

Health and Safety Policy

Introduction

1. This policy applies to all:
 - Employees of HEFCW;
 - Council and Committee members; and
 - Temporary or contract staff engaged by HEFCW, whether they are directly employed by HEFCW or their services are contracted via a third party.
2. This policy applies irrespective of length of service or duration of contract.
3. All employees are required to familiarise themselves with the Health and Safety Policy and its supporting documentation, all of which are available on the Intranet.
4. The performance of HEFCW in implementing this policy will be monitored and improvements made to processes where necessary.

Health and Safety Policy Statement

5. HEFCW is required by law to maintain a safe and healthy working environment for its employees. We are bound by the Health and Safety at Work etc Act 1974 and the Health and Safety at Work Regulations 1999.
6. Management Team is committed to ensuring that the work environment conforms to a high level of safety, and that the health and welfare of our employees and visitors is safeguarded whilst on HEFCW premises.
7. We want to create a positive attitude towards health and safety. Our approach will be continually evaluated and, when necessary, improved. We will identify and control health and safety risks in the work place, measure progress year on year, commit appropriate resources, make any necessary improvements, and provide training to employees.
8. We will engage and consult with employees on health and safety conditions and the decision-making processes either on an individual basis or through representatives.
9. Management Team has a vital role to play and bears prime responsibility for ensuring health and safety is taken seriously and managed in a pro-active and positive manner. Employees also have an important contribution to make by ensuring high standards of health and safety are maintained and taking reasonable care for their own health and safety, their colleagues, visitors and the organisation as a whole.

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10. To achieve these commitments, Management Team will;

- Set, monitor and review health and safety performance targets which focus on minimising work-related injury and ill health, and reducing sickness absence;
- Review and publish the annual Health and Safety report which includes monitoring our progress against action plans and performance targets;
- Ensure health and safety is integrated into the management and decision making process;
- Receive updates on health and safety standards and strive to comply with all relevant statutes, regulations, codes of practice and applicable legal requirements, reviewing as appropriate, and aiming to exceed these where there is a demonstrable benefit;
- Ensure employees are kept informed about any current health and safety matters and the progress being made to achieving improvements;
- Ensure employees have access to the resources required, including regular training and updated information needed to meet their health and safety responsibilities;
- Provide employees with access to HEFCW's Employee Assistance Programme;
- Commit the necessary resources to allow for maintenance and appropriate improvement in health and safety;
- Ensure suitable arrangements are in place for safeguarding the health and safety of visitors and contractors;
- Ensure health and safety risks are identified, managed and regularly assessed;
- Ensure that accidents and near-misses are recorded and fully investigated, and that appropriate action is taken to reduce the likelihood of their reoccurrence;
- Ensure appropriate procedures are established for managing specific health and safety concerns.

11. Management Board established the Health and Safety and Environmental Management (HSEM) Group to advise on health and safety and environmental matters and consult with employees.

12. We recognise that health and safety are important to everyone and that we need to work together to continually improve standards across HEFCW.

Organisation of Health and Safety

13. The Chief Executive is responsible for the measures taken within HEFCW for health and safety matters.

14. The Head of Corporate Services is Chair of the HSEM Group, and has delegated authority to take the steps necessary to ensure compliance with the Health and Safety Policy and all relevant health and safety legislation within HEFCW.

15. Management Team is responsible for the commitments set out in the Health and Safety Policy Statement.

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16. The Head of Information Systems and Facilities has the role of 'Competent Person' and is responsible for supporting the Head of Corporate Services in fulfilling their obligations under the Health and Safety Policy and all relevant health and safety legislation.

17. Line Managers are responsible for:

- setting a high personal example of Health and Safety standards;
- implementing the Health and Safety Policy throughout their teams;
- ensuring all staff within their team are adequately trained in health and safety matters;
- ensuring that their team are fully instructed in any aspect of the work they undertake and are fully aware of their own responsibilities;
- ensuring Health and Safety procedures are observed;
- ensuring arrangements provide adequate safeguards for their team; and
- keeping themselves informed of the work of the HSEM Group.

18. The HSEM Group has been established by Management Board to advise on health, safety and environmental issues that concern HEFCW. Terms of Reference for the Group are agreed by Management Team and are available on the intranet. Membership includes a union safety representative. The Group is responsible for:

- developing, monitoring and reviewing health and safety, and environmental policies and procedures in accordance with relevant Health and Safety legislation;
- monitoring and continually improving internal performance in health, safety and environmental issues and addressing any concerns as appropriate;
- seeking approval from Management Team, Works Council and HR Committee over major changes in work practices;
- ensuring a formal risk assessment programme is carried out for all identified tasks with significant risks and the resulting risk control measures effectively implemented, including those for non-routine tasks;
- carrying out an annual review of the health and safety risk profile within HEFCW;
- ensuring all accidents, work-related diseases, dangerous occurrences and near-misses are properly investigated and reported;
- implementing and monitoring a Health and Safety Action Plan and providing assurances to Management Team through the Annual Report on whether policy commitments have been met. The Annual report is also shared with Works Council and HR Committee;
- promoting health, safety and environmental issues within HEFCW; and
- publicising the names and contact numbers of key HEFCW safety personnel.

19. Employees are required to:

- take reasonable care for their own safety and for that of their colleagues and visitors;
- co-operate with the requirements of the Health and Safety Policy and supporting documentation and any other applicable arrangements under health and safety legislation;

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- not interfere with or misuse anything provided in the interests of health and safety; and
- report any work related incidents or accidents including near misses to Facilities.

20. The Facilities Team is required to:

- provide advice and guidance to staff on health and safety matters including progress being made to achieve improvements;
- assist the HSEM Group in developing appropriate processes to support the Health and Safety Policy;
- assist as required, with risk assessment, risk management advice and accident investigation;
- be a reporting point to the Health & Safety Executive (HSE) for work related accidents and incidents;
- provide the health and safety induction to new employees;
- liaise with the Landlord as appropriate on health and safety matters relating to the building including receiving reports on matters relating to the health and safety of the building;
- ensure that as a team, it has an adequate level of competence in health and safety matters to meet the needs of HEFCW; and
- undertake tasks as agreed by the HSEM Group including logging and processing accident and injury forms, carrying out workstation assessments, and undertaking safety audits and office inspections for the HEFCW office area.

21. HR is required to:

- arrange health and safety training for all employees and specialist training as required for the HSEM Group, fire wardens, first aiders, the Facilities Team and any other areas as the need is identified; and
- ensure training records are maintained and kept available for inspection.

22. Fire wardens are required to ensure the top floor is safely evacuated in an emergency as set out in the Fire Warden Protocol.

23. First aiders are required to:

- take charge and administer first aid when an individual is injured or falls ill;
- report any incidents to the Facilities Team for inclusion in the accident book; and
- maintain first aid equipment including replenishing supplies as required.

Arrangements for Health and Safety

24. Management Team will fulfil the statutory requirement to consult with the recognised trade union on health and safety issues by consulting with Works Council and employees as appropriate.

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25. Policies and procedures to address health and safety arrangements are developed in consultation with staff representatives, impact assessed in accordance with our procedures, and approved by Management Team or the HSEM Group. These are made available to staff via the intranet.
26. Arrangements cover:
- workplace maintenance;
 - workplace security and safety; and
 - workplace health.
27. All records relating to health and safety matters are retained securely in line with the retention policies as defined in the records management procedures.
28. Health and safety matters are also taken into account when preparing our business continuity plans
29. The internal audit plans include periodic audits of the health and safety policies and arrangements. Additionally, the Chief Executive as Accounting Officer can request that the Head of Internal Audit completes advisory or investigation internal audit assignments.
30. HEFCW is required under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) 2013, to inform the Health and Safety Executive (HSE) of any reportable incidents as defined on the HSE website. The Facilities Team is responsible for notifying the HSE within a set timeframe so must be informed of any incidents as soon as is practical.

Health and Safety Training

31. We recognise that health and safety training is essential for all employees if we are to encourage a positive health and safety culture within the workplace. Training is a vitally important process as it provides employees with the relevant information and skills they require, as well as the reassurance and support, to carry out their role safely.
32. Health and Safety training is mandatory for all employees. New employees receive training from the Facilities Team as part of their induction programme, and all employees are required to take part in regular ongoing refresher training. Training is also arranged for specific areas including employees with roles as fire wardens, first aiders, members of the HSEM Group, Facilities and the management team. Where the recognised trade union has appointed safety representatives, paid leave will be permitted to attend health and safety training arranged by the union.

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33. The training needs of employees are identified by:

- the HSEM Group as part of the annual health and safety action plan;
- Line Managers as part of the personal development review process or when new employees join their team, including employees who are promoted or transferred into their team; and
- HR as part of the annual review of training needs.

34. The HSEM Group will advise on the criteria which should be covered in the relevant training programmes.

35. HR will plan and make suitable arrangements for all training that is required and ensure appropriate records are kept on personnel files.

36. Employees should raise any queries regarding health and safety training, including any specific training needs with their Line Manager, HR or a member of the HSEM Group.

Liability for Breach of Statutory Duty

37. HEFCW cannot indemnify employees for fines resulting from personal prosecution due to breaches of statutory law, e.g. Health and Safety at Work etc Act 1974 and subordinate legislation.

Further information

38. Further information on health and safety, and topics relating to staff wellbeing, can be found on the Intranet along with details about HEFCW's Employee Assistance Programme.

39. This policy has been drafted in accordance with relevant equalities legislation.

Version	Date	Comment
0.1	May 2010	Policy amended from WAG
0.2	June 2010	Amendments following H&S&EM Group and approved
0.3	Aug 2010	Amendments following EIA
0.4	Oct 2010	Amendments following MB on 04/10/10
0.5	Dec 2010	Amendments following MB on 29/11/10
0.6	Jan 2011	Amendments following MB on 13/01/11
0.7	Jan 2011	Reviewed by HSEM on 17/01/11
0.8	Aug 2011	Amendments following EIA
0.9	Sept 12	Reviewed by HSEM
0.10	22/09/15	Reviewed and updated as part of HEFCW's policy review
0.11	26/01/16	Approved by HSEM Group (20/01/16) subject to minor updates recommended by staff as part of review process.
0.12	04/02/16	Minor amendments following the Equality Impact Assessment 04/02/16.
0.13	06/10/16	Approved by Management Board on 24/02/16 subject to minor amendments to be discussed at HSEM. Updated to reflect move to Bedwas. To be reviewed by HSEM Group
0.14	11/10/16	Approved by HSEM Group (11/10/16). To be reviewed and approved by Management Board.
1.0	16/12/16	Approved by Management Board (06/12/16).
2.0	24/01/18	Amended to update roles and responsibilities from Management Board to Management Team as agreed at HSEM Group (22/01/18)

Policies, procedures and guidelines are available on line, in large print and electronically on CD. Should you or someone you know require any of our documents in an alternative format please contact us on 029 2085 9696.