



# **Health and Safety Policy**

November 2008

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## **GUIDE TO CORPORATE HEALTH AND SAFETY POLICY**

### **Section 1**

This section is the 'Statement of Health and Safety Policy' which sets out *emda's* overall policy and approach for each area of health and safety which is relevant to the work carried out by *emda*.

### **Section 2**

This section details the responsibilities of all employees and Board members and their role in fulfilling the health and safety obligations of *emda*.

### **Section 3, 4 & 5**

These sections provide the policy of *emda* with respect to more specific issues. More detailed procedures for many of the topics can be found on *emda's* intranet site.

**NOTE: Health and safety procedures and safe systems of work that reflect daily activities within each Directorate are produced by individual teams/line managers as supplements to the corporate policy and procedures and are available from the relevant team manager.**

### **Implementation of new legislation**

*emda* will ensure that all employees are kept informed of changes in health and safety regulations and codes of practice.

When changes in the legislation occur, *emda* will ensure that a competent person will obtain copies of the relevant regulation and associate codes of practice to determine *emda's* future actions and responsibilities under such regulations.

*emda* policy, systems and procedures will be amended accordingly, and any relevant information distributed to employees.

Where it is felt there is a requirement, suitable information, instruction and training will be provided for employees to ensure compliance with health and safety law.

## 1.1 STATEMENT OF HEALTH & SAFETY POLICY

### Introduction

**Effective health and safety management is integral to the effective overall management of *emda*. The organization is fully committed to ensuring that health and safety is planned, organized, controlled, monitored, reviewed and resourced and allocates health and safety responsibilities to each manager as a fundamental part of their role.**

Health and Safety at work is the continuing responsibility of *emda*, its managers and its employees and commitment and co-operation are necessary in order to ensure that all workplace risks are controlled effectively.

*emda* will ensure full compliance with the letter and the spirit of the Health & Safety at Work Act 1974 and all the Regulations, Codes of Practice and Guidance made under the Act and other relevant legislation.

*emda* embraces its responsibilities as an employer for the provision of a safe and healthy working environment for all its employees and others who may be affected by its work activities.

*emda* will ensure that adequate resources are provided to meet its health and safety commitments and will seek the full commitment and co-operation of all managers and employees to jointly strive to meet these aims.

### Key Policy Aims

- (i) To fully integrate health and safety into the mainstream management function by ensuring that health and safety becomes a key part of every manager's role.
- (ii) To promote a positive health and safety culture within which the commitment and involvement of all managers and employees will be secured.
- (iii) To reduce the number of accidents and incidents of occupational ill health.
- (iv) To promote employee wellbeing as a fundamental element of *emda*'s approach to the effective management of people and health and safety.

### Consultation

*emda* will co-operate in the appointment of Safety Representatives. They will be provided with sufficient facilities and time off for training to carry out their tasks.

*emda* has regular health and safety meetings to ensure that all health and safety issues are discussed and addressed. The meetings are an important forum.

### *emda*'s Responsibilities

*emda* will ensure that responsibilities for health and safety matters are effectively allocated, accepted and carried out at all levels within its structure.

*emda* as a minimum standard will ensure that:

- a) Suitable and sufficient risk assessments are carried out and reviewed at appropriate intervals, or when systems or equipment change.

- b) Suitable arrangements are made for the planning, organization, control and monitoring of health and safety to agreed standards and reviews of protective and preventative measures are carried out.
- c) Competent persons are appointed to undertake the measures needed to meet the requirements and prohibitions imposed by or under the relevant legislation.
- d) Appropriate procedures are established followed and reviewed for serious or imminent dangers such as fire, bomb threat or gas leak.
- e) Employees are provided with comprehensive and relevant information concerning the risks to their health and safety, the preventative measures and the procedures in place.
- f) Systems of work are devised, provided and maintained that are safe and without risk to health.
- g) Procedures are created for the safe use, handling, storage and transport of articles and substances for use at work.
- h) The provision and maintenance of plant, machinery and equipment that is safe and free from risks.
- i) The workplace and its environment are safe and without risks to employees' health and that it has safe means of access to and egress from it.
- j) Adequate welfare facilities are provided.

### **Managers Responsibilities**

*emda* will allocate appropriate health and safety responsibilities to all managers who will set an example in safe behavior and maintain a constant and continuing interest in safety, health and welfare in particular by:

- Ensuring that where necessary, specific risk assessments have been carried out, actioned and reviewed for all the work activities under their control.
- Acquiring a working knowledge of health and safety acts, regulations, codes of practice and guidance and the advice necessary to ensure the safety of their employees.

### **Employees Responsibilities**

Each employee has a duty to ensure that the work he/she carries out is performed in a way that is safe to him/her, other employees and to members of the general public.

Employees must also follow the advice and instructions for health and safety matters issued by *emda*. Should an employee consider that a hazard to health or safety exists, he or she should report the matter to their immediate superior.

A review, addition or modification of this general statement may be made at any time.

**This General Policy Statement will be brought to the attention of all employees.**

Signed: .....  
Chief Executive

Date:.....

## **2.1 *emda* AS A CORPORATE BODY**

*emda* is legally responsible for ensuring that health and safety is effectively managed throughout the organization. The keys to such effective management are the formulation and implementation of:

- (i) A corporate strategy for the management of health and safety.
- (ii) A comprehensive and effective corporate health and safety policy.

Authority to formulate and implement a strategy and policy is delegated to the Chief Executive by the Board Members.

*emda* must also ensure that it allocates sufficient financial and staffing resources to enable managers to fulfill their obligations in terms of health and safety. In terms of the effective management of health and safety *emda* is legally responsible for:

- The provision and maintenance of plant, equipment and machinery that is safe and without risks to health and safety.
- The provision and maintenance of safe systems of work.
- The provision and maintenance of a safe and healthy working environment.
- Ensuring adequate instruction, training, information and supervision.
- Ensuring that others who may be affected by *emda* work activities such as visitors, members of the public, contractors etc. are not exposed to risks to their health and safety.
- The provision of adequate welfare arrangements.

### **Fulfilling the duty**

Having delegated authority to deal with health and safety issues to the Chief Executive, Board Members must ensure two things:

- The monitoring of health and safety performance.
- The provision of adequate resources for health and safety.

### **Monitoring Performance**

There must be a system in place to monitor health and safety performance in order to ensure that the Chief Executive and other managers are carrying out their delegated duties. A monitoring system will be implemented as part of the health and safety strategy of *emda*.

### **Resourcing**

Adequate resources in terms of finance and staffing must be allocated to ensure that health and safety can be managed effectively. *emda* should be satisfied that it has sufficient staff time allocated to health and safety and that the staff involved are adequately experienced and knowledgeable to carry out this function.

## **2.2 CHIEF EXECUTIVE**

**The formulation and implementation of a health and safety strategy and policy for the agency is delegated to the Chief Executive by *emda* as a corporate body.**

**The Chief Executive thus has overall responsibility for the effective management of health and safety throughout the organization.**

He will ensure that adequate funds are allocated to enable the effective implementation of all relevant legislation and that arrangements exist for the effective management of health and safety.

He is responsible for the formulation, implementation and periodic review of:

1. A comprehensive and effective health and safety policy.
2. A strategy for the management of health and safety.

The Chief Executive will give his active support and commitment to ensuring the effective implementation of *emda*'s health and safety policy and is ultimately responsible to *emda* for the rectification of any health or safety hazard brought to his attention.

### **Fulfilling the duty**

Having had the authority to deal with health and safety issues delegated to him the Chief Executive must ensure:

- The monitoring of health and safety performance.
- The provision of adequate resources for health and safety.

### **Monitoring Performance**

There must be a system in place to monitor health and safety performance in order to ensure that all managers are carrying out their delegated duties. Regular monitoring will be carried out as part of the health and safety strategy of *emda*. Such monitoring is carried out by Directors, Managers, the Health & Safety Advisor & the Health & Safety Committee.

### **Resourcing**

Adequate resources in terms of finance and staffing must be allocated to ensure that health and safety can be managed effectively. The Chief Executive should be satisfied that he has sufficient staff time allocated to health and safety and that the staff involved are adequately experienced and knowledgeable to carry out this function.

## **2.3 BOARD MEMBERS**

### **The Legal Position**

The duties imposed on the employer by the Health and Safety at Work Act apply to *emda* as a corporate body rather than to the individual members. Board Members are not normally considered to be officers or other persons acting on behalf of the corporate body as defined in Section 37 of the Act (Offences by Bodies Corporate). However, individual Board Members can be prosecuted for breaches of legal duties under Section 36 (Offences due to fault of other persons) where his or her act or default results in somebody else (e.g. a manager) committing an offence under the Act.

### **Duties**

Collectively Board Members as members of a corporate body are legally responsible for ensuring that health and safety is effectively managed throughout the organization. Along with the Chief Executive, Board Members also have to ensure the formulation and implementation of:

- (i) A corporate strategy for the management of health and safety.
- (ii) A comprehensive and effective corporate health and safety policy.

Authority to formulate and implement a strategy and policy is delegated to the Chief Executive.

*emda* must also ensure that it allocates sufficient financial and staffing resources to enable officers to fulfill their obligations in terms of health and safety.

In terms of the effective management of health and safety *emda* is legally responsible for:

- The provision and maintenance of plant, equipment and machinery that is safe and without risks to health and safety.
- The provision and maintenance of safe systems of work.
- The provision and maintenance of a safe and healthy working environment.
- Ensuring adequate instruction, training, information and supervision.
- Ensuring that others who may be affected by *emda* work activities such as visitors, members of the public, contractors etc. are not exposed to risks to their health and safety.
- The provision of adequate welfare arrangements.

### **Fulfilling the duty**

Having delegated authority to deal with health and safety issues to the Chief Executive, Board Members must also ensure two things:

- The monitoring of health and safety performance.

- The provision of adequate resources for health and safety.

### **Monitoring Performance**

There must be a system in place to monitor health and safety performance in order to ensure that the Chief Executive and other managers are carrying out their delegated duties. Regular monitoring will be carried out as part of the health and safety strategy of *emda*.

### **Resourcing**

*emda* should be satisfied that it has sufficient staff time allocated to health and safety and that the staff involved are adequately experienced and knowledgeable to carry out this function.

*emda* must also ensure that it allocates sufficient financial resources to enable officers to fulfill their obligations in terms of health and safety.

**It is important that all Board Members of *emda* are aware of the importance of health and safety, the systems which exist to ensure it is maintained and their role within the system. All new Board Members should receive information about their responsibilities and the established policies and procedures.**

## **2.4 DIRECTORS**

The Directors are responsible for the effective management of health and safety within their directorate. They must ensure that appropriate procedures and systems are formulated for any risks or work activities which are not covered by the corporate policy and where necessary formulate additional procedures to ensure their effectiveness.

They will periodically review and update the relevant, systems and procedures.

### **In addition the Directors will:**

- (i) Ensure that departmental arrangements have been documented.
- (ii) Ensure that where appropriate, adequate risk assessments are carried out and brought to the attention of employees.
- (iii) Ensure that the relevant parts of the safety policy, systems and procedures are brought to the notice of all employees.
- (iv) Ensure that adequate resources are provided to cover the implementation of the policy, systems and procedures.
- (v) Ensure that responsibility for health and safety is properly assigned and accepted at all levels.
- (vi) Ensure the effective implementation of monitoring procedures.
- (vii) Ensure that the health and safety training needs of all employees are identified and that appropriate training is provided.
- (viii) Take a direct interest in and give support and commitment to the health and safety program.
- (ix) Where necessary, consult with appointed Trade Union Safety Representatives or appropriate employees on matters of joint concern to improve the health and safety of employees.
- (x) Ensure that the Procedure for the Selection Evaluation and Monitoring of Contractors is followed and that the health and safety performance of contractors is constantly monitored.
- (xi) Directors will also maintain an adequate level of knowledge on relevant health and safety legislation, guidance and current best practices.

## **2.5 TEAM MANAGERS/HEADS OF SECTION**

Team Managers/Heads of Section are responsible for ensuring that health and safety is managed effectively within the areas under their control. They must ensure that the systems and procedures within the areas under their control are fully implemented.

### **Team Managers/Heads of Section will also ensure that:**

- (i) Adequate risk assessments are carried out where appropriate, and brought to the attention of all employees.
- (ii) The relevant parts of the safety policy, systems and procedures are brought to the notice of all employees.
- (iii) Effective accident investigations are carried out where appropriate, which identify root causes and system weaknesses and the actions required to prevent reoccurrence.
- (iv) Relevant health and safety guidance, Codes of Practice and information are provided and brought to the attention of all employees.
- (v) The health and safety training needs of all employees are identified and that appropriate training is provided.
- (vi) Where necessary consultation takes place with appointed Trade Union Safety Representatives on matters of joint concern to improve the health and safety of employees.
- (vii) The Procedure for the Selection Evaluation and Monitoring of Contractors is followed and that the health and safety performance of contractors is constantly monitored.

## 2.6 PEOPLE MANAGERS

People Managers can have the greatest level of influence over the practical day-to-day systems and methods of working which affect the health, safety and welfare of the employees under their control. They are directly responsible for the effective control and management of the health and safety of the employees under their control.

People Managers will have a detailed knowledge of the specific relevant safe systems of work and control measures described within the health and safety policy and procedures and will ensure their effective implementation.

### People Managers will ensure that:

- (i) The risks to the health and safety of all employees under their control are either eliminated or reduced to as low a level as reasonably practicable.
- (ii) They have a full understanding of the health and safety policy, systems and procedures and how they affect the activities of the employees under their control.
- (iii) Each of their employees receives the appropriate information, instruction, training and supervision to enable them to carry out their work without risk to their health and safety. **Special attention should be given to young and inexperienced employees.**
- (iv) Protective clothing and safety equipment is issued, worn, correctly used and maintained as required by legislation and the safety policy.
- (v) Each new employee receives induction training on their first day using the Managers Health & Safety Induction checklist including relevant hazards, precautions and procedures.
- (vii) Accidents, incidents, near misses and diseases, which occur in their area of control, are investigated and reported as required by legislation and emda's procedures. This may involve People Managers carrying out/being involved in the investigation where appropriate, and reporting to the Team Manager//Head of Section any deaths, major injuries or dangerous occurrences.
- (viii) Good housekeeping is maintained.
- (ix) Employees are aware of the location of boxes and first aiders.
- (xi) Any risks to the health and safety of members of the public, clients and visitors from work activities performed by employees under their control are assessed and adequately controlled.
- (xii) They liaise with the appointed safety representatives to enable them to carry out their statutory duties in line with *emda* procedures.
- (xiii) All employees are made fully aware of their statutory duty while at work, to take reasonable care for the health and safety of themselves and other persons who may be affected by their acts or omissions.

- (xiv) Any plant and equipment which is unsafe is removed from use and is reported and returned for repair/maintenance.
- (xv) Safe systems and working practices are continually developed in his/her work area to ensure the maximum safety for all employees under his/her management.

## 2.7 EMPLOYEES

Employees are responsible for taking reasonable care for the health and safety of themselves and of other persons who may be affected by their acts or omissions at work and must inform their supervisor/ manager of any hazard, defect or dangerous work situation or failure in the health and safety policy, systems or procedures.

Employees must:

- (i) Co-operate with *emda* to meet its legal obligations by following all health and safety rules and procedures.
- (ii) Co-operate with their supervisor/line manager in meeting their obligations to ensure that health and safety is effectively managed.
- (iii) Use anything provided by *emda* in accordance with the instructions and training given. This includes machinery, equipment, dangerous substances, means of transport, plant, safety equipment, etc.
- (iv) Not intentionally or recklessly interfere with or misuse anything provided in the interests of health, safety or welfare.
- (v) Report to their supervisor/manager all accidents and damage whether persons are injured or not.
- (vi) Co-operate with their supervisor /line manager to improve health and safety in their workplace.

Employees are encouraged to make suggestions to improve health safety or welfare in *emda* to their, People Manager, Director, Safety Representatives or Safety Advisor.

## **2. 8 TRADE UNION SAFETY REPRESENTATIVES AND EMPLOYEE SAFETY REPRESENTATIVES**

Safety representatives are appointed to represent employees in consultations with the employer. An important part of their function is to **promote** and contribute to the development of measures to ensure the health and safety of employees and to monitor the effectiveness of such measures.

In order to ensure compliance with the Health and Safety Consultation with Employees Regulations *emda* will consult with groups of employees who do not have Trade Union Safety Representatives through non-union employee representatives on matters relating to health, safety and welfare.

### **Safety representatives may:**

- (i) Make themselves familiar with the requirements relating to the health, safety and welfare of persons at work, especially for the group of employees they represent.
- (ii) Understand the Health and Safety Policy of *emda* and the systems and procedures in force for its implementation.
- (iii) Be aware of the workplace hazards of the employees they represent and the control measures required to eliminate or minimize the risks from those hazards.
- (iv) Be aware of the correct emergency action to be taken in the event of accident, fire, explosion or other emergency.
- (v) Notify his/her People Manager when carrying out safety representative duties which takes him/her away from normal employment duties.

### **Safety representatives, as part of their functions can:**

- (vi) Carry out workplace inspections, accompanied by the appropriate management representative, at between three/six monthly intervals.
- (vii) Liaise with the appropriate manager in accident/incident investigations where appropriate.
- (viii) Report any unsafe or hazardous work practices or conditions in writing.
- (ix) When appropriate attend *emda*'s health and safety meetings.
- (x) Liaise with management wherever possible to promote safer working practices among employees.

Safety representatives should also promote a general awareness of relevant health and safety issues amongst the employees they represent.

## 2.9 HEALTH AND SAFETY ADVISOR

The Health and Safety Advisor plays a key role in the promotion of health and safety as an integral part of the general management function. This is achieved through advising senior managers on the formulation of strategies for the effective management of health and safety and other managers throughout the organization on the systems and procedures which they must operate to ensure full control of health and safety risks.

The Health and Safety Advisors' role is primarily an advisory one in which he/she works with managers in order to ensure that they understand and comply with the requirements of relevant legislation.

**It is not the role of the Health and Safety Advisor to take health and safety responsibility from Directors or Managers.**

The Health and Safety Advisor also plays an important part in monitoring and auditing the effectiveness of policies, systems and procedures and the managers who operate them. Such monitoring and auditing whether formal or informal, allows weaknesses in management policies, systems and procedures to be highlighted and thus rectified.

The specific duties and responsibilities of the Health and Safety Advisor include:

- 1) Giving advice on the formulation of a strategy for the effective management of health and safety throughout *emda*.
- 2) Advising on *emda*'s Health and Safety Policy, systems and procedures and the organization, responsibilities and arrangements by which it is implemented. To advise upon and update the corporate health and safety policy, systems and procedures.
- 3) Advising and providing guidance to managers on carrying out risk assessments using the corporate format.
- 4) Monitoring the implementation of the Health and Safety Policy and advising upon its update when necessary.
- 5) Advising and assisting Directorates on all health and safety issues.
- 6) Investigating of all 'major injury' and death, accidents and others where appropriate, e.g. near misses in order to advise upon preventative measures.
- 7) Maintenance and analysis of accident reports and statistics.
- 8) Liaison with Managers and Safety Representatives in the identification of training needs and the development and organization of safety training.
- 9) Dissemination of information on health and safety matters.

## 2.10 HEALTH & SAFETY CONSULTATION

### Relevant Legislation

*The Health and Safety at Work Act 1974*

*The Safety Representatives and Safety Committees Regulations 1977*

*The Health and Safety (Information for Employees) (Modifications & Repeals) Regulations 1995*

*The Health and Safety (Consultation with Employees) Regulations 1996*

*emda's* Health and Safety Consultation meetings provide a forum for consultation and co-operation on health and safety matters between employees through Union and Employee Safety Representatives and *emda* as the employer.

The key purpose of the consultation forums is to promote co-operation between employees and *emda* which in turn contributes to the effective management of all workplace health and safety risks.

*emda* will consult with Trade Union Safety Representatives appointed under the Safety Representatives and Safety Committees Regulations 1977.

In accordance with the Health and Safety (Consultation with Employees) Regulations 1996, *emda* will also consult with the representative of those employees not covered by the 1977 regulations, on all matters relating to the health and safety of the representative's group. *emda* will afford such Representatives all of the provisions required within the 1996 regulations.

*emda* encourages consultation with employees on health and safety issues by recognizing the appointment of Safety Representatives and by holding regular health and safety meetings. The purpose of the meetings is to promote co-operation between *emda* as an employer and its employees in developing systems and procedures for the effective management of health and safety.

*emda* encourages Safety Representatives to contribute to the promotion and development of measures to ensure the health and safety of employees and to monitor the effectiveness of such measures. *emda* co-operates with Safety Representatives allowing them to carry out their functions effectively by allowing time off for duties, and training, and ensuring access to information and documentation etc. in relation to investigations and inspections.

### **Health and Safety Committee:**

The Health and Safety Committee consists of the key Directors, Safety Representatives and People Managers with a direct responsibility for or interest in health and safety matters. The purpose of the Group is to examine and determine corporate health and safety policies, procedures and issues.

The Safety Committee is the final forum within which policies and procedures are discussed, finalized and approved for adoption by the organization. The committee also examines and reviews:

- (i) Accident/incident/ill health statistics and trends so that reports can be made to management on unsafe and unhealthy conditions and practices together with recommendations for corrective action;
- (ii) Health and safety reports, including accident investigations, inspections, audits and monitoring;

- (iii) The development of health and safety policies, procedures and safe systems of work;
- (iv) The effectiveness of health and safety training;
- (v) Health and safety communication and promotion in the workplace.

### 3.1 MANAGEMENT OF HEALTH & SAFETY

#### **Relevant Legislation**

*The Management of Health and Safety at Work Regulations 1999*  
*The Health and Safety at Work Act 1974*

#### **Other Reference Documents**

- a) 'Successful Health and Safety Management' HSG 65.
- b) British Standards Institute BS 8800 Guide to Health and Safety Management Systems.

**Health and Safety Management is the planned and organized control of the risks which exist within the working environment.**

#### **emda Policy**

In order to effectively control or 'manage' all health and safety risks which are present within the work carried out by its employees, *emda* has adequate and effective systems and procedures in place to ensure that a systematic approach is taken towards identifying, quantifying and remedying all significant health and safety risks.

Central to the management of risk is the formulation and implementation of an effective health and safety policy, which clearly sets out *emda*'s commitment to ensuring the health, safety and welfare of its employees and any other persons who could be affected by *emda* work activity. The policy is not a static document but will be constantly updated as work activity, systems and procedures change.

As part of the corporate health and safety management strategy, *emda* is moving towards integrating health and safety management into the mainstream management function. This is essential to ensure that all managers take full responsibility for health and safety in their areas of control.

The Health & Safety Procedures Manual also contains information and guidance on this issue. The relevant page can be found on the *emda* intranet at HR-Health & Safety Procedures Manual

## **3.2 MONITORING & REVIEW OF POLICIES, SYSTEMS & PROCEDURES**

### **Relevant Legislation**

*Health and Safety at Work Act 1974.*

*Management of Health and Safety at Work Regulations 1999.*

### **emda Policy**

#### **Review**

*emda* will ensure that the HR Director, in conjunction with *emda*'s Safety Advisor will review the Safety Policy annually to ensure that it remains an effective working document.

The Safety Advisor will ensure that the Safety Policy is reviewed and revised when there are any relevant changes to Health and Safety Legislation and associated codes of practice.

The Safety Advisor will ensure that relevant managers are made aware of changes in legislation and associated amendments to the Policy so that they can in turn apply those changes to the procedures specific to their activities.

Managers will ensure that all employees are made aware of the full contents of the policy and arrangements.

#### **Monitoring**

Active monitoring provides essential feedback on performance before an accident, ill health or an incident occurs.

The HR Director will ensure that health and safety monitoring takes place through the Health & Safety Committee and through performance review.

The Health & Safety Procedures Manual also contains information and guidance on this issue. The relevant page can be found on the *emda* intranet at HR-Health & Safety Procedures Manual

### **3.3 HEALTH & SAFETY TRAINING**

#### **Relevant Legislation**

*The Health and Safety at Work Act 1974*

*The Management of Health and Safety at Work Regulations 1999*

*The Personal Protective Equipment at Work Regulations 1992*

*The Health & Safety (Training for Employment) Regulations 1990*

Health and safety legislation imposes a duty on employers to take account of an employees capabilities with regard to health and safety and to ensure that all employees are provided with adequate health and safety information, instruction and training on taking up employment and on being exposed to new or increased risks because of

- Changes in Employment
- Changes in Work Equipment
- Changes in Technology
- New Systems of Work

#### **emda Policy**

Appropriate training will be provided to all employees to enable them to undertake their responsibilities in a safe manner.

Training will be provided in the following areas:

- a) Induction training - on initial recruitment into emda.
- b) Specific training on risks presented to employees due to:

\*Transfer to a different work area or process.

\*Change of responsibilities.

\*Introduction of new equipment, process or modification of existing.

\*Introduction of new technology.

Where appropriate the training will be repeated at suitable frequencies.

Records will be kept of all statutory training where appropriate.

Wherever possible, health and safety training will be integrated into the overall training programme for employees.

The Health & Safety Procedures Manual also contains information and guidance on this issue. The relevant page can be found on the emda intranet at HR-Health & Safety Procedures Manual

### **3.4 RISK ASSESSMENT PROCEDURES**

#### **Relevant Legislation**

*The Health and Safety at Work Act 1974*

*The Management of Health and Safety at Work Regulations 1999*

#### **Other Reference Documents**

The Approved Code of Practice

HSG 122 Guide to New & Expectant Mothers at Work

Risk Assessment is a basic tool, which allows a systematic general examination of work activities, identifying hazards and risks and determining the measures required to ensure compliance with health and safety legislation. It also allows existing control measures, systems and procedures to be reviewed and any necessary improvements made.

#### **emda Policy**

It is *emda's* policy to carry out risk assessments of all work activities conducted by its employees in order to ensure that all the risk to the health and safety of both employees and other persons have been evaluated and measures implemented to eliminate or reduce those risks.

The risk assessment process will involve People managers, Trade Union Representatives and other employees, with advice and assistance from the Safety Advisor.

The significant findings of all risk assessments will be documented.

Following the completion of the risk assessment process a programme of measures required ensuring full compliance with all health and safety legislation will be formulated prioritizing the action for the short, medium or long term.

**It is vital that the significant findings of risk assessments are passed on to staff. It is the responsibility of People Managers & Team Leaders to pass this information to staff.**

#### **Review of Assessment.**

Risk assessments will be reviewed regularly and when significant changes take place in terms of levels of risk, processes, working practices, introduction of new equipment, and in relevant circumstances when there is a change of personnel.

The Health & Safety Procedures Manual also contains information and guidance on this issue. The relevant page can be found on the emda intranet at HR-Health & Safety Procedures Manual – Generic/Sample Risk Assessments.

Advice and guidance is also available from the Health & Safety Advisor.

### 3.5 INVESTIGATION OF ADVERSE ACCIDENTS AND INCIDENTS

#### **Relevant Legislation**

*The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995.  
(RIDDOR)*

The reporting and investigation of accidents, diseases and dangerous occurrences plays a vital role in identifying both workplace hazards and failures in the systems and procedures by which health and safety is managed. From such investigation further control measures can be implemented and systems and procedures amended to constantly improve health and safety standards.

#### **An 'adverse event' includes:**

- **accident:** an event that results in injury or ill health;
- **Incidents:** such as
  - **Near miss:** include dangerous occurrences - an event that, while not causing harm, has the potential to cause injury or ill health;
  - **Undesired circumstance:** a set of conditions or circumstances that have the potential to cause injury or ill health, e.g. untrained employees undertaking an activity for which training is needed
- **violent incidents and verbal abuse**

#### **emda Policy - Accidents**

It is *emda's* policy to investigate all accidents, which lead to injury or damage. Investigation of 'non-serious' or minor accidents is carried out by supervisors or managers with the Safety Advisor becoming involved where necessary. All accidents will be entered in to the appropriate accident book.

Detailed information on reporting and investigation is contained in relevant procedures which can be found on *emda's* intranet site or from the Health & Safety Advisor.

#### **1) Accidents causing death or major injury:**

- a) All accidents, which result in a death or major injury, as defined in the Regulations must be reported to the Health and Safety Executive and be investigated internally.

#### **IF A DEATH HAS OCCURRED IT MUST BE REPORTED TO THE POLICE. THE SCENE OF THE ACCIDENT MUST BE LEFT UNTOUCHED**

- b) The major injury or death should be reported immediately to the People Manager who should in turn report it to the Chief Executive, the Safety Advisor and the Health and Safety Executive.
- c) The appropriate Safety Representative must be informed.

The relevant Director and the Safety Advisor, where appropriate, will be involved in the investigation any accident involving death or major injury.

#### **2) Accidents resulting in 3 or more days off work**

- a) All accidents which result in an employee having **three or more** consecutive days off work (excluding the day of the accident but including any days which would not have been working days)

must be reported to the Health and Safety Executive **within 10 days** and will be investigated internally by the People Manager.

**3) Other Accidents and Near Misses**

a) Managers must investigate all accidents and near misses.

**4) Accidents to members of the public**

Any injury to a member of the public must be reported to the Health and Safety Executive if it:

- a) Results from an accident arising out of or in connection with work; **and**
- b) Results in them being taken from the premises where the accident happened, to a hospital for treatment in respect of that injury

**5) Diseases**

Any disease, which it is suspected could be occupationally linked, will be reported to the Health & Safety Advisor.

All diseases, which could possibly be occupationally linked, will be investigated internally by the Health & Safety Advisor.

Specific diseases are notifiable to the Health and Safety Executive as listed within the Regulations. For example; *Occupational Asthma*, which can be caused by exposure to certain substances such as paints containing isocyanates.

**6) Dangerous Occurrences**

All dangerous occurrences as defined within the Regulations must be reported to the Health and Safety Executive and will be reported and investigated internally.

The Health & Safety Procedures Manual also contains information and guidance on this issue. The relevant page can be found on the emda intranet at HR-Health & Safety Procedures Manual.

**Accident Reporting from emda Sites**

All accidents which occur on *emda's* sites must be reported to the Head of Operations using an appropriately detailed accident report form. The Head of Operations will report all such accidents to the Health & Safety Advisor. Where appropriate, accidents will be formally investigated by the Head of Operations & the Health & Safety Consultants.

Site accidents which are reportable under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 (*RIDDOR*) will be reported to the Health & Safety Executive by the Health & Safety Consultants.

Site accidents will be included in the *emda* accident figures & reported to the Health & Safety Committee.

**All contractors, consultants and coordinators on *emda* sites must be informed of this policy and instructed to report relevant accidents & incidents to the Head of Operations.**

### **3.6 WORK EQUIPMENT**

#### **Relevant Legislation**

*The Health and Safety at Work Act 1974*

*Provision and Use of Work Equipment Regulations 1998*

*The Supply of Machinery (Safety) Regulations 1992*

Under the Provision and Use of Work Equipment Regulations 1998 an employer has a duty to ensure that work equipment is suitable for the purpose for which it is used or provided.

When selecting equipment regard shall be given to working conditions and risks to health and safety, and the equipment will only be used for the purpose and under conditions for which it is intended.

#### **emda Policy**

The selection of suitable work equipment for particular tasks will help to reduce or eliminate many risks to the health and safety of employees.

*emda* will ensure that all existing and new equipment is inspected, tested and maintained in accordance with the manufacturers recommendations, and where appropriate, records kept of equipment, maintenance, and training.

Maintenance operations will be carried out safely with suitable controls in place and without risk to operators or maintenance staff.

Where new equipment is purchased full consideration will be given to the environment in which it is to be used and any other relevant health and safety concerns before it is purchased.

*emda* will ensure that any equipment purchased complies with the European Product Directive (CE Mark) (CE Marking and EC Declaration of Immunity).

Where appropriate, suitable information, instruction, and training will be given to all operators.

The Health & Safety Procedures Manual also contains information and guidance on this issue. The relevant page can be found on the emda intranet at HR-Health & Safety Procedures Manual

### **3.7 EXPOSURE TO NOISE**

#### **Relevant Legislation**

*The Health and Safety at Work Act 1974*

*The Management of Health and Safety at Work Regulations 1999*

*The Noise at Work Regulations 2005*

#### **Other Reference Documents**

CP 29 Hearing Protection

L108 Controlling noise at work: the control of noise at work Regulations 2005 –Guidance on Regulations

Exposure to high noise levels can cause irreversible hearing damage. Other effects of noise at work are interference with communication, stress and interference with conversation.

#### **emda Policy**

*Emda* will ensure that there is full compliance with the Noise at Work Regulations 2005 by having noise assessments carried out where appropriate.

Suitable and efficient personal hearing protection will be provided for all employees who may be exposed.

Adequate information, instruction and training will be provided to employees on: the risk of damage to hearing from noise exposure, the steps that employees can take to minimize the risk, and the correct maintenance, cleaning and replacement procedure of hearing protection.

Full procedures for the selection, use and maintenance of hearing protection are in place. (See also Section 17 - The Provision, Use and Maintenance of Personal Protective Equipment).

The Health & Safety Procedures Manual also contains information and guidance on this issue. The relevant page can be found on the emda intranet at HR-Health & Safety Procedures Manual

### **3.8 SMOKING**

#### **Relevant Legislation**

*Health and Safety at Work Act 1974*  
*Management of Health and Safety at Work Regulations 1999*  
*Workplace (Health, Safety and Welfare) Regulations 1992*  
*The Smoke-free (Premises & Enforcement) Regulations*  
*The Smoke-free (Signs) Regulations*  
*The Smoke-free (Exemptions & vehicles) Regulations*  
*The Health Act 2006*

#### **emda Policy**

In order to ensure that a healthy and safe environment is maintained for staff & that they are protected from exposure to passive smoking, there is a complete ban on smoking within all *emda* owned & controlled buildings.

Any employee wishing to leave the premises in order to smoke may only do so in their own time, outside the premises.

Employees will also be prohibited from smoking within the home or workplace of a client.

This policy must be communicated to all visitors or contractors whilst on *emda* owned or controlled property.

#### **Smoking in vehicles**

Employees must not smoke in a vehicle if a colleague is travelling with them.

#### **Signage**

Adequate signage will be provided in all *emda* owned or controlled buildings to inform staff & visitors of the no smoking policy.

#### **Help in giving up smoking**

*emda* will actively support any member of staff who may wish to give up smoking.

“New Leaf” smoking cessation sessions can be arranged for any member of staff who wants to stop smoking, through the Health & Safety Advisor.

The Health & Safety Procedures Manual also contains information and guidance on this issue. The relevant page can be found on the *emda* intranet at HR-Health & Safety Procedures Manual.

### **3.9 YOUNG PEOPLE AT WORK**

#### **Relevant Legislation**

*Health and Safety at Work Act 1974*

*Management of Health and Safety at Work Regulations 1999*

#### **Other Relevant Documents**

HS (G) 165 Young People at Work

#### **emda Policy**

It is *emda's* policy to carry out risk assessments of work activities conducted by its employees to ensure that all risks to their health and safety have been evaluated and measures implemented to eliminate or reduce those risks.

*emda* will carry out a specific risk assessment for all employees under the age of eighteen years, taking into account specific risk, their inexperience, lack of awareness and immaturity.

The significant findings of the risk assessment will be documented.

On completion of the assessment a programme of measures to ensure full compliance with the regulations will be implemented.

The subject of the assessment will be made aware of the risks and associated control measures, which will include any specific training.

The parent or guardian will be provided with information about the risks and control measures introduced, which will include a copy of the risk assessment and any other associated documentation.

#### **Review of Assessment**

The assessment will be regularly reviewed, in most cases this will be annually.

The Health & Safety Procedures Manual also contains information and guidance on this issue. The relevant page can be found on the *emda* intranet at HR-Health & Safety Procedures Manual

### **3.10 LONE WORKERS**

#### **Relevant Legislation**

*Health and Safety at Work Act 1974*

*Management of Health and Safety at Work Regulations 1999*

*Reporting of Injuries Diseases and Dangerous Occurrences Regulations 1995*

#### **Other Reference Documents**

Associated Approved Codes Of Practice.

#### **Legal Duties**

Under Health and Safety legislation an employer has a general duty to ensure so far as is reasonably practicable the health and safety of their employees at work, by the provision of a safe system of work and a work environment that is safe and without risk to health.

#### **emda Policy**

*emda* will carry out a risk assessment of all work areas where lone working may expose employees to health, safety or welfare risks. Where risks are identified, *emda* will put into practice suitable and sufficient control measures to reduce the risk to a level that is as low as is reasonably practicable.

Wherever possible lone working will be kept to a minimum, but *emda* recognizes that there will be times when employees will have to work alone and in isolated areas. Where such a requirement exists the following arrangements will be put into practice:

A suitable monitoring system will be established to identify the location and movements of employees.

First Aid equipment and emergency First Aid training will be supplied to those employees who have to work alone in the normal course of their duties and who are at increased risk due to the nature of their work.

Formal lone working procedures will be established, which will be monitored and reviewed, and communicated to all employees.

The Health & Safety Procedures Manual also contains information and guidance on this issue. The relevant page can be found on the *emda* intranet at HR-Health & Safety Procedures Manual – Lone Working.

### **3.11 MANUAL HANDLING**

#### **Relevant Legislation**

*The Health and Safety at Work Act 1974*

*The Management of Health and Safety at Work Regulations 1999*

*The Manual Handling Operations Regulations 1992*

#### **Other Reference Documents**

L23 Guidance on the Manual Handling Operations Regulations 1992.

#### **emda Policy**

Manual handling can result in serious injuries such as fractured limbs, and less serious injuries such as sprains and strains. It can also cause specific musculoskeletal conditions such as carpal tunnel syndrome and tenosynovitis, which result from the cumulative effects of repetitive manual handling.

In accordance with the Manual Handling Operations Regulations, *emda* will, so far as is reasonably practicable, avoid the need for any employee to undertake manual handling operations that may cause injury.

Where avoidance of such activities is not reasonably practicable *emda* will ensure:

- \* A formal assessment of all manual handling operations is carried out, and if necessary reviewed.
- \* Wherever possible the risk to employees will be reduced to the lowest level reasonably practicable, by the use of manual handling aids and the provision of information, instruction and training in the use of such aids.
- \* The provision of adequate information, instruction and training to enable them to carry out manual handling tasks safely and without risk of injury.
- \* Refresher training will be provided on a regular basis.
- \* When identified as a requirement of a manual handling assessment, suitable personal protective equipment will be supplied to employees. Employees will be given adequate training in the operation and safe use of such equipment.

The Health & Safety Procedures Manual also contains information and guidance on this issue. The relevant page can be found on the *emda* intranet at HR-Health & Safety Procedures Manual – Manual Handling.

### **3.12 CONTROL OF HAZARDOUS SUBSTANCES**

#### **Relevant Legislation**

*The Control of Substances Hazardous to Health Regulations 1999*  
*Control of Asbestos at Work Regulations 1987*  
*The Health and Safety at Work Act 1974*  
*The Management of Health and Safety at Work Regulations 1999*  
*The Personal Protective Equipment at Work Regulations 1992*  
*The Control of Asbestos at Work (Amendment) Regulations 1998*  
*Control of Lead at Work Regulations 1980*  
*The Asbestos (Prohibitions) Regulations 1992*

#### **emda Policy**

*emda* will ensure that prior to any work being carried out, where employees are liable to be exposed to any substances hazardous to health, a suitable and sufficient assessment of the risks created by that work will be carried out.

All assessments will be recorded and communicated to employees, and reviewed if found to be invalid or if there is a significant change to the work process.

*emda* will ensure that the exposure to hazardous substances is prevented, or where not reasonably practicable adequately controlled.

Where required *emda* will provide employees with suitable personal protective equipment to control their exposure, as a last resort in the hierarchy of control measures.

Where PPE is supplied *emda* will ensure that adequate information, instruction and training in the use of such equipment is given, and that the equipment is maintained, examined and tested in accordance with Control of Substances Hazardous to Health Regulations 1999.

Where required by the regulations exposure will be monitored, and where appropriate health surveillance of employees will be carried out.

Where an employee is exposed to substances hazardous to health, they will be given adequate information, instruction and training to make them aware of the risks and what precautions should be taken.

The Health & Safety Procedures Manual also contains information and guidance on this issue. The relevant page can be found on the *emda* intranet at HR-Health & Safety Procedures Manual – Hazardous Substances (COSHH).

### **3.13 DISPLAY SCREEN EQUIPMENT**

#### **Relevant Legislation**

*Health and Safety at Work Act 1974*

*Management of Health and Safety at Work Regulations 1999*

*Health and Safety (Display Screen Equipment) Regulations 1992*

*Workplace (Health Safety and Welfare Regulations) 1992*

*Provision and Use of Work Equipment Regulations 1998*

#### **emda Policy**

*emda* will ensure that a suitable and sufficient assessment of all workstations, as defined in the Health and Safety (Display Screen Equipment) Regulations 1992, is carried out.

The assessment will be used to identify hazards and evaluate the associated risks. It will be recorded, and reviewed if there is reason to believe that it is no longer valid or there are significant changes to the matters to which it relates.

Where risks are identified by the assessment, *emda* will reduce those risks to as low a level as is reasonably practicable.

Prior to carrying out assessments the "Users" identified by Managers will be given appropriate training to enable them to identify the risks associated with the use of display screen equipment. The assessment will be carried out in consultation with the "User".

Wherever possible work activities will be planned to reduce periods spent using display screen equipment.

*emda* will meet the cost of the provision of eyesight tests as specified in the regulations and also the cost of any corrective appliances. The cost of appliances will be restricted to the provision of basic appliances prescribed to correct vision defects at the normal viewing distance for DSE work.

*emda* will provide suitable information, instruction and training in the use of display screen equipment.

The Health & Safety Procedures Manual also contains information and guidance on this issue. The relevant page can be found on the emda intranet at HR-Health & Safety Procedures Manual – Display Screen Assessment.

### **3.14 PERSONAL PROTECTIVE EQUIPMENT**

#### **Relevant Legislation**

*The Health and Safety at Work Act 1974*

*The Personal Protective Equipment at Work Regulations 1992*

*The Control of Substances Hazardous to Health Regulations 1999*

*The Noise at Work Regulations 2005*

*The Construction (Head Protection) Regulations 1989*

*The Control of Asbestos at Work Regulations 1987*

*The Control of Asbestos at Work (Amendment) Regulations 1998*

#### **emda Policy**

As required by the above regulations it is *emda's* Policy to provide appropriate and effective personal protective equipment as the 'last resort' in the hierarchy of control measures. When issued, use and maintenance of personal protective equipment (PPE) is an important part of the overall measures taken to protect the health and safety of all employees at work.

*emda* will ensure that where risks to employees health and safety exist, general risk assessments are carried out which identify the control measures to be taken, including where appropriate personal, protective equipment. *emda* will ensure that all personal protective equipment is assessed to ensure:

- (i) It is appropriate for the risk or risks involved and the conditions and place where exposure to risk occurs;
- (ii) It takes account of ergonomic requirements and the state of health of the person or person who may wear it;
- (iii) It fits the wearer correctly, if necessary, after adjustments within the range for which it is designed;
- (iv) It is effective so far as is practicable, to prevent or adequately control the risk or risks involved without increasing overall risk;
- (v) It complies with the relevant British or European Standard.

#### **Maintenance and Replacement of Personal Protective Equipment**

*emda* will have an effective system for maintaining PPE. Maintenance includes cleaning, disinfection, examination, replacement, repair and testing.

Employees will be given the duty to ensure that maintenance is carried out. Regular inspection of PPE should be carried out as part of the monitoring procedure and occasional spot checks. If any item of protective equipment becomes damaged or has a defect this must be reported to the Manager immediately and a replacement obtained. Replacement will be on an exchange basis.

#### **Accommodation of PPE**

Suitable accommodation/storage will be provided for all PPE.

#### **Information, Instruction and Training**

Employees issued with PPE will receive information, instruction and training as appropriate to enable them to make effective use of the PPE provided to protect them against workplace hazards. Users will be trained in the proper use of PPE, how to correctly fit and wear it and what its limitations are.

The Health & Safety Procedures Manual also contains information and guidance on this issue. The relevant page can be found on the emda intranet at HR-Health & Safety Procedures Manual – Personal Protective Equipment.

### **3.15 SELECTION, EVALUATION & MONITORING OF CONTRACTORS**

#### **Relevant Legislation**

*The Health and Safety at Work Act 1974*

*The Management of Health and Safety at Work Regulations 1999*

*Construction Design and Management Regulations 1994*

#### **Other Relevant Documents**

*emda's Procedure for the Selection, Evaluation and Monitoring of Contractors*

*L54 Managing Construction for Health and Safety - The Construction (Design and Management) Regulations 1994*

#### **Emda Policy**

##### **Selection and Evaluation**

The policy for Selection, Evaluation and Monitoring of Contractors will be applied to all contractors who tender for *emda* contracts or carry out work for *emda*.

Contractors will be required to supply appropriate health and safety information to assist in the evaluation, which will include a copy of their current health and safety policy. Those with less than 5 employees will be asked to provide specific arrangements and risk assessments. Method statements may be requested to clarify how contractors will carry out high-risk tasks safely.

An assessment of the content of the safety policy will be carried out by a competent person, to identify the level of the contractor's commitment to health and safety. Contractors will be appointed using the results of the assessment.

On awarding a contract, the arrangements for the safe execution of the work will be agreed. This will include site wide arrangements and specific risk assessments if generic ones are inadequate.

The following "Selection & Control of Contractors" documents are available on the *emda* intranet:

- Pre Qualification Application Form
- Contractors Job registration Form
- Contractors Pre-Qualification Approval Process
- Selection & Control of Contractors-Pre-Start Check List

##### **Monitoring**

The contractor has a duty under the Management of Health and Safety at Work Regulations and where applicable, the Construction (Design & Management) Regulations 2007 to monitor health and safety on site by a competent person nominated by the contractor.

Checks on site safety and health will also be carried out, the frequency of which will depend on the contract.

The Health & Safety Procedures Manual also contains information and guidance on this issue. The relevant page can be found on the *emda* intranet at HR-Health & Safety Procedures Manual – Contractors Health and Safety.

Contractors on *emda* sites are regularly monitored.

### **3.16 OCCUPATIONAL HEALTH PROVISION & HEALTH SURVEILLANCE**

#### **Relevant Legislation**

*The Health and Safety at Work Act 1974*  
*Management of Health and Safety at Work Regulations 1999*

#### **Other Relevant Documents**

HSG 61 Health Surveillance at Work  
HSG 137 Health Risk Management

#### **emda Policy**

*emda* is committed to the provision of a comprehensive occupational health service as a fundamental part of its health and safety management system. The provision of such an occupational health service will ensure that occupational ill health is managed effectively.

One of the key aspects of the occupational health service is health surveillance which contributes to the effective control of health risks in the workplace.

*emda* through its occupational health provider will implement effective health surveillance procedures. This will include systematic, regular and appropriate procedures to detect early signs of work-related ill health among employees exposed to certain health risks and action on the results. However, the vast majority of *emda* employees are office based & are not exposed to any significant health risks to which health surveillance would apply.

The occupational health provider also carries out pre employment health checks to assess potential employee's health status, medical history and fitness to work and can help *emda* monitor sickness absence, giving advice on appropriate action where necessary.

The Health & Safety Procedures Manual also contains information and guidance on occupational health –related issues. The relevant pages can be found on the *emda* intranet at HR-Health & Safety Procedures Manual.

### **3.17 HEALTH & SAFETY MANAGEMENT ON SITES**

#### **Relevant Legislation**

The Health & Safety at Work Act 1974  
The Management of Health & Safety at Work Regulations 1999  
The Construction Design & Management Regulations 2007

#### ***emda* Policy**

*emda* recognize that as the freehold owner of substantial areas of brownfield land across the region, a regime of Risk Management and site inspection is appropriate, to ensure the safety of legal occupiers, trespassers and the general public.

A Development Assets Risk Register has been drawn up and is maintained as a living document in order to ensure that all health and safety risks have been assessed and appropriate measures taken. A regime of regular inspections of all sites takes place and the Risk Register is updated as appropriate.

*emda's* policy in relation to the land and property in its ownership is to continue to maintain a regime of regular site inspections derived from a risk based assessment which require central co-ordination, along with separate professional advice on the management of specific on-site risks.

**The Regeneration Directorate has a separate health & safety policy on the management of sites and buildings.**

#### **Ongoing Site Management**

*Emda* have developed a separate site management plan (at Section 3.17 a of the Health and Safety Policy).

Under this plan *emda* employ the professional services of William Saunders Partnership, a multi-disciplinary consultancy who are competent to carry out inspections & manage sites.

The consultants:

- Carry out regular inspections of all sites, compile inspection reports and update the Development Assets Risk Register.
- Maintain the Health and Safety Management File for each site
- Act as a central point of contact for each site for *emda's* appointed representative & the consultant/contractors involved in the development/reclamation works.
- Prepare and issue a quarterly report for each site, covering all inspection reports, recurring problems, changes in site ownership/occupation and recommendations for further works.

*emda's* Head of Operations and Health and Safety Consultants also play a monitoring role in terms of site management by carrying out regular inspections of a sample of each category of site, based upon risk rating. This includes the undertaking of a walkover inspection of the entirety of each site as a "Verification" level inspection of the regular inspections. Following this inspection, the appropriateness of the current Risk Management Measures are reviewed and any amendments implemented.

The consultants have been through a rigorous selection and evaluation process in order to ensure their competence in line with *emda's* policy on the Selection and Control of Contractors.

### **Emergency Call Out**

The Consultants provide a 24 hour, 365 day emergency site call out service in case of incidents on site. An *emda* representative should be contacted in such cases, but if this is not possible the consultant is authorized to implement emergency temporary works as necessary.

### **New Sites**

All new sites will be inspected by the Consultants in order to identify:

- Areas of concern
- Existing control measures and their suitability
- Any remedial works required to minimize risk to anyone entering the site such as provision of additional and replacement signage, provision of boundary marker posts, signage & fencing of public footpaths, removal of specific hazards as deemed necessary, provision of life belts around lagoons etc.

The consultants will also compile a site management plan showing locations & types of all signage, boundaries and markers, fencing, lagoon locations, manholes, culverts, grilles etc.

The consultants also prepare a Health and Safety Management File for each site to include the above and in which will be kept all site inspection reports and records of any remedial works needed and actions taken.

New sites are included in the monitoring regime carried out by the Head of Operations and the Health and Safety Consultants.

## **CONSTRUCTION DESIGN & MANAGEMENT COMPLIANCE**

On a day to day basis each of *emda's* projects which come under the scope of the CDM Regulations are allocated an *emda* employee to act as project coordinator. All such project coordinators are competent professional engineers and surveyors.

*Emda* also appoint competent consultants to manage any activities on site which come under the scope of the Construction, Design & Management Regulations 2007 and where appropriate appoint specific CDM Coordinators for each project.

## **East Midlands Development Agency**

### **Development Assets Risk Register**

### **Management Plan**

*Emda* recognize that as the freehold owners of substantial areas of brownfield land and property across the region, a regime of Risk Assessment Management and Site Inspection is appropriate to ensure the safety of legal occupiers, trespassers and the general public.

Our policy in respect of our retained vacant development assets is following an initial risk assessment to continue to maintain a regime of regular site inspections by competent persons, co-ordinated by our consultant health and safety managers, along with separate professional advice for specific site risks. Any necessary remedial action is implemented by either our term contractors or specifically procured works. Our consultants maintain Health and Safety Management Files for each site, which are reviewed by our Head of Operations and our Health and Safety Monitoring Consultants on a quarterly basis, who also undertake appropriate physical site inspections (derived from a risk based assessment) to monitor/ verify consultant activities and feed into an adjustment of the risk management measures as necessary.

Sites under development and tenanted properties have the risk transferred to the developer/ tenant. *emda* retain the owner risk until final disposal and review the relevant competency of the developer/ tenant prior to transfer/ occupation.

The Development Assets Risk Register is a living document which identifies risks at the time of review, and as such should be formally reviewed at a maximum frequency of no longer than six months. This is programmed at alternate quarterly meetings.

A schedule of consultant services, list of current development assets with managing surveyors and emergency contact telephone numbers, is contained within Appendix 'A' of the Development Assets Risk Register held by the Head of Operations (a copy of the document is retained by our in-house Health and Safety Advisor).

### **3.18 STRESS MANAGEMENT**

#### **Relevant legislation**

*The Health and Safety at Work Act 1974*

*Management of Health and Safety at Work Regulations 1999*

#### **Other Relevant Documents**

*emda* Stress Management Policy  
HSG 218 Managing the causes of work-related stress

#### **emda Policy**

*emda* has a separate policy on the corporate management of stress at work which lays down the aims and objectives for the effective control of stress as a health and safety risk in the workplace.

Harmful stress reduces performance, creativity and productivity. *emda* has therefore developed procedures, training measures and support systems to help all staff understand and recognize the nature and causes of stress, and to take positive steps to manage stress effectively. These procedures are documented in full in the Stress Management Policy.

The key aims and objectives of the policy are:

- To increase awareness of stress and the methods available to combat it
- To initiate appropriate action to manage and reduce stress at work
- To assist staff in managing stress in others and themselves
- To manage problems which do occur and to provide confidential support
- To manage the return to work of those who have been absent as a result of stress

Whilst *emda* has no control over external factors, it is committed to identifying sources of stress in the workplace and will take action to reduce or, where possible, to eliminate those causes of stress within its control.

**A staff assistance counseling service is available “First Assist” which provides telephone & face to face counseling on a wide range of issues, including stress.**

#### **Stress Risk Assessment**

*emda* is committed to ensuring that work related stress is managed effectively throughout the organization and that steps will be taken to reduce or where possible eliminate the causes of stress over which *emda* has some control.

Managers will be provided with the relevant training in order to enable them to recognize & manage stress risk assessments.

The Health & Safety Procedures Manual also contains information and guidance on this issue. The relevant page can be found on the *emda* intranet at HR-Health & Safety Procedures Manual – Stress.

### **3.19 EXPOSURE TO VIBRATION**

#### **Relevant legislation**

*The Health and Safety at Work Act 1974*

*Management of Health and Safety at Work Regulations 1999*

*The Control of Vibration at Work Regulations 2005*

#### **Other Relevant Documents**

HSG88 Hand-Arm Vibration

INDG175 Health risks from hand-arm vibration-Advice for employers

#### **emda Policy**

*emda* recognizes that exposure to vibration whilst using hand-held tools, machinery and equipment has the potential to cause a number of health problems collectively known as “hand-arm vibration syndrome”. It also acknowledges that exposure to vibration whilst sitting on certain types of ride on machinery and equipment has the potential to cause health problems associated with whole body vibration.

Although *emda* employees are unlikely to be exposed to vibration themselves, contractors working for *emda*, either on sites or on *emda* premises may be exposed.

It is therefore vital that *emda* takes the appropriate measures to ensure that all contractors have vibration management procedures in place to protect their employees. This will be implemented through the contractor assessment procedure.

The Health & Safety Procedures Manual also contains information and guidance on this issue. The relevant page can be found on the *emda* intranet at HR-Health & Safety Procedures Manual.

### 3.20 WORK AT HEIGHT

#### Relevant Legislation

*The Health and Safety at Work Act 1974*

*Management of Health and Safety at Work Regulations 1999*

*The Work at Height Regulations 2005*

Under the Work at Height Regulations 2005 an employer has a duty to ensure that they do all that is reasonably practicable to prevent anyone falling “from height”. The regulations define a place as “at height” if a person could be injured falling from it, even if it is at or below ground level.

Employers must use a simple hierarchy for managing and selecting equipment for work at height including:

- **Avoiding** work at height where possible
- **Using work equipment** or other measures to **prevent falls** where they cannot avoid working at height
- Where they cannot eliminate the risk of a fall, **use work equipment** or other measures to **minimize the distance and consequences of a fall** should one occur

#### emda Policy

*emda* will ensure that work at height is avoided where possible, that where work at height cannot be avoided work equipment or other measures to prevent falls is used & that where the risk of a fall cannot be eliminated work equipment or other measures to minimize the distance of a fall will be used.

Appropriate risk assessments of all work at height will be carried out and measures taken to eliminate or control the risk of falls.

*emda* will ensure that:

- Work at height is properly planned & organized
- Work at height takes account of weather conditions that could endanger health & safety
- Work at height is undertaken by employees who have been trained and are competent
- The place where work at height is done is safe
- Equipment for work at height is appropriately inspected
- The risks from fragile surfaces are properly controlled; and the risks from falling objects are properly controlled.

Where contractors carry out any work at height *emda* will ensure that they have appropriate work at height management procedures in place through the contractor assessment procedure.

The Health & Safety Procedures Manual also contains information and guidance on this issue. The relevant page can be found on the *emda* intranet at HR-Health & Safety Procedures Manual.

## **4.1 FIRST AID PROVISION**

### **Relevant Legislation**

*The Health and Safety at Work Act 1974*  
*The Health and Safety (First Aid) Regulations 1981*

### **Other Reference Documents**

The Approved Code of Practice and Guidance Note  
The Health & Safety (Safety Signs & Signals) Regulations 1996

### **emda Policy**

The provision of first aid facilities is a legal duty, which ensures that employees who have accidents or are ill at work receive immediate and appropriate attention.

It is *emda's* policy to provide first aid facilities above the basic level required by the Regulations. Emda will ensure that an assessment of first aid needs is carried out for all premises and work areas. Taking into account:

- \* Workplace hazard and risk
- \* Size of the workforce
- \* History of accidents
- \* Nature and distribution of the workforce
- \* Remoteness from emergency medical help
- \* The needs of traveling, remote and lone workers
- \* Shared or multi occupational sites
- \* Annual leave and other absence of first aiders and appointed persons

On completion of assessments they will ensure that:

- \* A suitable number of qualified first aiders and where appropriate appointed persons are provided.
- \* Adequate and appropriate facilities and equipment are provided to enable first aid to be rendered to employees who are injured or become ill at work.

*emda* will ensure that employees holding duties under the regulations are given suitable training.

*emda* will ensure that all premises are clearly signed in accordance with the Health and Safety (Safety Signs and Signals) Regulations, showing locations of first aid equipment and qualified first aid personnel

### **First Aid Personnel**

An appropriate number of trained First Aid Personnel are appointed in emda premises.

### **First Aid Facilities**

First Aid boxes are provided at all Emda premises.

Specific first aid personnel are appointed to maintain the contents of first aid boxes.

The Health & Safety Procedures Manual also contains information and guidance on this issue. The relevant page can be found on the *emda* intranet at HR-Health & Safety Procedures Manual.

## **4.2 OFFICE SAFETY / SAFETY OF PREMISES**

### **Relevant Legislation**

*The Health and Safety at Work Act 1974*

*The Management of Health and Safety at Work Regulations 1999*

*The Workplace (Health Safety and Welfare) Regulations 1992*

### **Legal Duties**

Every employer must ensure that every workplace under their control complies with the requirements of The Workplace (Health Safety and Welfare) Regulations 1992.

### **emda Policy**

*emda* will ensure the following for all premises under their control:

Premises will be maintained in an efficient state and good repair. They will have safe access and egress, and there will be procedures in force to ensure the safety of employees and visitors to the premises in the event of an emergency.

Ventilation, temperature and lighting will be maintained at a suitable level.

Premises will be kept sufficiently clean and all waste materials will be removed from site on a regular basis.

There will be adequate space for workstations and storage; floors and traffic routes will be maintained in a safe condition and clear of obstructions.

Where a person may fall from a height of two meters or more, suitable protective devices will be installed to ensure the safety of employees and others.

Translucent doors will be suitably marked, and windows/partitions will be constructed using appropriate safety materials.

Suitable and sufficient sanitary, washing and rest facilities will be supplied, a supply of drinking water, and where required accommodation for clothing. Where required there will be facilities for pregnant women and nursing mothers.

The Health & Safety Procedures Manual also contains information and guidance on this issue. The relevant page can be found on the *emda* intranet at HR-Health & Safety Procedures Manual.

### **4.3 WELFARE ARRANGEMENTS**

#### **Relevant Legislation**

*The Health and Safety at Work Act 1974*

*The Workplace (Health and Safety Welfare) Regulations 1992*

**The provision of suitable and sufficient welfare facilities including toilet, washing, showering and changing facilities and a place to rest and eat is one of the most basic legal requirements to ensure the health and welfare of all employees.**

#### **emda Policy**

It is *emda's* policy to provide welfare facilities above the basic level required by legislation and to ensure that these facilities are cleaned and maintained to a high standard. Toilet, washing, and eating facilities are provided in all *Emda* premises.

#### **Construction Sites and Contractors**

Where work on construction sites away from *emda* premises is carried out by employees, adequate welfare facilities are provided or arranged for. Where *emda* employ contractors it ensures that adequate welfare arrangements are made.

The Health & Safety Procedures Manual also contains information and guidance on this issue. The relevant page can be found on the *emda* intranet at HR-Health & Safety Procedures Manual.

## **4.4 ELECTRICITY AT WORK**

### **Relevant Legislation**

*The Health and Safety at Work Act 1974*  
*The Electricity at Work Regulations 1989*  
*The Provision and Use of Work Equipment 1998*

### **Other Relevant Documents**

Memorandum of Guidance on the Electricity at Work Regulations 1989

### **Legal Duties**

Under the Electricity at Work Regulations 1989 employers have a duty to maintain all electrical equipment and systems in order to prevent danger.

### ***emda* Policy**

*emda* will ensure that all electrical equipment and systems are periodically tested and inspected to ensure that they are maintained in a safe condition.

For electrical equipment risk assessments considering the frequency of use and the environment in which the equipment is used will be carried out in order to determine the frequency of testing required.

For electrical systems a risk assessment will be carried out to determine the frequency of checks and maintenance required.

A competent person is employed to ensure the safe condition and maintenance of all electrical equipment. Visual checks should also be carried out by employees on a regular basis.

The Health & Safety Procedures Manual also contains information and guidance on this issue. The relevant page can be found on the *emda* intranet at HR-Health & Safety Procedures Manual.

## **4.5 GAS SAFETY**

### **Relevant Legislation**

*Health and Safety at Work Act 1974*

*Management of Health and Safety at Work Regulations 1999*

*Provision and Use of Work Equipment Regulations 1998*

*Gas Safety (Installation and Use) Regulations 1998*

*Gas Appliances (Safety) Regulations 1992*

### **Other Relevant Documents**

HSC ACOP L56 - Safety in the installation and use of gas systems and appliances.

### **emda Policy**

*emda* will ensure that all installations, inspections and repairs undertaken in premises under their control, are carried out in accordance with The Gas Safety (Installation and Use) Regulations 1998, and that all the necessary safety precautions are put into place to ensure the safety of all employees and other persons who may be affected by their work.

All appliances will be subject to the Gas Appliances (Safety) Regulations 1992 and carry a CE mark or a recognized European Standard mark or BSI Kite mark.

All materials, pipe work and workmanship will be of a suitable standard to ensure the safe operation of the appliance.

*emda* will ensure that all gas appliances and installations in premises under their control are checked for safety at intervals of not more than 12 months and that records are kept of all inspections, defects and remedial action carried out. Any records will be made available upon request at reasonable notice, for inspection by any tenant who is affected by the use or operation of any appliance to which the record relates.

*emda* will ensure that all persons employed by them to work in relation to gas fittings or gas storage vessels are competent to do so, are members of the class of persons approved by HSE for the purpose of such work, (Capita Registered), and are given suitable information, instruction and training to enable them to carry out their work safely and without risk to themselves or others affected by their work.

On completion of any installation or repairs suitable tests and inspections will be carried out to ensure the required standards are met.

Occupiers will be given suitable information to ensure the safe operation of any system within premises they control.

## **4.6 USE OF SAFETY SIGNS & SIGNALS**

### **Relevant Legislation**

*The Health and Safety at Work Act 1974*

*Management of Health and Safety at Work Regulations 1999*

*Health and Safety (Safety Signs and Signals) Regulations 1996*

### **Other Relevant Documents**

Approved Code of Practice & Guidance Notes. BS5378 - Safety Signs and Signals  
BS5499 -Fire Safety Signs, notes and graphic symbols

### **emda Policy**

It is *emda's* policy to provide appropriate and effective safety signing and signaling in various situations where there is a significant risk to health and safety, which has not been avoided and controlled satisfactorily by other methods.

*emda* will ensure that where risks to employees' health and safety exist, general risk assessments are carried out to identify the control measures to be taken including where appropriate signing and signaling. *emda* will ensure that all safety signing and signaling is assessed to ensure:

- \* It is appropriate for the risk or risks involved and the conditions and the place where exposure to risk occurs.
- \* It takes account of the state of health of employees who are expected to be protected.
- \* It is effective so far as is practicable to prevent or adequately control the risk or risks involved without increasing overall risk.
- \* It complies with the British or European Standard and is internationally uniform.

### **Maintenance and Replacement of Signs and Equipment**

Each workplace will have an effective system for monitoring safety signs and signals. Maintenance will include regular cleaning, examination, repair and testing of all signs and signaling devices. Regular inspections of safety signs and signals should be carried out as part of the monitoring procedure and occasional spot checks. Employees should be encouraged to report defective signs and signals.

### **Information, Instruction and Training**

All employees will receive information, instruction and training as appropriate to make them aware of any safety signs or signals which they are expected to recognize and act upon.

## **4.7 THE CONTROL & MANAGEMENT OF ASBESTOS**

### **Relevant Legislation**

*The Health and Safety at Work Act 1974*  
*Management of Health and Safety at Work Regulations 1999*  
*The Control of Asbestos at Work Regulations 2002*  
*The Control of Asbestos at Work Regulations 1987*  
*The Asbestos Licensing Regulations 1983*  
*The Asbestos Licensing (Amendment) Regulations 1998*

### **Other Relevant Documents**

L127 The management of asbestos in non-domestic premises. ACOP  
HS (G) 189/2 Working with Asbestos Cement  
The Selection of Suitable Respiratory Protective Equipment INDG288

### **emda Policy**

*emda* will ensure that exposure to asbestos is prevented wherever reasonably practicable. Where it is not reasonably practicable to prevent exposure it will be reduced to the lowest concentration reasonably practicable by means other than the use of respiratory protective equipment.

If work, which is liable to expose employees to asbestos, is unavoidable, a competent person will carry out adequate assessments of the likely exposure of employees and others who may be exposed by the work.

Asbestos assessments will be reviewed and revised at regular intervals and when it is suspected that assessments are no longer valid.

Asbestos surveys will be carried out in all *emda* premises where appropriate, to map where materials containing asbestos are situated for the purposes of managing those materials. Asbestos management procedures will be drawn up and implemented including regular inspection of buildings to check the integrity of asbestos materials and programs for the removal & sealing of asbestos materials where necessary.

In those premises, which are not controlled by *emda*, they will liaise with the relevant organization to ascertain the results of any asbestos survey.

Under the Asbestos Management Policy *emda* is committed to ensuring that a comprehensive Asbestos Management Plan is drawn up, implemented, renewed and revised as necessary.

The Health & Safety Procedures Manual also contains information and guidance on this issue. The relevant page can be found on the *emda* intranet at HR-Health & Safety Procedures Manual

## **4.8 MANAGEMENT OF LEGIONELLA BACTERIA IN WATER SYSTEMS**

### **Relevant legislation**

*The Health and Safety at Work Act 1974*

*Management of Health and Safety at Work Regulations 1999*

*The Control of Substances Hazardous to Health Regulations 1999*

### **Other Relevant Documents**

IAC27 Legionnaires' disease – A Guide for Employers

L8 Legionnaires' disease – The control of legionella bacteria in water systems

### **emda Policy**

*emda* will take steps to ensure the effective management and control of legionella bacteria within water systems by identifying and assessing the sources of risk and taking appropriate control measures to prevent or control the risk from exposure to legionella bacteria.

The Facilities Team have managerial responsibility for the effective management of legionella bacteria in water systems and to supervise the implementation of precautionary measures.

Wherever necessary, specialist competent contractors will be employed to assist and guide *emda* in the management of legionella bacteria in water systems.

A written scheme for controlling the risk from exposure will be drawn up, implemented and managed. The scheme will include:

- An up to date plan showing the layout of the plant or system
- A description of the correct and safe operation of the system
- The precautions to be taken
- Checks to be carried out to ensure the efficacy of the scheme and the frequency of such checks
- Remedial action to be taken in the event that the scheme is shown not to be effective.

All control measures will be regularly reviewed and where necessary revised in order to ensure that they are effective.

## **5.1 EMERGENCY PROCEDURES**

### **Relevant Legislation**

*Health and Safety at Work Act 1974*

*Management of Health and Safety at Work Regulations 1999*

### **Other Reference Documents**

Emergency Evacuation Procedures for relevant building

### **Legal Duties**

Emda acknowledges its responsibility under Section 2 of the Health and Safety at Work Act 1974 to ensure so far as is reasonably practicable the health, safety and welfare of its employees and others. It also acknowledges its duty under Regulation 8 of the Management of Health and Safety at Work Regulations 1999 to implement procedures for serious and imminent danger.

### **emda Policy**

In order to discharge their responsibility *emda* will ensure that adequate provision is made within each of their premises, to ensure the safety of employees and others in the event of an emergency such as Fire, Gas leak, Bomb threat or failure of the power supply.

Wherever *emda* occupies shared premises with other organizations, it will liaise with them with regard to emergency evacuation procedures.

*emda* will ensure that formal procedures are drawn up to deal with such emergencies in each of the premises that they control.

*emda* will ensure that each member of staff is made aware of the action to take in the event of an emergency, and they are given sufficient instruction, information and training to comply fully with the procedures.

Where an individual is given specific duties or responsibilities in any departmental evacuation procedures, such employees will be provided with sufficient instruction, information and training to enable them to undertake their duties in a safe and efficient manner.

Suitable awareness training and guidance will be given to those employees who may receive telephone bomb threats, or improvised explosive devices via the postal system.

The Health & Safety Procedures Manual also contains information and guidance on this issue. The relevant page can be found on the emda intranet at HR-Health & Safety Procedures Manual

## **5.2 HEALTH & SAFETY INFORMATION FOR VISITORS**

### **Relevant Legislation**

*Health and Safety at Work Act 1974*

*Management of Health and Safety at Work Regulations 1999*

### **Other relevant Documents**

Emergency Evacuation Procedures for relevant building

### **Legal Duties**

Under The Health and Safety at Work Act 1974 employers have a duty to protect not only employees, but also anyone else who could be affected by work activity.

### **emda Policy**

*emda* will do all that is reasonably practicable to ensure the safety of visitors to Emda premises. It is important that the following procedures are followed:

All visitors to *emda* premises on arrival will be booked in at reception and given a visitors card and a copy of the emergency procedures and asked to ensure that they read them.

They must be met by the person they are visiting or their representative who will ensure that the visitor is made aware of the procedure in the event of fire or emergency, and the whereabouts of the exits. Where relevant, visitors must be given any additional information applicable to the site being visited and supplied with suitable personal protective equipment where the need arises.

Casual visitors must be escorted at all times whilst on Emda premises.