

Governing Bodies in Common

Report Details	
Meeting Date	7 July 2020
Report Title	Health, Safety (Fire) & Security Annual Report 2019-2020: Blackpool CCG
Presenter	Jane Scattergood, Director of Nursing and Quality
Prepared By	Gary Holmes, Health & Safety (Fire) and Security Officer (Midlands and Lancashire CSU)
Report Requirements	Approve

Committee Discussion	
	Date
Senior Management Team	
Clinical Commissioning Committee	
Quality, Improvement and Engagement Committee	23 June 2020
Finance and Performance Committee	
Audit Committee	
Primary Care Commissioning Committee	
Recommend to CCG Governing Body – Part I or Part II	Part I – 7 July 2020

Internal Assurance Process (indicate if not applicable)	
Clinical Lead	
Senior Lead Manager	Nick Medway Deputy Director of Nursing and Quality (Interim)
Finance Manager	Michael Riding
Has a Quality Impact Assessment been completed?	No
Has an Equality Impact and Risk Assessment been completed? If not, please explain why.	No
Patient and Public Engagement completed	No
Financial Implications	Potentially yes for specific health, safety, security and fire-related matters
Are there any associated risks? If so, are the risks on the Risk Register? If yes, please include the risk descriptor and current risk score.	Yes for these subject matters there are potential risks, however these are well managed risks
Report Authorised by Executive Lead	Jane Scattergood, Director of Nursing and Quality

Governing Bodies in Common

Health, Safety (Fire) & Security Annual Report 2019-2020: Blackpool CCG

Purpose of report
To provide the CCG with its annual report on statutory Health Safety (Fire) & Security for the year 2019-2020.
Recommendation
That the Governing Body approves the report which has been received and reviewed by the Joint Quality Improvement and Engagement Committee.



Midlands and Lancashire
Commissioning Support Unit

BLACKPOOL CCG

Health, Safety (Fire) & Security Annual Report

March 19 to April 20



Gary Holmes

MLCSU Health Safety (Fire) & Security Officer

Introduction

This Health, Safety and Security Management report provides an annual summary of the work being undertaken by the Midlands and Lancashire Commissioning Support Units (MLCSU) Health & Safety, Fire and Security Team to the above Clinical Commissioning Group (CCG) in line with the Direct Service Offer.

Service Strategy

The CCG fulfils its legal responsibility for health and safety under The Health and Safety at Work etc. Act 1974, and associated regulations by:

- Maintaining an Occupational Health and Safety Management System;
- Using the services of the CSU's Health, Safety and Fire Team to act as the organisations 'competent person' who provide, Advice, Guidance and Assistance in support to the CCG in its operations;
- Measuring compliance with health and safety policies and procedures through Health and Safety Support visits and audit.

Health and Safety Policy & Procedures

The CCG has an approved set of Health and Safety, Fire and DSE policies and procedures in place, the next review date for the Health and Safety policy is June 2022.

Health and Safety, Fire and Security Audits

The Health & Safety at Work Act 1974 and all associated legislation applies to all buildings used by the CCG. It provides for minimum Health & Safety standards and Fire Safety standards and emphasizes the duty of the employer to do what is reasonably practicable to ensure a safe workplace is provided.

A proactive quarterly audit is carried out by the MLCSU Health & Safety Officer for each CCG site. The audit covers Health & Safety, Fire & Security and a copy of the completed form is shared with the SPOC (Single point of contact) for each site, audits carried out during this reporting period;

BLACKPOOL STADIUM 13/06/19- The hot-desk room had a lot of carbonaceous substance stored, this was noted as any further accumulation would become a fire hazard, first aid kit contained some out of date sterile bandages.

BLACKPOOL STADIUM 26/09/19- Roof repair due to a leak had left ceiling tiles in the primary care office displaced (potentially compromising fire compartmentalisation).

BLACKPOOL STADIUM 14/01/20- No plasters in the first aid kit.

This year's audits at Blackpool stadium show compliance with only some minor issues which have been addressed in a timely fashion throughout the year, as and when the audits have flagged them up.

Fire Risk Assessments

The Regulatory Reform (Fire Safety) Order 2005 (RRFSO) applies to all buildings used by the CCG. It provides for minimum fire safety standards and emphasizes the duty of the 'Responsible Person' to ensure that every building has fire risk assessments carried out and sufficient control measures implemented, MLCSU will do a fire risk assessment of CCG areas as soon as is practicably possible.

MLCSU supports this via its quarterly audits designed to detect any fire safety matters that may arise as a result of the sites day to day operations, as well as giving advice and guidance around any fire safety queries.

At the time of inspection on 13/06/19, 26/09/19 and 14/01/20 no fire safety hazards were found.

FIRE DRILL- At @11.15hrs on 04/03/20 there was a fire drill, it was rated as generally good and full evacuation was achieved in between 5-6 minutes, it was noted that the CCG had their own fire marshal arrangements, there was also a need for evac-chair training identified for tenants (MLCSU can supply this)

FIRE WARDENS- There are 6 trained fire wardens across floors 2 and 3.

Enforcing Bodies Visits and Notices

Throughout this reporting period there were no enforcing/regulatory bodies' visits or sanctions to the CCG.

Training

Currently staff carry out their Health, Safety and Fire training via an ESR e-learning package hosted by the CSU.

CURRENT COMPLIANCE LEVEL; 84.69%

The CSU has also facilitated 10 sessions of face-to-face Health & Safety and Fire training throughout the summer months.

On 14/01/20 a face to face fire marshal session was held at Blackpool stadium.

Security Management Updates

In the summer of 2017 NHS Security Management Service announced that with immediate effect they would no longer be responsible for Security management within the NHS but would continue their work in investigating fraud within the NHS. The reason given was that they now felt all large providers now had sufficient measures in place to continue security management work without involvement by SMS.

However, NHS providers were bound by the NHS Standard contract until November 2018 which meant they still had to comply with the previously mentioned conditions in relation to security management. Since this date has passed, NHS currently has no strategic lead in relation to security management.

Anthony Jackson, who is the NHS England Operational Security Management Lead, has set up a working group to look at how this gap can be filled and is working with Senior NHS England managers and Government Ministers to see if this can be resolved but as yet we have no indication of when this will be decided.

MLCSU continue to act as the accredited Local Security Management Specialist on behalf of the CCG and will continue to ensure that the premises the CCG staff work in are safe and secure. We also continue to work with CCG managers when required to advise staff whose work may have the potential to bring them into contact with violent and aggressive incidents. We will also liaise with our Local Security Management Specialists counterparts within the North West in order to network so that any concerns arising can be alerted to the CCG.

The CCG's no longer receive providers self-assessments for NHS Security Management. It is our understanding that Security Management Directors and their Local Security Management Specialists continue to manage security at a local level. MLCSU's local Security Management Team, continue to attend the regional LSMS Forums which meets quarterly.

SECURITY MANAGEMENT DURING THIS REPORTING PERIOD- In response to several staff reports of individuals hanging around the over-flow car park making staff concerned about their property/cars and also feeling intimidated, on 12/06/20 I contacted 'Crimestoppers' on their behalf and was put through to the local community police. I explained that NHS staff had started regular use of the car park and relayed the issues reported, the PCSO I spoke to said that she would make local patrols aware of this.

RIDDOR incidents

There have been no RIDDOR incidents during this reporting period.

Workstation Assessments

In accordance with the Display Screen Equipment Regulations 1992, staff from the CCG have carried out online training and workstations assessments and advice and support has been obtained through the Health and Safety manager on any concerns raised by staff.

Estates

The CCG (with embedded CSU Teams) occupy offices within Blackpool Stadium which is managed directly through Blackpool Football Club who are responsible for ensuring all statutory building maintenance and inspections are carried out.

Other Miscellaneous Work Completed

- DSE completed as requested. there are currently no outstanding DSE actions.
- Generic advice and guidance as requested (eg supporting staff members with dyslexia)
- 18/07/19 Liaised with local police to address concerns arising from car parks

Legislation Updates

- We are unaware of any forthcoming changes/updates to Health & Safety legislation.

- The MLCSU Health & Safety Officer continues to monitor key sources such as the Health & Safety Executive website and related publications.
- It is our understanding that Brexit will not have any significant impact on Health & Safety legislation the UK currently has in place. However, we will be monitoring this closely.

Health, Safety and Fire Objectives for 2020/21

The following objectives for 2020/21 has been agreed in consultation with the CSU's Health, Safety and Fire Manager, and will be worked into a detailed action plan with relevant timescales:

- Ensure the CCG Complies with all relevant Health and Safety legislation, Approved Codes of Practices (ACOP), Guidance Notes, Secretary of States Directives and other relevant standards as required, by keeping up to date with any legislative changes and promptly informing the CCG.
- Assist in the Integration of Health and Safety principles into service delivery, management and decision-making processes by H&S audits and reports, and the production of H&S annual report which is presented to the CCG board.
- Consult and Communicate with employees and trade union representatives to ensure they are all aware of their health and safety responsibilities via on-going H&S training sessions and the creation of a H&S notice board in the CCG premises..
- Strive for continuous improvement in health and safety standards.
- Ensure mechanisms are in place to make sure the CCG reports and records accidents, incidents and near misses, and that we learn from incidents and establish effective controls to migrate the risk of their recurrence.
- Support the CCG in ensuring any services commissioned by themselves are compliant with any relevant health, safety, and fire legislation.
- Provide suitable information, instruction, training, and supervision as requested.
- Support the CCG in ensuring all work activities are suitably risk assessed and recorded.
- Carry out an updated workplace Health & Safety and Fire inspection and support the CCG in resolving any issues arising

Gary Holmes
Health and Safety, Fire and Security Officer
April 2020