

This is the Health and Safety Policy for NHS Rotherham Clinical Commissioning Group (CCG)

Introduction

NHS Rotherham Clinical Commissioning Group (CCG)

The CCG was established in January 2011 and is led by local GPs who have day to day knowledge of the health problems that Rotherham residents face. NHS Rotherham became authorised as a statutory NHS body from the 1st April 2013 when it formally took on the responsibility of commissioning health services from NHS Rotherham.

Based within Oak House, Bramley and employing 55 – 60 staff, NHS Rotherham CCG is a predominantly administrative healthcare organisation. Every Rotherham General Practice is a member of the CCG. CCG decisions are made by the **CCG Governing Body**. This Committee makes all the decisions about what should be commissioned and how we as an organisation should be managed. As well as the Committee, we have put in place a structure to make sure that everything we do is done properly and that we can be held accountable for all the decisions we make.

NHS Rotherham CCG is co-located with other health colleagues in an office building, sharing accommodation with other NHS organisations.

This is the statement of general policy and arrangements for:

Overall and final responsibility for health and safety is that of:

Day-to-day responsibility for ensuring this policy is put into practice is delegated to:

NHS Rotherham Clinical Commissioning Group

Chris Edwards – Chief Officer

Sarah Whittle – Assistant Chief Officer, Corporate Business

STATEMENT OF GENERAL POLICY	RESPONSIBILITY OF: Name/Title	ACTION/ARRANGEMENTS
To prevent accidents and cases of work-related ill health and provide adequate control of health and safety risks arising from work activities.	Sarah Whittle – Assistant Chief Officer, Corporate Business, supported by Ruth Nutbrown – competent person	Relevant risk assessments completed and actions arising out of those assessments implemented. (Risk assessments reviewed every year, or earlier if working habits or conditions change.) First aid system in place.
To provide adequate training to ensure employees are competent to do their work.	Sarah Whittle – Assistant Chief Officer, Corporate Business, supported by Ruth Nutbrown – competent person Andrew Cribbis	Staff are given necessary health and safety induction and provided with appropriate training (including Moving and Handling, Fire Awareness, DSE etc) and personal protective equipment where required. We will ensure that suitable arrangements are in place to cover employees engaged in remote/lone working from the main accommodation site.
To engage and consult with employees on day-to-day health and safety conditions and provide advice and supervision on occupational health. Liaise with other building occupiers	Sarah Whittle – Assistant Chief Officer, Corporate Business, supported by Ruth Nutbrown – competent person Plus Staff side representative	Staff and other building occupiers routinely consulted on health and safety matters as they arise.
To implement emergency procedures – evacuation in case of fire or other significant incident.	Sarah Whittle – Assistant Chief Officer, Corporate Business, supported by Ruth Nutbrown – competent person	Escape routes well signed and kept clear at all times. Evacuation plans are tested from time to time and updated as necessary.
To maintain safe and healthy working conditions, provide and maintain plant, equipment and machinery, and ensure safe storage/use of substances.	Sarah Whittle – Assistant Chief Officer, Corporate Business, supported by Ruth Nutbrown – competent person	Toilets, washing facilities and drinking water provided. System in place for routine inspections and testing of equipment and machinery and for ensuring that action is promptly taken to address any defects.

Health and safety poster is displayed:	Kitchen Area		
First-aid box is located: Accidents and ill health at work reported under RIDDOR via the incident reporting system	2 First aid boxes – One located on the windowsill opposite the kitchen the other located on the windowsill next to the stationery cupboard		
Signed:		Date:	
Subject to review, monitoring and revision by:		Every:	12 months or sooner if work activity changes