Date of assessment	
Assessment completed by			
Assessment checked by (manager)			
Any further action required	Yes	No	Follow up action completed on
How much time do you spend working with the display screen? (Please state daily hours if a regular user, or weekly times if your usage is variable).	Daily Hours		
	Weekly Hours		
<b>Questions</b>	<b>Yes</b>	<b>No</b>	<b>Comments</b>
<b>User(s)</b>			
Are you the only person who used your terminal? (Each user should complete their own assessment form for the terminal?)			
<b>Display Screen</b>			
Are images clear and stable?			
Is the brightness/contrast adjustable?			
Is the screen free from reflections and glare?			
Are adjustable window coverings provided?			
Does the screen tilt easily?			
Does the screen swivel easily? (if appropriate)			
Is it possible to use a separate base or adjustable table for the screen?			
Is the screen at a comfortable height and distance for your use?			
Is the screen regularly cleaned?			
<b>Questions</b>	<b>Yes</b>	<b>No</b>	<b>Comment</b>
<b>Keyboard</b>			
Is the keyboard separate from the screen?			
Is it possible to find a comfortable keying position? (wrist in a neutral position)			

Are the characters on the keyboard easy to read?			
Does the user have a good keyboard technique?			
Work Desk/Surface			
Is the surface free from glare and reflection?			
Is the size of your work surface large enough for the tasks you undertake?			
Would a document holder improve your comfort (and if so is there one available?)			
<b>Work Chair</b>			
Is the chair comfortable?			
Is the chair stable, with 5 castors or glides on a star base?			
Is the height of the seat adjustable?			
Is the backrest adjustable for both height and angle (tilt)?			
Is the small of the back supported by the back rest?			
<b>Working Posture</b>			
Are forearms horizontal and eyes at roughly the same height as the top of VDU? (this might not be appropriate with bi or vary focal)			
Are feet flat on the floor? If not, is a footrest available for use?			
Does it give access to the work surface and storage?			
Are operator's hands/forearms approx.90 degrees to the body?			
When the operator sits back in the chair, is there a 90-110 degree angle in the hips and knees?			
<b>Questions</b>	<b>Yes</b>	<b>No</b>	<b>Comment</b>
Is the distance between the screen and operators forehead 35-70cm?			
<b>Lighting and power</b>			
Do you find the lighting in your office suitable?			



Are trailing electrical cables masked or deducted?			
<b>Work space environment</b>			
Are levels of noise comfortable?			
Is the temperature and humidity comfortable?			
Is there enough room to change position and vary movement?			
Is the working environment kept tidy?			
<b>Software</b>			
Is the software easy to understand and use?			
Have you had training in the use of your software?			
Does your software allow you to work at your own pace?			
Is the software suitable for the tasks?			
<b>Personal</b>			
Has your manager informed you of your entitlement to eye and eyesight testing?			
If yes have you had an eye test?			
Have you received DSE Training?			
Are you able to take regular breaks away from your keyboard e.g. for filing, telephoning etc.? (It is recommended that you do not spend more than 50 minutes at your computer without a break.)  If no please discuss with your manager.			
Have you experienced any discomfort or other symptoms which you attribute to working with their VDU?			
<b>Questions</b>	<b>Yes</b>	<b>No</b>	<b>Comment</b>
If you have any disabilities are they adversely affected by the DSE use?			

If yes ask your manager to refer you to OH.			
<b>Comments and Action taken</b>			
<b>General comments/ additional information</b>			

<b>Employee Signature/Date:</b>	
<b>Line Manager Signature/Date:</b>	

<b>Copy to:</b> <ul style="list-style-type: none"> <li>• <b>Employee’s personal file.</b></li> <li>• <b>Health and Safety Advisors for monitoring/review.</b></li> </ul>
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## Information for Display Screen Users on Setting up a Workstation

Setting up your workstation correctly is vital to ensuring you reduce the risk of pain and ill health that can be associated with DSE use. It is the responsibility of all DSE users within the trust to ensure they have followed the DSE policy, set up their workstation and completed a DSE self-assessment. By following the steps below, you should alter the layout of your workstation to ensure you are working safely. Remember, if items are bulky or heavy you should not attempt to move them on your own. The correct set up of your workstation may not feel right at first but it will encourage correct posture and safe working practices.

### Step 1 – Your Chair

- Adjust the height of your chair so that when you put your fingers on the middle row of the keyboard your hands and forearms remain horizontal.
- Your elbow should be at 90 degrees
- There should be no angle at the wrist
- This may mean your feet are dangling (don't worry, we will alter this next)
- Your knees must also be at about 90 degree angle
- You may require a foot rest in order to ensure that there is no pressure on the bottom of your thigh
- Sit at the back of the chair, with the back supported

### Step 2 – The Monitor

- Adjust the height of the monitor to ensure that you are looking horizontally at it
- Your eyes should be level with the top of the screen
- You can adjust the height of your monitor by using supports or maybe even a strong box or book. Please ensure that this is safe.
- The same should be applied to all screen types (flat screen and normal monitors)
- Ensure your monitor screen is clean
- Check the distance of your eye to the monitor. We recommend that your eyes should be between 450mm and 650mm from the screen, whichever distance is most comfortable
- If these distances are not comfortable, refer to the eye and eyesight test section of the DSE Policy
- Also consider the screen quality or settings
- Tilt monitor between 5-15% off the vertical line

### Step 3 – Your Backrest

- Adjust the angle of your back rest and/or your bottom cushion to ensure that your back is supported in your work position
- If you cannot sit back and upright without your knees touching the front of the seat you may need to change your chair to one with a shorter seat
- If the back rest does not fit into the small of your back, you may benefit from a back support.

### Step 4 – Arm rests

- The Trust does not encourage buying chairs with arm rests as they can cause upper limb disorders
- If you cannot get close enough to your desk because of the arm rests you may need to have them removed
- Your elbows should be vertically under your shoulders

**Step 5 – The Desk**

- Ensure that you are set directly in front of the monitor and keyboard
- Sit close to your desk, allowing for a comfortable arm position never put anything between the keyboard and you
- If you often have to refer to documents whilst typing, you may benefit from a document holder – this should be placed at the same height and distance from your monitor
- Do not let cables trail from the desk
- Do not use extension leads
- Never use pieces of equipment you have brought in from home – Estates will need to check them

**Step 6 – The Mouse**

- The mouse needs to be positioned as close to you as possible
- Aim to work with the mouse with your elbow vertically under your shoulder and right by your side
- Always have your mouse on the mouse mat
- Position any additional equipment e.g. phones, paper trays and notes in an accessible place to avoid twisting and overstretching

**Step 7 – Environment**

- Temperature and humidity should be adjusted to ensure you are comfortable
- If you suffer from dry eyes you should report this to your manager
- Eliminate glare or reflections on your screen, close blinds or move workstations so that it is at right angles with the window
- Turn off over head lights if not needed (if colleagues all agree)

### Advice to Staff experiencing aches and pains at their workstation

Many aches and pains can be relieved by changing your working posture or work patterns. Try the following. If you require further help/advice then please contact Occupational Health. Remember to inform your line manager, complete an incident form and review your DSE self-assessment.

<b>Body Part fatigued</b>	<b>Common contributing factors</b>	<b>What can you try</b>
Back of neck	Looking down at documents or keyboard	<ul style="list-style-type: none"> <li>• Use a document folder</li> <li>• Improve your keyboard skills</li> <li>• Check monitor height</li> </ul>
Side of neck	Looking to one side	<ul style="list-style-type: none"> <li>• Locate documents and screen directly in front of you</li> <li>• Use an in line document holder/writing slope</li> </ul>
Top, outside or front or shoulders	Keyboard too high, chair too low, poor upper body posture (e.g. head/neck strained forward, upper body leaning forward)	<ul style="list-style-type: none"> <li>• Raise chair</li> <li>• Use a footrest</li> <li>• Reduce desk height if adjustable</li> </ul>
Lower back	Inadequate lumbar support, poor upper body posture (e.g. head/neck strained forward, upper body leaning forward)	<ul style="list-style-type: none"> <li>• Adjust back rest height and angle to give a more firm support</li> <li>• Ensure your back is touching the chair</li> <li>• Remove obstructions under desk e.g. drawers</li> </ul>
Upper back	Twisted posture	<ul style="list-style-type: none"> <li>• Sit straight on</li> <li>• Locate documents, screen and keyboard directly in front of you</li> </ul>
Right arm or shoulder or vice versa if left handed	Arm outstretched unsupported	<ul style="list-style-type: none"> <li>• Move mouse closer</li> <li>• Take hand off of mouse when not in use</li> </ul>
Left arm, shoulder or neck or vice versa if left handed	Reaching for telephone or cradling telephone on shoulder	<ul style="list-style-type: none"> <li>• Bring phone closer</li> <li>• Use a headset for longer calls</li> </ul>
Leg discomfort, swollen feet	Underside of thighs compressed against the chair seat	<ul style="list-style-type: none"> <li>• Use footrests or seat till</li> <li>• Reduce desk and chair height</li> <li>• Reduce seat depth</li> </ul>
Headaches	Posture, visual problems, noise, stress, glare, high work load	<ul style="list-style-type: none"> <li>• Rearrange work area</li> <li>• Close blinds to alter screen to reduce glare</li> <li>• Shut the door</li> <li>• Vary tasks and take regular breaks</li> <li>• Reduce the time you spend in front of the computer</li> <li>• Smooth out work flow</li> <li>• Eye tests</li> <li>• Stay hydrated</li> </ul>

Eye fatigue, temporary short sightedness	Visual problems, screen too close, poor image quality, glare, screen reflections	<ul style="list-style-type: none"><li>• Rearrange work area</li><li>• Close blinds to reduce glare</li><li>• Eye exercises</li></ul>
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## **Guidance on laptop use in relation to the Display Screen Equipment Regulations 1992**

Laptop or portable computers enable people to send/receive or access information almost anywhere in the world. Whilst this freedom has advantages, there are problems associated with prolonged use of laptop computers. Laptops are designed for portability and have screens fixed to the keyboard. The keyboard and screen are much smaller and as a result, may not be clear. These features can result in individuals adopting poor postures. In addition, laptops are used in a variety of environments e.g. trains or cars, which can also make it difficult for the user to adopt a good posture.

When using a laptop, the following matters should be considered.

### **Risk Assessment and this Policy**

Laptops are covered by this policy. Your laptop should be subject to a Display Screen Equipment Assessment, as would any desktop PC.

### **Minimise Use**

Where possible use a full size PC. It is best to avoid using portables for long periods when full sized equipment is available. Minimise the length of continuous use. Take frequent breaks from the screen. Consideration should be given to using a docking station with full size screen and keyboard. The process of accessing your files on a laptop is made so much easier if you have access to a PC with docking facilities. In this case you don't need to bother about transferring files back and forth.

### **The Working Environment**

Don't sit facing or with your back to a window. Extraneous reflections or light shining directly on the screen will make it more difficult to see the screen image. Move the laptop rather than leaning to one side to see the screen.

Clean the screen. This simple advice is routinely overlooked. Most screens collect dust, finger print smudges and other contaminants. Removing them will help you see the screen better.

### **Your Comfort**

Think about your personal comfort. Try to position the laptop (within the limits of your environment) for the most comfortable use. Position the laptop for the type of activity, e.g. if you are mainly typing, the position of the keyboard should be your primary concern; if your activity is mainly screen based make sure you can see the screen comfortably. Avoid slouched/unsupported postures. Ensure that your forearms are horizontal when using the keyboard.

There are a wide range of pointing devices available e.g. mouse, tracker ball, etc. Select the device you find most comfortable to use. The integrated pointed devices which come with laptops can be quite difficult to use. If you are performing mouse intensive tasks consider using an external pointing device such as a mouse. When using a mouse the hand should be flat and the fingers relaxed.

Adjust the contrast and brightness which should improve the image.

Have an eye and eyesight test if you find it difficult to see the screen clearly. (The cost of the check-up may be covered by your line manager, depending on whether you are designated as a “user”.)

If you regularly use your laptop to input a lot of data away from your base office, think about taking a full size PC keyboard with you. Most laptops provide a socket to plug in a keyboard. You will find it easier and more comfortable to key in the data. When using the laptop it is recommended you break for at least 5 minutes every 20 minutes.

Using portable equipment over a prolonged period can cause discomfort in the short term but much more damage to the neck and shoulders in the longer term. The same principles should be applied to using portable equipment as with all other DSE. There are several options to ensure that you keep good practice.

**Option 1**

Use a separate keyboard and mouse; with most laptops you can simply plug them in. You will need to raise the screen level up to the normal position of a monitor – top of the screen Level with your eyes. This solution is good so long as your screen is large enough

**Option 2**

The second option is to use a separate monitor and use the laptop’s keyboard. You must ensure that your eyes are the correct 450mm-650mm from the screen and that your screen is straight in front of you

**Option 3**

You could consider using a separate monitor and keyboard. This is the most expensive option, but for those people using the laptop for all daily work, it could be the most comfortable.

**Your safety**

Ensure that equipment and/or leads are periodically tested for safety. Before each use inspect the leads to ensure they are not damaged and are not causing a tripping hazard.

Remember that laptops and their peripherals such as carrying cases, batteries can be heavy. Plan well ahead what you need to carry with you. Bear in mind the principles of good manual handling techniques.

Remember that people carrying laptops can be a target for snatches and muggings so don’t leave your laptop unattended. You should also consider data protection issues relating to personal details which may be contained on your laptop.

Ensure that your laptop is not left in your car in such a way that it causes a security risk.



## **Hot-desker's Checklist**

This checklist is to be used if you are “hot-desking”. It is important that you go through the whole DSE on-line module periodically. You can always refer back to DSE on-line for a quick reminder on useful information to help you to minimise the chances of ill health through the use of DSE.

These are only quick pointers to remind you. For more detailed information, please go to module I of DSE on-line.

### **Workstation layout**

- All within reach with a relaxed arm – don't overstretch
- Elbows bent at right angles to use keyboard and mouse
- Clear space in front of keyboard and mouse
- Free space under desk to get your legs under

### **Chair**

- Seat high enough to allow forearms to be almost horizontal
- Back of chair supporting your lower back
- Knees bent with feet supported by floor or footrest
- Small gap between back of knees and chair

### **Screen**

- Free from glare and reflection
- Position approximately an arm's length directly in front of you
- Top of screen level with your eyes when in a straight upright position

### **General Environment**

- Sufficient light to see screen and work papers
- Is background noise an issue

### **Tight Deadlines**

- Give yourself regular screen breaks – look away from the screen to rest your eyes
- Move positions and try some simple stretches

### **Aches and pains**

- If you are experiencing any health effects e.g. aches, pains, stress, anxiety that you think may be due to your use of DSE, seek advice from your manager and/or Occupational Health as soon as possible.

## **Appendix 4**

### **EYE AND EYESIGHT TEST PROVISION**

If an employee using the DSE has been classified as a user under the Display Screen Equipment Regulations (DSE) 2002, they are entitled to have an eye and eyesight test by a registered optician or ophthalmologist and to be reimbursed by the CCG.

The CCG will pay for mandatory eye tests for staff that use visual display equipment (such as PCs).

The CCG will fund the cost of the eye examination and basic frames and lenses when glasses are required solely and specifically for VDE use (middle distance lenses only). Any additional cost associated with the frames will have to be met by the member of staff.

This is based on HSE Guidance which states (<http://www.hse.gov.uk/pubns/indg36.pdf>):

“There is no evidence to suggest that DSE work will cause permanent damage to eyes or eyesight. Eye tests are provided to ensure users can comfortably see the screen and work effectively without visual fatigue.

If a user or a potential user requests an eye test, the CCG is required to provide one. If the test shows that the user needs glasses specifically for DSE work, the CCG must pay for a basic pair of frames and lenses. Eye tests are not an entitlement for the self-employed”.

#### **Employee's entitlement**

1. New employees recruited to be a DSE user
2. Existing employees that are classified as DSE users
3. Existing employees being transferred to work that will make them a user.

#### **Frequency of eye and eyesight tests**

The frequency of tests will be on the clinical advice of the optometrist or Doctor performing the eye and eyesight test.

Reimbursement is only authorised when the prescription, (whether a new issue or change of an existing prescription) is issued solely and only for use of DSE. If the staff member is an existing glasses wearer and their prescription was changed for general use i.e. reading, driving or watching TV, and for using DSE then the CCG will not reimburse the cost.

**Staff requesting an eyesight test are also to be made aware that many opticians now provide eye tests free through tokens obtained from their websites.**

**DISPLAY SCREEN EQUIPMENT (DSE)  
EYE & EYESIGHT COST REIMBURSEMENT FORM**

**Part 1 Individuals Details** (To be completed by individual)

<b>(Details of User)</b>		
Surname <input style="width: 90%;" type="text"/>	First name <input style="width: 90%;" type="text"/>	Date of Birth <input style="width: 90%;" type="text"/>
Location <input style="width: 90%;" type="text"/>	Job Role <input style="width: 90%;" type="text"/>	
<p>Provision of corrective spectacles specifically for Display Screen Equipment (DSE) "Users"</p> <p>1. Mr/Mrs/Miss <input style="width: 30px;" type="checkbox"/> is required to work on DSE as a significant part of his/her normal duties</p> <p>2. He/she has been advised to seek your opinion as to whether corrective spectacles specific to DSE use are necessary to enable this situation to be met. I would therefore be grateful if you would give him/her a visual examination.</p>		
<b>(Line Managers details)</b>		
Line Manager Signature <input style="width: 90%;" type="text"/>		Date <input style="width: 90%;" type="text"/>
<p><b>Notes:</b></p> <p>1. The CCG will not reimburse purely for completing and signing line form without an examination having been carried out.</p> <p>2. The CCG will only reimburse the cost of a standard eye and eyesight test <input style="width: 30px;" type="checkbox"/></p> <p>3. The CCG will only reimburse the cost of basic frames and lenses <input style="width: 30px;" type="checkbox"/></p> <p>4. The individual must provide two copies of the form together with costs (eye test and if recommended, spectacles)</p> <p>5. The individual retains one copy of the completed form for their own records.</p> <p>6. The second copy must be given together with receipts (but not prescription) to the local budget manager for reimbursement.</p>		

**Part 3 Opinion on Individual** (To be completed by the Optometrist)

In my opinion this person: does  does not  require additional spectacles to be provided solely for use with DSE. (✓ as applicable)

I am aware that reimbursement will only be for correction of vision at DSE working distance, or for such previously corrected vision that has deteriorated.

Total cost of the eye and eyesight test £

Total cost of spectacles £

Lenses £

I confirm that it is necessary to retest this individual's eyesight in  years/months

**(Optometrists Details)**

Signature

Name

Date

Optometrist's Stamp

Non – clinical comments

**Part 4 – Request for Re-imbursment via Staff Expenses**

**Claimant** – Once competed please attach a scanned copy of this completed form with receipts to the travel and expenses claim form for reimbursement and send to the Payroll Department, Bolton FT.

**Appendix 5****CONTROL OF SUBSTANCES HAZARDOUS TO HEALTH REGULATIONS  
HAZARDOUS SUBSTANCE RECORD & ASSESSMENT FORM**

		RECORD NO
Department:	Assessor:	Signature:
Location:	Date:	Proposed Review:
<b>SECTION 1 – SUBSTANCE DETAILS</b>		
1.1 Product Trade Name:	1.2 Supplier	
1.3 Physical Form	1.4 Data Sheet (Ref No/Date. Please attach most recent copy)	
<b>SECTION 2 – NATURE OF HAZARD</b>		
2.1 Hazardous constituents	Hazard Category	Occupational Exposure Limits (MEL/OEL/OES)
a)		
b)		
c)		
2.2 Route(s) and potential effects of exposure (Skin contact, Ingestion, Eye Contact, Injection etc):		
<b>SECTION 3 – DESCRIPTION OF USE</b>		
3.1 What is it used for?		
3.2 Where is it used & by whom?		
3.3 Scale of use (Quantity, frequency, duration)		
<b>SECTION 4 – ASSESSMENT OF RISK</b>		
4.1 What steps can be taken to eliminate use or substitute for less hazardous alternative?		
4.2 <i>Control Measures in use</i>	<i>Brief details, including whether regularly checked &amp; records kept. If measures sufficient to adequately control risk, state in box ..... (Yes/No)</i>	
Engineering Control(s) (e.g. automated enclosed process exhausts ventilation plant, remote handling etc.)		
General Ventilation		

Reduction of number of persons exposed		
Personal Protective Equipment		
Written Safe System of Work		
Hygiene & Welfare Facilities		
Storage Facilities		
First Aid Procedure		
Spillage Procedure		
Failure of Controls Procedure		
Emergency Procedure (E.g. reactions with other substances, exposure to fire etc.)		
Waste Disposal		
Maintenance, Exam and Test of Eng. Controls/RPE		
Exposure Monitoring		
Health Surveillance		
Information, Instruction & Training		
Other (Please specify)		
<b>Overall assessment of risk</b>		
TAKING INTO ACCOUNT ALL OF THE ABOVE FACTORS AND CONSIDERING THE REQUIREMENTS OF REGS 6-13 OF THE COSHH REGULATIONS WHAT LEVEL OF RISK DOES THE SUBSTANCE POSE?	HIGH likely to present a significant risk to health to the majority of individuals	
	MEDIUM may present a significant risk to health a minority of individuals	
	LOW i.e. the majority of individuals will be unaffected with only a minimal risk to them	
	INSIGNIFICANT no foreseeable risk of injury	
<b>5 FURTHER ACTION TO BE TAKEN TO CONTROL RISK</b>		
Significant Factor	Proposed Remedial Action	Priority

Significant Factor (Continued)	Proposed Remedial Action	Priority

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PRIORITY 1 – Immediate action required; imminent danger to health

PRIORITY 2 – Urgent action required; High risk to health

PRIORITY 3 – Action in medium term; Medium risk to health

PRIORITY 4 – Action in longer term; Minimal risk to health