



THE SCOTTISH OFFICE

National Health Service in Scotland
Management Executive

NHS:
MEL(1993)64

St. Andrew's House
Edinburgh EH1 3DG

Dear Colleague

SAFECODE: A HEALTH AND SAFETY MANAGEMENT TOOL FOR THE NHS

Summary

1. The purpose of this letter is to issue SAFECODE, a new health and safety management tool specifically developed to meet the estates needs of the NHS in Scotland. The effective use of Safecode will enable Directors of Estates and others with health and safety responsibilities, eg Trust Chief Executives, to act on the basis of an objective and informed assessment of health and safety needs and priorities. A more detailed background note on Safecode is included at Annex 1 to this letter.

Background

2. The need for Safecode arose from the removal of Crown Immunity in 1991 and was identified through the NHS in Scotland's joint working arrangements. Its initial development and further development and user support in 1993-94 has been funded by the Management Executive. Consequently, this initial issue, together with the outcome of 1993-94 development, along with user support, provided by a Safecode Support Group which has been established within the Building Division of CSA, will be free to users in the NHS in Scotland. Thereafter, Safecode development and user support will be maintained through an annual licence fee. The Safecode Support Group will licence users on behalf of the ME.
3. Registered users will receive quarterly updates on the development of Safecode. Further details on the development and the extent of user support are detailed in Annex 1.
4. It is anticipated that Safecode will be developed to include non-estate health and safety areas and that the tool will be used across professions within the NHS in Scotland. It is also noteworthy that colleagues responsible for the NHS in Northern Ireland are already participating in the development of Safecode and that preliminary discussions are also underway to extend its use to the National Health Service in England and Wales.

10 May 1993

Addressees

For Action:

General Managers,
Health Boards

Unit General Managers

Chief Executives, NHS
Trusts

General Manager, State
Hospital

General Manager,
Common Services Agency

For Information without Enclosure:

General Managers,
Purchaser Health
Boards

General Manager,
Health Education Board
for Scotland

Enquiries to:

R F Lowe
Safecode Support Group
CSA Building Division
Clifton House
Clifton Place
Glasgow
G3 7YY

Tel: 041-332-7030
Fax: 041-331-2481

Action

5. Safecode should be drawn to the attention of all with health and safety responsibilities arising from or related to the estate. This will include Directors of Estates and their equivalents, Facilities Managers and Health and Safety professionals.

6. All potential users of Safecode should note that further copies can be provided free of charge from the Safecode Support Group. The address of the Safecode Support Group is:-

Safecode Support Group
CSA Building Division
Clifton House
Clifton Place
Glasgow G3 7YY

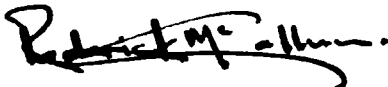
Tel: 041-353-3814 Fax: 041-353-3782

7. In order to obtain the optimum benefit from Safecode users should complete the registration form, a copy of which can be found in the Manual. This will enable the Support Group to register and issue a licence to each user which in turn will ensure that the user obtains regular software updates from the Support Group. An additional copy of the registration form is appended to Annex 1.

8. Lord Fraser will launch Safecode at a seminar to be held in the Walton Suite at the Southern General Hospital, Glasgow on 28 May. Similar seminars will also be held in Edinburgh and Perth on 9 and 10 June respectively to ensure effective geographical coverage. The Safecode Support Group will be circulating potential users in the very near future, with seminar agendas and nomination forms for each of these seminars. All senior managers with health and safety responsibilities are recommended to attend.

9. Safecode is a dynamic tool which will be developed to meet user needs. It is essential that the Support Group receives feedback from users in the field to ensure that developments are in tune with those needs. A user feedback form is included in the Manual, please make best use of it.

Yours sincerely



H R McCALLUM
Director of Estates

SAFECODE: A health and safety management tool for the NHS**1. WHAT IS SAFECODE**

SAFECODE is a health and safety management tool for the NHS estate. It has been funded by the Management Executive of the NHS in Scotland and jointly developed by the Common Services Agency Building Division and the Safety and Environmental Management Unit of the University of Strathclyde [SEMU]. In its current stage of development SAFECODE comprises 2 key elements:-

1. An extensive computer database containing references and abstracts (but not the full text) to safety statutes, standards and guidance documents from a variety of sources, including the European Community, the Health and Safety Commission & Executive, the NHS and the British Standards Institute.
2. A health and safety statutes compliance audit package, with performance indicators (PIs), with facilities to set safety priorities.

1. THE SAFECODE DATABASE

The SAFECODE database contains some 3,000 references to a wide variety of important safety related documents including:-

- | | | |
|---|----------------|--|
| 1 | Legislation | Acts of Parliament
Statutory Instruments (SIs) |
| 2 | HSC/E | Approved Codes of Practice
Guidance Notes
General guidance and information |
| 3 | Health Service | Safety Bulletins
Hazard Notices
Health Technical Memoranda
Executive and Departmental Letters |
| 4 | Other | EC Directives
British Standards |

Over 75% of references contain a more detailed abstract. For many documents referred to the full text is contained on either the ICC or Barbour microfiche and for these the fiche number is included in the SAFECODE database.

The database is a powerful search tool with features such as:

- Simple searching on titles, abstracts, subjects/keywords or a combination
- Advanced searching by defining search parameters
- Searching by document reference

- Add user notes and search by those
- Address book facility

DOS based using dbaseIV Ver.2.0

A full database software manual is included in the published version of SAFECODE.

3. THE SAFECODE AUDIT PACKAGE AND PERFORMANCE INDICATORS

The development of the SAFECODE audit package was preceded by a review of other approaches to auditing and the generation of PIs, and is consistent with the other approaches reviewed.

The SAFECODE audit package contains PIs for 19 key headings relating to statutory health and safety provisions which impact on the NHS estate. Each of the 19 headings was generated following an extensive research investigation covering the following:-

1. Review of health and safety legislation
2. Review of accident statistics
3. Review of employee perception of risk and hazards
4. Statutes impact assessment

SAFECODE PIs are measured on a five point scale with audit worksheets for performance indicators and performance measurements included for each of the 19 headings. Auditors can incorporate comments along with capital and revenue cost information. A summary PI sheet is completed following audits, allowing the Director of Estates and others to view the performance of the hospital, block or department against the standards set out in SAFECODE.

4. SUPPORT FOR SAFECODE

A SAFECODE Support Group has been set up within CSA Building Division to provide users with essential support. This will be provided free of charge during 1993-94 and thereafter support will be secured through an annual licence fee. The SAFECODE support group is authorised to licence users on behalf of the Management Executive and it will create and maintain a register of users.

The support group will maintain SAFECODE, providing updates to the database, PIs and a newsletter on a quarterly basis. A help desk service will be provided utilising voice and fax communication with users. A limited amount of on-line or site-based consultancy will also be provided.

5. SAFECODE DEVELOPMENT

During 1993-94 SAFECODE will be further developed by the Building Division and SEMU to provide:

- A safety prioritisation methodology including a cost benefit appraisal model.

- New performance indicators to cover forthcoming legislation relating to construction design and management, fire safety, food hygiene and safety and waste management.
- Incorporation of the audit package on computer
- Making SAFECODE operational in a "Windows" environment.
- Generating checklist material for PIs.

This development will be funded by the Management Executive.

From 1994-95 Safecode is expected to be a self-financing product, ie generating system maintenance and development funding through the user licence fee.