



Corporate Health and Safety Policy

Organisation and Responsibilities.

In order that health and safety is successfully managed within the Assembly, the following responsibilities have been allocated:

1.1. The Chief Executive and Clerk

The Chief Executive has ultimate responsibility for the health and safety performance of the organisation as a whole and is accountable in this respect to the Assembly Commission.

The Chief Executive is responsible for:

1. Preparing and issuing a policy statement on the Assembly's approach to health & safety in the workplace.
2. Delivering the health & safety intentions as articulated in the Health and Safety Policy Statement.
3. Reviewing the Policy Statement and re-affirming it on a regular basis.
4. Ensuring that the Assembly has appropriate and effective health and safety policies in place which are supported at all levels within the organisation.
5. Tasking management with implementing the health & safety policy within their areas of control and to an extent appropriate to the level of risk.
6. Setting the Assembly's health & safety objectives.
7. Ensuring that pertinent health and safety issues are considered and debated at board level.
8. Ensuring appropriate finance and other resources are allocated to meet the Assembly's commitments to health and safety.
9. Ensuring that senior management are trained in and are fully aware of their health and safety responsibilities.
10. Monitoring health and safety and reviewing performance.
11. Engaging the active participation of employees in improving health and safety.
12. Ensuring an annual health and safety report is presented to and discussed by the Management Board.

1.2. Directors

Directors have an important role in ensuring that the requirements of the Assembly's health and safety policies are practised in their areas of responsibility as an intrinsic part of our culture.

Directors should ensure that the day-to-day operations for which they are responsible are carried out with full regard to, and the application of, good health and safety practice to the standards defined in the

Corporate Health and Safety Policy and associated policies and procedures..

Directors are responsible for:

1. Familiarising themselves with the Assembly's Corporate Health and Safety Policy, and associated policies and procedures.
2. Ensuring they understand the specified requirements and are implementing these requirements in their area of responsibility.
3. Ensuring that all heads of service, managers and employees are trained in and understand their responsibilities to competently fulfil their health and safety duties.
4. Allocating resources to ensure that health and safety objectives and targets can be met.
5. Consulting heads of service, managers and employees to ensure methods are adopted for promoting health and safety at work, providing arrangements for their participation in the development of such measures and co-operating with managers and employees to amicably resolve health and safety issues.
6. Ensuring the health and safety management arrangements within their areas are formally monitored and reviewed at least annually.
7. Promote an interest in, and an enthusiasm for health and safety matters and setting a high personal example with regard to health and safety standards throughout the Assembly.
8. Nominating a member of their staff to co-ordinate health and safety activities within their Directorate.

1.3 Heads of Service

Heads of Service have an important role in implementing health and safety policies and procedures and monitoring their effectiveness. Heads of service should be conscious of where improvements in health and safety practices can be made and should recommend improvements providing a positive influence to the Assembly's safety culture.

Heads of Service are responsible for:

1. Familiarising themselves with the Assembly's Corporate Health and Safety Policy and associated policies and procedures..
2. Ensuring they understand the specified requirements and are implementing these requirements in their area of responsibility.
3. Ensuring that all managers are trained in and understand their health and safety responsibilities.
4. Ensuring that employees are adequately trained to perform the tasks required, and are made fully aware of all known hazards that exist, as well as the arrangements that have been put in place to mitigate those hazards.

5. Ensuring that a safe and healthy environment is maintained, and that all work is carried out in accordance with appropriate statutory regulations and codes of practice, which are regarded as the absolute minimum standard.
6. Ensuring that all necessary work equipment is in safe condition and that safe access to and egress from places of work is always maintained.
7. Ensuring that employees and others under their control receive induction and job training to enable them to work safely.
8. Ensuring that all accidents involving personal injury, or ill health, or near misses are investigated; more serious accidents to be investigated in conjunction with the Health and Safety Adviser.
9. Ensuring that remedial action is taken to prevent a recurrence of accidents/ incidents.
10. Ensuring that procedures for accident reporting and investigation are complied with.
11. Referring to their Directors any breach of statutory regulations or unsafe practice, which they can not affectively deal with themselves.

1.4 Head of Human Resources

The Head of Human Resources, in addition to his responsibilities as Head of Service, also has specific responsibilities to ensure the effective implementation and operation of the health and safety management system.

The Head of Human Resources is responsible for:

1. Ensuring that procedures are in place to audit and monitor the extent to which the health and safety management system is being implemented and the effectiveness of the system.
2. Ensuring that an effective health and safety management programme is prepared annually.
3. Ensuring an annual health and safety report is presented and discussed at Management Board.
4. Acting as chair of the Health and Safety Committee and ensuring effective communications with Management Board members.
5. Ensuring adequate numbers of competent persons are appointed as necessary to give advice, guidance and assistance on health and safety matters to management and staff.

1.5 Line managers/ Supervisors

Line managers and supervisors, have a major influence on the safe working practices carried out in their area of responsibility.

Line managers/ Supervisors are responsible for:

1. Familiarising themselves with the Assembly's Corporate Health and Safety Policy and associated policies and procedures to ensure they understand the specified requirements.
2. Implementing health and safety policy requirements and objectives in their area of responsibility.
3. Ensuring health and safety procedures are observed.
4. Ensuring that all employees are trained in and understand their health and safety responsibilities.
5. Identifying and preventing unsafe workplace activities and taking remedial action to prevent occurrence.
6. Ensuring that all activities, carried out in their areas of operation are the subject of a suitable and sufficient risk assessment and that the control measures from the risk assessments are implemented and relevant staff have been trained.
7. Ensuring that employees under their control maintain safe working standards and observe all safety rules.
8. Ensuring that procedures for accident reporting and investigation, including near misses, are complied with and that all accidents/ incidents occurring in their area of responsibility are fully investigated.
9. Ensuring that, where necessary, action is taken to prevent a recurrence of accidents/ incidents.
10. Ensuring that the Health and Safety Adviser is informed of the more serious accidents/ incidents to enable statutory requirements to be fulfilled.
11. Ensuring that staff under their control receive health and safety induction and relevant training to enable them to work safely and ensuring records are kept of the training.
12. Ensuring that a safe and healthy environment is kept.
13. Referring to Heads of Service any breach of statutory regulations or unsafe practice, which they can not effectively deal with themselves.
14. Ensuring that all employees are made fully aware of all emergency procedures.
15. Ensuring that high standards of housekeeping are maintained in all work areas.
16. Ensuring that fire escape doors, fire extinguishers and alarm points are at all times kept clear of obstruction and that escape doors can be readily opened from the inside.
17. Ensuring that all substances, where relevant, are stored, handled, transported, used and disposed of in accordance with the relevant legislation and codes of practice.
18. Ensuring that defective work equipment is removed from use until it is repaired or replaced.

19. Dealing promptly and effectively with any health and safety matter brought to their attention.
20. Setting a good personal example for health and safety standards.
21. Ensuring that safety personnel such as display screen equipment assessors are given sufficient training and time to do their safety work, that the work is listed in their job description and is part of their performance management review.

1.6 Health and Safety Adviser

The Health & Safety Adviser will provide the primary source of professional advice and information to the Assembly Commission.

The Health and Safety Adviser is responsible for:

1. Assisting with the formulation and development of the Corporate Health and Safety Policy and associated policies and procedures.
2. Providing advice and recommendations on risk assessments, new legislation, the identification of health and safety objectives and changes in policy and procedure.
3. Monitoring risk assessments and evaluating the effectiveness of the associated control measures which have been implemented.
4. Promoting and encouraging health and safety awareness and training.
5. Participating in health and safety committee meetings.
6. Compiling and presenting health and safety statistical information and reports on the Assembly's health and safety performance for senior management.
7. Assisting with the investigation of accidents and incidents and the statutory reporting of accidents and incidents in accordance with legislative requirements.
8. Liaison with statutory authorities regarding health and safety matters.
9. Advising senior management of relevant health and safety issues and of any changes in legislation or best practice that could have a bearing on the Assembly's activities.
10. Establishing and maintaining effective and appropriate monitoring and auditing systems for the health and safety management systems' implementation and performance, and communicating the audit findings.
11. Supporting and assisting those with specific safety roles such as display screen equipment assessors within service areas.
12. Undertaking assessments of staff with disabilities, special needs or ill health.
13. Ensure provision of first aid equipment and first aid training as per statutory guidelines.

14. Assisting the Assembly's appointed Insurers with regard to the investigating and administering of claims for personal injury compensation and damage to personal property.

1.7 Occupational Health Adviser

The Occupational Health Adviser is responsible for:

1. Managing the provision of confidential welfare counselling and support services to staff in conjunction with the external provider.
2. Promoting healthy lifestyles and occupational health.
3. Maintaining and developing the occupational health arrangements for staff.
4. Providing independent advice on matters relating to physical and mental health to all employees.

1.8 Facilities Manager

The Facilities Manager plays an important part in maintaining the working environment in a safe condition and ensuring that all maintenance and building works are carried out by competent contractors without risk to those affected by the Assembly's activities and those carrying out the works.

The Facilities Manager is responsible for ensuring that:

1. They familiarise themselves with the Assembly's Corporate Health and Safety Policy and associated Codes of Practice and to ensure they understand the specified requirements.
2. There are systems, developed and implemented, for the selection, management and control of competent contractors for all building works or maintenance activities.
3. Arrangements exist for the safe maintenance and inspection of the fabric of assembly buildings and building services.
4. There are adequate procedures in place for checking the health and safety competence of contractors while works are in progress.
5. There are controls in place for the management of hazardous substances used, as part of facilities management, by staff or contractors within the remit of the facilities service.
6. Systems are developed and then implemented to ensure the compliance with statutory regulations for:
 - Fixed electrical systems and portable appliances
 - Legionella
 - Lifting equipment and lifting regulations
 - Asbestos

7. There are adequate procedures in place so that the buildings are kept clean, tidy, and maintained to appropriate standards, including the removal of waste.
8. In conjunction with the Head of Security ensure adequate security systems are in place.
9. There are suitable and sufficient fire precautions in place and that fire risk assessments are carried out.
10. Arrangements are developed and implemented for effective fire, bomb or other emergency, including the appointment of competent incident officers and fire marshals.
11. That suitable indoor environmental working conditions are maintained.
12. Furniture and fittings are appropriate and meet health and safety standards.

1.9 Health and Safety Co-ordinators

The Health and Safety Co-ordinator's role is one of assisting Directors in fulfilling their health and safety responsibilities.

The Health and Safety Co-ordinators are responsible for:

1. Familiarising themselves with the Assembly Commission's Corporate Health and Safety Policy and associated policies and procedures to ensure they understand the requirements.
2. Acting as "focal points" within their sections for health and safety matters e.g. DSE.
3. Preparing and maintaining a programme for the risk assessment, assisting with risk assessments and maintaining copies of the appropriate records.
4. Facilitating, implementing and coordinating health and safety duties required by the Health and Safety Adviser.

1.10 Procurement Officer / Staff involved in procurement operations

The Procurement Officer / staff involved in procurement are responsible for ensuring that:

1. All contracts are awarded on the basis of the Assembly's standard terms and conditions of contract which require contractors to comply with statutory obligations to make available a copy of their health and safety statement and to communicate any health and safety issues to the client.
2. All staff involved in procurement operations, including the tendering for services or goods, must ensure suitable and sufficient health and safety requirements appear in documentation to a level commensurate with the risk.

3. Evidence of health and safety competence and compliance with statutory law must be requested and recorded where significant risks exist.
4. Failure by a tenderer to show compliance with statutory health and safety regulations during tendering operations, where compliance has been stated as an evaluation or pre-qualification criteria, will mean that the bid could be regarded as non-compliant and subsequently disqualified.
5. Staff responsible for specifying contracts for goods or services are expected to incorporate suitable and sufficient health and safety provisions in their contract specifications and to seek evidence of health and safety competence and compliance with statutory law where significant risks exist.
6. Failure of a contractor to show compliance with statutory health and safety regulations during the provision of services or goods should be regarded as non-compliance with contract.
7. Ergonomic factors are taken into account during the specification, purchasing and deployment of information technology systems.

1.11 Employees

Employee safety is of paramount importance to the Assembly and to ensure that all work is carried out with full regard to personal health and safety and with consideration to others.

Employees are responsible for:

1. Taking reasonable care of their own safety and for that of others who may be affected by their acts or omissions including members of the public.
2. Co-operating with the Assembly to meet the requirements of health and safety law and the arrangements as stated in the health and safety policy.
3. Not interfering with or misusing anything provided in the interest of health and safety.
4. Reporting defects in work equipment and unsafe workplace conditions to their manager and the facilities manager for remedial action.
5. Observing all instructions, whether written or verbal, given to ensure personal safety and the safety of others.
6. Reporting any situation that could create a serious or imminent risk to the health and safety of themselves or any person whilst at work.
7. Being sensibly and safely dressed for their particular working conditions.

8. Conducting themselves at all times in an orderly manner in the workplace and refraining from any horseplay.
9. Using all safety equipment and / or protective clothing as required, and reporting any loss or defect to their manager.
10. Acquainting themselves with all equipment, processes, materials and substances used and drawing attention of their line manager to any processes, equipment, materials or substances they are not trained to use.
11. Following all safe systems of work and safe working practices.
12. Maintaining their workplace in a tidy state, putting materials away, storing them correctly and co-operating in good housekeeping practice.
13. Reporting all accidents to their manager whether injury is sustained or not.
14. Attending health and safety training courses.
15. Being familiar with the arrangements for first aid, emergency evacuation procedures and the location of fire alarm points and emergency equipment.

1.12 Additional responsibilities of employees whilst working away from the Assembly's premises

Managers and employees are responsible for:

1. Familiarising themselves with the host's specific site rules and instructions which are made available to them.
2. Conducting themselves in accordance with any reasonable health and safety provisions placed upon them, including provisions contained within the organisation's Health and Safety Policy.
3. The health and safety of themselves and other persons who may be affected by their acts and omissions whilst working away from the Assembly's premises.
4. Requesting authorisation from their manager for additional hotel accommodation for any reasonable situation whereby ill health or tiredness would affect their health and safety or that of other persons whilst on official business.

1.13 Safety Representatives

To ensure the co-operation of, and consultation with, employees on health and safety matters; the Assembly will consult with employees via appointed trade union accredited safety representatives, allowing such training as is reasonable and such facilities and assistance as is necessary for performing their functions.

Those representing employee's safety have a responsibility to:

1. Make representations on potential hazards and dangerous occurrences that could affect employees.
2. Make representations on general matters affecting the health and safety at work of employees.
3. Assist with inspections of the workplace.
4. Represent employees in consultations with enforcement officers.
5. Represent employees at the Health and Safety Committee.

2. Health & Safety Arrangements

This part of the policy document describes the general arrangements for implementing and monitoring health and safety at work.

2.1 Health and Safety Risk Management.

Under the Management of Health and Safety at Work Regulations 1999 each manager must make a suitable and sufficient assessment of:

- The risks to the health and safety of staff to which they are exposed while at work; and
- The risks to the health and safety of others who may be affected by the activities of those staff.

Other statutory health and safety regulations require specific risk assessments to be carried out, for example:

- Manual Handling
- Display Screen Equipment
- Hazardous substances etc.

The specific risk assessments shall be carried out in addition to the general risk assessments.

Suitable and sufficient risk assessments will be carried out to ensure employees, contractors and visitors, and all others affected are safe and free from risks to health, so far as is reasonably practicable.

The Management Board commits to the provision of a healthy and safe environment for all those who work in and visit the premises. This includes a commitment to implement a plan which reflects best practice and is based on the principles of risk control and quality management.

This approach will:

- Address the health and safety implications of the full range of activities of staff;
- Identify the hazards and assess the level of risk;
- Eliminate risk where possible;
- Reduce the effect of those risks that cannot be eliminated.

Risk assessments should be reviewed periodically, for example if an accident, incident or near miss occurs, when purchasing new equipment or moving into a new work area. Risk assessment review will be based on the level of risk.

2.2 Policies and procedures

Where a need is identified, through legislation, risk assessment, best practice, health and safety auditing, the proceedings of the Health and Safety Committee or other means, a Health and Safety policy and/or procedure will be established to set the standard of implementation and operation for the identified topic. These policies and procedures will be reviewed as and when legislation changes or best practice dictates.

The policies and procedures have the same status as the corporate policy document.

2.3 Training and Awareness

The health and safety training needs of employees and contractors are to be identified and suitable and sufficient training, in response to the findings of risk assessments and audits, to be conducted.

The Health and Safety Adviser will audit the training records to ensure that the procedures are being adhered to.

Health and safety knowledge, capabilities and requirements must be taken into account before appointment or allocation of personnel to a new or different job, or location. Suitable training is to be provided to meet the needs of the individual and be updated periodically in response to change.

Training arrangements and course content must be appropriate to the needs of the Assembly, be cost effective and be presented in a professional manner.

Jobs are to be analysed to identify the training needs of all employees.

A record will be kept of all relevant health and safety training received by employees. Line managers will ensure that the relevant information is provided to ensure that the record is kept up to date.

The Health and Safety Adviser is required to maintain suitable training records (including e.g. training course identity, duration, date, location, course provider and the names of those attending)

2.4 Consultation and Communication

The Management Board are committed to consulting and communicating with all employees on health and safety issues and recognises the benefits of a constructive and involved dialogue. The Management Board will use all available methods to consult and communicate including through the health and safety committee, the intranet, posters, notice boards and email.

The Management Board will consult and communicate with employees directly and with their safety representatives. The Health and Safety Committee will meet on a regular basis to promote and develop a positive safety culture through effective consultation and involvement.

The Health and Safety Adviser will organise the safety committee meetings ensuring that agendas and minutes are provided in accordance with these procedures. The meetings will be chaired by the Head of Human Resources.

The membership of the committee will be on a voluntary basis in consultation with management, trade union representatives and employees. As far as is possible a broad spectrum of staff from all areas of the operation will form the committee, to ensure effective consultation with and representation of all staff.

Committee Members will be expected to set high standards in health and safety, within their specific areas and to lead by example in all matters concerning safety and health.

All necessary resources, including time, will be allocated to ensure committee members can carry out any action items which they are allocated as a result of the discussions at the Health and Safety Committee.

Minutes of the Health and Safety Committee meetings will be discussed at Management Board meetings.

2.5 Health and Safety Auditing

The Assembly will periodically audit its health and safety management system.

Trade Union Safety Representatives should be informed when safety audits are planned and invited to participate.

A health and safety audit questionnaire or checklist appropriate to the service under survey will be adopted. The programme of safety audits will be monitored, and matters of importance arising from health and safety audits will be considered through the review process.

The review process will ensure that audits have been produced correctly and cover all appropriate aspects. The results will be analysed and prioritised to form the basis of an action programme.

The Health and Safety Adviser will:

Develop the audit programme and methodology, including any protocols and checklists, and carry out the audit accordingly.
Complete an audit report for each audit and carry out a follow up audit of non-compliances if applicable.

¹ The legal position is that the staff of the National Assembly for Wales (“the Assembly”) are employed by the National Assembly for Wales Commission (“the Commission”), whose function is to provide the Assembly with the property, staff and services required for the Assembly’s purposes. In order to avoid unnecessary complexity, this document refers throughout to “the Assembly” although the employer is, in law, the Commission.

For Further Advice Contact	Health and Safety Advisor
Policy Owner	Corporate Health
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