

FOI 2403

18 July 2024

FREEDOM OF INFORMATION ACT 2000 – INFORMATION REQUEST

I am informed that the Southern Health and Social Care Trust recognises that as an employer it must protect the health and safety of all employees as well as not in employment who may be affected by its activities.

1. Who is responsible for implementing the Southern Health & Social Care Trust Health & Safety Policy?**Response:**

The scope of the health and safety policy:

Scope of Policy

This policy applies to all employees and those undertaking work on behalf of the Trust (e.g. agency/external locum staff, volunteers, students on placement, contractors and sub-contractors) and refers to all services and activities provided under the Trust.

Responsibilities (as defined within the policy)

- Trust Board
- Chief Executive
- Director of Finance, Procurement and Estates (Lead Director)
- Directors
- Assistant Directors
- Heads of Service
- Managers / Supervisors / Team Leaders
- Employees
- Health and Safety Dept.

2. All employers are required to make a suitable and sufficient assessment of the risks to workers and any others who may be affected by their work or business. A risk assessment must be carried out to identify the risks to health and safety to any person arising out of, or in connection with, work or the conduct of their undertaking in order to enable them to identify the measures they need to take to comply with health and safety law.

Who is the competent person(s) responsible for carrying out Risk Assessments in order to comply with the requirements and prohibitions imposed under the relevant statutory provisions and where are they recorded?

Response:

The employer is responsible for undertaking risk assessments:

Managers / Supervisors / Team Leaders are responsible for undertaking health and safety risk assessments in accordance with Trust guidance and ensuring that risks are managed and controlled or, if required, escalated in line with the Trust's Risk Management Strategy,

Health and Safety Arrangements

The Health and Safety Manager will be a competent experienced health and safety professional, who will lead the Health and Safety Department supporting, guiding and advising the Trust where necessary.

- 3. In the last 4 years what risk assessments or reviews were carried out in the Maternity Units in Craigavon and Daisy Hill Hospitals to (a) ensure the risks and hazards were addressed; to (b) ensure all aspects of the work activity were reviewed, including routine and non-routine activities. Did these assessments cover all parts of the work activity to ensure that all aspects of the activity were reviewed, including routine and non-routine activities. When choosing the seating in these areas did the Trust consider the needs of the individual, the type of work being carried out and the dimensions of any workstation so as to ensure that seating is safe and suitable?**

Response:

All staff within Maternity Units in CAH and DHH, SHSCT are encouraged to complete SGN104 Safety Guidance Note, Display Screen Equipment (DSE).

Please see attached:

Attachment 1 – Minimum Standards for Workstations

Attachment 2 – 12 point DSE Workstation Set-up Guide

Attachment 3 – Users guide to DSE Health & Safety

Attachment 4 – Self-Assessment Equipment (DSE) Questionnaire

Attachment 5 – Eyesight Test & Spectacles Claim Form

A self-assessment in Attachment 4 must be completed by all staff members and if they have any concerns this is to be raised with the line manager. We do make reasonable adjustments for individuals when made know to the line manager by the employee. We also have a robust culture of reporting incidents.

- 4. Please provide me with a copy of the Southern Health & Social Care Trust Health & Safety Policy and any amendments to it in the last 4 years**

Response:

Please see attached –

Attachment 6 – Health & Safety Policy

Version 6 superseded Version 05 (20/12/2018)

No amendments in the last 4 years

Email: Foi.Team@Southerntrust.hscni.net