

## Health and Safety Policy

### 1. The General Statement of Intent

Dear Colleagues

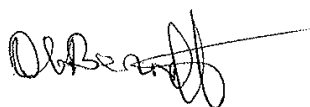
I am pleased to have the opportunity of adding a foreword to Monitor's updated Health and Safety Policy, which sets out the commitment of Monitor to high standards of health and safety and the arrangements for achieving them.

I am committed to ensuring, by all reasonable practicable means, the health, safety and welfare of Monitor staff, contractors, visitors and others affected by our activities and accept that I am accountable for health and safety at Monitor.

I believe that this commitment can best be delivered through the following policy towards safety:

- ensuring that Monitor's legal duties, statutory obligations, policies and procedures are complied with at all times;
- using a risk assessment process to minimise personal injury, ill health, fire or damage to property;
- creating an environment which encourages staff to identify and prevent unsafe acts at source;
- providing staff with sufficient training, instruction, information and supervision to develop and encourage safety awareness;
- encouraging the understanding and implementation of the policy at all levels as well as employee involvement and consultation in the management of safety; and
- maintaining adequate records to enable easy presentation of evidence of the operation of safety systems.

A successful safety policy depends on the full commitment and cooperation of all Monitor staff. I am confident that all concerned recognise the need to take care of their own health and safety and of others, and to cooperate fully with current health and safety arrangements and future developments.



David Bennett  
Interim Chief Executive

May 2010

## 1.1 Purpose

Monitor is committed to meeting its duty to ensure, as far as is reasonably practicable, the health, safety and welfare at work of all its employees. This policy addresses not only the duties of Monitor to protect the health, safety and welfare of its employees, but also the obligations placed upon every employee while at work.

## 1.2 Scope

This policy applies to all Monitor employees (full or part time, temporary or permanent), and to all temporary, casual and contract workers while working on Monitor's premises. For the purpose of this policy, a reference to employee also includes all temporary, casual and contract workers.

This policy should be read in conjunction with Monitor's other safety and occupational health related policies and procedures, including:

- Accident Reporting
- Evacuation, Fire Drills and Assembly Points
- First Aid
- Work Life Balance Policy
- Clear Desk Policy
- Maternity, Paternity and Adoption Policy
- Eyesight Tests Policy
- Harassment Policy

These policies provide more detailed information and guidance on specific issues and can be found under on Monitor's intranet <https://www.reg.monitor-nhsft.gov.uk> (information is contained within Your HR\Policies and procedures).

Employees are encouraged to check Monitor's staff intranet regularly for additional policies and to refresh their understanding of existing policies and procedures.

## 2. Responsibilities

An organisation chart setting out the positions/levels within Monitor responsible for health and safety is contained in Appendix 1.

### 2.1 Executive level

The **Chief Executive** is the accountable officer and accepts overall responsibility for all aspects of health safety and welfare.

### 2.2 Management level

The **Senior Management Team (SMT)** is responsible for:

- providing strategic direction and endorsing health and safety strategies;
- providing support to the Chief Executive to meet the safety responsibilities of Monitor;
- ensuring robust health and safety management systems and arrangements exists in each Directorate;
- health, safety and welfare of the staff in their Directorate.

The **Director of Human Resources & Corporate Services** is responsible for:

- developing a proactive health and safety culture throughout Monitor;
- ensuring appropriate resources are committed to health and safety training, and overseeing effective induction arrangements; and
- ensuring Line Managers receive relevant health and safety training.

The **Office/Facilities Manager** is responsible for:

- day to day actions and activities concerning health and safety;
- developing and implementing, through appropriate consultation, procedures to support the policy;
- maintaining an accident reporting system and investigating all health and safety accidents and “near misses” in conjunction with Line Managers;
- inducting new workers (whether permanent, temporary, full or part time), and third party contractors on health and safety arrangements and keeping appropriate documentation;
- ensuring sufficient staff with training in First Aid and Fire Safety are based in Monitor’s premises; and
- ensuring maintenance arrangements are in place for equipment, systems and facilities (e.g. emergency lighting, fire extinguishers, portable electrical equipment testing, signage etc) and appropriate records are kept.

**Line Managers** are responsible for:

- ensuring all staff under their direction attend and complete all necessary health and safety training and are aware of all relevant health and safety procedures;
- cooperating with the Office/Facilities Manager to ensure that appropriate risk assessments are carried out for any activities undertaken by their staff in carrying out the duties of their role;
- where staff are working flexibly, outside normal office hours, (including travel arrangements when working off-site) ensuring that all risks have been discussed and considered with staff and minimised as far as practicable;
- encouraging consultation with staff on health and safety matters through inclusion on agendas of Directorate and team meetings;
- organising their respective Teams so that operations or work carried out is to a satisfactory standard of safety, resulting in minimal risk to people, equipment and materials; and
- ensuring all accidents and “near misses” are reported to the Office/Facilities Manager.

## **2.3 Employees**

All employees whether full or part time, temporary or permanent, and all contract workers while working on Monitor’s premises are responsible for:

- taking reasonable care for the health and safety of themselves and others and co-operating fully with the arrangements in place for Monitor to meet its legal responsibilities for health and safety;
- reporting to the Office/Facilities Manager or their Line Manager, any health and safety hazards or unsafe practices; any building and/or equipment defects;

any shortfalls in cleanliness or issues and concerns which could be detrimental to themselves and others;

- complying with health and safety policy and related procedures. Any wilful breach will be considered a disciplinary matter and may in some cases lead to dismissal;
- not attempting to repair any item of electrical equipment (unless properly authorised to do so) but to report any faults to the Office/Facilities Manager or their Line Manager;
- keeping a tidy workstation ensuring that passageways are kept clear and that cables are not allowed to trail across open floor spaces;
- not attempting to lift heavy, awkward or dangerous loads. The Facilities Team should be contacted to arrange for removal of loose items or to organise any heavy lifting;
- not plugging personal electrical equipment into the mains power supply inside Monitor's office (with the exception of mobile phone chargers). If in doubt you must check with the Facilities Team first;
- undertaking health and safety related training within the timescale specified. You must also put into practice all instruction, training and systems of work intended to ensure safety; and
- bringing to the attention of their Line Manager any work related activities (e.g. driving, flexible working, travelling arrangements) in order that any potential risks can be identified and ways agreed to minimise them.

### **3. General arrangements**

#### **3.1 Communication and consultation**

Monitor's policy of communicating with employees on matters affecting their health and safety is proportionate to the size of the organisation and the level of risk involved. This policy seeks to comply with the provisions of *the Safety Representatives and Safety Committees Regulations 1977* and the *Health and Safety (Consultation with Employees) Regulations 1996*.

- employees are provided with health and safety information in a number of different ways including, but not limited to, induction, newsletters, circulars, Monitor's intranet, notice boards and team meetings;
- health and safety is encouraged to be a regular item on the agenda at Directorate and team meetings and allows for communication and consultation with staff at a local level on issues of health and safety concern. The Office/Facilities Manager will attend such meetings as appropriate; and
- any significant changes to this Policy will be communicated to staff following appropriate consultation.

#### **3.2 Risk management**

Monitor uses the concept of risk assessment as a fundamental part of its approach to safety management. The organisation is committed to identifying the risks brought about by its activities followed by implementation of control measures to reduce risks to a level that is as low as reasonably practicable.

Due to the relatively low risk environment at Monitor, a simple 5 x 5 scoring system can be used to evaluate the "likelihood" and "severity" of the risks. These can then be ranked so that the highest rated risks are addressed as priorities.

Risks connected with work activities are assessed by:

- identifying the groups of staff;
- identifying the main activities they perform (e.g. working at display screen equipment);
- listing the significant hazards associated with those tasks; and
- selecting the most appropriate control measure to minimise the hazard.

Risk assessments must be carried out in conjunction with the staff performing the task and Line Managers where appropriate. Control measures must be implemented and these may include, in a limited number of cases, formal safe systems of work.

### **3.3 Accident reporting and investigation**

Monitor's policy is to use preventative measures to stop accidents occurring. On the occasion of accidents, incidents, near misses (a "near miss" is an event which under slightly different circumstances could have resulted in an accident) and occupational ill-health, the circumstances are to be reported and investigated promptly. When the underlying causes have been identified action is to be taken to prevent recurrence.

#### **Reporting responsibilities**

Personal accidents and near misses are reported via the procedure outlined on the intranet, in the Health and Safety section.

It is the responsibility of:

- all employees to ensure that all accidents, incidents, near misses and instances of occupational ill-health are reported;
- line managers, in conjunction with the Office/Facilities Manager, to ensure that instances are adequately investigated and remedial action taken; and
- Monitor to ensure that any injury, disease or dangerous occurrence that falls within the categories outlined in RIDDOR (Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995), is reported within the relevant timescale.

Appropriate forms for reporting such occurrences are readily available through Corporate Services. The completed form should be sent to and held by Human Resources for checking and recording.

#### **First aid**

Monitor provides first aid with the objectives of preserving life, limiting the effects of the condition and promoting recovery. To meet these objectives Monitor has ensured:

- adequate first aid provisions are in place for employees and/or visitors including contractors should they become injured or ill whilst at work at Monitor. A list of current HSE Approved First Aiders is displayed in the ground floor and lower ground floor kitchens. Current First Aiders are:
  - John Ross (ext 2426);
  - Marisa Mitchell (ext 2400); and

The nearest Accident & Emergency is at St Thomas' Hospital (open 24 hours, 365 days a year), Westminster Bridge Road, London SE1 7EH

The nearest NHS Walk-in Centre is at 63 Buckingham Gate, London SW1E 6AS.

- first aid boxes are located in the Lower Ground Floor, Ground Floor and Third Floor kitchen areas with a sufficient quantity of suitable first-aid material. Box locations will be easily identified and contents monitored regularly by Facilities; and
- employees are provided with appropriate information at induction to ensure they are aware of first-aid provisions.

### **3.4 Fire and emergency evacuation**

It is Monitor's policy that its premises will be subject to a fire risk assessment to determine the level of fire precautions and that staff will be trained to enable them to act correctly in the event of a fire.

- all staff are fully informed and trained in local evacuation procedures at induction and will receive suitable refresher training as appropriate;
- risk assessments are carried out annually to ensure that, as far as is reasonably practicable, all fire hazards and/or risks are minimised;
- all escape routes are easily identified and kept clear of obstructions at all times. Emergency lighting, fire alarms and fire fighting equipment is suitably maintained and tested at regular intervals;
- fire drills are carried out at least every 6 months (by arrangement with the managing agents for the building). Fire alarms are tested on a weekly basis (every Wednesday at 10.00am);
- suitable numbers of Fire Wardens are appointed and trained to assist with evacuation procedures. A list of current Fire Wardens is displayed in the lower ground and ground floor kitchens. Current Fire Wardens are:
  - John Ross (Third floor);
  - Marisa Mitchell (Ground floor);
  - Sharon Hunter (Ground floor);
  - Matthew Simpson (Third floor); and
  - Rachel Millest (Lower Ground floor).
  - Sandeep Shah (Lower Ground Floor)

#### **Other emergency evacuations**

Emergency evacuations prompted by other events (e.g. bomb threat) will have the same essential principles as for fire evacuation. Other emergency evacuations may not be signalled by an audible alarm, but via Fire Wardens as one or more escape routes could be impacted. Specific instructions will be issued to staff as the need arises.

Employees should read the appropriate evacuation procedure for secondary assembly points which can be found on the intranet.

## 4. Specific arrangements

This section provides information on arrangements for health and safety within Monitor to address specific work activities, statutory obligations or particular hazards. More detailed information can often be found in policies and procedures on the intranet. Staff are encouraged to check this regularly for new developments.

### Display screen equipment (DSE)

Monitor's policy is to provide safe working conditions in compliance with the *Health and Safety (Display Screen Equipment) Regulations 1992*, the objective being to minimise the risk of occupational ill health.

- the overwhelming majority of employees at Monitor are dependent on the daily and prolonged use of DSE and are classed as essential users under the guidelines. Monitor will ensure that risk assessments are carried out annually (or whenever circumstances significantly change) to identify and minimise any workstation hazards and risks that the user may be exposed to;
- risk assessments will cover the whole working environment including IT equipment, workstations, work patterns, and lighting;
- all employees are entitled to have a free eyesight test every 2 years on appointment and on request. More detailed information is available in Monitor's Eyesight Tests Policy on the intranet;
- as part of the workstation risk assessment all users of DSE shall be provided with suitable and sufficient training in how to correctly set up and maintain their workstation;
- health & safety guidance recommends that anyone working regularly at a computer screen, keyboard and mouse should take regular breaks. It is recommended that you have a five to ten minute break approximately every hour rather than sit at the keyboard and screen for several hours without a break. Short frequent breaks are more effective than long infrequent breaks; and
- employees should report any health issues associated with the use of display screen equipment immediately to Facilities and/or HR.

### Pregnant workers and new mothers

- on receipt of the formal notification of pregnancy Monitor shall arrange for a risk assessment relevant to that person's work to be completed;
- for any potential risks that are identified and which could represent an additional risk, efforts will be made by Monitor to eliminate or minimise them;
- employees should report any changes in their health, and/or specific advice given by a medical practitioner during the course of their pregnancy immediately to HR.

Further details are set out in the Maternity, Paternity and Adoption Policy available on the intranet.

## **Manual handling**

Monitor's policy in respect of manual handling is to identify and minimise risks in compliance with the *Manual Handling Operations Regulations Regulations 1992*:

- employees should never attempt to lift heavy, awkward or dangerous loads. The Facilities Team should be contacted to arrange for removal of loose items or to organise any heavy lifting;
- all employees who regularly perform manual handling as part of their normal duties will attend manual handling training; and
- risk assessments will be carried out for any special task where there is a significant risk to personnel who are required to move an object through pushing, pulling, carrying or lifting. The assessment will consider the load, the working environment and the physical capability of the individual.

## **Occupational road risk and travelling on Monitor business**

Monitor employees do not regularly drive as an essential part of day to day duties. However there are specific times when an employee may decide that driving (e.g. to attend an external meeting or conference) is the most convenient and practical form of transport. Monitor acknowledges that travelling by road is potentially hazardous in comparison to alternative modes of transport (e.g. rail, air) and that it has a duty to manage the safety of employees who drive in the course of their employment.

Similarly, Monitor acknowledges that employees who travel on business away from base are effectively at work while travelling and are due a duty of care by their employer:

- employees must inform their line manager of their intention to drive on Monitor business in order that any potential risks can be identified and reduced as far as practicable. Potential risks may be fatigue (making sure journeys are sensibly scheduled), stress, working alone;
- line managers must ensure that the journey is necessary and that full consideration has been given to using other, safer methods of transport particularly for longer journeys; and
- employees must inform their Line Manager of their travel arrangements (transport, accommodation arrangements) when working away from Monitor's offices (e.g. attending an off site meeting or conference) especially when this may involve travelling alone and late at night.

## **Control of substances hazardous to health (COSHH)**

As a matter of policy, Monitor does not use strong chemicals and hazardous substances as part of day to day activities. For example cleaning materials used are normal household products.

- whenever a potentially hazardous substance must be used a risk assessment will be undertaken to minimise any risk; and
- full training and information will be given to all employees who are required to handle such substances and appropriate personal protective equipment issued.



## **Portable electrical equipment**

- all portable electrical appliances will be inspected and tested annually by a competent person and appropriate records kept.

## **Third party contractors**

- where appropriate, third party contractors will be required to submit a copy of their safety documentation i.e. Health & Safety Policy, liability insurance and risk assessments/method statements prior to commencing work so that Monitor can ensure appropriate consideration has been given to safety;
- third party contractors will be supplied with a copy of Monitor's Health and Safety Policy and will be expected to abide by the policy unless a variation has been explicitly agreed; and
- all contractors undertaking work within Monitor's offices will be provided with information on local Health and Safety arrangements where appropriate and will only commence work with the approval of the Office/Facilities Manager.

## **Building maintenance**

- planned preventative maintenance for key building services such as air-conditioning, heating, hot and cold water supplies are the responsibility of the Landlord. Where appropriate, copies of reports to demonstrate compliance with statutory requirements will be obtained from the Landlord by the Office/Facilities Manager; and
- for services directly under the control of Monitor such as lighting, cleaning, fire extinguishers, intruder alarm systems, sanitary facilities and general decoration, appropriate records will be kept by the Office/Facilities Manager.

## **Premises security**

- appropriate security measures will be in place at Monitor and these will be actively monitored and reviewed to ensure the safety of workers, visitors and equipment. All visitors will be signed in at Reception;
- arrangements will be made for the provision of sufficient key holders and suitable training and information will be provided.

## **Occupational health**

Provision will be made for employees to discuss occupational health related issues in confidence with an occupational health professional. Further details are available from HR.

## **Harassment**

Monitor as an employer is under a legal obligation of a duty of care to provide both a safe place and safe system of work. Please refer to the separate Harassment Policy for further details.

## **Alcohol and/or drug misuse**

- Consuming alcohol during working hours, and working while intoxicated may be considered gross misconduct in terms of the Standards, Performance and Attendance Policy; and

- Alcohol and/or drug misuse may be treated as an illness when health, occupational, domestic or social problems occur. If you suffer such an illness, Monitor will treat you fairly, and in confidence, and you will be encouraged to seek appropriate external professional assistance. Monitor will also, as far as possible adopt a sympathetic attitude to any employee undergoing drugs and/or alcohol rehabilitation.

## **Stress**

- Monitor recognises the potential dangers of work-related stress, and seeks to offer support should you suffer from stress. Should you suffer work-related stress please discuss this matter with your line manager or the Director of HR & CS. Depending on the severity of the stress, your line manager may need to consider reducing workloads, a change of job role, job rotation, or a period of part time employment;
- employees are encouraged to report, in confidence, any concerns about colleagues to their line manager or to HR so that any problems can be addressed and if possible prevented; and
- Monitor has a confidential employee assistance and therapy service (provided by Empathy 0845 060 3672) for employees which is available 24 hours a day. The service is designed to help with a wide variety of work and non-work related problems.

## **Home-working**

Monitor is committed to providing an environment in which employees have some discretion and flexibility to work from home. This generally takes the form of occasional home working to assist with the delivery of a particular project or to accommodate a medical appointment. Further details are contained within Monitor's Work Life Balance Policy which is available on the intranet. When considering home working all employees must bring the issue to the attention of their Line Manager in order that any potential risks can be identified and ways agreed to minimise them.

## **Training**

- provision will be made to ensure all employees receive adequate information, instruction and training with respect to health and safety;
- new starters will receive health and safety training during their initial induction; and
- on the job training will take a number of different forms depending on the job role (e.g. computer based training, workshop based etc).

## **5. Monitoring and performance review**

Monitor is committed to a process of continually improving its arrangements for ensuring the health, safety and welfare of its employees, so far as is reasonably practicable. It recognises health and safety auditing as an essential component in measuring and validating the organisation's compliance with legal requirements and its organisational objectives.

- The Office/Facilities Manager and the Director of HR & CS will provide the Management Committee with a health and safety update every six months.

- the Director of HR & CS will submit an annual report on health and safety to the Board;
- health and safety performance will be subject to review by Monitor's internal auditors at regular intervals to be agreed by SMT. Monitor is committed to using audit results to improve its health and safety arrangements; and
- this policy will be reviewed following any significant organisational change at Monitor and at least annually.

This policy is for guidance only and does not form part of your contract of employment.

**DECLARATION:**

I have read and understood Monitor's HEALTH AND SAFETY POLICY and agree to work to the expected standards.

Signature.....

Date.....

Print Name.....

PLEASE RETURN TO THE HR TEAM

Appendix 1

Organisation chart: responsibility for health and safety

