

# Health Professions Council

11 September 2007

## Health and Safety Policy for Employees

### Executive Summary and Recommendations

#### **Introduction**

The HPC has previously not had a comprehensive Safety policy for employees, although certain elements of safety have been contained in other policies in the Employee Handbook (for example, Security, Fire Procedures, Smoking and First Aid).

A more comprehensive policy has therefore been developed. Employees have been consulted about this, suggested some minor changes which were all incorporated into the document, and have agreed to this policy being added to the Employee Handbook as part of their terms and conditions. The benefits of introducing this policy include:

- greater clarity for employees on safety requirements;
- an improved system of dealing with any safety incidents should they occur in the workplace; and
- increased protection and less liability for HPC should any incidents occur or claims arise.

#### **Decision**

The Council is asked to approve the introduction of the proposed Safety Policy for employees (including the introduction of an Employee Safety Group).

#### **Background information**

The safety policy was approved by the Finance and Resources Committee at its meeting on 26 July 2007 – see minute 10.07/113.

**Resource implications**

Time for the Facilities Manager and Director of Human Resources in implementing the policy and for employees to sit on the Employee Safety Group.

**Financial implications**

None at this stage, however, there may be training courses (for example, First Aid) or actions which may be identified as required in the future as a result of the Employee Safety Group analysing safety issues.

**Appendices**

Appendix 1 – Safety Policy

**Date of paper**

14 August 2007

# SAFETY POLICY

## HEALTH PROFESSIONS COUNCIL Safety Policy

Issue 01  
April 2007

## Safety Policy Statement

The Health Professions Council (HPC) is committed to providing its services in a manner that protects the health and safety of our employees, contractors and visitors. HPC recognises and accepts its responsibility as an employer for providing a safe and healthy workplace and work environment for its employees and others who may be affected by its operations.

The Health Professions Council undertakes to comply with statutory health & safety and fire safety requirements.

The Health Professions Council is responsible to ensure that there are sufficient arrangements in place for the safety of all employees and visitors and other building occupants in each of the buildings and premises it occupies. This document and all supporting Safety Procedures should be displayed and accessible throughout HPC Departments and buildings.

The Health Professions Council is committed to warrant reasonable measures for safe evacuation of any persons in the event of a fire or emergency. It is the intention of HPC to achieve its statutory and 'duty of care' obligations through the application and implementation of the Safety Management System (SMS) defined under the Policy.

The Chief Executive and Registrar has ultimate responsibility for fire safety within Health Professions Council premises:

Signed: \_\_\_\_\_

Marc Seale  
Chief Executive and Registrar

Date: \_\_\_\_\_

# CONFIDENTIAL Controlled Document

This Safety Policy document was agreed by the Chief Executive and Registrar on:

**Signed by:**

**The Chief Executive and Registrar has ultimate responsibility for Safety within Health Professions Council:**

**Date:**

## Document Control

The Safety Policy is a controlled document and as such no changes can be made to the document or its content without the prior approval of the Chief Executive and Registrar.

## Revision History

Date	Version	Reason	Changed by

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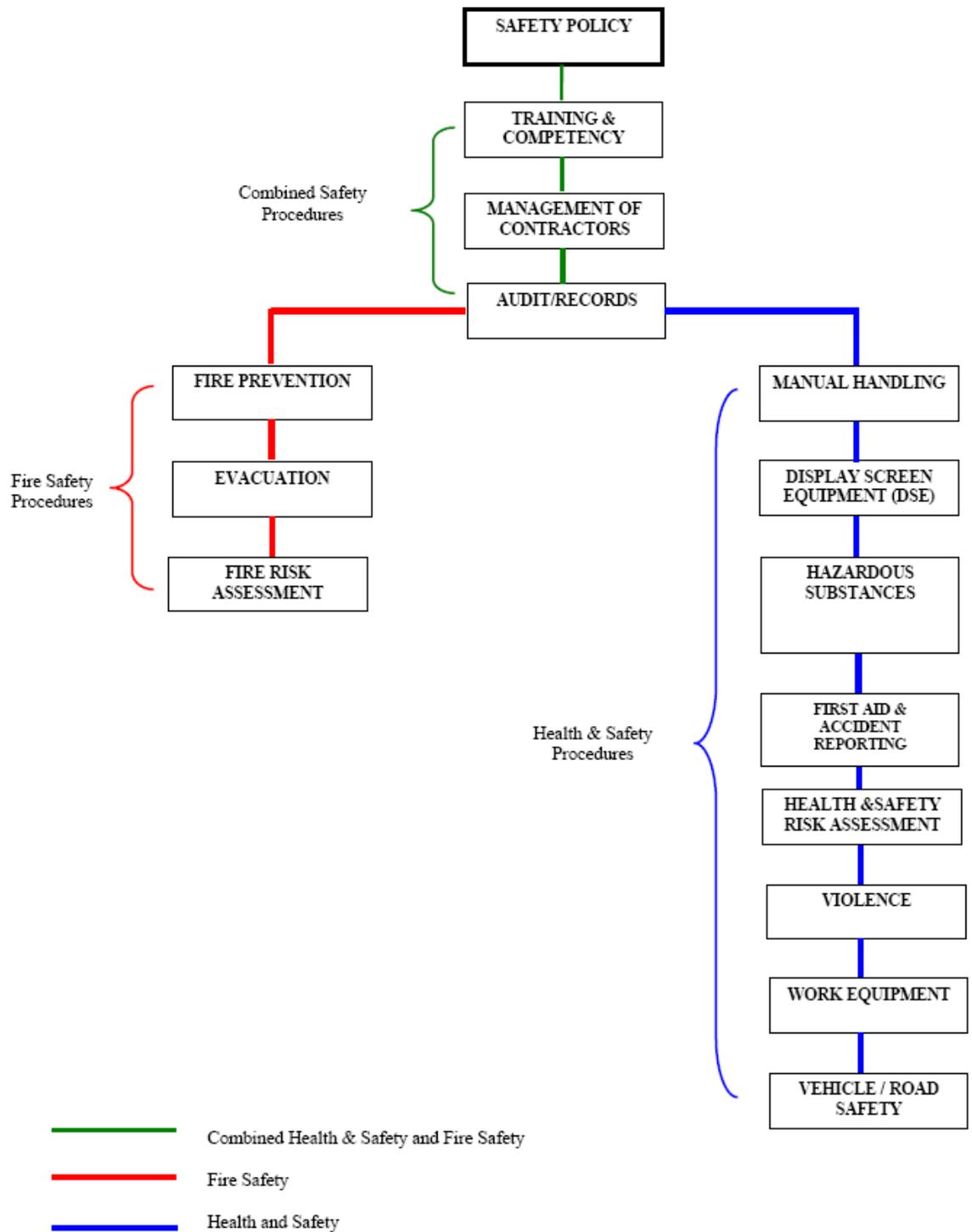
## 1.0 Introduction

- 1.1 The Health Professions Council's Safety Policy outlines various aspects and minimum requirements for the implementation and continuity of health & safety and fire safety matters for all occupants, employees and visitors of the Health Professions Council. This Safety Policy outlines detailed devolved health & safety and fire safety roles and responsibilities, Safety Management System structure and the strategy for health & safety and fire safety throughout Health Professions Council premises.

## 2.0 Safety Management System (Combined Health & Safety and Fire Safety)

- 2.1 The Health Professions Council and Senior Management have elected to meet the requirements for health & safety and fire safety legislation through the definition and implementation of a combined health & safety and fire safety management system (herein referred to as Safety Management System). The Safety Management System consists of this Policy and supporting documents as outlined within the following diagram.

# Health Profession's Council Safety Management System



### 3.0 Purpose

- 3.1 The purpose of this Safety Policy is to communicate how the Health Professions Council will respond to the requirements placed on it with respect to both health & safety and fire safety legislation and the 'duty of care' responsibilities to all persons working at or visiting the premises. This Safety Policy also considers good governance issues associated with the preservation of the construction of the premises and the building contents against the potential of fire damage.

### 4.0 Scope

- 4.1 This Safety Policy applies to the Health Professions Council. It outlines the process by which Senior Management devolves its responsibilities for health & safety and fire safety within its Departments with respect to the services it provides to the public and others having access to the premises.
- 4.2 Senior Management are responsible for ensuring sufficient arrangements are in place for the safety of all employees, contractors, visitors and other building occupants within Health Professions Council.
- 4.3 The Health Professions Council and Senior Management are committed to provide and maintain safe and healthy working conditions for employees, contractors and visitors. This includes:
- The undertaking of risk management activities to adequately control risks to persons in the work environment;
  - Compliance with all relevant legislation and standards;
  - Ensuring plant, equipment and substances are safe and without risk to health when properly used;
  - Monitoring and maintaining safe systems of work for the use, handling, storage and transportation of plant, equipment and substances;
  - Providing adequate facilities to protect the health, safety and welfare of all employees;
  - Providing appropriate health & safety training to all employees;
  - Providing information, supervision and instruction for employees;

- Consulting with all employees and contractors on matters affecting their health and safety and;
- To prevent accidents and cases of work-related ill health.

## 5.0 Statutory Requirements

### 5.1 Current Statutory Compliance

5.1.1 The Health Professions Council, Safety Group and the Chief Executive and Registrar shall ensure that all aspects of current health & safety and fire safety legislation are met in full.

### 5.2 Legislation

#### 5.2.1 Health & Safety Legislation:

- Health and Safety at Work Act 1974 and,
- Health and Safety Regulations:
  - The Management of Health and Safety at Work 1999,
  - Safe Use of Work Equipment, Provision and use of Work Equipment 1998,
  - Manual Handling Operations 1992,
  - Workplace (Health, Safety and Welfare) 1992,
  - Personal Protective Equipment at Work 1992,
  - Health and Safety (Display Screen Equipment) 1992.

#### 5.2.2 Fire Safety Legislation:

- Regulatory Reform (Fire Safety) Order 2005.

### 5.3 Changes to Legislation

5.3.1 The Safety Group shall monitor changes in health & safety and fire safety legislation and adapt this Safety Policy and any supportive procedures to suit the amended requirements.

## 6.0 Planning

6.1 Health & safety and fire safety requirements should be appropriately addressed and considered through both health & safety and fire risk assessments at every stage of each new initiative (i.e. when planning, equipment purchase or usage,

operational policies, new/changing responsibilities, services, systems of work, process, relocations, re-structuring, etc.). These health & safety and fire safety requirements should be incorporated throughout all stages of the development (i.e. conceptual stage, detailed design stage, commissioning stage, implementation stage and operational stage).

## **7.0 Responsibilities and Structure**

- 7.1 The Health Professions Council have devolved primary management responsibility for health & safety and fire safety at Senior Management level to the Chief Executive and Registrar supported by the Facilities Manager (Safety Officer).
- 7.2 This Policy defines the overall devolved responsibilities for health & safety and fire safety within the Health Professions Council. It identifies links between Senior Management level responsibilities and Department level responsibilities including upward and downward communication between employees at the Health Professions Council.
- 7.3 Detailed roles and responsibilities in each area of health & safety and fire risk management are defined within supporting headline procedures forming the Safety Management System.

## **8.0 Consultation / Liaison**

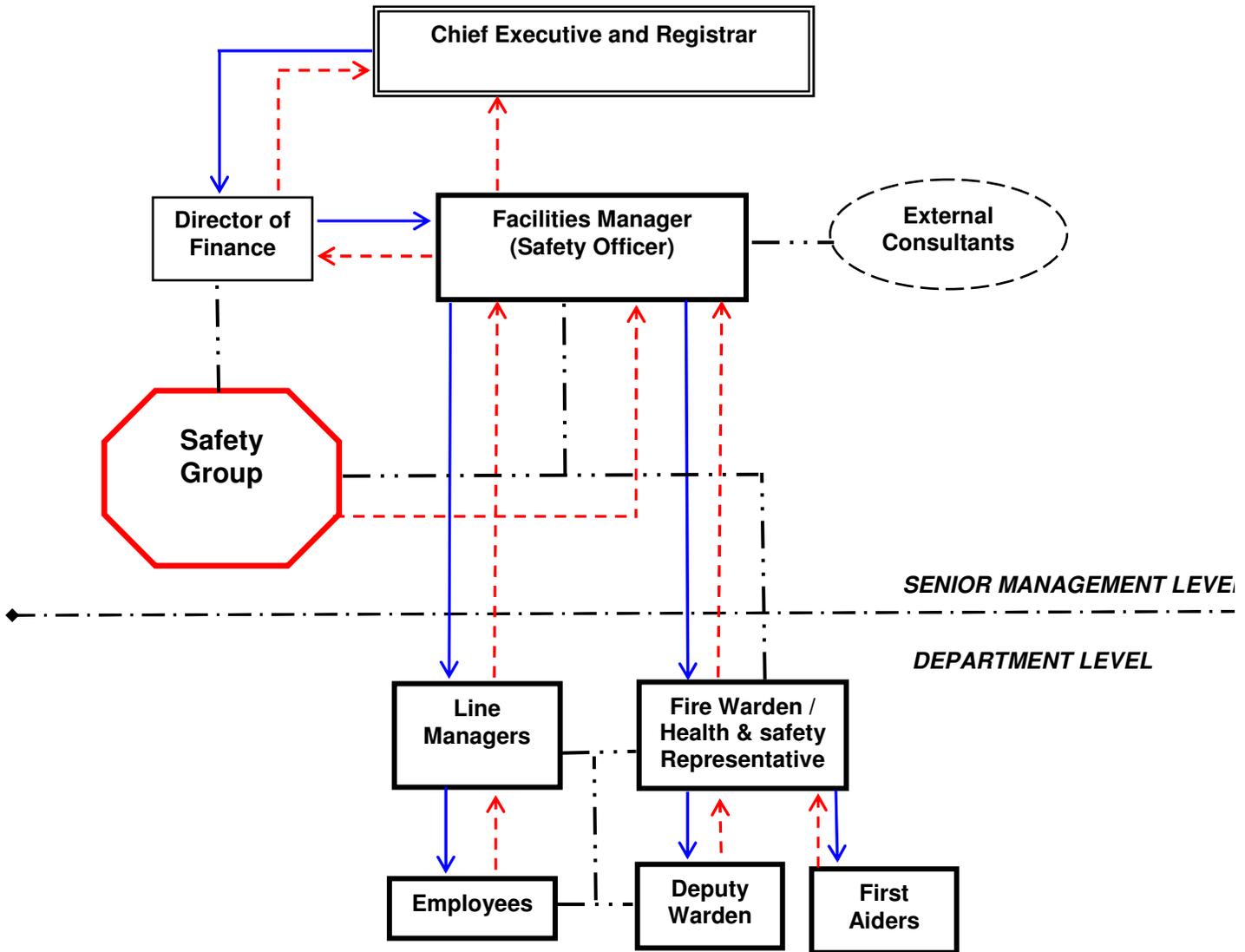
- 8.1 Senior Management have a duty under general health & safety legislation, (the Safety Representatives and the Health and Safety Committees Regulations 1977, the Health and Safety (consultation with Employees) Regulations 1996, Health and Safety at Work Act 1974, the Management of Health and Safety at Work Regulations 1999, the Regulatory Reform (Fire Safety) Order 2005 and any legislation / regulation superseding those that have been stated) when specifying and undertaking their role with respect to both health and safety and fire safety, to cooperate, inform and coordinate their actions with employees, contractors and visitors who occupy and resort in premises over which Health Professions Council have health & safety and fire safety responsibility.

8.2 The Health Professions Council will arrange systems and health and safety and fire safety procedures to ensure that communication and consultation takes place on a regular basis. A system is in place to ensure that issues raised at Departmental level are reported and discussed.

**9.0 Organisational Chart:**

This document outlines the Health & Safety and Fire Safety communication and consultation arrangements at the Health Professions Council.

**Health & Safety and Fire Safety at the Health Professions Council: - General Structure/Responsibility/Communication Chart**



---> Upward Communication

← Downward Communication

--- Liaison Communication

## 10.0 Organisation and Devolved Responsibility for Health & Safety and Fire Safety

*This section describes how the Health Professions Council organises and allocates responsibilities for Health & Safety and Fire Safety throughout the organisation.*

### 10.1 Chief Executive and Registrar

- Ultimate responsibility and accountability for ensuring the effective implementation and maintenance of this Safety Policy.
- Ensure appropriate allocation of human and financial resources to ensure that health & safety and fire risk is managed in line with the objectives of the Safety Management System.

### 10.2 Director of Finance

- Report to the Chief Executive and Registrar on all health & safety and fire safety matters.
- Liaise with the Facilities Manager (Safety Officer) on all health & safety and fire safety matters.
- Undertake the role of the Facilities Manager (Safety Officer) in his/her planned or unplanned absence.
- Assist the Chief Executive and Registrar on appropriate allocation of human and financial resources to ensure that health & safety and fire risk is managed in line with the objectives of the Safety Management System.

### 10.3 Facilities Manager (Safety Officer)

- Responsibility for the day to day management and implementation of the Safety Management System.
- Provide relevant health & safety and fire safety information and records to the Safety Representatives.
- Ensure that health & safety and fire safety implications are evaluated prior to purchase of any item and assess fire risk before introduction.
- Report to the Director of Finance on health & safety and fire incidents and audit findings.
- Report to the Chief Executive and Registrar during planned or unplanned absences of the Director of Finance on his / her behalf.

- Ensure that all roles and responsibilities for emergency evacuation have been clearly identified.
- Supervise Fire Wardens regarding emergency evacuation drills and ensure that employees have received fire safety training and are competency tested.
- Ensure that safety training requirements for all employees with devolved safety responsibilities are identified and delivered, including Fire Wardens, First Aid Officers, Safety Representatives, etc.
- Ensure that Managers are fully briefed on legislation guidance and Health Professions Council Safety Policy.
- Ensure all health & safety and fire safety issues arising from the Safety Management System are actioned.
- Ensure contractor's performance is monitored, commensurate with the nature of the work and health & safety and fire risks involved.
- Undertake appropriate action taken when contractors are identified performing poorly in terms of health & safety and fire safety.
- Select contractors from the 'Approved Contractors List' as outlined within the Management of Contractors Procedure.
- Responsible for issuing contractors with 'Permits to Work', 'Hot Work Permits' (if required) and specific contract conditions pertaining to health & safety and fire safety prior to commencement of work.
- Inspection and maintenance of first aid equipment as part of workplace inspections as defined within the Health & Safety Risk Assessment Procedure.
- Investigate employee's complaints, potential hazards, notifiable accidents and dangerous occurrences.
- Responsible for all health & safety and fire safety record keeping.

#### 10.4 External Consultants

*The role of an External Consultant (Fire Engineer / Health & Safety Specialist) will be required on occasions where particular health & safety and fire safety guidance and/or advice is needed. This may include specialised safety training or interpretation of safety standards, codes or legislation. The External Consultant must have relevant safety qualifications and extensive experience in application of safety within similar organisations to the Health Professions Council. His/her duties will include, but not be limited to the following:*

- Provide technical expertise to the Facilities Manager (Safety Officer) to enable fulfilment of duties effectively.
- Provide technical advice on the application and interpretation of prescriptive health & safety and fire safety guidance.
- Provide expert advice and interpretation on health & safety and fire safety legislation.
- Assist with the development of the Health Professions Council fire strategy.
- Assist with the development of a suitable health & safety and fire safety training programme, including the delivery of the training where required.
- Fire risk assessment review and Building Regulation interpretation for fire safety matters.
- Liaise and support the Facilities Manager regarding all health & safety and fire safety matters, including advice, strategy, training, and risk assessments.

#### 10.5 Safety Group

- Monitor the identification of responsibilities and training requirements for all devolved responsibilities identified for each Department.
- Identify the need to review health & safety and fire risk assessments following any major incident or dangerous occurrence.
- Ensure employees are consulted on health & safety and fire safety issues.
- Ensure that all health & safety and fire safety audits for each Department are undertaken, examine reports and ensure completion of action items.
- Discuss all health & safety and fire incident statistics during group meetings and maintain relevant documents.
- Review safe systems of work and safety procedures.
- Monitor and review the adequacy of health & safety and fire safety communication and publicity within the workplace.
- Continuously monitor all arrangements for health & safety and fire safety and revise them whenever necessary.
- Conduct workplace inspections as per the Health & Safety Risk Assessment Procedure.

## 10.6 Line Managers

- Responsible for developing Personal Emergency Evacuation Plan's (PEEP's) for employees unable to evacuate unassisted or independently in the event of a fire or emergency.
- Responsible for active and continued commitment to health & safety and fire safety at Department Level.
- Ensure that goals are set for health & safety and fire safety performance at a Department Level.
- Monitor contractor's performance commensurate with the nature of the work and health & safety and fire risks involved within their area.
- Consult with the Facilities Manager (Safety Officer) regarding all outstanding and non-compliant health & safety and fire safety management issues.

## 10.7 Fire Warden

- Liaise with the Facilities Manager (Safety Officer) for all fire safety matters.
- Liaise with the Safety Committee on all fire safety and / or health and safety matters.
- Ensure that provisions are available for emergency evacuation for occupants with a disability.
- Liaise with the Facilities Manager (Safety Officer) in the emergency evacuation process and undertake any further responsibilities outlined within the 'Emergency Evacuation Procedure'
- Ensure fire log books are located within their demise and are kept up to date and maintained.
- Responsible for ensuring that daily housekeeping is kept in good condition and fire prevention checks are conducted regularly.
- Responsible for advising occupants within their area of the nearest assembly point and remain with any occupant within their area (as per their PEEP) who has a disability (provided it is safe to do so).

## 10.8 Deputy Warden

- Liaise and support the Fire Warden for all fire safety matters.
- Assist in the emergency evacuation process.
- Maintain awareness of fire safety housekeeping on a daily basis

- Responsible for ensuring that daily housekeeping is kept in good condition and fire prevention checks are conducted regularly, and all records and reports are forwarded to the Facilities Manager (Safety Officer) for record keeping.
- Undertake the responsibilities of the Fire Warden in his/her absence (planned or unplanned)

## 10.9 Health & Safety Representatives

- Representing employees in discussions with the Safety Committee on health, safety or fire safety issues and in discussions with the Health and Safety Executive or other enforcing authorities.
- Liaise with the Facilities Manager (Safety Officer) on health and safety information.
- Conduct workplace inspections as outlined within the 'Health & Safety Risk Assessment Procedure'
- Assist the Facilities Manager (Safety Officer) with investigations of employee's complaints, potential hazards, notifiable accidents and dangerous occurrences.
- Liaise with the Facilities Manager (Safety Officer) on all training needs and requirements. Review the 'training needs analysis' at safety committee meetings.
- Liaise with the First Aiders on all incident / accident reports.
- Report to the Facilities Manager (Safety Officer) on all health & safety issues.
- Review all health & safety and fire safety audits and completion of action items.

## 10.10 First Aiders

- Provide first aid care to all employees where required.
- Coordination of records of injuries and illness.
- Responsible for the arrangement of prompt and appropriate referral to medical aid as required.
- Report to the Health & Safety Representative on incidents / accidents and near misses and other issues relating to first aid.

## 10.11 Employees

Employees have a vital part to play in the effective operation of the Safety Policy. The Health and Safety at Work Act 1974 and The Management of Health and Safety at Work Regulations 1999, require employees to take reasonable care for the safety of themselves and others at work and to co-operate with their employer and others in fulfilling statutory responsibilities.

*It is the duty of each employee to:*

- Take reasonable care for the health & safety and fire safety of themselves and others, who may be affected by their acts or omissions at work.
- Co-operate with management on all matters concerning health & safety and fire safety and attend all related training sessions when requested to do so.
- Inform their Manager or the Facilities Manager (Safety Officer) immediately of any situation, which they have reason to believe, might present a serious or imminent danger. The danger could concern their own or others' safety.
- Follow any code of practice or safe-working procedures relevant to work activity and adhere to any agreed verbal or written instruction given on health & safety and fire safety matters.
- Not indulge in reckless or careless behaviour or misuse premises or equipment.