

Health and Safety Policy Statement

It is Agency policy to safeguard the health, safety and welfare of all its employees, customers and others who have contact with the Agency by providing healthy and safe working conditions.

Our Objectives

- to promote standards of health, safety and welfare that comply with the requirements of the Health and Safety at Work Act 1974 and all other relevant statutory provisions and codes of practice;
- to provide and maintain safe and healthy working conditions, equipment and systems of work for the Agency's employees and others, and to provide such information, training and supervision as they need for this purpose;
- to provide opportunities for safety representatives to contribute to the promotion of a healthy and safe working environment;
- to provide a safe means of access and egress to all places of work; and
- to provide an effective basis for monitoring the health and safety arrangements in the Agency.

In the pursuit of these objectives the Agency expects all staff to co-operate and give support in creating and maintaining safe and healthy working conditions.

Our Organisation

Overall responsibility for health and safety in the Agency rests with the Keeper. The Head of HR Services is responsible for the effective implementation of the policy.

Health and safety is a responsibility for everyone at all levels. An appointed Health and Safety Adviser provides help to senior management, team leaders and managers by providing information and guidance in applying the provisions of health and safety law.

To achieve a good standard of health and safety in the workplace all staff must take reasonable care for the health and safety of themselves and of colleagues or others who may be affected by their actions. They should co-operate with management in all matters relating to their health, safety and welfare and develop a personal concern for accident prevention.

Our Arrangements

The Agency will provide training for managers and staff appropriate to their responsibilities and the work, which they do.

Significant hazards and risks which might affect the health and safety of Agency staff and others will be assessed and recorded, and appropriate action will be taken to control, eliminate or reduce any risks. Day to day monitoring is carried out by team leaders and managers assessing risks to staff in their own areas of responsibility. In addition Facilities Management carry out regular checks in common areas of the building and technical officers check periodically the general condition of premises, equipment, plant and other parts of the work environment. The Health and Safety Adviser will conduct safety audits from time to time to monitor the effectiveness of the Agency's policy.

Conclusion

A 'safety culture' in the Agency can be promoted most effectively if the pursuit of health and safety is accepted as an objective shared by us all. The provision of quality service to our customers should be linked to the safety process so the two go together as a positive 'quality and safety culture'.

We must take a positive interest in our health and safety and exercise a common duty of care to others. We must be alert to draw attention to anything we encounter at work, which could be a threat to the health and safety of ourselves, our colleagues or our customers and others. We also have a special duty of care to those who may have particular requirements through for example disability or inexperience.

Head of HR Services
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