

South East England Development Agency (SEEDA)

Health & Safety Policy

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SEEDA HEALTH & SAFETY POLICY - STATEMENT OF INTENT

Our Health and Safety Policy is our commitment to manage Health and Safety with the same degree of expertise and to the same standards as our other core business activities. SEEDA recognises the importance of safe working practices and will comply with all current relevant legislation and Approved Codes of Practice to ensure the health, safety and welfare of their employees and others affected by their activities so far as is reasonably practicable.

This Policy sets a clear direction for SEEDA to follow: it describes the principles and management practices which contribute to all aspects of business performance as part of a demonstrable commitment to continuous improvement. We support a robust framework for management activity necessarily including the allocation of responsibilities and developing strong working relationships in order to deliver improved performance.

Performance is measured against agreed standards to show when and where improvement is needed. Active self-monitoring reveals how effectively the Health and Safety management system is functioning. Health and Safety objectives set out in this policy are both short and long term; measurable and agreed with those who deliver them and prioritised against SEEDA's business needs.

The allocation of duties for Health and Safety matters and our arrangements for ensuring that the policy is implemented are set out.

The policy will be reviewed annually by the Health and Safety Committee in consultation with employees. Our policy is to provide and maintain safe and healthy working conditions, equipment and systems of work for all employees and to provide such information, training and supervision as they need for this purpose.

Successful health and safety management

- creates a culture in which every employee is involved in creating a safe working environment for themselves and others;
- contributes to business performance;
- ensures a systematic approach to the identification of risks and the allocation of resources to control them;
- Supports quality initiatives aimed at continuous improvement.

An excellent company is by definition a safe company. Since we are committed to quality and excellence we should all be aware that minimising risks to people is inseparable from our other corporate objectives. The responsibility to ensure we achieve this extends to each and every employee.

Pam Alexander
Chief Executive

December 2008

SEEDA'S RESPONSIBILITIES

The Health and Safety at Work etc. Act 1974 states that it shall be the duty of every employer to ensure, as far as is reasonably practicable, the health, safety and welfare at work of all employees.

The duty extends to all employees and exists whilst an employee is in the course of their employment. We, as the employer will pay particular attention to:

1. the provision and maintenance of equipment and systems of work that are safe and without risks to health;
2. arrangements for ensuring safety and absence of risks to health in connection with the use, handling, storage and transport of articles and substances;
3. the provision of such information, instruction, training and supervision as is necessary to ensure the health and safety at work of the employees;
4. the maintenance of any place of work under the employer's control in a condition which is safe and without risks to health (including access to and egress from);
5. the provision and maintenance of a working environment for employees that is safe, without risks to health and adequate as regards facilities and arrangements for their welfare at work.

We shall conduct our business so as to ensure, as far as is reasonably practicable, that people other than employees (e.g. employees of contractors, visitors, members of the public) who could be affected are not exposed to health or safety risks.

In order to comply with our obligations this involves:

- Hazard identification - identifying significant hazards which by definition have the potential to cause injury, harm or property damage
- Risk assessment - assessing the risk which may arise from hazards
- Risk control - deciding on suitable measures to eliminate, reduce or control risk
- Implementing and maintaining control measures – ensuring effective standards.

Our Chief Executive and Executive Board of Directors are ultimately responsible for Health and Safety. They have key tasks:

- Devising Health and Safety Policy
- Establishing strategies to implement Policy and integrating these into general business activity
- Specifying a structure for planning, measuring, reviewing and auditing Health and Safety Policy
- Specifying a structure for implementing Policy and supporting procedures
- Agreeing plans for improvement and reviewing progress to develop the Health and Safety management system
- Pursuing Health and Safety objectives according to the word and spirit of the Policy.

The key outputs will include written statements for policy and strategic objectives; written statements of the organisation for planning, implementing, measuring, auditing and reviewing and general plans for containing specific objectives for each year.

The Board has appointed the Head of Facilities as Health and Safety Manager to be directly responsible for the overall establishment and implementation of our Health and Safety Policy, acting as the competent person responsible for Health and Safety management and compliance in accordance with all current relevant legislation.

To assist in this role we have formed a Health and Safety Committee with defined responsibilities. These will include the provision of planning and implementing services to ensure the effectiveness of the Policy. The Committee will also ensure the participation and involvement of employees and their representatives.

Business Area/Job Title	Named Person	Responsibilities
Head of Facilities	Richard Muir	Act as 'Competent Person'. Produce detailed strategic plans to achieve corporate Health and Safety objectives. Establish management arrangements, Risk Control Systems (RCS) and workplace precautions to associated performance standards. Produce Health and Safety operational plans for specific objectives. Co-ordinating specialist advice where required for compliance and audit. Representative of SEEDA as member of the British Safety Council.
HR	TBC	Review HR policies and procedures and communicate via H&S Manager as appropriate. Ensure that all managers and staff are provided with sufficient training and ensure that the Health and Safety Representatives are "competent" persons. Provision of updates on occupational health issues and working practices. Absence monitoring and reporting.
Facilities Administrator	Joanne Munro	Provision of specification for management arrangements including operational plans. Up to date documentation. Collation of reports, inspections and monitoring procedures. Provision of information on premises security, maintenance, approval and supervision of contractors, plant and equipment maintenance and premises safety and housekeeping.
Hastings Safety Representative	Rachael Tate	Implementation of site operational plans to performance standards. Provision of site information for monitoring and documentation. Communication and participation at all levels for Health and Safety activities. Co-ordinating involvement of employees.
Chatham Safety Representative	TBC	Implementation of site operational plans to performance standards. Provision of site information for monitoring and documentation. Communication and participation at all levels for Health and Safety activities. Co-ordinating involvement of employees.
Brussels Safety Representative	TBC	Implementation of site operational plans to performance standards. Provision of site information for monitoring and documentation. Communication and participation at all levels for Health and Safety activities. Co-ordinating involvement of employees

Union Representative(s)	TBC	Nominated by Union(s) for effective collaboration and co-ordination
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The role of the Health and Safety Committee is to draw up the implementation plan, allocate responsibilities and monitor progress. The Committee will also review the Health and Safety management system and evaluate any recommendations to incorporate them in the implementation plan.

Their key role is to communicate the intent and the demonstration of commitment to the Health and Safety management system. The output is to prepare a manual covering the principles and management arrangements which will be readily available in both hard copy and via the SEEDA intranet.

The Committee's role is also that of a centre for the pooling and dissemination of information and advice, both internal and external. The members of the Health and Safety Committee have individual responsibilities as shown above, with Representatives from each office site. The Representatives will provide the forum for information and feedback to all staff.

The Union Representative(s) will be nominated by the Union(s) designated to SEEDA.

MANAGERS' RESPONSIBILITIES

SEEDA expects managers to recognise and encourage the involvement of employees and Health and Safety representatives in all Health and Safety activities.

Managers have the responsibility for controlling factors leading to ill-health, injury or loss, irrespective of the locations from which those staff work or operate. In addition Managers have overall responsibility for the health, safety and welfare of people (both staff and visitors and contractors) at locations which fall within their areas of operation, irrespective of whether those staff report to them. Consequently it is every Manager's responsibility to ensure that the Health and Safety Policy is implemented.

This includes:

1. Arranging for risks assessments to be carried out as appropriate and that plans are put in place to eliminate, minimise or manage risks accordingly;
2. Arranging for the proper training of their employees and other people under their control to ensure that they are competent to work safely;
3. Adopting and maintaining safe systems of work;
4. Ensuring that, where appropriate, Site Health and Safety Co-ordinators are appointed and that suitable arrangements are established for their effectiveness;
5. Ensure staff under the managers' control understand their responsibilities for health and safety and where their job role specifically includes such responsibilities, regular assessment of their performance in carrying these out is conducted;
6. Selecting contractors and suppliers who meet the standards of Health and Safety required by the Policy;
7. Selecting and inspecting of equipment and operating standards to ensure identification and correction of deficiencies;
8. Assessing risks to ensure compliance with the procedure on Accident Reporting and Investigation

9. Developing initiatives and plans for the promotion of health and safety awareness amongst all staff.

Managers are also responsible for ensuring that all activities under their control are carried out in accordance with the word and spirit of the Policy. In particular they are responsible for ensuring that:

1. Employees and other people under their control are aware of their individual responsibilities, accountabilities, tasks and targets for Health and Safety and environmental protection;
2. Employees and other people under their control are made aware of any Health and Safety hazards and risk control measures;
3. Employees and other people under their control are aware of the content of this Health and Safety Policy and any other Health and Safety matters which may affect them;
4. Work under their control is conducted in a safe and responsible manner by appropriately trained and competent persons;
5. Any unsatisfactory equipment or systems of work or of any incidents causing or having the potential to cause injury or damage are escalated appropriately through line management or the relevant Health and Safety Committee member.

EMPLOYEES' RESPONSIBILITIES

We will periodically remind Employees of their responsibility; what is expected of them and how performance in this area will be measured.

The Health and Safety at Work etc. Act 1974 states that it is the duty of every employee while at work:

- To take reasonable care for the health and safety of himself and other persons who may be affected by his acts or omissions at work; and
- As regards any duty or requirement imposed by his employer or any other person by or under any of the relevant statutory provisions, to co-operate with him so far as is necessary to enable that duty or requirement to be performed or complied with.

The duty is imposed on all employees at all levels including managers. The more senior the employee the more important this duty will prove to be.

Whilst the above duties are fairly general, the following are more specific:

- Every employee shall use any machinery, plant, equipment, substance, transport equipment, means of production or safety device provided to him by his employer in accordance with ;
 - i. Any training in the use of the equipment concerned which has been received by him.
 - ii. The instructions respecting that use which have been provided to him by the said employer in compliance with the requirements and prohibitions imposed on that employer by or under the relevant statutory provisions.
- Every employee shall inform his employer (either his line manager, the Health and Safety Representative or the Health and Safety Committee):
 - i. of any work situation which might represent a serious and immediate danger to health and safety; and
 - ii. of any matter which represents a shortcoming in the employers arrangements for health and safety,

- iii. insofar as that situation or matter either affects the health and safety of that employee or arises out of or in connection with his own activities at work and has not previously been reported to his employer or any other employee in accordance with this paragraph.
- Every employee shall co-operate fully in implementing this Health and Safety Policy and shall take care of the health and safety of themselves and others.

To summarise:

1. Employees have a duty to take reasonable care for their own Health and Safety and that of others who may be affected by their acts or omissions.
2. Employees should use correctly all work items provided by their employer in accordance with their training and the instructions they receive to enable them to use the items safely.
3. Employees must not intentionally or recklessly interfere with or misuse anything provided in the interests of Health and Safety.
4. Employees must co-operate with their employer to enable the employer to comply with statutory duties for Health and Safety.
5. Employees must inform their manager or their Health and Safety Representative (if applicable) without delay of any work situation which might present a serious and imminent danger. The danger could be to the employee concerned or, if it results from the employee's work, to others. Employees should also notify any shortcomings in the Health and Safety arrangements even when no immediate danger exists so that employers can take such remedial action as may be needed.
6. Line Management will represent Employee Health, Safety and Welfare needs to Senior Management in order to ensure a collaborative and co-ordinated effort, maximising efficiency in dealing with Health and Safety matters both proactively and reactively.

EMPLOYEE CONSULTATION

Consultation with employees takes place in a number of different ways:

Email

Management team meetings

Keep In Touch sessions with line managers

Lunchtime teach-ins

SEEDA Intranet

This is a framework designed to increase employee involvement in our business and is used as a method to communicate and consult with employees on business issues, including Health and Safety matters.

Via nominated Health and Safety Representatives, employees can put forward their views and opinions, which will facilitate and enhance our decision making, resulting in improved business processes and ultimately better results.

Where issues regarding Health, Safety and Welfare are raised these will be escalated through line management and ultimately to SEEDA Health and Safety Committee.

REPRESENTATION OF EMPLOYEE SAFETY

Health and Safety Representatives are appointed for each site (Guildford, Chatham, Hastings and Brussels) through a volunteer process, with the agreement of the Health and

Health and Safety Policy approved by SEEDA Board December 2006

Reviewed by Richard J Muir, Head of Facilities, December 2008

Safety Manager and the Head of HR. They are responsible for assisting the Health and Safety Manager in the discharge of statutory duty in the day-to-day implementation and co-ordination of the Health and Safety policy and all Safety matters pertaining to their site.

Health and Safety Representatives are responsible to their Line Managers for performing their core job function, whilst the Health and Safety Manager is responsible for ensuring the Health and Safety Representatives perform their duties as far as Health and Safety matters are concerned.

Where it is not always practicable to appoint Health and Safety Representatives, i.e., no permanent staff on site or for employees working in the field or home based, in the spirit of Section 7 of the Health and Safety at Work Act 1974, each employee working remotely or outside of a permanent physical group will immediately represent any current or foreseeable health, safety or welfare concerns directly to their line management/Health and Safety Representative.

Health and Safety Representatives and Line Managers may communicate with SEEDA Health and Safety Committee Members on health and safety matters for internal and specialist advice and guidance.

The Health and Safety Committee will assist management in ensuring that the Health and Safety Representatives and relevant Line Managers are aware of their duties and responsibilities and that they are provided with the necessary information and training to ensure they are competent to fulfil these duties.

It is the responsibility of SEEDA to ensure that Health and Safety Representatives and Line Managers are:

1. Aware of their duties.
2. Sufficiently informed, trained and competent.
3. Are given adequate time to fulfil their duties.

PERFORMANCE STANDARDS

We set performance standards against objectives to identify the contribution people make to operating the Health and Safety management system. This ensures the effective design, development, installation and implementation of the system, translating the Policy into a series of co-ordinated activities and tasks. These are the foundation for a positive Health and Safety culture.

SEEDA's performance standards cover the following:

- Policy formulation and development
- Methods of accountability
- Health and Safety Committee and consultation meetings
- Involvement of people in risk assessments and written procedures
- Collation and dissemination of information from external sources
- Involvement of Senior Managers in Safety tours and incident investigations
- Preparation of Health and Safety documentation, rules and procedures
- Health and Safety plans and objectives
- Implementation of Risk Control Systems (RCS) and workplace precautions
- Audit and review.

Objectives at different levels or within different parts of SEEDA are aligned so they support the overall policy objectives. This allows us to identify key milestones for achievement within the Health and Safety management system. The foundation of strong objectives establishes Health and Safety planning and risk assessment processes leading to improved control.

ORGANISATION AND ARRANGEMENTS FOR IMPLEMENTATION

The Health and Safety Policy includes procedures which, in addition to the general responsibilities outlined above, defines responsibilities in particular circumstances and sets out how SEEDA intends to comply with health and safety matters.

In particular SEEDA has established policies and procedures* in respect of:

Accidents/Investigations	New employees/Induction
Contractors	New and Expectant Mothers
COSHH	Noise at Work
Disability	Occupational Health
Electricity at Work	Personal Protective Equipment
Fire and Bomb Evacuation	Risk Assessment
Fire Precautions	Safety, Signs and Signals
Fire Safety – Premises	Safety of Young Persons
First Aid	Solitary/Lone Working
Food and Drink	Visitors
Housekeeping	Display Screen Equipment
Manual Handling	Working from Home
Mobile phone use whilst driving	

* Not intended as an inclusive list

The activities necessary to promote a positive Health and Safety culture are:

- Methods of **Control** within the organisation
- Means of securing **Co-operation** between individuals, Health and Safety representatives and groups
- Methods of **Communication** throughout the organisation
- **Competence** of individuals.

These four components are interdependent so that consistent activity in each area promotes a climate in which a positive Health and Safety culture can develop. They provide the organisational framework necessary to manage Health and Safety effectively.

Establishing **Control** is central to all management functions. This is achieved by getting the commitment of employees to clear Health and Safety objectives. We emphasise the need for a collective effort to develop and maintain systems of control before the event. Control links the responsibilities to the outputs, recognising the achievement of goals based on specific, defined work.

SEEDA actively encourages and supports consultation with its employees to ensure **Co-operation**. Participation by employees supports risk control by encouraging their ownership of the Health and Safety Policy. It establishes the understanding that SEEDA as a whole, and people working in it, benefit from good Health and Safety performance. The pooling of knowledge and experience through participation, commitment and involvement ensures Health and Safety is at the core of our business activities.

Communication is the key to effective, continuous improvement of Health and Safety for SEEDA. Communication relies on information coming into the organisation, flowing within and going out from the company. We monitor legal and technical developments to ensure compliance and effective risk control.

To ensure key information flowing within SEEDA, the consultation method is used to communicate:

1. The meaning and purpose of the Policy
2. The vision, values and beliefs which underlie it
3. The commitment of Senior Management to its implementation
4. Plans, standards and procedures
5. Comments and ideas for improvement
6. Performance reports
7. Lessons learned from incidents and accidents.

We also use other formal and informal methods to reinforce the key messages, such as visible behaviour, written statements and procedures, accessible documentation and planned meetings.

Training helps people acquire the skills, knowledge and aptitudes to make them competent in the Health and Safety aspects of their work. SEEDA recognises that training is not the only tool to ensure **Competence**.

Experience of applying skills and knowledge is an important ingredient and needs to be gained under adequate supervision. Arrangements include:

- Recruitment and placement procedures to ensure employees (including managers) have the necessary abilities to do their jobs or can acquire them through relevant training.
- Systems to identify Health and Safety training needs arising from changes in staff, processes, working practices or technology
- Systems and resources to provide information and instruction
- General health and surveillance schemes which contribute to the maintenance of general health for employees.

It may also be necessary to examine the abilities of contractors where they work close to, or in collaboration with employees.

Control, Co-operation, Communication and Competence can achieve very effective contributions to Health and Safety, as individuals or groups, by participating actively in initiatives such as hazard spotting, problem solving and improving standards.

MEASURING, REVIEWING AND AUDITING PERFORMANCE

We monitor Health and Safety performance against pre-determined plans and standards. This reinforces managers' commitment to Health and Safety objectives in general. Two types of system are required for effective monitoring:

Active systems which monitor the design, development, installation and operation of management arrangements, RCSs and workplace precautions; and

Reactive systems which monitor accidents, ill health, incidents and other evidence of deficient Health and Safety performance.

SEEDA maintains and improves its ability to manage risks by learning from experience through the use of audits and performance reviews. This is the structured process of collecting independent information on the efficiency, effectiveness and reliability of the total Health and Safety management system and drawing up plans for corrective action.

Auditing Health and Safety for SEEDA includes the management arrangements linking the Head Office at Guildford with the other sites. Its aims establish that:

- Appropriate management arrangements are in place
- Adequate RCSs exist, are implemented and are consistent with the hazard profile identified
- Appropriate workplace precautions are in place.

The process involves collecting information about the systems and making judgements about its adequacy and performance. This is achieved through two main methods:

Interviewing individuals to gain information about the perceptions, understanding and management practices.

Examining documented records of the management system, including RCSs, procedures and instructions.

Auditing is not perceived as a fault-finding activity but as a valuable contribution to our Health and Safety management system. It recognises positive achievements as well as areas for improvement.

The aims of the review process reflect the objectives of the planning process and examine:

- The operation and the maintenance of the system as designed and
- The development and implementation of the system in changing circumstances.

SEEDA reviews Health and Safety management systems as a continuous process undertaken at different levels within the organisation.

**THIS POLICY IS A LIVE DOCUMENT AND AS SUCH WILL BE REVIEWED AND
UPDATED ANNUALLY**