

Safety, Health and Environmental Policy 2019

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Safety, health and environment policy statement

The purpose of the NFER Safety Health and Environment (SHE) Policy is to ensure the health and safety of staff, visitors and contractors and to minimise the environmental impact of our activities. The Foundation also seeks to ensure full compliance with all relevant legislation in these areas.

The Foundation will seek the support of all staff in developing excellent safety, health and environmental systems and achieving outstanding performance. This includes both formal and informal processes which will encourage active participation and involvement of all staff.

The Foundation will continuously improve the management of safety, health and environmental systems in pursuit of a working environment free of injuries, work-related illness and avoidable environmental impact. The Foundation believes that all injuries and work-related illness are preventable but this can only be achieved through management commitment, the participation of all staff and the development and maintenance of first class management and control systems.

The Foundation will provide all reasonable resources to meet the needs of the safety, health and environmental management systems. This includes management commitment, information and training, advice and guidance as well as the physical resources necessary to meet this policy requirement.

The establishment of excellent safety, health and environmental standards and processes within the Foundation will contribute to staff development and morale and the overall efficiency of the Foundation, as well as demonstrating compliance with legal safety, health and environmental requirements.

This Policy Statement and other safety, health and environmental systems policies and procedures relating to Safety Health and Environment may be found at

<http://nfer.net/policies/policies-and-procedures>

Carole Willis

Chief Executive 1st August 2019

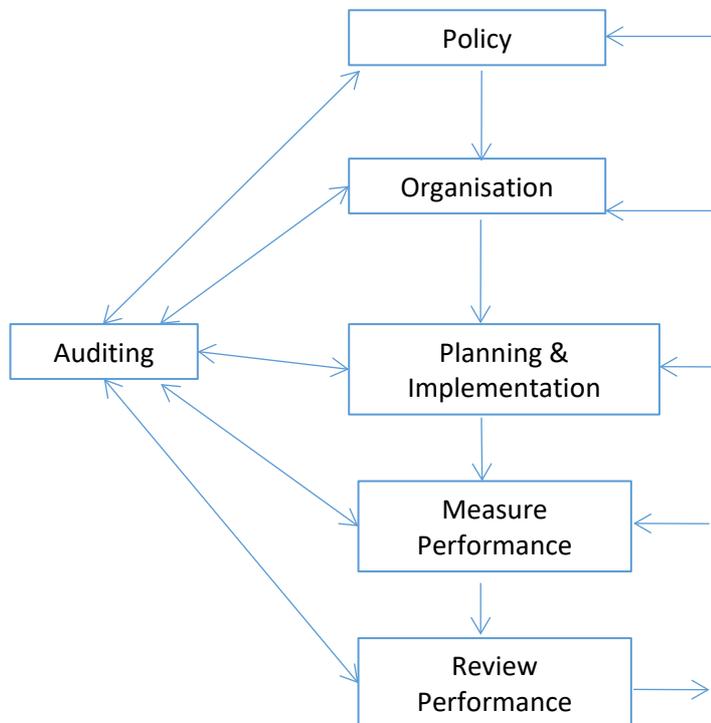
1 Introduction

The purpose of the NFER Safety Health and Environment (SHE) Policy is to ensure the health and safety of staff, visitors and contractors and to minimise the environmental impact of our activities. The Foundation also seeks to ensure full compliance with all relevant legislation in these areas.

Some organisations have environmental management systems which run in parallel with health and safety management systems. NFER believes that there are many similarities and significant overlaps within these systems which leads to the conclusion that a single integrated approach is both more effective in implementing the policy and efficient use of resources. Safety, Health and Environment will be abbreviated to the acronym SHE.

In developing this policy, and the wider SHE systems, advice and guidance has been taken from both health and safety sources and environmental sources. The NFER approach is to seek transferable guidance and create an integrated policy approach. For example, although the SHE risk assessment system is largely based on a health and safety methodology it is relatively simple to extend this methodology to include environmental considerations. It is also recognised that in some areas it is more relevant to consider safety, health or environmental issues independently as standalone issues.

The NFER safety, health and environmental management system is based on the advice given in “Successful health and safety management” (HSG65), published by the Health and Safety Executive. This document sets out the arrangements for the implementation of SHE policy and can readily be extended to include environmental management systems as well. The structure of the policy is therefore as follows:



2 Organisation for safety, health and environment

The NFER organisation for safety, health and environment is set out below in the form of assigned responsibilities for certain roles. The first paragraph also sets out the strategic objectives for the organisation.

2.1 Objectives

- a) To establish and maintain management control
- b) To promote co-operation between all members of staff
- c) To ensure effective communication
- d) To secure competence of responsibility holders

2.2 Primary responsibility

The primary responsibility for safety, health and environment lies with the Chief Executive. The development and implementation of policy is delegated to the SHE Committee and day-to-day operations are delegated to the SHE Competent Person.

2.3 SHE Committee

The Safety, Health and Environment Committee comprises the following membership:

One SMT member, who will act as Chair

Head of HR

One Representative from each of the following areas:

Research Department

Research and Product Operations

Sales, Marketing and Impact, Corporate Services and Chief Executive's Office

Staff Council appointed representative

SHE Competent Person (Facilities Manager)

Facilities Operations Manager

Committee Secretary

2.3.1 SHE Committee terms of reference

The purpose of the SHE Committee is to ensure that NFER fulfills all of its responsibilities in relation to safety, health and environmental matters arising out of the activities of the Foundation.

Specifically with respect to safety, health and environmental matters this means:

- formulating policy and procedures

- implementation of policy
- provision of staff training and education.
- ensuring compliance with relevant legislation
- ensuring compliance with clients' contractual requirements
- setting performance targets and drafting action plans
- identifying and promoting good practice
- fostering effective communication and discussion
- monitoring and reviewing the implementation of policies and procedures
- keeping SMT apprised of relevant matters
- representing the views, ideas and areas of concern of Foundation staff
- consideration of performance reports and making recommendations for improvements
- ensuring recommendations for improvement are implemented effectively
- monitoring and managing SHE incidents, liaising with the Head of the Business Continuity Group, if appropriate.

The SHE Committee will normally meet quarterly to help ensure that the SHE Policy is implemented and effective and to review relevant matters within the Foundation.

The Committee Secretary will co-ordinate the business of the Committee.

2.4 Other SHE roles

2.4.1 Chair of SHE Committee

The committee will be chaired by a member of the NFER Senior Management Team. The role of the chair is:

- To ensure that the SHE Committee operates effectively
- To act as the link between the SHE Committee and the SMT
- To report relevant SHE matters to the SMT, The Chief Executive and Trustees
- To act as a champion, representing the SHE Committee throughout the Foundation and beyond.

2.4.2 SHE Competent Person

The Chief Executive will appoint a SHE Competent Person to assist with the day to day implementation of SHE policy. The appointed person will be suitably qualified and experienced to provide advice and support throughout the Foundation with respect to SHE matters. Further details of this role are described in the Roles and Responsibilities document.

The Health and Safety (Consultation with Employees) Regulations 1996 require that employers consult with staff on health and safety matters via “elected” representatives. All representatives can represent the workforce on health and safety generally, or make representations on potential hazards and dangers; attend training courses and have contact with health and safety inspectors from HSE or the local authority.

2.5 Further information on SHE roles

These roles are described more fully in the SHE Roles and Responsibilities document, which also includes the names of the current post-holders.

<http://nfer.net/policies/policies-and-procedures>

3 Planning and implementation

Planning is the process by which the objectives and methods of implementing the SHE Policy are decided.

3.1 Planning and implementation objectives

- a) To ensure risks are controlled
- b) To ensure that the Foundation reacts to changing circumstances
- c) To develop and sustain a positive SHE culture

3.2 Policies and procedures

The Foundation has published a number of SHE policies and procedures. These are listed in Appendix 1 and the full documents can be found on NFERnet. All of these documents should be considered as integral parts of the NFER SHE management system and are of equal importance to this policy document.

3.3 Planning

The SHE Committee is responsible for planning how the Policy will be implemented.

3.4 Consultation

The primary mechanism for staff consultation will be through the SHE Committee. However other mechanisms may be used to gather or disseminate information.

3.5 Risk control systems

NFER will strive to control all risks by applying good risk management processes. The Foundation has published a risk assessment procedure setting out the normal process to be adopted for assessing risk.

3.6 SHE training

The Foundation will provide adequate safety, health and environmental information and/or training for its staff so as to ensure the effective implementation of this policy.

3.7 SHE information

SHE policies and resources are available on the nfernet.

<http://nfernet/policies/policies-and-procedures>

All relevant SHE information is available to staff via this site.

4 Measuring performance

4.1 Objectives

- a) To monitor compliance with standards
- b) To monitor achievement of plans
- c) To monitor incidents
- d) Identify areas for improvement

4.2 Compliance with Standards

There are two areas of compliance that will be considered. Firstly NFER will seek to comply with all relevant legislation at all times. This is considered to be the minimum requirement in achieving appropriate performance. The primary piece of legislation for compliance is the Health and Safety at Work Act 1974 but there are a large number of regulations which flow from this act which must also be complied with. A list of relevant legislation is given in Appendix 1.

Secondly, NFER will seek to comply with all of its own published policies and procedures which have been approved by the SHE Committee.

4.3 Monitor achievement of plans and compliance with standards

The Foundation will include a range of performance measures as part of the annual SHE plans. This will be formally monitored by the SHE Committee

The SHE Committee will consider performance against the plans and judge if the achieved performance is adequate and consider if any additional measures are required.

4.4 Monitor Incidents

The SHE Committee will monitor all SHE incidents including both injury and non-injury incidents. The Committee will look for trends or clusters of incidents and will ensure that all incidents are investigated appropriately to help to identify hazards and incident root causes. By monitoring non injury incidents the Committee will seek to identify issues before any injuries or ill health result.

4.5 Identify areas for improvement

The Committee will constantly look for opportunities to improve SHE performance. This will include, but not be limited to, reductions in the number and severity of incidents.

5 Review and audit arrangements

The Foundation can maintain and improve the ability to manage risks by learning from experience through the use of audits and performance reviews.

5.1 Objectives

- a) To examine how SHE performance can be improved
- b) To define the nature and purpose of a SHE audit

5.2 Examine how SHE performance can be reviewed

The formal arrangements for the review of SHE policy implementation are as follows:

- a) An annual report written by the SHE Competent Person will be submitted for consideration by the Board of Trustees.
- b) Four meetings of the SHE Committee will be held throughout the year.
- c) The NFER SHE Policy will be reviewed every two years and the revision approved by the Chief Executive.
- d) All published policies and procedures will be reviewed in line with the review date published on each procedure.
- e) All Risk Assessments will be subject to review after three years.
- f) The SHE Competent Person will arrange for a formal review of the SHE arrangements in the first quarter of each year. This review may be a formal audit or a less formal examination of arrangements but the format and results of the review will be discussed at SHE Committee.

Appendix 1 SHE policy documentation

Listed below are some key SHE documents. All of these can be found on the SHE page of nfernet.

Note: Due to the constant evolution of SHE documentation, the listings below should be considered as indicative only. The current, valid listing is that available on nfernet.

1. Policies and procedures

- Display Screen Equipment Policy
- Drugs and Alcohol
- Electricity Policy
- Emergency Procedures
- Environmental Policy Statement
- Eye Care Policy
- Expectant and new mothers (Guidance for)
- First Aid Procedure
- Food Hygiene Procedures
- Home Working Policy
- Lone Working Policy and Procedures
- Manual Handling Guidelines
- Risk Assessment Procedure
- Safety, Health and Environment (SHE) Policy
- SHE Guidelines for organising Social Activities
- SHE Roles and Responsibilities
- Smoke Free Policy
- Terrorist Threats
- Travelling Abroad
- Travelling and Fieldwork Guidelines

2. Risk assessments

2.1 Summative risk assessment

This assessment gives an overall view of the risks at NFER and identifies areas of higher risk.

2.2 Generic risk assessments

- Adverse Weather Conditions
- Control of Substances Hazardous to Health
- Driving
- Electricity
- General Office Tasks
- Laptop Use
- Lone Working
- Manual Handling
- PC Use
- Pregnancy
- Security

Stress
Travel and Fieldwork
Food Hygiene
Working at Height

2.3 Fire risk assessment

An assessment of the fire risks at NFER.

3. Supporting documentation

The documents listed below are not NFER documents but advice and guidance which is used within the NFER SHE management systems.

Successful Health and Safety Management (HSG 65)
A guide for new and expectant mothers
Electrical safety and you
Five steps to risk assessment
Getting to grips with manual handling
Guide to recycling and waste
Managing asbestos
Safe use of ladders and step ladders
Working together to reduce stress at work
Workstation set up guidance notes (DSE)
Workstation self assessment (DSE)

These documents can be found at;

<http://nfernet/policies/information-and-advice>

4. Relevant Legislation

The following list identifies legislation which is relevant to NFER activities. This is not a comprehensive list and the omission of any item from this list does not imply that NFER will not seek to comply with the relevant requirements.

The Health and Safety at Work ETC. Act 1974

Control of Asbestos regulations 2012
Control of Noise at Work regulations 2005
Control of Substances Hazardous to Health Regulations 2002
Electricity at Work Regulations 1989
Health and Safety (Display Screen Equipment) Regulations 1992
Health and Safety (First Aid) Regulations 1981
Health and Safety Information for Employees Regulations 1989
Management of Health and Safety at Work Regulations 1999
Manual Handling Operations Regulations 1992
Regulatory Reform (Fire Safety) Order 2005

Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995
Waste Electrical and Electronic Equipment Regulations 2013
Working at height regulations 2005
Workplace (Health, Safety and Welfare) Regulations 1992

Environmental legislation is less clear and is largely based on EU directives. Examples of relevant legislation includes;

The Environmental Protection Act 1990
The Waste regulations 2007
The Waste Electrical and Electronic Equipment Regulations 2010
The Environmental Noise (England) Regulations 2009
The Hazardous Waste (England and Wales) Regulations 2009