

Appendix 2

Supporting the WRC Agreement: Update on Progress

The following Tables outline supports put in place by the NHSF to support the Safety aspects of the WRC agreement.

14/12/2016

Provision	Supports Provided by the NHSF
<p>1.As per the WRC agreement of the 14/12/2015 and the 11/01/2016; Emergency Departments, are to have an IMNO representative as the department safety representative, "...in accordance with the terms and spirit of the Act, the establishment of Health and Safety representation rights will include an INMO representative in each Department".</p>	<p>The Act '05 does not state who is eligible to be a Safety Representative, only that: <i>"employees may, from time to time, select and appoint from amongst their number at their place of work a representative...or, by agreement with their employer, more than one safety representative..."</i></p> <p>The HSE and the NHSF has always taken a positive view of Safety Representatives and representation covering all hospital departments. In support of this, the Function is developing:</p> <ul style="list-style-type: none"> • A guideline document and resource pack on an election process for safety representatives • An FAQ on Safety Representatives <p>As per the WRC agreement of the 14/12/2015 and the 11/01/2016; Emergency Departments, are to have an IMNO representative as the department safety representative. Should the INMO rep not achieve the highest number of votes, then he or she will still become a Safety Representative, but will be joined by the person achieving the highest number of votes.</p> <p>Training for Safety Representatives is available through the HSE.</p>
<p>2 A security, safety and hygiene review will commence immediately with a view to the completion of recommendations for any improvements before end February, 2016. The parties will meet immediately thereafter to consider the outcome of this review.</p>	<p>All ED Departments form part of the national level 1 audit programme. The existing audit programme provides that these audits will be completed as each hospital group is being audited. However, in light of the WRC agreement a programme is being developed for the immediate auditing of ED Departments.</p> <p>A National Security review has now commenced led by the office of the CEO South/South West.</p>

11/01/2016

Provision	Supports Provided by the NHSF
<p>3 When the escalation policy is invoked, it is recognised that the ED is evolving into an unsafe work environment which must then be addressed through the effective implementation of the escalation policy.</p> <p>The factors contributing to this environment will be the subject of an immediate health and safety risk assessment by hospital management</p>	<p>Two detailed documents have been developed by the Office of Quality and Risk in relation to the risk assessment process (OQR010 and OQR012). These documents provide guidance for managers in terms of the risk assessment process.</p> <p>In support of the above over-arching documents the NHSF has produced a number of template risk assessment forms and guidance documents, which are available on the NHSF Web pages and these are;</p> <ul style="list-style-type: none"> • Workplace Stress Risk Assessment form based on the UK Management Standards • General Risk Assessment Form • Biological Agents Risk Assessment Form • Chemical Agents Risk Assessment Form • Pregnancy Risk Assessment Form • Display Screen Equipment Risk Assessment Form <p>The requirements for undertaking risk assessment are clearly outlined in the Corporate Safety Statement and the Site Specific Safety Statement template Guideline Document (GD 001:00).</p>
<p>4 Each ED will have its own Health and Safety Statement which will reference the operation of the escalation framework.</p>	<p>Safety Statements should be in place already. The above Guideline Document may be used by the Responsible Persons for the Site (Hospital) and ED to develop a Department Safety Statement. The NHSF is developing a briefing document to provide further clarity around the process for developing a site specific safety statement.</p>
<p>5 The establishment of Health and Safety representation will include an INMO representative in each ED department. These functions will be supported as provided for under Part 4 of the Safety, Health and Welfare at Work Act 2005.</p>	<p>As 1 above.</p> <p>The National Health & Safety Helpdesk is available to offer support and advice to all personnel on all matters relating to Health & Safety.</p>