

Window Management Policy	Type: Policy
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Developed in response to:	HBN 00 10 Part D and its references, HSIS 5.
Contributes to CQC Outcome	Regulation 15 – Premises and equipment

Consulted With	Post/Committee/Group	Date
Richard Wilks	Senior Fire Officer	October 2017
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Phil Robson	Head of Maintenance	October 2017
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Author/Contact for Information	Terry Fleming, Projects Manager
Policy to be followed by (target staff)	All Staff
Distribution Method	Electronic copy to all Managers, Intranet. Website
Related Trust Policies (to be read in conjunction with)	Health & Safety Policy Risk Management Strategy & Policy Control of Contractors Incident Policy

Document Review History

Version No	Authored/Reviewed by	Active Date
1.0	Chris Churchouse	September 2009
2.0	Chris Churchouse	September 2011
3.0	Terry Fleming	August 2014
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1. Purpose

1.1 The purpose of this policy is to ensure that such risks are eliminated or reduced to the lowest level reasonably practicable. It has been developed in accordance with the relevant legislation, in particular:

- Health & Safety at Work Act 1974
- Management of Health & Safety at Work regulations 1992
- HBN 00-10 PART D
- HSIS5

2. Introduction

2.1 The Trust attaches the greatest importance to the health, safety and welfare of its employees, patients and visitors and in particular recognises the significance of the risks of injury associated with window security in all parts of Trust premises.

3. Scope

3.1 This document applies to all employees of the Trust.

4. Responsibilities

4.1 Responsibilities for the implementation of this policy align with the responsibilities set out in the Trust Health and Safety Policy.

4.2 The Chief Estates & Facilities Director is the nominated Director with a responsibility for Health and Safety and will act on behalf of the Chief Executive in overseeing how the policy is put into practice and meeting the aims set.

4.3 The Chief Estates & Facilities Director is responsible for seeking sufficient resources to be made available, via the Investment Group Meeting, to the Directorate with the aim of ensuring that the duties outlined in this policy are carried out. In the event that sufficient resources are not available, prioritisation of allocation of expenditure will be agreed with the Investment Group.

4.4 The Principal Engineer is responsible for understanding legislation relevant to this policy, identifying funds required to meet the requirements of the policy and ensuring all staff are trained in Health and Safety matters to level required to fulfil their duties efficiently.

4.5 **Management / Supervisors** have to ensure that steps are taken to implement the requirements of the Policy. They have a responsibility to:-

- Identify hazards and ensure the process of risk avoidance, risk assessment and risk reduction, is implemented within their department. They can nominate competent staff to assist in this process.
- Ensure that all staff receives, information, instruction and training in relation to Window Management.
- Provide instruction and encourage the use of relevant equipment where provided, ensuring that there is a procedure in place for cleaning, servicing and maintenance of all windows.
- Follow up all accidents, incidents, near misses associated with window security, investigate their cause and to review control measures.

- The Principal Engineer shall ensure that records are maintained relating to improvements and repairs of windows and that periodic checks are carried out to ensure on going integrity of restrictors as The Trust Window Restrictor Survey 2013
- The Head of Soft Services Estates & Facilities Management Directorate is responsible for window cleaning.

5. Operational Systems

5.1 The Trust aims to comply with the legal requirements of current British Standards and Codes of practice.

5.2 Window security in all parts of Trust premises require being risk assessed to ensure adequate protection against individuals falling from, or leaving Trust premises from insecure windows and to minimize the risk of illegal access. The Trust has a duty of care to protect (as far as reasonably practicable) patients, staff and the general public from injury resulting from persons falling or exiting from insecure or unsafe windows. This is expected to be undertaken by the individual user departments using the Trust Risk Assessment Form in accordance with the Trust Risk Management Strategy and Policy.

5.3 The aim will be achieved by the following objectives:

- The Security of all windows should be risk assessed to ensure that the appropriate duty of care is undertaken in respect of patients, staff & general public. The assessment should include looking at the use of, and access to, each area especially by patients, visitors and children, and should take account of patient category and physical capability.
- The elimination of incidents due to badly maintained or substandard windows. Windows should be replaced or modified if necessary.
- Modifying or changing window openings by use of restrictors and fixings to British Standard BS 6375.
- To ensure a comprehensive system of written risk assessments of all types of windows, and ensure suitability of existing windows and fittings.
- Where assessed to be required, restrictors and their fittings are suitably robust to prevent vulnerable and determined adults from forcing them open beyond a 100 mm restriction.

6. Monitoring

6.1 The monitoring of the Policy will be through reference to the Trust Risk Event reporting and subsequently through Health & Safety Group reporting.

7. Training

7.1 Training is an essential element of safe work practices and all staff must be appropriate trained, prior to being appointed or instructed to undertake duties under the safety procedures.

7.2 The training of an individual, which can be by formal education and by on-the-job tuition, as appropriate, is to be assessed for suitability by the person responsible for the appointment of the individual to a particular duty.

8. Communication & Implementation

- 8.1 The policy will be made available on the Trust's intranet and website by the Estates Department.
- 8.2 The Principal Engineer will be responsible for ensuring all Estates staff read and fully understand the policy and is read in conjunction with the Control of Contractors Policy.
- 8.3 The MEHT PFI (Bouygues) Contract Manager will be responsible for ensuring all Estates staff read and fully understand the policy and is read in conjunction with the Control of Contractors Policy.
- 8.4 The Brainree Community Hospital PFI (GFM) Estates Manager will be responsible for ensuring all Estates staff read and fully understand the policy and is read in conjunction with the Control of Contractors Policy.
- 8.5 The approved policy will be notified in the Trust's Staff Focus that is sent via e-mail to all staff.

9. Equality & Diversity

- 9.1 The Trust is committed to the provision of a service that is fair, accessible and meets the needs of all individuals.

10 References

HBN 00-10 Part D and its references
HSIS 5