

Occupational Health & Safety & Workplace Wellbeing Policy

**Prepared by NSS Safety Working Group
Version 12**

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V07	June 2015	Review of Policy to align with new H&S Performance Management System	HWL	V07
V08	July 2017	Review of Policy & changes to H&S Organisational Framework Chart	HWL	V08
V09	July 2018	Review and update of Roles and Responsibilities - in line with Performance Management Procedure signed off by OHSAC May 2018	HWL	V09
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Abbreviations	
NSS	National Services Scotland
H&S	Health & Safety
OH&S	Occupational Health & Safety
SBU	Strategic Business Units
SMT	Senior Management Team
OHSAC	Occupational Health, Safety Advisory Committee
HSWG	Health Safety and Wellbeing Group

Index		
SECTION		PAGE
	Statement of Intent	4
1	Organisational Framework	5
2	Occupational Health & Safety and Workplace Wellbeing Arrangements	5
3	Roles and Responsibilities	6
4	Sign Off and Review	12
Appendix 1	Organisational Framework – Occupational Health & Safety and Workplace Wellbeing Governance and Accountability	13
Appendix 2	NSS Occupational Health & Safety and Workplace Wellbeing Organisational Framework Chart	14
Appendix 2	Occupational Health & Safety and Workplace Wellbeing Policies and Procedures	15

NSS Occupational Health, Safety and Wellbeing Statement of Intent

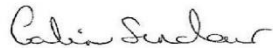
Aim: To enable NSS Staff and stakeholders to deliver our strategy in providing an occupational health, safety and wellbeing culture and supporting behaviours which is recognised as best in class

This document sets out the Occupational Safety, Health and Wellbeing Statement of Intent for National Services Scotland (NSS). The purpose of which is to identify and establish the ownership, commitment and compliance at all levels of the business and to provide in line with the NSS Values and strategic objectives a framework to establish and review Occupational Health, Safety and Wellbeing culture, policies, objectives and guidance across the Organisation.

The NSS Board fully recognises its accountability for Occupational Health, Safety and Wellbeing and is committed to both its legal and moral obligations and this will be demonstrated by a top level commitment to delivering policy, responsibilities and training therefore ensuring that Safety and Health is a key NSS priority. The NSS Board sees the development of a positive safety culture across the Organisation as the foundation of NSS's continued success.

<p>Colleagues and Customers at the Heart of everything that we do</p> <p>NSS Values: Respect and Care Committed to Each Other Openness Integrity</p>	<p>Occupational Safety, Health & Wellbeing will be a integral part and guide our decision making process</p> <p>Work with NHS Boards, Colleagues and Customers to support and delivery an integrated safe service</p> <p>To promote workplace health initiatives to maintain and support the health, wellbeing and sustainability of the NSS workforce</p> <p>To deliver a performance management system and process across NSS to ensure staff, customers and colleagues are within a safe and healthy working environment and culture that supports and improves occupational safety, health and wellbeing</p>
<p>Increase our Services Impact</p> <p>NSS Values: Customer Focus Excel and Improve Openness</p>	<p>Use the increased digitalisation platform to further enhance and support sustainable, agile integrated and support consistent delivery</p> <p>To ensure NSS meets and exceeds any occupational safety, health and wellbeing quality standards</p> <p>Ensure a capable workforce and effective leadership and management in regards to occupational safety, health, wellbeing and fire training</p> <p>Ensure adequate time and resources are available to enable colleagues to meet the NSS mandatory and statutory training requirements in regards to occupational safety, health, wellbeing and fire, and support colleagues in the embedding of these skills</p>
<p>Improving the Way We Do Things</p> <p>NSS Values: Excel and Improve Openness and Integrity</p>	<p>Use the increased digitalisation platform to further enhance and support sustainable, agile integrated and support consistent delivery</p> <p>Increasing organisational and colleague competence in regards to occupational safety, health, wellbeing and fire through an agile and flexible development approach</p> <p>Provide as suite of policies and procedures which provides a framework to secure the occupational safety, health and wellbeing of colleagues</p> <p>Ensure that managers and colleagues support and embed any changes in regard to procedures and training requirements and any recommendations are implemented</p>
<p>Be a Great Place to Work</p> <p>NSS Values: Committed to Each Other Respect and Care Excel and Improve Openness and Integrity</p>	<p>Provide a work environment that secures safety of colleagues and promotes opportunities for improving their health and wellbeing</p> <p>Colleagues are engaged and provided with opportunities to influence and demonstrate their commitment through occupational safety, health and wellbeing</p> <p>To minimise workplace accidents/incidents, work related stress & create a climate that supports positive mental health within the workplace</p> <p>To support and develop a capable and sustainable workforce in regards to safety, health and wellbeing</p> <p>To ensure that any recommendations are implemented to support colleagues with any adjustments required in relation to their work and any other heath issues</p>

Agreed by. Colin Sinclair
NSS Chief Executive



Date 2nd August 2019

Agreed by: Ian Cant
NSS Health & Safety Board Lead



Date 17th July 2019

1 Organisational Framework

NSS recognises that a successful safe, healthy and well culture will only be achieved through effective communication, consultation, education and training and by actively encouraging the co-operation and participation of all employees and Trade Union Representatives. To achieve this NSS has created an Occupational Health & Safety and Workplace Wellbeing Organisational Framework (see Appendix 1) and has clearly defined the leadership roles and responsibilities of all colleagues across the organisation (see Section 3).

2 Occupational Health, Safety & Wellbeing

NSS Occupational Health & Safety and Workplace Wellbeing policy, statement of intent and procedures (based on the list in Appendix 2), are subject to ongoing development as part of a planned programme developed by the NSS Occupational Health and Safety Advisory Committee (OHSAC). This programme is specifically designed to:

- strive to set and achieve industry best practice;
- meet the requirements of Staff and Clinical Governance (OHSAC and Great Place to Work Plan);
- meet the requirements of the Clinical Negligence and Other Risks Scheme (CNORIS)
- develop, maintain and deliver effective systems of communication and consultation.

The arrangements also include a comprehensive performance management framework and procedures which have been established to systematically inspect, audit and effectively monitor and review NSS occupational health & safety and workplace wellbeing arrangements and performance. It supports the achievement of Corporate and Strategic Business Unit (SBU) safety key performance indicators and deliverables.

NSS Performance Management Arrangements

The NSS Risk Profile tool has been designed to enable SBUs to manage and monitor safety, health and wellbeing as an integral part of the business undertakings for which they are responsible and accountable. It provides a framework for SBUs to strategically manage the occupational health & safety and workplace wellbeing of their colleagues and others who may be affected by their work activities. It will support SBUs in identifying the specific hazards associated with its work activities to determine risk levels and develop their own prioritised occupational health & safety and workplace wellbeing action plan, in order to implement the necessary corrective actions to address any gaps or non-conformances identified.

3 Roles and Responsibilities

These are the definitions and descriptions of key roles and responsibilities of NSS management, staff and others which relate specifically to the implementation and application of this policy.

NSS Board

Board members individually and collectively have responsibility for providing occupational health & safety and workplace wellbeing leadership across NSS. Board Members will have completed, as a minimum the NSS Active Safety Leadership course and working towards IOSH Leading Safely or equivalent. The NSS Board are classified under HSG65 as Policy Makers for NSS and are responsible for ensuring:

- Implementation, communication and monitoring of the NSS Occupational Health and Safety Programme (OHSAC PLAN), and Occupational Health & Safety and Workplace Wellbeing Policy across the organisation, ensuring that NSS is on track overall against agreed programme, policy and action plans and takes action to remedy any issues;
- Occupational Health & Safety and Workplace Wellbeing will be an integral part and guide decision making;
- A nominated Board member shall be an active member of NSS Occupational Health and Safety Advisory Committee and shall attend all Committee Meetings;
- Suitable and effective occupational health & safety and workplace wellbeing management systems are in place and adequately resourced, to support continuous improvement;
- Occupational health & safety and workplace wellbeing performance is monitored and reviewed at regular intervals;
- Colleagues are engaged and provided with opportunities to influence and demonstrate their commitment through occupational health & safety and workplace wellbeing.

Chief Executive

The Chief Executive has ultimate responsibility and accountability for the occupational health & safety and workplace wellbeing of all NSS colleagues. The Chief Executive will lead by example and champion the NSS Occupational Health & Safety and Workplace Wellbeing Policy. Day to day management of occupational health & safety and workplace wellbeing at work is delegated by the Chief Executive to Strategic / Support Business Unit Directors and Senior Managers who are responsible for ensuring their occupational health, safety & workplace wellbeing objectives are met and the occupational health & safety and workplace wellbeing of all colleagues, visitors, donors and contractors within their area of control.

NSS Board Lead for Occupational Health & Safety and Workplace Wellbeing (NSS Employee Director)

The Occupational Health & Safety & Workplace Wellbeing Lead is to advise the NSS Board on all issues to do with health & safety and workplace wellbeing, and is responsible for endorsing the Statement of Intent and Occupational Health & Safety and Workplace Wellbeing Policy.

To lead and direct the design and implementation of a Occupational Health, Safety and Wellbeing Programme (OHSAC PLAN) which will be aligned with NHS Scotland Frameworks and NSS business values and objectives that will enable the development and growth of improved policies/processes and practices to positively impact the occupational health & safety and workplace wellbeing of all colleagues.

Provide a work environment that secures the safety of colleagues and promotes opportunities for improving their occupational health & safety and workplace wellbeing.

NSS Occupational Health and Safety Advisory Committee (OHSAC)

OHSAC is a Partnership Committee who provides the overarching governance, performance management, monitoring, improvement and sets the strategy, standards, objectives and action plan for occupational health, safety & workplace wellbeing. Members will have completed, as a minimum the NSS Active Safety Leadership course and working towards IOSH Leading Safely or equivalent. OHSAC are classified under HSG65 as Policy Makers for NSS and are responsible for:

- Development, implementing, communicating and monitoring the NSS Occupational Health Safety and Wellbeing Programme (OHSAC PLAN) and NSS Occupational Health & Safety and Workplace Wellbeing Policy across the organisation, ensuring that NSS is on track overall against agreed programme, policy and action plans and takes action to remedy any issues;
- Endorsement and sign off of all occupational health & safety and workplace wellbeing policies and procedures and related documentation developed by the NSS Health, Safety and Wellbeing Group and Healthy Working Lives to support the Performance Management Procedure/Process;
- Monitoring, review and update the NSS Corporate Risk Register and Red & Amber risks identified within the SBU Risk Profile and enforcing any corrective action when and where necessary;
- Monitoring and reviewing progress of all SBU Risk Profiles, objectives and Health & Safety and Workplace Wellbeing Action Plans.

NSS Occupational Health & Safety and Workplace Wellbeing Working Group (SWG)

The NSS Occupational Health & Safety and Workplace Wellbeing Group is a Partnership Group and compiled of the members of the NSS Healthy Working Lives Team and the SBU Nominated Occupational Health & Safety and Workplace Wellbeing Local Contacts. Members will have completed as a minimum of the IOSH Managing Safely or equivalent. The Occupational Health & Safety and Workplace Wellbeing Group under HSG65 have been defined as the Policy Planners for NSS and are responsible for:

- Development and review of NSS Occupational Health & Safety and Workplace Wellbeing Policies, procedures, process maps, and supporting documentation in line with all legislation and current best practice to assist NSS in meeting its statutory obligations;
- Ensure that Specialist Advice is consulted where applicable during procedure development and implementation, e.g. Radiation, Asbestos and Legionella Specialists;
- Participating in the setting of standards and identifies the requirements for NSS to meet legislation and NHS Scotland Policy;
- Contributing to developing the Great Place to Work Plan and the Staff Governance Action Plan;
- Statutory / Mandatory and Staff Training Requirements:

The Occupational Health & Safety and Workplace Wellbeing Group will develop and deliver proposals for any requirements for mandatory for all, mandatory for role and statutory training, identified for occupational health, safety & workplace wellbeing training in future.

NSS Directors / Senior Managers

They are responsible and accountable for the Occupational Health & Safety and Workplace Wellbeing of all colleagues and anyone else who may be affected by the work activities associated within their area of control. They will have completed, the NSS Active Safety Leadership Programme as a minimum and working towards IOSH Leading Safely or equivalent. NSS Directors / Senior Managers under HSG65 are defined as Policy Implementers for NSS and their specific duties are:

- Most senior person for the SBU, they will provide visible and active leadership for Occupational Health & Safety and Workplace Wellbeing by Chairing the SBU Health &, Safety and Workplace Wellbeing Committee(s) and where this is not achievable, nominate one of the Senior Manager Team to do this on their behalf;
- Implement, communicate and monitor the NSS Occupational Health, Safety and Wellbeing Programme (OHSAC PLAN) and NSS Occupational Health & Safety and Workplace Wellbeing Policy across their SBU, ensuring that NSS is on track overall against agreed strategy, policy and action plans and takes action to remedy any issues;
- Delivery across their SBU of the performance management process to ensure staff, customers and colleagues are within a working environment / culture that supports and improves occupational health & safety and workplace wellbeing;
- The Occupational Health & Safety and Workplace Wellbeing Organisational Structure and appropriate Management Arrangements are in place, to ensure all aspects of occupational health, safety & wellbeing and objectives are suitably managed in line with this procedure;
- Adequate time and resources are provided to effectively manage occupational health & safety and workplace wellbeing as an integral part of their operational requirements, and business undertakings which they have line management responsibility;

NSS Senior Management Teams (SMT)

Responsible and accountable for the occupational health & safety and workplace wellbeing of all colleagues and anyone else who may be affected by the work activities associated with their areas of responsibility. They will have completed, the NSS Active Safety Leadership Programme as a minimum and working towards IOSH Leading Safely or equivalent. Senior Management Teams under HSG65 are classed as Policy Implementers for NSS and specific duties are to ensure:

- An effective Health & Safety and Workplace Wellbeing Committee(s) which will implement, communicate and monitor an SBU Occupational Health, Safety & Workplace Wellbeing Programme;
- That a clear link exists between the SMT and the SBU Health & Safety and Workplace Wellbeing Committee(s) by having health & safety and workplace wellbeing as the first agenda item on the SMT meetings;
- The progress on any corrective actions to address any non-conformances identified are effectively and efficiently monitored and closed;
- Adequate time and resources are provided to effectively manage and communicate Health & Safety and Workplace Wellbeing as an integral part of their operational requirements and business undertakings for which they have line management responsibility;
- Delivery across their SBU of the performance management process to ensure colleagues, customers and colleagues are within a safe and healthy working environment / culture that supports and improves occupational health & safety and workplace wellbeing.

NSS Line Managers / Supervisors

They are responsible for the day to day implementation of NSS Occupational Health & Safety and Workplace Wellbeing Policy, procedures, process maps, supporting documentation and safe systems of work. They will have completed the NSS Line Manager Health and Safety e-learning Programme as a minimum and working towards IOSH Managing Safely or equivalent. NSS Line Managers and Supervisors under HSG65 are classed as Policy Implementers and their specific duties are to:

- Communicate the NSS Occupational Health and Safety Programme (OHSAC PLAN) and NSS Occupational Health & Safety and Workplace Wellbeing Policy within their area of responsibility and the wider organisation, and take action to remedy any issues;

- All staff are provided with adequate time and resources to undertake their occupational health, safety & workplace wellbeing roles and responsibilities effectively and efficiently;
- All staff are provided with adequate information, instruction, training and supervision on their health and safety roles and responsibilities, including effectively communicating this process;
- The effective implementation and management of NSS Policies, Procedures / Process and local safe systems of work and corrective action as necessary, and that staff carry out their occupational health & safety and workplace wellbeing responsibilities;
- That suitable and sufficient risk assessments are undertaken, in line with the NSS Risk Assessment Procedure, for the work activities which they have line management responsibility; There may be specific risk assessment requirements for staff who work within high risk activities, young persons, new employees and those allocated to new work, and persons with specific needs.
- That all accident/incidents are reported and investigated, in line with the NSS Accident/Incident and Investigation Procedure, for the work activities which they have line management responsibility;
- All relevant information is provided to the SBU Health & Safety and Workplace Wellbeing Committee Chair(s) to assist the Performance Management Process, such as training needs of individuals within their area of control;
- Attend on an adhoc basis their local SBU Health & Safety and Workplace Wellbeing committee meetings to ensure awareness of occupational health & safety and workplace wellbeing issues and are suitably managed.

SBU Occupational Health, Safety & Workplace Wellbeing Committee Chair

This person is the SBU Director or Nominated appointed member of the Strategic Business Unit Senior Management Team. They will have completed, the NSS Active Safety Leadership Programme as a minimum and working towards IOSH Leading Safely or equivalent. The SBU Health & Safety Chair and Committees under HSG65 are classed as Policy Implementers for NSS and their specific duties are to:

- Be a member of the NSS Occupational Health, Safety Advisory Committee
- Chair the SBU Occupational Health & Safety and Workplace Wellbeing Committee meetings ensuring there is appropriate representation from across all work streams / sites / areas of that SBU and minutes of these meetings are communicated effectively across the SBU;
- Take the lead on all occupational health & safety and workplace wellbeing matters within the SBU including supporting any Healthy Working Lives campaigns or initiatives locally on behalf of the wider NSS;
- Undertake a quarterly review and update of the SBU Risk Profile and record any corrective action to address gaps or non-conformances;
- Ensure there is an adequate number of trained Nominated Persons and other appropriately trained staff for occupational health and safety activities carried out and subsequent level of risk associated, including,
 - General Risk Assessor
 - COSHH Risk Assessor
 - Manual Handling Risk Assessor and Trainer
 - DSE Risk Assessor
 - Accident/Incident Investigator
 - Mental Health First Aiders
- Appoint members of the committee to represent the SBU on the Building User Group(s) for the particular building in which they are based, to ensure there is a clear link between the SBU committee and relevant Building Users Groups (BUGs). This helps ensure that shared building related occupational health & safety and workplace wellbeing issues are addressed

appropriately and that necessary feedback on corrective actions is communicated effectively to the SBU staff concerned.

SBU Occupational Health & Safety and Workplace Wellbeing Committee

This Committee comprises of appointed competent nominated persons who represent their particular area/department/section or work stream in regards to occupational health & safety and workplace wellbeing. They will have completed, as a minimum the IOSH Managing Safely or equivalent. The SBU Occupational Health & Safety and Workplace Wellbeing Committee(s) under HSG65 are classed as Policy Implementers for NSS and their specific duties are to:

- Implement, communicate and monitor the NSS Occupational Health, Safety & Wellbeing Programme (OHSAC PLAN) and NSS Occupational Health & Safety and Workplace Wellbeing policy across their SBU, ensuring that NSS is on track overall against agreed programmes and action plans and takes action to remedy any issues;
- Attend Occupational Health & Safety and Workplace Wellbeing Committee(s) meetings to provide local support and advice to the Committee Chair, members and staff to help resolve issues at a local level;
- Follow up on accident/incident reports to identify trends at an early stage and to ensure any remedial action after an accident/incident is embedded to prevent a recurrence;
- Assist Committee Chair with quarterly self-inspections and support other Occupational Health & Safety and Workplace Wellbeing Committee(s) Representatives to undertake regular local workplace inspections in their own work areas, to identify any issues at an early stage such as slip and trip hazards and help avoid potential accidents and work related injuries
- Support Committee Chair to develop and maintain the SBU Risk Profile;
- Appoint a SBU Occupational Health & Safety and Workplace Wellbeing Local Contact(s) and deputy to be the SBU representative on the NSS Occupational Health & Safety and Workplace Wellbeing Committee Groups;
- Providing the resources to ensure that the Performance Management Procedure and process are administered in a timely and accurate fashion;
- Provide advice and support to local managers and staff in controlling occupational health, safety & workplace wellbeing risks associated with local operational work activities, including carrying out risk assessments and undertaking investigations following an accident or incident.

SBU Occupational Health & Safety and Workplace Wellbeing Local Contact

A SBU Local Nominated Appointed Person who is an integral part of the Occupational Health, Safety & Workplace Wellbeing Committee and will be provided with protected time and resources to:

- Ensure that the Performance Management Procedure and occupational health & safety and workplace wellbeing process are administered in a timely and accurate fashion;
- Attend and represent their local site/directorate at the SBU Occupational Health & Safety and Workplace Wellbeing Groups and NSS Occupational Health & Safety and Workplace Wellbeing Working Group meetings;
- Be the local contact on site for any internal/external audits and inspections, training, health and wellbeing events;
- Advise on any corrective actions to be taken following the audit/inspection;
- Support the co-ordination occupational health & safety and workplace wellbeing activities across the SBU through the NSS Nominated Assessors.

SBU Joint Trade Union Safety Representatives

These Representatives are appointed competent members of a Joint Trade Union who are recognised and trained and to support colleagues at a local level. Specific duties under this procedure are to:

- Assist with the risk assessment process by providing practical support and guidance to the SBU Nominated risk assessors (General Risk, DSE, COSHH, Manual Handling), H&S Committee Chair, Committee Representatives and staff on a daily basis;
- Attend SBU Occupational Health & Safety and Workplace Wellbeing Committee meetings and consult on occupational health & safety and wellbeing matters and feed back to colleagues.

Building User Groups (BUG)

Building User Groups operates in Partnership, members are appointed to represent each SBU and NHS organisation who are based within any particular building. Its purpose is to ensure any shared building related issues are raised, including those that could affect people's occupational health & safety and workplace wellbeing are discussed and adequately addressed within a reasonable timeframe;

Building User Groups are chaired by a SBU Director / Senior Manager, who has the responsibility for the agreed 'common' areas within that building. BUG's support Facilities Management in providing a monitoring, advice and support service to local managers and staff to help manage and control all occupational health & safety and workplace wellbeing risks associated with the local work environment, building fabric and site premises. Ensuring any required remedial action is completed within agreed timescales All areas of a building not recognised as 'common' are the responsibility of the occupying Strategic/Support Business Unit.

Building User Groups are responsible for Governance over agreed 'common areas' or alternatively where an SBU Director determines that a SBU Occupational Health & Safety and Workplace Wellbeing Committee(s) is an appropriate way of dealing with issues. The Building User Group under HSG65 are defined in HSG65 as Policy Implementers of NSS and their specific duties are required to:

- The Chair of each Building User Group will be a member of the NSS Occupational Health, Safety Advisory Committee.
- Ensure there is appropriate representation from across all SBU's and other Tenants who share that particular building;
- Monitor and review the progress of any Facilities Management works planned or outstanding to address shared building issues, and ensure appropriate action is carried out within agreed timescales;
- Submit updates on the progress of these works to the local SBU Occupational Health & Safety and Workplace Wellbeing Chair to ensure any applicable works and actions are noted within their risk profile;
- Ensure communication exists between BUG's, respective SBU committees, and colleagues in order that relevant key information is shared as and when required;
- Ensure all shared site/building related occupational health & safety and workplace wellbeing issues raised are appropriately discussed and investigated where necessary and are addressed within an agreed timescale;
- Ensure adequate local First Aid and Fire Safety arrangements/procedures are in place for the respective site/building based on the local First Aid provision and Fire Safety risk assessment, including sign off for any refresher training required; Specific duties re First Aid arrangements can be found within the NSS First Aid Procedure.
- Provide feedback to colleagues on the progress on works being carried out to address any shared building occupational health & safety and workplace wellbeing issues;

Facilities Management

Responsible for ensuring buildings and associated car parks, mechanical and electrical systems and equipment, access and egress systems etc are in working order and comply with all appropriate legislation as part of business as usual.

Accountable to the Building User Groups and/or SBU Occupational Health & Safety and Workplace Wellbeing Committee(s) for implementing changes to both structure and process as required addressing and workplace safety, occupational health & workplace wellbeing issues in common areas.

Facilities require being integral to decision making process but should deliver promptly to the requirement of the SBU Director responsible, BUG and/or SBU Occupational Health & Safety and Workplace Wellbeing Committee. Facilities Management under HSG65 are classed as Policy Planners and specific duties are to ensure that:

- A safe means of access and egress into all NSS sites and buildings is provided and maintained;
- Regular inspections are undertaken in all NSS sites/buildings to ensure faults or damage is detected at an early stage and helps ensure that the building fabric, floor surfaces and all fixtures and fittings associated with NSS premises are maintained in a safe condition;
- Where car parking facilities are provided, appropriate systems are in place for the safe movement of vehicles, bicycles and pedestrians including adequate segregation, appropriate signage and crossing points where necessary; and suitable and effective gritting contracts are in place for all NSS sites during the winter months;
- A safe working environment is maintained in all NSS buildings with respect to ventilation, air quality and temperature;
- All toilets, rest facilities and changing rooms are maintained in a clean and safe condition;
- Hygiene in all areas where food and drink are consumed is suitably maintained to a high standard;
- Suitable contracts are in place to maintain essential services such as water, electricity and gas;
- Adequate general, special and recycling waste management facilities are in place on all NSS sites;
- Suitable and effective reporting mechanisms are in place to allow staff to report site or building related faults or damage and also to feedback to management/colleagues on progress of such works.

Colleagues

All Colleagues are under HSG65 are Policy Implementers for NSS and must comply with this procedure and:

- Take care of the occupational health & safety and workplace wellbeing of themselves and others;
- Comply with NSS policy, procedures and follow safe systems of work;
- Co-operate with management to assist NSS in meeting their statutory obligations in relation to occupational health & safety and workplace wellbeing;
- Follow any instructions and training provided;
- Report any risks, hazardous situations or work situations that present serious and imminent risk to their line manager and inform any colleagues.

Non Employees/Volunteers

Non Employees, contractors and volunteers must ensure they are aware of the local Occupational Health & Safety and Workplace Wellbeing arrangements at the site they are working and comply with all NSS policies, procedures and process maps when undertaking any work on behalf of NSS.

Approved Competent Specialist Advisors/Contractors

NSS would look to engage with Appointed Approved Competent Specialists within their field of expertise, if and when required, i.e. Asbestos, Legionella, and Radiation etc. These individuals / organisations may be internal or external. Identified Specialist Appointed Competent Persons are identified within any relevant Procedure

NSS Healthy Working Lives

This Team are appointed professional persons responsible and accountable for supporting SBUs to deliver effective performance management through a combination of expert guidance, audit, practical support and advice. Support the organisation to deliver a healthy, safe and well culture of continuous improvement through provision of good practice guidance and innovation. The Healthy Working Lives Team under HSG65 are defined as Policy Planners for NSS and their specific duties are to:

- Remain aware and competent of current and future occupational health & safety and workplace wellbeing legislation and other rules and/or specifications and its implications for NSS;
- Monitor the NSS Occupational Health and Safety Programme (OHSAC PLAN) and NSS Occupational Health & Safety and Workplace Wellbeing Policy and procedures across the organisation, and take action to remedy any issues;
- Provide NSS management and occupational health & safety and workplace wellbeing contacts with any updates to occupational health & safety and workplace wellbeing legislation and ensure that the NSS Legislation & Other Requirements Register is current;
- Deliver an effective Occupational Health service across the organisation;
- Monitor, audit and review all SBU Risk Profiles and Action Plans for progress;
- Carry out annual SBU audits of NSS workplaces and processes against the NSS Performance Management Procedure, a key element of which is to ensure that suitable and sufficient risk assessments are undertaken for all hazards associated with its work activities, and adequate control measures are in place;
- Record, monitor and statistical analysis reports on occupational health & safety and workplace wellbeing activity and events and provide where necessary, recommendations to Committee Chairs and Line Managers on any corrective actions required;
- Lead on the development and review of all NSS Occupational Health & Safety and Workplace Wellbeing Policies, Procedures, process maps and NSS health and safety aims and objectives;
- Prepare quarterly and annual reports for OHSAC utilising the SBU Risk Profile, trend analysis, areas of concern and best practice;
- Provide update occupational health & safety and workplace wellbeing reports to the SBU SMTs in line with the quarterly reporting timescales;
- Maintain the occupational health & safety and workplace wellbeing information pages on HR Connect (Information system providing support, guidance on NSS Policy and Procedure)
- Attend two per year SBU Occupational Health & Safety and Workplace Wellbeing Committee meetings/BUGs as a minimum;
- Develop and deliver an annual programme of work that is designed to support the continued improvement of a safe, healthy & well culture in NSS, including the provision of face to face

and e-learning training packages, campaigns and health fairs in line with European Union, HSE and NHS initiatives.

- Support National NHS and External Approved Bodies to ensure professional development, specialist relationships and networking.

4. Sign Off and Review



Agreed by: Colin Sinclair
Date: 2nd August 2019
Chair: NSS Chief Executive

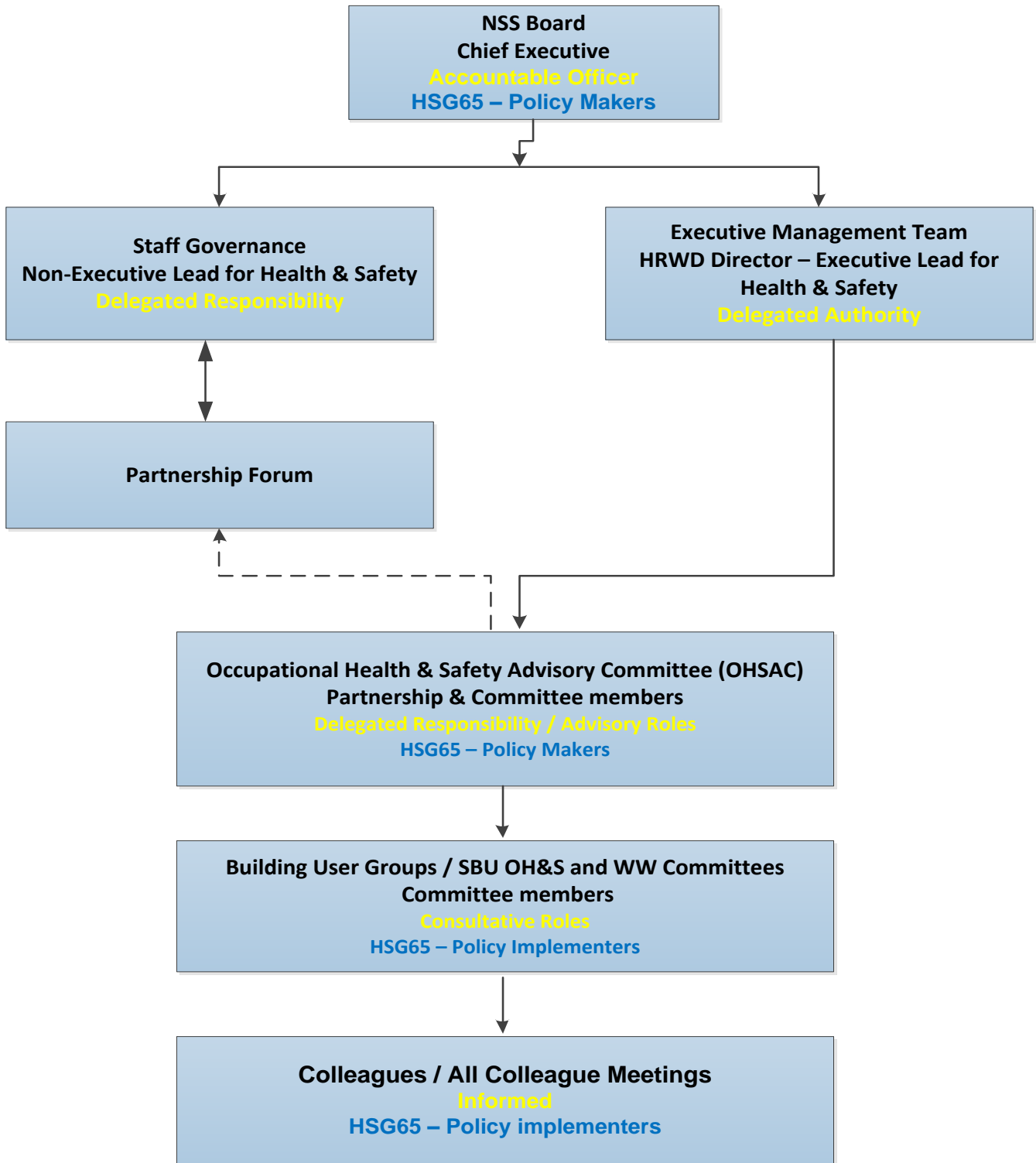


Agreed by: Ian Cant
Date: 17th July 2019
Chair: NSS Occupational Health & Safety Advisory Committee

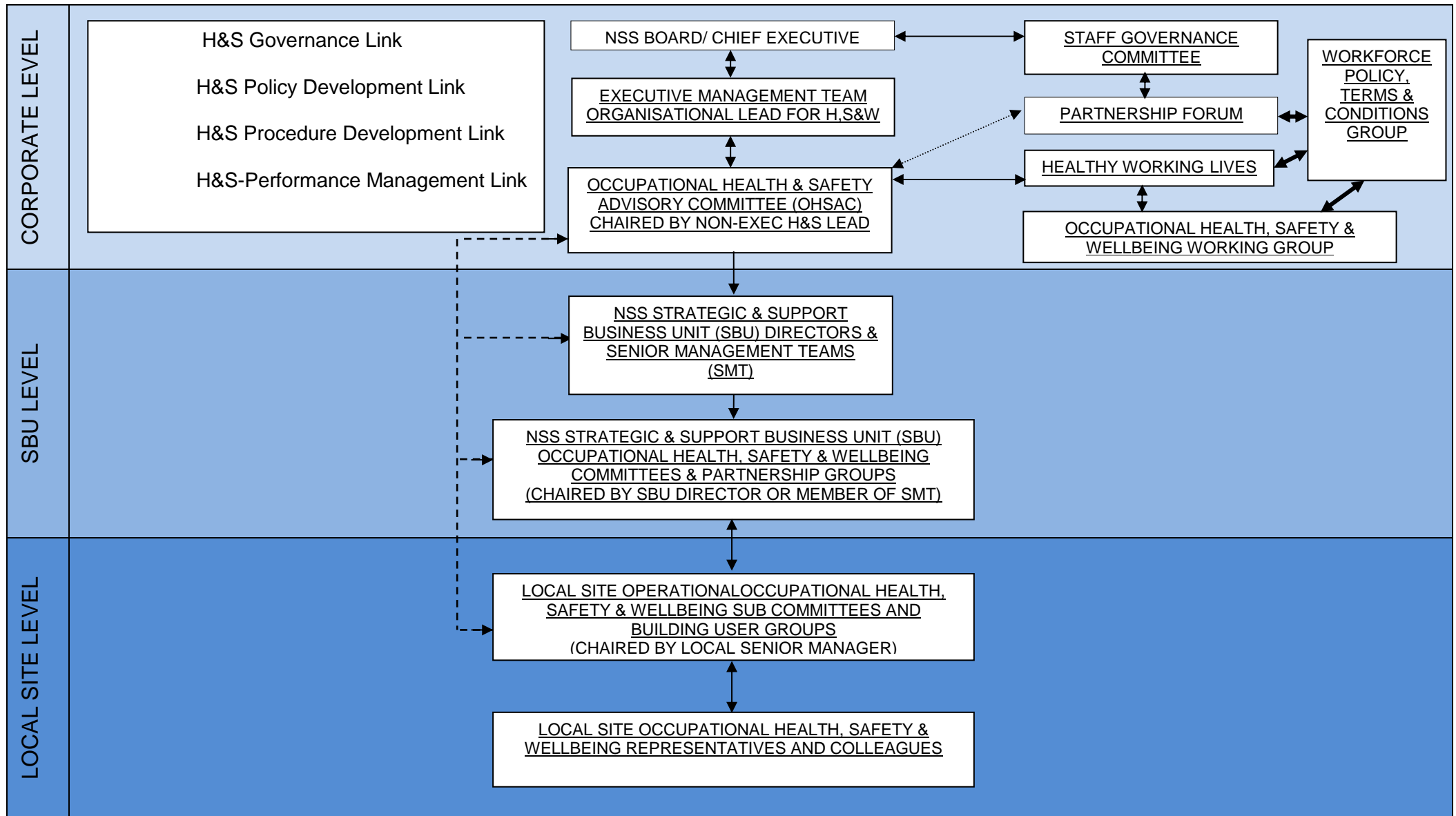
Next scheduled review date: June 2020

Appendix 1

NSS Occupational Health & Safety and Workplace Wellbeing Organisational Framework Governance Accountability



Appendix 2. NSS WORKPLACE SAFETY, HEALTH & WELLBEING ORGANISATIONAL FRAMEWORK CHART



Appendix 3

Occupational Health & Safety and Workplace Wellbeing Policies and Procedures

1 Workplace Safety

- 1.1 Health and Safety Performance Management Procedure
- 1.2 Legislation and other Requirements Register
- 1.3 Accident / Incident Reporting and Investigation Procedure
- 1.4 Asbestos Procedure (NSS Facilities Owned)
- 1.5 Control of Substances Hazardous to Health (COSHH) Procedure
- 1.6 Display Screen Equipment Procedure
- 1.7 Electricity at Work Procedures (NSS Facilities Owned)
- 1.8 First Aid Procedure
- 1.9 Legionella Procedure (NSS Facilities Owned)
- 1.10 Lone Working Procedure
- 1.11 Management of Contractors Procedure (NSS Facilities Owned)
- 1.12 Manual Handling Procedure
- 1.13 Operations and Lifting Equipment Procedure (LOLER)
- 1.14 Provision and Use of Work Equipment Procedure (PUWER)
- 1.15 Personal Protective Equipment Procedure
- 1.16 Radiation Protection Policy (NSS Radiation Protection Group Owned)
- 1.17 Risk Assessment Procedure
- 1.18 Work Related Driving Risk Procedure
- 1.19 Working at Height Procedure
- 1.20 Workplace Safety and Wellbeing Procedure

2 Occupational Health

- 2.1 Referrals to Occupational Health during Employment
- 2.2 New and Expectant Mothers.
- 2.3 Working in an artificially cold environment
- 2.4 Pre employment policy
- 2.5 Blood Borne Pathogens Policy
- 2.6 Access to OH Records

3 Workplace Wellbeing

- 3.1 NSS Stress / Mental Health Policy
- 3.2 NSS Tobacco Policy