

FOI 2511

05/07/24

FREEDOM OF INFORMATION ACT 2000 – INFORMATION REQUEST

Request:

Q1. On reading the information within the document re risk assessments it appears that the Trust has a "Risk Management Strategy" will you please raise a new FOI request and forward me a copy of this strategy and any amendments made in the last three years.

Response Q1:

Please see attached (attachment 1). Please note that this is now due for update.

Q2. Who carries out the Risk Assessments on any chairs purchased by the Trust and their suitability in the area they are to be used by staff?

Response Q2:

Reference: Trust's Health and Safety at Work Policy
Section 5.7 – Managers / Supervisors / Team Leaders

- *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,*
- *ensuring that all machinery and work equipment is stored, operated and maintained in a safe condition and checked before use, reporting any defects and take the necessary corrective action to make safe.*

In this instance, the purchaser, would purchase chairs suitable for their needs. Any faults should be reported to the Estates Services (H&S Dept.)

Q3. What records are kept and by whom?

Re question 3

I understand that the The Health and Safety at Work (Northern Ireland) Order 1978 imposes duties on employers to look after the health and safety of their employees and responsibilities on employees to comply with the measures put in place for their health and safety and they should retain equipment maintenance



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records, records of assessments and training records etc for appropriate periods, as proof that they are complying with the law and maintaining the safety of their employees.

It is these records I am interested in to see what type of records are created within the Trust, by whom and for how long they are retained.

Response:

Risk Assessment are retained by the Manager / Supervisor / Team Leader and are kept locally. (H&S Dept.)

Training records: 'LearnHSCNI', is the regional Learning Management System for HSCNI which helps the Trust with the administration, documentation, tracking, and recording of learning: including the delivery of online training, classroom based learning and maintenance of employee learning records. The learning record information held therein is accessible by all employees, their managers and system administrators. The Trust's Fire Safety Team and the Health & Safety Department have access to LearnHSCNI as internal training providers and therefore manage the training records held corporately on LearnHSCNI.

It is not essential however that all training records are held within 'LearnHSCNI' and some training records may be held locally either by the individual, their line managers/department and a range of training providers across the organisation, who each manage their own training delivery and monitoring.

The information is retained and disposed of in line with the HSC's Retention Disposal Policy GMGR Disposal Schedule Section J58 - Training Records - 5 years for non-clinical training, 10 years for all clinical training. A record of attendance by an individual at a training course should be transferred to their personal record and retained as follows - Training records – all staff (This is a personal record of all training received and attended by individual staff members) - Age 100 or 6 years after employment has ended whichever is the later. For independent contractors the minimum retention should be the duration of employment plus 3 years, although it is recommended the duration of employment plus 6 years. Where more than one retention period applies, the longest of them will be used.

Maintenance records are kept for a minimum of 5 years (Estates)

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