



**Metropolitan Police Authority**

**10 Dean Farrar Street  
SW1H 0NY**

**Health and Safety Plan  
2004 - 05**

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## Part A

### INTRODUCTION

This plan should be read in conjunction with the MPA Health and Safety Policy; a copy has been supplied to each Unit in the MPA and can also be found on the MPA Intranet.

The plan sets out the specific details of the arrangements that exist for the health and safety of staff and all others who may be affected by the Authority's undertakings.

Implementation of the policy will be through the development of Codes of Practice following assessment of all significant hazards and risks.

The contents of this plan must be regarded as the minimum standards for health and safety within the MPA and will only succeed with the full co-operation of all concerned.

Staff have been formally consulted on the Codes of Practice.

SHOULD YOU BE IN ANY DOUBT ABOUT ANY OF THE ARRANGEMENTS SET OUT IN THE POLICY OR PLAN, YOUR RESPONSIBILITIES OR ANY ASPECT OF HEALTH AND SAFETY YOU MUST SEEK THE GUIDANCE OF EITHER YOUR TEAM LEADER OR THE HEAD OF ADMINISTRATION.

It should be noted that a breach of safety procedures outlined within the policy, plan or the associated Codes of Practice could result in disciplinary action and / or action by the HSE under the Health and Safety at Work etc. Act 1974 for breach of statutory duties.

## Part B

### AIMS AND OBJECTIVES

The purpose of the health and safety policy is to set out the overarching approach and systems that the authority has adopted in order to deliver its responsibilities in relation to health and safety.

The purpose of the health and safety plan is to outline the progressive aims of the Authority and to specify the objectives, actions, means and dates by which its aims will be delivered. The policy will be updated and amended annually but each year the plan will be re-written to reflect the immediate challenges to be delivered.

#### SHORT TERM AIM

THE IMMEDIATE AIMS OF THE HEALTH & SAFETY PLAN IS, BY SEPTEMBER 2005, TO

- IMPLEMENT AN EFFECTIVE SYSTEM OF MANAGING HEALTH AND SAFETY
- ESTABLISH BASELINE PERFORMANCE LEVELS
- IDENTIFY AREAS FOR IMPROVE MENT

FOR THE BENEFIT OF ALL EMPLOYEES AND EVERYONE ELSE AFFECTED BY THE ACTIVITIES OF THE METROPOLITAN POLICE AUTHORITY

#### MEDIUM TERM AIM

THE MEDIUM, TERM AIM IS BY SEPTEMBER 2006 TO HAVE A HEALTH & SAFETY PLAN WHICH

- SETS STRETCHING, MEASURABLE, ACHIEVABLE, RELEVANT AND TIME BOUND TARGETS IN AROEAS IDENTIFIED FOR IMPROVEMENT
- REFINES AND IMPLEMENTS IMPROVED RPOCESSES FOR MANAGING HEALTH AND SAFETY

FOR THE BENEFIT OF ALL EMPLOYEES AND EVERYONE ELSE AFFECTED BY THE ACTIVITIES OF THE METROPOLITAN POLICE AUTHORITY

#### LONG TERM AIM

THE LONG TERM AIM OF THE HEALTH & SAFETY PLAN IS, BY 2007, TO

- ELIMINATE ALL AVOIDABLE RISKS
- MANAGE SAFELY ANY REMAINING RISKS
- ENSURE WELFARE

FOR THE BENEFIT OF ALL EMPLOYEES AND EVERYONE ELSE AFFECTED BY THE ACTIVITIES OF THE METROPOLITAN POLICE AUTHORITY

## Part C

### INDIVIDUAL ACTION POINTS

#### **Clerk, Deputy Clerk and Senior Management Team**

The responsibilities of the Clerk, Deputy Clerk and Senior Management Team outlined below must be read in conjunction with the MPA health & safety policy and the arrangements contained in this Plan. All have ultimate responsibility for the health & safety of all the employees of the Authority.

Each is personally responsible for discharging the actions set out below on the basis and within the timescales set out below. However, these must be regarded as the minimum responsibilities and do not abate the general responsibility that everyone shares for the delivery of health and safety in the MPA and the need to respond to any risk to any employee howsoever it arises.

<b>CLERK</b>			
<b>Action</b>	<b>When by</b>	<b>Evidence</b>	<b>Checked by</b>
Ensure that the Health and Safety Policy and Plan are reviewed annually.	September 2005.	<ul style="list-style-type: none"> <li>• Report to Corporate Governance Committee</li> </ul>	<ul style="list-style-type: none"> <li>• QAO</li> </ul>
Set health and safety priorities	September 2005	<ul style="list-style-type: none"> <li>• Contained in H &amp; S Plan</li> </ul>	<ul style="list-style-type: none"> <li>• QAO</li> </ul>
Promote and maintain effective working relationships with HSE.	September 2005	<ul style="list-style-type: none"> <li>• Six monthly meetings</li> <li>• Minutes of meetings</li> <li>• Resulting actions</li> </ul>	<ul style="list-style-type: none"> <li>• QAO</li> </ul>
Ensure that there is a policy of open communication and consultation on health & safety issues, and that it is regarded as a priority throughout the Authority.	Ongoing	<ul style="list-style-type: none"> <li>• Standing item in staff meeting agendas</li> </ul>	<ul style="list-style-type: none"> <li>• QAO</li> </ul>
Employ Internal Audit to review the system, operation and performance of H&S in the MPA.	January 2006	<ul style="list-style-type: none"> <li>• Report of Internal Audit Branch</li> </ul>	<ul style="list-style-type: none"> <li>• QAO</li> <li>• Director of Internal Audit</li> </ul>

<b>DEPUTY CLERK</b>			
<b>Action</b>	<b>When by</b>	<b>Evidence</b>	<b>Checked by</b>
Oversee implementation of the H & S plan by conducting the required Action Checks.	As specified in each action.	<ul style="list-style-type: none"> <li>Report to SMT</li> </ul>	<ul style="list-style-type: none"> <li>QAO</li> </ul>
Ensure effective communication, consultation and implementation of health & safety matters with employees, their representatives and accredited safety representatives and allocate the resources necessary to achieve this by chairing the H&S committee.	Quarterly	<ul style="list-style-type: none"> <li>Minutes of meeting</li> </ul>	<ul style="list-style-type: none"> <li>QAO</li> </ul>
Present to SMT on a monthly basis relevant information on all health & safety pro-active and reactive indicators, including near misses, accident and ill-health statistics.	Ongoing.	<ul style="list-style-type: none"> <li>SMT minutes</li> <li>Actions resulting</li> </ul>	<ul style="list-style-type: none"> <li>QAO</li> </ul>
Review the health and safety policy and report on plan performance.	September 2005.	<ul style="list-style-type: none"> <li>Report to Corporate Governance Committee</li> </ul>	<ul style="list-style-type: none"> <li>QAO</li> </ul>
Ensure that the Head of Administration is properly trained so as to be able to discharge the day-to-day responsibility for health & safety.	May 2005	<ul style="list-style-type: none"> <li>Verification of training</li> </ul>	<ul style="list-style-type: none"> <li>QAO</li> </ul>

<b>SENIOR MANAGEMENT TEAM</b>			
<b>Action</b>	<b>When by</b>	<b>Evidence</b>	<b>Checked by</b>
Consider and help formulate both the health & safety policy and plan.	August 2005	<ul style="list-style-type: none"> <li>Draft plan approved in SMT minutes.</li> </ul>	<ul style="list-style-type: none"> <li>QAO</li> </ul>

Consult the Head of Administration before making a final decision about any matter with health & safety implications.	Ongoing.	<ul style="list-style-type: none"> <li>• SMT minutes</li> </ul>	<ul style="list-style-type: none"> <li>• QAO</li> </ul>
On a monthly basis, review health & safety performance, using all relevant performance indicators, including accident, incident and near miss records, inspections and audit recommendations.	Ongoing.	<ul style="list-style-type: none"> <li>• SMT minutes</li> <li>• Resulting actions</li> </ul>	<ul style="list-style-type: none"> <li>• QAO</li> </ul>
Proactively demonstrate visible active leadership for health & safety.	Ongoing.	<ul style="list-style-type: none"> <li>• Notes / reports of self-inspection, inspection tours and other interest measures</li> </ul>	<ul style="list-style-type: none"> <li>• QAO</li> </ul>

### **Head of Administration**

The responsibilities of the Head of Administration are outlined below must be read in conjunction with the MPA Health & Safety policy and the arrangements contained in this Plan.

As the central co-ordination point and lead for health and safety issues in the MPA, the Head of Administration has the authority to take executive action across a wide range of areas. However, whenever of the Head of Administration is uncertain, advice should be sought from the Deputy Clerk in respect of managerial issues and MPS Health and Safety Branch for professional or technical guidance. Where exceptions to this general rule exist, they will be specified and notified.

The post holder is personally responsible for discharging the actions set out below on the basis and within the timescales set out below. However, these must be regarded as the minimum responsibilities and do not abate the general responsibility that everyone shares for the delivery of health and safety in the MPA and the need to respond to any risk to any employee howsoever it arises.

<b>HEAD OF ADMINISTRATION</b>			
<b>Action</b>	<b>When</b>	<b>Evidence</b>	<b>Checked by</b>
Devise a comprehensive health and safety inspection programme involving Heads of Units and trade union or staff appointed safety representatives.	By May 2005	<ul style="list-style-type: none"> <li>• Written programme</li> </ul>	<ul style="list-style-type: none"> <li>• Deputy Clerk</li> <li>• SMT</li> <li>• QAO</li> </ul>
Conduct health and safety inspections together with trade union or staff appointed safety representatives.	Quarterly	<ul style="list-style-type: none"> <li>• Written record</li> </ul>	<ul style="list-style-type: none"> <li>• Deputy Clerk</li> <li>• SMT</li> <li>• QAO</li> </ul>
Receive, co-ordinate and disseminate information from MPS Health and Safety Branch and other authoritative bodies.	Ongoing	<ul style="list-style-type: none"> <li>• Record of visits</li> <li>• Subscriptions to bodies</li> </ul>	<ul style="list-style-type: none"> <li>• Deputy Clerk</li> <li>• QAO</li> </ul>
Maintain, manage and update the MPA health & safety policy document.	Ongoing	<ul style="list-style-type: none"> <li>• Record of amendments</li> </ul>	<ul style="list-style-type: none"> <li>• Deputy Clerk</li> <li>• QAO</li> </ul>
Conduct and produce annual Health & Safety Assurance	By (certificate due date)	<ul style="list-style-type: none"> <li>• Certificate issued</li> </ul>	<ul style="list-style-type: none"> <li>• Deputy Clerk</li> <li>• QAO</li> </ul>
Undertake an annual audit of health and safety.	July 2005	<ul style="list-style-type: none"> <li>• Written report of findings</li> </ul>	<ul style="list-style-type: none"> <li>• Deputy Clerk</li> <li>• QAO</li> </ul>
Produce relevant data on MPA health & safety performance to the Deputy Clerk / SMT and for the Corporate Governance Committee.	Monthly / Annually	<ul style="list-style-type: none"> <li>• SMT Minutes</li> <li>• Committee Report</li> </ul>	<ul style="list-style-type: none"> <li>• Deputy Clerk</li> <li>• QAO</li> </ul>
Attend health and safety meetings.	Quarterly	<ul style="list-style-type: none"> <li>• Committee minutes</li> </ul>	<ul style="list-style-type: none"> <li>• Deputy Clerk</li> <li>• QAO</li> </ul>
Undertake all generic and risk based assessments (including those for people with particular needs <sup>1</sup> ), and draft Codes of Practice for systems of work.	By May 2005 and then quarterly reviews	<ul style="list-style-type: none"> <li>• Recorded in Part D</li> </ul>	<ul style="list-style-type: none"> <li>• Deputy Clerk</li> <li>• QAO</li> </ul>
Devise and maintain an effective system for reporting all accidents and near misses.	By May 2005	<ul style="list-style-type: none"> <li>• System in place</li> <li>• Instructions to staff issued.</li> </ul>	<ul style="list-style-type: none"> <li>• Deputy Clerk</li> <li>• QAO</li> </ul>

<sup>1</sup> To include for example – the evacuation of partially sighted persons, wheelchair users, instructions in foreign languages etc



**Lead Tenant (Head of Administration & Landlord's Managing Agent)**

The responsibilities of the Head of Administration also include that as the lead tenant. In this capacity, the post holder is personally responsible for discharging the actions set out below on the basis and within the timescales set out below.

<b>LEAD TENANT</b>			
<b>Action</b>	<b>When</b>	<b>Evidence</b>	<b>Checked by</b>
Plan and regularly test fire evacuation procedures within the buildings/premises (including those for disabled persons).	Quarterly	<ul style="list-style-type: none"> <li>• Written instructions</li> <li>• Practice alarms</li> </ul>	<ul style="list-style-type: none"> <li>• Deputy Clerk</li> <li>• QAO</li> </ul>
Test the fire alarms and ensure the maintenance of suitable records.	Weekly	<ul style="list-style-type: none"> <li>• Written records of checks and by whom</li> </ul>	<ul style="list-style-type: none"> <li>• Deputy Clerk</li> <li>• QAO</li> </ul>
Liaise with other building occupiers to ensure sufficient numbers of fire marshals are appointed.	By March 2005	<ul style="list-style-type: none"> <li>• Minutes of meeting</li> <li>• Marshals appointed</li> </ul>	<ul style="list-style-type: none"> <li>• Deputy Clerk</li> <li>• QAO</li> </ul>
Make arrangements for and ensure that portable fire fighting equipment (extinguishers, fire blankets etc.) are inspected / tested.	By March 2005	<ul style="list-style-type: none"> <li>• Written records of checks and by whom</li> </ul>	<ul style="list-style-type: none"> <li>• Deputy Clerk</li> <li>• QAO</li> </ul>
Ensure the maintenance, and safe condition of all communal areas of the building / premises through regular workplace inspection.	Quarterly	<ul style="list-style-type: none"> <li>• Written records of checks and by whom</li> </ul>	<ul style="list-style-type: none"> <li>• Trade union or staff appointed safety reps.</li> <li>• Deputy Clerk</li> <li>• QAO</li> </ul>
Establish and maintain suitable security measures within the building/premises.	By March 2005	<ul style="list-style-type: none"> <li>• Written guidance received and implemented.</li> </ul>	<ul style="list-style-type: none"> <li>• Deputy Clerk</li> <li>• SMT</li> <li>• QAO</li> </ul>
Exchange information between multi occupancy tenants of the premises with regard to the meeting of their statutory obligations where their activities affect other tenants.	Quarterly	<ul style="list-style-type: none"> <li>• Minutes of meeting</li> </ul>	<ul style="list-style-type: none"> <li>• Deputy Clerk</li> <li>• SMT</li> <li>• QAO</li> </ul>
Engage in effective communication with other health & safety liaison officers in the building/premises on matters of health and safety.	Quarterly	<ul style="list-style-type: none"> <li>• Minutes of meeting</li> </ul>	<ul style="list-style-type: none"> <li>• Deputy Clerk</li> <li>• SMT</li> </ul>

Ensure that sufficient numbers of first aiders are appointed and first aid equipment is available, in consultation with other tenants.	By March 2005	<ul style="list-style-type: none"> <li>• Minutes of meeting</li> <li>• First aiders trained and appointed</li> </ul>	<ul style="list-style-type: none"> <li>• Deputy Clerk</li> <li>• SMT</li> <li>• QAO</li> </ul>
Display and maintain all statutory posters/notifications (fire instruction, first aid, H & S at work posters etc.)	By March 2005	<ul style="list-style-type: none"> <li>• Displays evident</li> </ul>	<ul style="list-style-type: none"> <li>• Deputy Clerk</li> <li>• QAO</li> </ul>
Arrange for statutory tests and examinations of lifts, gas fittings and appliances and the maintenance of records of such.	By March 2005	<ul style="list-style-type: none"> <li>• Written programme produced</li> <li>• Written records of checks and by whom</li> </ul>	<ul style="list-style-type: none"> <li>• Deputy Clerk</li> <li>• SMT</li> <li>• QAO</li> </ul>

### **Head of HR**

In addition to the day to day responsibilities as a Head of Unit the Head of HR is also personally responsible for discharging the actions set out below on the basis and within the timescales set out below.

<b>HEAD OF HR</b>			
<b>Action</b>	<b>When</b>	<b>Evidence</b>	<b>Checked by</b>
Review H&S training and ensure that all staff are trained in H&S as appropriate to their role and responsibilities.	By April 2005	<ul style="list-style-type: none"> <li>• Training conducted and logged.</li> <li>• Personal files endorsed by all staff as having read H&amp;D policy and plan.</li> </ul>	<ul style="list-style-type: none"> <li>• Deputy Clerk</li> <li>• QAO</li> </ul>
Draft HR policies that promote an appropriate work / life balance as set out by CIPD	By January 2005	<ul style="list-style-type: none"> <li>• Written policies drafted, approved and implemented</li> </ul>	<ul style="list-style-type: none"> <li>• Deputy Clerk</li> <li>• QAO</li> </ul>
Devise and implement a system that will identify and report to SMT, sickness, which may be, related to H&S issues including workplace stress.	By January 2005	<ul style="list-style-type: none"> <li>• System devised and published.</li> </ul>	<ul style="list-style-type: none"> <li>• Deputy Clerk</li> <li>• QAO</li> </ul>

### **Heads of Units**

The responsibilities of the Heads of Policing Policy, Internal Audit, Communication, CLAMS, Scrutiny, Planning, IT, Administration, Treasury, Race & Diversity, Professional Standards and Community Engagement are outlined below must be read in conjunction with the MPA Health & Safety policy and the arrangements contained in a later part of this Plan.

The degree of responsibility of Heads of Units is determined by the extent to which they have authority to take executive action within the overall limits of their job. However, they are responsible for the health & safety of the employees within their span of control and for the immediate physical area in which they work insofar as it is within the extent of their authority. Where exceptions to this general rule exist, they will be specified and notified to all concerned. Should a Head of Unit notice any health & safety risk or problem which is outside their span of control or authority, they must immediately bring it to the notice of the Head of Administration.

All Unit Heads are personally responsible for discharging the actions set out below on the basis and within the timescales set out below. However, these must be regarded as the minimum responsibilities and do not abate the general responsibility that everyone shares for the delivery of health and safety in the MPA and the need to respond to any risk to any employee howsoever it arises.

<b>HEADS OF UNITS</b>			
<b>Action</b>	<b>When by</b>	<b>Evidence</b>	<b>Checked by</b>
Ensure that all persons for whom they have responsibility are aware of potential hazards that may be associated with their work and all the necessary precautions that would be required.	At commencement of employment and ongoing.	<ul style="list-style-type: none"> <li>• Employee interview</li> <li>• Feedback from staff meetings</li> <li>• Minutes of H&amp;S meetings</li> </ul>	<ul style="list-style-type: none"> <li>• Head of Administration</li> <li>• QAO</li> </ul>
Ensure that all staff and all other persons for whom they are temporarily responsible, adopt and apply all the measures and safe systems of work emanating from the risk assessments set out in Section D.	At commencement of employment and ongoing.	<ul style="list-style-type: none"> <li>• Employee interview</li> <li>• Feedback from staff meetings</li> <li>• Minutes of H&amp;S meetings</li> </ul>	<ul style="list-style-type: none"> <li>• Head of Administration</li> <li>• QAO</li> </ul>
Ensure that all staff understand that they are responsible, for complying with the relevant sections of the health & safety policy, plan and statutory duties as it	At commencement of employment and ongoing.	<ul style="list-style-type: none"> <li>• Employee interview</li> <li>• Feedback from staff meetings</li> <li>• Minutes of H&amp;S meetings</li> </ul>	<ul style="list-style-type: none"> <li>• Head of Administration</li> <li>• QAO</li> </ul>

affects their health & safety at work.			
Conduct inspections of the work areas for which they have responsibility, in conjunction with the Head of Administration when requested, to ensure safe and healthy conditions and work practices.	Monthly.	<ul style="list-style-type: none"> <li>• Absence of identified workplace risks.</li> </ul>	<ul style="list-style-type: none"> <li>• Head of Administration</li> <li>• QAO</li> </ul>
Conduct Unit based risk assessments and develop preventative measures and / or safe systems of work in respect of any Unit process or undertaking that is unique to their Unit or for any other reason has not been dealt with as a corporate or common risk assessment.	By May 2005 – then as and when risk are identified from above actions.	<ul style="list-style-type: none"> <li>• Risk assessments included Section D2 or written nil return.</li> </ul>	<ul style="list-style-type: none"> <li>• Head of Administration</li> <li>• QAO</li> </ul>
Monitor workplaces and communal areas on a regular basis to ensure that safe conditions are maintained. Where hazards are identified, the appropriate manager must ensure that these are properly assessed and rectified, so far as reasonably practicable.	Ongoing	<ul style="list-style-type: none"> <li>• Hazards reported</li> </ul>	<ul style="list-style-type: none"> <li>• Head of Administration</li> <li>• QAO</li> </ul>

### **Staff**

The responsibilities of all members of staff are outlined below must be read in conjunction with the MPA Health & Safety policy and the arrangements

contained in this Plan. The degree of responsibility of everyone is limited by the extent to which they have authority to take executive action within the overall limits of their job, however, they are responsible for the health & safety of the employees within their span of control and for the immediate physical area in which they work insofar as it is within the extent of their authority. Where exceptions to this general rule exist, they will be specified and notified to all concerned. Should any employee notice any health & safety risk or problem which is outside their span of control or authority, they must immediately bring it to the notice of the Head of Administration.

All staff are personally responsible for discharging the actions set out below on the basis and within the timescales set out below. However, these must be regarded as the minimum responsibilities and do not abate the general duty that everyone shares for the delivery of health and safety in the MPA and the need to respond to any risk to any employee howsoever it arises.

<b>ALL STAFF</b>			
<b>Action</b>	<b>When by</b>	<b>Evidence</b>	<b>Checked by</b>
Read the health & safety policy and priorities, and certify their personal file to that effect.	As part of the induction procedure.	<ul style="list-style-type: none"> <li>Signed acknowledgement on personal file</li> </ul>	<ul style="list-style-type: none"> <li>Head of HR</li> <li>QAO</li> </ul>
Advise their Head of Unit of any instance which prevents them from carrying out their responsibilities concerned with the health and safety policy or plan. If urgent, this may be reported orally but shall be confirmed in writing at the earliest opportunity	Ongoing	<ul style="list-style-type: none"> <li>Written Reports</li> </ul>	<ul style="list-style-type: none"> <li>Safety reps.</li> <li>H&amp;S Committee</li> <li>QAO</li> </ul>
Take reasonable care for the health and safety of themselves and other persons who may be affected by their acts or omissions.	Ongoing	<ul style="list-style-type: none"> <li>Observation</li> </ul>	<ul style="list-style-type: none"> <li>All staff</li> <li>QAO</li> </ul>
Co-operate fully to enable the MPA to comply with all statutory health and safety requirements.	Ongoing	<ul style="list-style-type: none"> <li>Observation</li> </ul>	<ul style="list-style-type: none"> <li>All staff</li> <li>QAO</li> </ul>
Not interfere with or misuse any	Ongoing	<ul style="list-style-type: none"> <li>Observation</li> </ul>	<ul style="list-style-type: none"> <li>All staff</li> <li>QAO</li> </ul>

equipment provided in the interests of health and safety.			
Keep informed of this policy document, the health and safety plan, their personal responsibilities and the Codes of Practice.	Ongoing	<ul style="list-style-type: none"> <li>• Employee interview</li> <li>• Feedback from staff meetings</li> </ul>	<ul style="list-style-type: none"> <li>• Head of Administration</li> <li>• QAO</li> </ul>
Observe all safety procedures as they affect the work they are undertaking.	Ongoing	<ul style="list-style-type: none"> <li>• Observation</li> </ul>	<ul style="list-style-type: none"> <li>• All staff</li> <li>• QAO</li> </ul>
Wear such safety clothing and use such safety equipment as required, or as is necessary for the work being undertaken.	Ongoing	<ul style="list-style-type: none"> <li>• Observation</li> </ul>	<ul style="list-style-type: none"> <li>• All staff</li> <li>• QAO</li> </ul>
Report to the Head of Administration any accident, near miss or dangerous situation whether personal injury is caused or not.	Ongoing	<ul style="list-style-type: none"> <li>• Accident / near miss reports</li> </ul>	<ul style="list-style-type: none"> <li>• Safety reps.</li> <li>• H&amp;S Committee</li> <li>• QAO</li> </ul>

## Part D

### CODES OF PRACTICE FOR SAFE SYSTEMS OF WORK

#### GENERAL ARRANGEMENTS

A safe system of work is a formal procedure, which results from a systematic examination of the task within the team to identify all the hazards, and assess the risks, which identifies safe methods of work to ensure that the hazards are eliminated or the remaining risks are minimised. This section outlines the procedures to be adopted for the safety, health and welfare of staff.

All procedures adopted in this plan will be monitored by the Head of Administration, Quality Assurance Officer and Heads of Unit and revised in the light of new legislation, technology or systems, in consultation with the SMT and staff representatives.

#### ASSESSMENT PROCEDURE

For corporate or common risk assessment, the Head of Administration will conduct an initial observation of all workplace activities; using the Corporate Risk Assessment form and all potential hazards and significant findings will be checked, listed and recorded. Activities will be prioritised against the likelihood of occurrence and a risk rating of high, medium or low will be given. From this risk assessment process, suitable and sufficient risk control measures will be drawn up for consultation with staff.

Heads of Units will scrutinise the work processes and work areas of all employees under their control and compare these to the corporate risk assessment and control measures set out in section D1. Where any employee faces a risk to their health and safety that is unique to that Unit, the Head of Unit will use the Corporate Risk Assessment form and check and record the potential hazard and any significant findings. Activities will be prioritised against the likelihood of occurrence and a risk rating of high, medium or low will be given. From this risk assessment process, suitable and sufficient risk control measures will be drawn up for consultation with staff. Heads of Unit may call upon the assistance of the Head of Administration to conduct risk assessments.

#### Health and Safety Committee

Arrangements will be made for all staff to be consulted with regards health and safety issues and safe systems of working in particular. This will be by elected representation through their Trade Unions or staff representatives. A Health & Safety Committee (HSC) will meet quarterly. The purpose of such meetings will be to consult on issues which affect staff and to resolve outstanding issues.

Copies of HSC minutes can be found on notice boards and the intranet.

#### Reporting Procedure

Any employee who has reason to believe that a health & safety hazard exists within their particular workplace must immediately inform their Head of Unit

who will seek to resolve the issue without delay.

In the event that the matter cannot be resolved at this level it should be referred to the Health and Safety Committee through the workplace union or staff appointed safety representative, or if urgent, to the Head of Administration.

The advice of MPS Health and Safety Branch and the Head of Administration is available at any time.



## Part D1

### Corporate Codes of Practice

#### **Code of Practice D1.1: Control of Substances Hazardous to Health (COSHH)**

Arrangements will be made by management to effectively screen, through an assessment procedure, the potential risks to the health of all staff and others who may be affected, by MPA operations and substances used.

Substances known to be or suspected to be carcinogenic, mutagenic or otherwise having the potential to cause a long term health risk will not be used where a suitable and / or viable alternative exists.

Where substances subject to COSHH legislation must be used, the following instructions will be applied -

- The assessment procedure will identify the control measures that need to be employed for the safe and correct use of the product or procedure. These control measures will be recorded on the relevant COSHH assessment form. Each form will be given a distinctive registration number relating to the substance or process being assessed.
- A full list of relevant completed assessments will be held by the Human Resources department and copies of these assessments shall be available to staff. Assessments will be reviewed either when there are reasons to believe that they are no longer suitable i.e. through change in work method or as and when new information on a product, substance or operation becomes available.

#### **Code of Practice D1.2: Display Screen Equipment (DSE)**

A written assessment on all Display Screen Equipment (DSE) / workstations and users will be conducted so as to identify and reduce, so far as is reasonably practicable, any ill health risks.

Workstations shall be placed in such a position as to avoid, where possible, glare from lighting either natural or artificial. Where this is not possible, glare screens will be fitted.

Each station shall be equipped with a suitable chair that is adjustable in height and backrest, with desk and footrest where required.

Work operations at workstations shall be arranged so that the operator has suitable "screen breaks" away from the screen where necessary.

#### **A Guide to Best Practice**

The following is practical advice on the use of DSE in accordance with The Health & Safety (DSE) Regulations 1992 but in there are MPS Occupational Health Advisors and Occupational Health Nurses available to advise staff where problems are identified, to provide training and to offer best practice

guidance

Firstly, it is very important that staff take responsibility for their own health & safety while they are at work and do whatever they can to reduce any potential problems they may have in relation to their workstation.

It is the team leader's responsibility to ensure that all staff comply with best practice and the requirements of The Health & Safety (DSE) Regulations 1992. All staff have a responsibility to work with and assist managers in complying with these requirements.

All users of DSE should carry out an assessment of their workstation in conjunction with their team leader.

**An assessment should be conducted whenever -**

- A user prepares to work for the first time at a workstation
- A workstation is newly created
- There are major changes to software or hardware
- There is a significant increase in workstation usage
- When the workstation is moved
- A user experiences problems with the working conditions at the workstation.

If staff experience any physical or visual difficulty, which might be attributable to the use of DSE, they should tell their line manager as soon as it happens. If their manager has difficulty dealing with the problem, then they should contact the MPA Health & Safety Liaison Officer.

**Organising work**

- Firstly, try to maintain a constant level of work by identifying peaks and troughs. By planning and managing work effectively, staff may be able to even out the frequency, duration and intensity of DSE use. Planned rest breaks should be taken away from DSE throughout the working day.

**Workspace & storage**

- Consider the positioning of other equipment that is frequently used in conjunction with the computer. A hands free headset may be an option, depending on the frequency, duration and intensity of work. Staff should not have to overstretch for the telephone or regularly used reference material. Printers will not be positioned on a person's desk. Ideally, printers, scanners and stand-alone machines etc should be housed together on a separate desk to enable team access. It is important that there should be no obstructions under desks to restrict legroom and prevent staff from adopting comfortable seating positions and changing posture.

Workstation

- A workstation should provide adequate length and width to accommodate source documents and permit the positioning of equipment to facilitate user comfort. The workstation should be non-reflective to prevent glare.

There should also be sufficient legroom to allow for postural changes.

- The minimum length of a workstation should be 1200 mm and the minimum width should be 600mm. The work surface height for non-adjustable desks should be 720 mm and for adjustable desks should be 680 – 760 mm.

### DSE Workstation Chairs

- A workstation chair should have a 5–star wheelbase, be adjustable in height, back rest, back height and tilt. It should have a stable base and allow the user freedom of movement and encourage a comfortable posture.
- Staff should periodically adjust the height, tilt and back angle of their chair, coupled with adjusting the angle of your screen. This will encourage postural changes, which should help prevent the tightening of neck, back and shoulder muscles.
- There are distinct positional differences in the way in which staff should work at their DSE workstation to those of conducting task-related functions at their desk.
- For DSE work, staff should adjust the seat height so that elbows are approximately level with the desk edge and forearms are horizontal; wrists and shoulders should be in a relaxed, neutral position.
- Staff should adjust the back and lumbar support on their chair so that the spine is fully supported. The tilt angle of the chair should be positioned in such a manner as to give the user the slight sensation that they feel as though they are going to spill forward out of the chair. This will automatically cause the user to compensate, straightening their spine and shoulders, thus spreading the load throughout their back, lumbar region, buttocks, thighs, legs and feet.
- If feet do not touch the floor, a footrest should be used to support them. Avoid undue pressure on bottom or thighs. Spread the load by not perching on the edge of the seat.
- For task related work, staff should adopt whatever position they feel comfortable in and that is safe for them to conduct the work they are undertaking. Staff may find that the best practice ergonomic positions for DSE work are of benefit when conducting task related work.
- The main difficulties with a chair are likely to be getting the right sitting position and using the adjustment functions. This can only be overcome by becoming familiar with the chair's functions and through practice.
- All the standard chairs are designed to fit 95% of people. A very small proportion of staff may experience other difficulties, because they are very tall and the desk is too low for them (the desk may need to be raised), or they are overweight and would need a test weighted chair with larger seating base. Smaller people will probably need to use a footrest to achieve a correct sitting position.
- All chairs should be subject to a programme of maintenance. If staff experience any problems with the chair, the back adjustment, height adjustment, or slipping clutch mechanisms etc, advise the team leader who can arrange for a repair or replacement. (Operating instructions for dual control swivel chairs should be affixed to all chairs and if not team

leaders should acquire copies).

### Footrest

- An adjustable footrest, at least 450 mm long and 350 mm wide should be available to any user who cannot achieve a comfortable, ergonomic position. Users over six feet tall should not use a footrest as they will find it difficult to get their knees under the desk and maintain a safe, comfortable ergonomic position.

### Display Screen

- Staff should ensure that they avoid glare from reflections caused by lights or windows. Ideally it is found that positioning a monitor 90 degrees to a window will reduce the risk of glare, thus reducing the temptation to tilt the screen forward, causing staff to stoop or maintain a poor postural positioning. In situations where glare is unavoidable, anti-glare screens may be fitted, but these should be a “last resort” after other measures have failed.
- The display screen must have clear, legible characters to enable the information displayed to be easily read from the user’s normal position for using the equipment, that is from eye to screen between 57 and 77 cm (65 cm being the norm).
- The display screen should provide a stable image, with sufficient contrast between characters and background to ensure adequate legibility, and should be easily adjustable, with a tilt and swivel mechanism to suit the needs of the user and be at a comfortable level for reading.
- It is good practice to adjust your viewing distance and screen height throughout the day, as this encourages postural changes. Eyes should be about level with the top of the VDU with the screen slightly tilted so that it is square on to line of sight.
- It is also good practice to move eyes rather than head when reading information on the screen, the aim being to reduce the amount of excessive repetitive head movements.
- As staff use a computer, the number of times they blink will reduce so blinking more often will keep eyes lubricated and prevent them from drying out.
- The brightness and contrast can be adjusted, as can the tilt and swivel of the screen to suit the lighting conditions in the room and avoid reflections.
- Periodically clean the screen with the screen wipes that should be provided.
- Staff should not work at odd angles. Body position should be “squared up” to the table.
- Staff should also try to remove any light source causing glare through the use of blinds or curtains.
- If you are a copy typist, use a document holder and have it directly in front of you, only checking the monitor occasionally for accuracy. Even if you are not a copy typist but you frequently have to work from a hard copy, use a document holder whenever possible, placing the documents at the same viewing distance as the screen or at a distance which you find comfortable to read. The aim is to reduce the amount of repetitive head movements

and focal changes for the eye. Take regular screen breaks to allow for postural changes and rest your eyes.

### Software

- Staff should use easy-to-read fonts e.g. Arial, limit the number of colours used on the screen and avoid large areas of white if the screen appears to flicker. Pastel background colours should be used if reflections are a problem on the screen. Some staff that are dyslexic may find that using a lilac background and black or blue letters may help. Reduce clutter on the screen by removing unused toolbars.
- There is a requirement for staff to have received suitable and sufficient training in the use of the software packages. This removes the stress and frustration placed on users, as well as improving their effectiveness and productivity.

### Keyboards

- The keyboard should be tiltable, adjustable and separate from the screen to allow the user to adopt a comfortable working position. It should have keys/legends which are legible, do not stick and are easy to use. It should also be non-reflective to prevent glare.
- The keyboard should be parallel with the front edge of the desk and there should be sufficient room to rest your arms in the space between the desk edge and the keyboard.
- Wrists should be kept in a horizontal, neutral position whilst keying so that staff do not bend or place excessive pressure on their wrists. If staff "glide" their hands over the keyboard, they will find this more comfortable, as opposed to placing the wrists in a fixed position and overextending the fingers to reach the keys. This poor positioning of the wrists in conjunction with excessive pressure from upper body weight, with long periods of intense keying can, if unchecked, lead to Work Related Upper Limb Disorders (Repetitive Strain Injury, Carpal Muscle Syndrome etc).
- The use of a foam or gel wrist rest between the edge of the desk will ensure sufficient space is left to provide a soft but supportive rest for the wrists. Ideally, the wrist mat should be used to rest the wrists between periods of keying. Problems may occur when a user places all of their upper body weight through their wrists, raising their shoulders and therefore adopting poor posture for DSE work.

### Mouse

- Staff should relax the hand, use a light touch when holding and depressing the mouse button(s) and vary the finger with which they depress the mouse button. Staff should not bend hands up at the wrists while using the mouse, or stretch; place the mouse mat in a position which prevents over-reaching. Staff should tune the mouse response (the time delay between double clicks) where possible to suit their needs. It is possible to speed up the movement of the mouse pointer across the screen if there is a need to move the mouse long distances, or if staff have a large screen - or to slow the speed of the mouse pointer if it is difficult to keep track of or position it.

### Effective use of rest breaks

The best advice states that staff should take short breaks before they become fatigued or experience discomfort. Frequent short breaks for 5 minutes or so every hour are better and less disruptive to concentration than longer less frequent breaks. There are a few things staff can do to help themselves even during the shortest of breaks. For example -

- Alter the back adjuster on the chair, lean back gently and carefully stretch muscles.
- Stand up, take a break away from the desk, walk around, do something that does not involve using the DSE.
- When staff do take a break they should not read a book or paper - the idea of a break is to rest the eyes and body.
- Gaze out of the window for a few seconds to rest the eyes and change your focal viewpoint.

### Laptops

- If staff only use the laptop occasionally, they should consider how best to trade-off between placing the keyboard in the most comfortable position and locating the screen at a comfortable viewing distance.
- A member of staff can dramatically increase strain if they twist their body or try to operate a laptop within a cramped environment. Staff should plan where to set up the laptop for optimum compliance with ergonomics, in conjunction with the advice provided.
- When carrying a laptop staff should use a carrying case with a padded shoulder strap. (Remember, having the manufacturer logo on the carrying case can attract thieves and considering the value of the laptop, use of force to obtain it is not uncommon!)
- It is possible to reduce the amount of weight carried to a minimum. For example, have the battery charged-up to avoid the need to carry a spare.

### Working environment

- During the summer months, closing blinds in the morning and opening them late afternoon/early evening will prevent solar gain. But remember to close them again before you go home if the office gets early morning sun.
- During the winter the facilities manager will try to maintain the office temperature at 20 degrees Celsius. An increase in the ambient room temperature above this level can cause the relative humidity in the office to drop dramatically. This drop in humidity can cause sore throats, dry eyes and dry skin (itchiness that can sometimes be mistaken as flea bites). With some heating/air conditioning systems the humidity level can be adjusted, but this is more difficult if the heating is by radiators. Increased ventilation, pot plants, regular drinks of water, appropriate clothing for the weather conditions and use of moisturising cream can help alleviate symptoms.
- Wiring must be kept clear from surrounding floor areas and work surfaces and not gathered into coils.
- Food and drinks must be kept clear of electrical equipment at all times.

### Eyesight Tests

- All staff using DSE and who are designated as “Users” are entitled to an eyesight test, paid for by the MPA. If a member of staff qualifies as a “user”, they should ask HR to obtain an authorisation form from: MPS Opticians Clerk, Clinic Office, Room G11, Regency Street, Ext 67359 or 020 7230 7359. The Clinic Office will need to know the following information –
  - name
  - date of birth
  - position
  - pay number
  - location (Branch, etc)
  - the nature of the duties the member of staff performs which qualify them as a “user” under the DSE regulations
- When the member of staff has obtained the authorisation, they will also receive a list of opticians participating in the scheme, so that they can select the most convenient. They must obtain the authorisation form before taking the eyesight test. If they have a test without the form, they will not normally be reimbursed for the costs.
- If, after having their eyes tested, it is found that they require corrective glasses for general use, that is non-DSE/VDU specific, they will be responsible for the cost of such glasses. If, however, it is found that they require corrective glasses solely for use with DSE/VDU, the cost of the vocational spectacles will be borne by the MPA.

### Pregnant or Nursing Mothers

- Pregnant or nursing mothers are at no greater risk than other workers from optical radiation, and exposure to electric and magnetic fields within current recommendations is not known to cause harm to a foetus or mother.
- The levels of ionising and non-ionising electromagnetic radiation likely to be generated by DSE are well below those set out in international recommendations for limiting risk to human health.
- If staff have any concerns, please bring these to your line manager’s attention and advice can be provided by the MPS Occupational Health Advisor.

### Disabilities

- A full and extensive work activity risk assessment should be conducted where individuals have a recognised disability. This risk assessment should be conducted in conjunction with the Occupational Health Advisor for the MPA.

### Code of Practice D.1.4: Working Alone in Safety

*Who are lone workers and what jobs do they do?*

Lone workers work by themselves without close or direct supervision. They are found in a wide range of situations. Some examples are -

### *People in fixed establishments*

- where only one person works on the premises, e.g. server room, forensic office, and also home workers
- who work outside normal hours (9-5), e.g. cleaners, security officers

### *Mobile workers working away from the office:*

- for example partnership support officers and others attending remote or late night meetings.

### *Can people legally work alone?*

#### Assessing and controlling the risks

- Although there is no general legal prohibition on working alone, the broad duties of the Health and Safety at Work etc Act 1974 (HSW Act) and the Management of Health and Safety at Work (MHSW) Regulations 1999, still apply. These require the identification of hazards in the work environment, assessment of the risks involved, and measures to be put in place to avoid or control the risks.
- It is important for team leaders to talk to staff and their safety representatives before they start to work alone as they are a valuable source of information and advice. This will help to ensure that all relevant hazards have been identified and appropriate controls chosen; consultation with staff and their representatives on health and safety matters is a legal duty.
- Control measures may include instruction, training and supervision. Team leaders should take steps to check that control measures are being used and review the risk assessment from time to time to ensure it is still adequate.
- When a risk assessment shows that it is not possible for the work to be done safely by a lone worker, arrangements for the provision of help or back up should be put in place. Where a lone worker is working at another employer's workplace, that employer should inform the lone worker's employer of any risks and the control measures that should be taken. This helps the lone worker's employer to assess the risks.
- Risk assessment should help decide the right level of supervision. There are some high-risk activities where at least one other person may need to be present.

### **Safe working arrangements for lone workers**

Establishing safe working practices for lone workers is no different from organising the safety of other staff. Team leaders need to know the law and standards which apply to their work activities and then assess whether the requirements can be met by people working alone.

Lone workers face particular problems. Some of the issues which need special attention when planning safe working arrangements are as follows -

### *Can the risks of the job be adequately controlled by one person?*

Lone workers should not be at greater risk than other staff. This may require extra risk-control measures. Precautions should take account of normal work activities and possible foreseeable emergencies, e.g. fire, equipment failure,



illness and accidents.

Team leaders should identify situations where people work alone and ask questions such as:

- Does the workplace present a special risk to the lone worker?
- Is there a safe way in and out for one person?
- Can all equipment and goods involved in the work be safely handled by one person?

Consider whether the work involves lifting objects too large for one person or whether more than one person is needed to operate essential controls for the safe running of the equipment.

- Is there a risk of violence?
- Are women especially at risk if they work alone?
- Are young workers especially at risk if they work alone?

*Is the person medically fit and able to work alone?*

Check that lone workers have no medical conditions which make them unsuitable for working alone. Seek medical advice if necessary. Consider both routine work and foreseeable emergencies which may impose additional physical and mental burdens on the individual.

*What training is required to ensure competency in safety matters?*

Training is particularly important where there is limited supervision to control, guide and help a lone worker in situations of uncertainty. Lone workers need to be sufficiently experienced and understand the risks and precautions fully. Team leaders should set the limits as to what can and cannot be done while working alone. They should ensure staff are able to deal with circumstances which are new, unusual or beyond the scope of training, e.g. when to stop work, when to seek advice from a team leader, how to handle lone worker aggression.

*How will the person be managed?*

Although lone workers cannot be subject to constant supervision, it is still an employer's duty to ensure their health and safety at work. Supervision can help to ensure that staff understand the risks associated with their work and that the necessary safety precautions are taken. The extent of the supervision required depends on the risks involved and the ability of the lone worker to identify and handle health and safety issues. Staff who are new to a job, undergoing training, doing a job which presents special risks, or dealing with new situations may need to be accompanied initially. The level of supervision required is a management decision which should be based on the findings of a risk assessment. The higher the risk, the greater the level of supervision required. It should not be left to individuals to decide whether they require assistance.

Procedures will need to be put in place to monitor lone workers to see that they remain safe. These may include -

- Team leaders periodically visiting and observing people working alone.
- Regular contact between the lone worker and management using either a

- telephone or radio.
- Automatic warning devices which operate if specific signals are not received periodically from the lone worker.
  - Other devices designed to raise the alarm in the event of an emergency and which are operated manually, or automatically by the absence of activity e.g. a panic button that activates if the wearer is in the horizontal position (i.e. unconscious).
  - Checking that a lone worker has returned to their base or home on completion of a task.

*What happens if a person becomes ill, has an accident, or there is an emergency?*

Lone workers should be capable of responding correctly to emergencies. Risk assessment should identify foreseeable events. Emergency procedures should be established and employees trained in them. Information about emergency procedures and danger areas should be given to lone workers who visit your premises. Lone workers should have access to adequate first-aid facilities and mobile workers should carry a first-aid kit suitable for treating minor injuries. Occasionally risk assessment may indicate that lone workers need training in first aid.

#### **Code of Practice D.1.5: Manual Handling Operations**

Where the need to manually handle a load (pick up, put down, carry, pull or push) cannot be avoided, management will make arrangements, in conjunction with the Head of Administration where necessary, for an assessment of the operation to be conducted.

The assessment process will take account of the load to be handled, the task at hand, the working environment and the capability of the individual carrying out the operation. Assessments will identify the degree of risk and the necessary control measures, and will recommend remedial action. All such assessments shall be brought to the attention of all staff concerned.

Information, instruction and training where necessary shall be given to staff, who must make full and proper use of mechanical lifting aids provided.

Although the MPA accepts its responsibility in reducing manual handling through the use of mechanical aids, lifting and carrying cannot be totally eliminated. The following guidance will help to reduce the number of injuries that are sustained while handling loads.

#### **Assessment Procedure**

- The team leader, in conjunction with the Head of Administration where necessary, will observe all manual handling operations and conduct a manual handling risk assessment.
- From the risk assessment, a safe systems of work will be developed which shall be brought to the attention of all staff involved with such operations with, if necessary, training being arranged.

### **Guidance on General Lifting/Handling Techniques**

- No person will be asked to manually handle a load which is too heavy or awkward, or is liable to cause them injury.
- Wherever and whenever possible, mechanical lifting and carrying aids such as trolleys and barrows should be used.
- No person should attempt to lift or carry a load which is too heavy or awkward. If it is not possible to use a mechanical aid then assistance should be sought.
- Manual handling should only be carried out in an environment which does not increase the risk of injury i.e. ensure that there is an unobstructed path of travel and that the area where it is intended to deposit the load is clear of obstructions.
- Before attempting to lift or move a load it should be examined for protruding objects or sharp edges, and if the package is split.
- If there is a need to stop while carrying a load then it should be rested at a convenient place until it is safe to carry on.
- Hand grips on a load should not be changed whilst carrying. The object should be rested in a convenient place in order to change grip.
- Women who are pregnant or who have recently given birth (within 12 weeks), young people and staff with specific health problems are especially at risk from manual handling work activities. Such members of staff will not be required to handle heavy loads.

### **Code of Practice D.1.6: Office Safety**

In general, an office environment presents few major hazards, providing good housekeeping practices are followed.

However, the incorrect use of certain types of office equipment could cause both short and long term ill health effects.

Environmental issues such as heating, poor lighting levels and ventilation may also have an impact on the well being of staff.

The following advice should be followed to avoid injury.

- Repairs to electrical equipment (fuses to plugs, loose or broken connections etc.) must only be undertaken by trained/competent persons.
- Broken, damaged and faulty equipment must be reported to the Head of Unit.
- Always ensure before using portable equipment that the flex/cable/lead and plug are checked for damage before use.
- Always switch off at the socket before removing a plug.
- Never remove a plug by pulling on the flex/cable/lead.
- Faulty equipment should be switched off, the plug removed from the socket and a notice, indicating that the equipment should not be used, attached to it.
- Do not allow electrical flexes/cables/leads or phone cables to be left in such a position so as to cause a hazard to other staff i.e. trailing across access routes.
- If a cable cannot be re-routed then it must be protected with cable

- curbs/ducting secured to the floor.
- The use of electrical multi-socket adaptors should be avoided wherever possible – instead, staff should request for additional sockets to be installed. If their use is unavoidable no more than one adaptor should be connected to a socket and the adaptors rated capacity (RC) **must not** be exceeded.
  - All electrical equipment must be switched off and the plug removed from the socket before attempting to remove or clear blockages from or clean equipment - e.g., photocopiers. Ensure that all guards, covers etc. are in place before switching equipment back on.
  - Where practicable, all electrical equipment should be switched off after use and have plugs removed from the sockets at the end of the day.
  - Under no circumstances must chairs, boxes etc. be used to gain height to reach files. Step-ladders or step-stools **must** be used.
  - Furniture, such as desks and filing cabinets, should not be placed in positions that cause an obstruction to doors, windows or walkways.
  - The positioning of desks should be considered to ensure that they are not placed in positions where draughts from windows or doors may cause a problem. A minimum working temperature of 16 degrees Celsius must be maintained throughout working hours. This temperature should be obtained within the first hour of work commencing. If this is not achieved, the Head of Unit and Head of Administration must be informed.
  - Drawers to filing cabinets should only be opened one at a time to prevent overbalancing. Always close drawers and cabinet doors when finished.
  - Files, boxes etc. should only be stored in designated areas within the office and must never be allowed to obstruct walkways or fire escape routes. Heavy items should be placed on the bottom shelves of storage cabinets etc.
  - Damaged or broken furniture (including damaged floor coverings etc.) and other office equipment must not be used. It must be labelled and reported to the team leader.
  - Broken glass must never be placed directly into waste bins. It should first be placed into a box or wrapped in several layers of paper and labelled before being placed into the waste bin.

#### **Code of Practice D.1.7: Provision and use of work equipment**

All equipment supplied for use by the MPA will be suitable for its intended purpose and shall be maintained in good working order with records of maintenance, whether as part of a planned program or due to defectiveness, being kept.

Full and adequate information, instruction, training and supervision will be provided to staff before being required to work with new or unfamiliar equipment.

All equipment used within the MPA shall be serviced/maintained on an annual basis or at such time periods as specified by the manufactures. Faulty equipment must not be used and the fault notified to the Head of Unit. Such equipment must have a sign attached to it indicating that it is out of service.

#### **Code of Practice D.1.7: Protective Clothing**

- Suitable protective clothing and equipment will be made available to all staff engaged in activities that represent a risk of personal injury, where such risk cannot be eliminated by any other means.
- Where specialist clothing or equipment is required, its type and specification shall be determined through an assessment procedure, and they will be compatible with each other.
- All staff should ensure that where provided, all such protective clothing and equipment is worn, used and stored correctly, in accordance with the manufacturer's instructions, and that damage or loss is reported.

#### **Code of Practice D.1.8: Pregnant Women**

- Under regulation 18 of the Management of Health and Safety at Work Regulation (MHSWR) 1999, employers do not need to take action unless the expectant mother has notified the employer in writing that she is either pregnant, or has given birth within the previous 6 months, or is breastfeeding.
- Once it has been established that an employee is pregnant, a risk assessment for new and expectant mothers is to be carried out by the team leader.
- Where necessary, working conditions and hours of work must be changed.

**Part D2**

**Unit Based Codes of Practice**

## Part E

### ACCIDENT PROCEDURES

#### Reporting

All accidents sustained at work, however minor, must be reported to the Head of Unit by the person(s) involved, whether or not personal injury is sustained. This includes all dangerous occurrences and near misses, whether or not injury or property to damage results. If an injury is sustained and the injured person cannot report it himself or herself, then it should be done by a colleague or by the injured person as soon as it is reasonably practicable.

Where an incident results in an injury being sustained, an entry must be made into the accident book FORM BI 510, which is kept in the Administration Unit.

If the injured person fails to resume work the day after an incident or attends hospital as a result of the incident, then the Head of Unit must complete an MPA Internal Accident Report Form and send a copy to the Head of Administration.

Should the injured person fail to return to work after three days as a result of the incident, the Head of Unit must complete form F2508 and send it to the enforcing authority: the Health and Safety Executive (Tel. 0845 300 9923, [www.riddor.gov.uk](http://www.riddor.gov.uk)). A copy of form F2508 should be sent to the Head of Administration. If the injuries sustained fall into one of the following categories then the Head of Administration must be informed immediately by telephone, fax or e-mail.

- a) A fatality
- b) Any fracture, other than one to the fingers, thumbs or toes.
- c) Any amputation
- d) Dislocation of the shoulder, hip, knee or spine
- e) Loss of sight whether temporary or permanent
- f) A chemical or hot metal burn or any penetrating injury to the eye.
- g) Any injury resulting from an electric shock or electrical burn (including one caused by arcing or arcing products) which leads to unconsciousness, requiring resuscitation or admittance to hospital for more than 24 hours.
- h) Any other injury leading to hypothermia, heat-induced illness or unconsciousness, requiring resuscitation or admittance to hospital for more than 24 hours.
- i) Loss of consciousness caused by asphyxia, exposure to a harmful substance or a biological agent.
- j) Acute illness requiring medical treatment, or loss of consciousness, as a result of the absorption of any substance by inhalation, ingestion or through the skin
- k) Acute illness requiring medical treatment where there is reason to believe that this is the result of exposure to biological agents, their toxins or infected materials.

The following incidents, whether injury is sustained or not, must also be reported immediately to the enforcing authority (HSE), Corporate Health &

Safety Services and the Head of Administration.

- m) A person falling from a height of 1.8M or above.
- n) The collapse of any part of a scaffold, ladder, steps, lift, or hoist.
- o) Any incident involving a boiler, highly flammable liquid or a compressed gas cylinder.
- p) Any incident involving a live electrical supply cable.

Items a) to p) are all reportable immediately to the enforcing authority. When reporting such incidents to the enforcing authority and the Head of Administration as much detail as possible should be given.

Accidents to persons other than staff, e.g. contractors, members of the public, etc. caused by works being undertaken, or whilst on premises controlled by the MPA, must also be reported to the Head of Administration as soon as possible.

Incidents involving members of the public, where it is known that they are taken to hospital, must also be reported to the enforcing authority and the Head of Administration, whenever such an incident is related to MPA premises or as a result of an activity undertaken by an MPA employee.

### **Investigation**

Every effort must be made by the Head of Unit to determine the cause of all accidents or incidents involving a member of their staff whilst at work and, when necessary, in conjunction with the Head of Administration, to rectify such matters.

Where the accident is of a more serious nature, i.e. (Items a – p above) the Head of Unit shall immediately inform MPS Health and Safety Branch and the Head of Administration who will undertake a formal investigation of the incident. The formal investigation will conclude with a report, identifying the contributory causes and recommended corrective actions, being prepared for the Clerk.

#### Immediately after the incident -

- Go to the scene and ensure the welfare of the victim.
- Ensure the victim gets prompt medical attention.
- Check no danger remains and ensure the scene is made safe.
- If safe to do so, preserve the scene.
- Inspect the scene to assess the degree of investigation required.
- Make sketches, take measurements and photographs, retain equipment, and obtain as much evidence as possible.

If the incident is so serious that it requires hospital treatment or is reportable to the Health & Safety Executive (HSE) as per the Reporting of Injuries, Diseases or Dangerous Occurrences Regulations 1995 (RIDDOR) -

- Report incident to the HSE, if appropriate.
- Contact the Head of Administration
- Notify the appropriate line manager.



- Notify the local trade union / staff representative, if known.

#### Investigating the Accident

- Conduct the Accident Investigation using form BI510 and the Accident Investigation Checklist attached.
- Discover the details of the injured person.
- Details of the injury, damage or loss
- What was the worst that could have happened? Could it happen again?
- What happened? Where? When? Why? What was the direct cause?
- What was the underlying cause?
- What was meant to have happened and what were the plans? How were people organised?
- Could inspection have picked up the problem earlier?
- Had it happened before? If so, why weren't the lessons learnt?
- Make recommendations to prevent re-occurrence allocating actions to work areas and named individuals.

NB. Most accidents have more than one cause so do not be too quick to blame the failings of an individual. Try to be objective and deal with the root causes.

#### Following up the investigation -

- Ensure recommendations are allocated for action, recording the date, time, the time limit and completion of action, attaching any correspondence relating to the incident to the Accident / Dangerous Occurrence Investigation book BII50 or Form F2508.
- The original entry and a copy of the Accident / Dangerous Occurrence Investigation form must be filed in the local accident binder and retained by the Head of Administration for 3 years.

#### Accident Checklist (Working Environment)

At the place of the accident / incident what was the state of:

- Lighting?
- Temperature / Humidity?
- Noise?
- Dust and fumes?
- Workplace layout?
- The flooring?
- General tidiness?

#### Machinery and Equipment

- What was the condition of any machinery, plant or equipment in use at the accident site?
- Were machines properly guarded?
- Were safety devices, cut-out switches and stop controls adequate?
- Were safe working systems in use? These could include isolating machinery for activities such as setting and adjustment and using permits-to-work systems for maintenance activities.
- Were all plant and equipment maintained to standard?
- What do maintenance reports reveal about the state of any equipment?

### Substances and Materials

- Were any hazardous substances in use at the accident site?
- Had these been assessed under the Control of Substances Hazardous to Health Regulations (COSHH) and were adequate control measures implemented?
- Were heavy or awkward loads likely to cause injury whilst being handled? If so, had a manual handling assessment been carried out and training given?
- Could the handling of loads have been avoided, e.g. by using mechanical devices or lifting aids?

### Protective Clothing and Equipment

- Should protective clothing or equipment have been provided? If so, was it?
- Had the injured person been properly trained in the use of any necessary protective clothing or equipment?
- If protective clothing was issued, was it suitable for the individual and the task and was it properly maintained?
- Did protective clothing contribute to the accident or hamper communications in any way?

### The Individual

- Were they trained to carry out the task and performing it in a safe manner?
- Was the injured person tired / fatigued, what time did the incident occur, how long had they been working for, had they had sufficient rest periods?
- Had the injured person any previous medical condition or injury that may have contributed to the accident / incident?
- If so were they taking medication, or any other substances, that could have affected them or contributed to the accident / incident?
- Was their vision impaired in any way?
- Was the injured person stressed? If so how? Is it as a result of work or is it possible external factors effecting their judgment or ability to perform work processes safely and effectively?
- Was the person hurrying the work process or taking shortcuts ignoring set safety procedures?
- Was the injured person wearing issued protective clothing, if job requires? If not, why?

### Other Persons

- Were other persons involved in the accident in any way? If so, how were they involved?
- Were there any witnesses to the accident?
- Can the witness provide you with useful evidence?

### Legal Standards

- At the time of the accident, were there any clear or possible breaches of legal standards? If so, list them.

### Training, Job Experience and Supervision

- How long had the injured person been doing the job?
- What safety training had the person received? Was it effective?
- What supervision was there?
- What safety training had the supervisor received?

#### Was information provided on

- Safe Use of Plant and Equipment?
- Safe Handling of Materials?
- Hazardous Substances?

#### Risk Assessments

- Had management carried out risk assessments?
- Did it identify the risks likely to occur in the task or process involved in the accident?
- Were adequate control measures implemented to control the risk?
- Were all persons informed about the risks and control measures and given adequate training?

#### Other Incidents

- Are there records of other accidents or dangerous occurrences in the same work area or job?
- If so, are there any common factors that could link them?
- Is there any evidence of previous unsafe practices being undertaken?
- Had there been any management actions taken as a result of previous incidents?

#### Levels of Investigation

- Team leader
- Personnel manager
- Local trade union or staff representative
- MPA Health & Safety Liaison Officer
- Health & Safety Executive

The advice of MPS Health and Safety Branch and the Head of Administration is available at any stage of the procedure.

## **Part F**

### **CONTRACTORS**

In respect of work contractually undertaken with the MPA, every contractor will have full responsibility for complying with the relevant provisions of the Health & Safety at Work etc Act 1974 and associated legislation and regulations, as well as the MPA health and safety policy, plan and associated Codes of Practice.

The Head of Administration shall required every contractor to nominate, in writing, a representative who will be responsible for ensuring compliance with such rules and procedures. This nominated person will be held accountable for breaches of statutory requirements, with respect to their working methods and / or the behaviour of staff in their employment. Before any contractor is engaged, they will be required to submit their full Health & Safety Policy, Safety History, Method Statement, Risk Assessments, Safe Systems of Work and any other documentation relevant to statutory Health & Safety requirements.

The compatibility of the contractor's policy and associated documents with that of the MPA will be scrutinised by the Head of Administration prior to any work commencing. It is also the responsibility of the Head of Administration to ensure the work of all contractors is compatible, co-ordinated and communicated to each party to avoid conflict.

**Part G**

**EMERGENCY PROCEDURES**

(These pages are available to members only, on request.)

## Part H

### FIRST AID, WELFARE AND TRAINING

#### First Aid

First Aid boxes are located at suitable and readily accessible points (where exactly?). All first aid officers (who are?) will have their own boxes. It shall be the responsibility of the Head of Administration to ensure that the contents of each box are maintained.

#### **First aid boxes contain -**

- Guidance card
- Individually wrapped sterile adhesive dressings
- Sterile eye-pads with attachment
- Triangular bandages
- Sterile coverings for serious wounds (where applicable)
- Safety pins
- Medium size sterile un-medicated dressings
- Large sterile un-medicated dressings
- Extra large sterile un-medicated dressings

#### Welfare

- Suitably equipped toilets, wash basins, eating facilities and coat stands, complying with the requirements of the Work Place Health, Safety and Welfare Regulations 1992, will be provided for staff. The MPA currently provides free tea and coffee to staff. Vending machines and rest / first aid rooms are also available. Occupational health services are also available to MPA staff from the MPS, including nurses, advisors, welfare counsellors, physiotherapists and doctors.

#### Training

- Adequate arrangements and procedures exist to ensure that all levels of staff receive health and safety training that will enable them to carry out their responsibilities and work in a safe and efficient manner.
- Before being asked to carry out new / unfamiliar tasks or operations, or being required to use new equipment, training will be given.
- The identification of health and safety training needs will be undertaken by the Head of Unit in conjunction with the Head of Administration, including such training requirements identified in specific H&S legislation.
- All new staff will, on starting with the MPA, receive induction training into the general health and safety arrangements that exist within their area of work. Such training will be undertaken by the Head of Administration.

## Part I

### VIOLENCE TOWARDS STAFF

All of the following may be classed as an act of violence towards a member of staff. They will not be tolerated and disciplinary action will ensue.

- Physical abuse
- Verbal abuse
- Threatening behaviour
- Aggressive attitude
- Sexual, racial or other forms of harassment
- Vandalism of either personal or MPA property by a member, a colleague or a member of the public.

Should such incident occur the member of staff affected must report the matter to their Head of Unit as soon as possible.

#### **The Head of Unit must -**

- Arrange for any medical needs that the individual may have. This may include anything from simple first aid to attending hospital.
- In consultation with the victim, decide if it is necessary to inform the police of the incident. If it is necessary to attend the police station, ensure that the individual is accompanied, either by the manager or a work colleague.
- Arrange for the incident to be fully reported to HR.

## Part J

### VISITORS

#### Visitors

- The MPA accepts, so far as is reasonably practicable, its responsibilities for the health, safety and welfare of all visitors to any and all premises under the control of the MPA. The induction of visitors to MPA premises will be dictated by whether it is intended they be escorted or not.
- Unless fully inducted to the MPA Health and Safety Policy, with knowledge of the building, its emergency evacuation procedures and incident reporting system, all other visitors, including contractors, will be escorted.
- They remain the responsibility of the member of staff dealing with their attendance.

#### Young persons in the workplace

With regards to young persons (under 18 years) either in the workplace or under the direct responsibility of the MPA, the Authority has a 'duty of care' for their health, safety and welfare. Under r19 of the Management of Health and Safety at Work Regulations 1999, every employer shall ensure that young persons employed by him are protected from any risks to their health or safety which are a consequence of their lack of experience, or absence of awareness of existing or potential risks or the fact that the young persons have not yet fully matured. Thus, any young person in our employment should have specific risk assessments conducted, with the particular needs and characteristics of young people being borne in mind. The parent, guardian or responsible adult (e.g. head teacher for work experience) must be aware of the content.

1. As a result team leaders are required to -
  - Be aware that persons under 18 years of age are classified as vulnerable persons.
  - Be aware that legislation requires 'loco parentis' to take legal responsibility for vulnerable persons whilst in your care.
  - Assess risks to young persons, under 18 years of age, before they start work or perform a specific activity.
  - Take into account their limited experience, lack of awareness of existing or potential risks, and immaturity.
  - Address specific factors in the risk assessment.
  - Provide information to parents of school-age children about the risks and control measures that are to be introduced.
  - Take account of the risk assessment in determining whether the young person should be prohibited from certain work or specific activities, except
    - where they are over minimum school leaving age (msla) and it is necessary for their training
    - where the risks have been reduced so far as is reasonably practicable,
    - where suitable supervision is provided by a competent person.



2. Team leaders must also take into account the following factors -
  - The fitting-out and layout of the planned activity, workplace or workstation
  - The nature, degree and duration of exposure to any physical, biological and chemical agents
  - The form, range and use of work or activity equipment and the way in which it is handled
  - The organisation of processes and activities
  - The extent of health and safety training provided, or to be provided to the young people concerned
  - Risks from agents, processes and work listed in the annex to the Health and Safety (Young Persons) Regulations 1997.

This is not an exhaustive list and other risks should be identified and considered according to the individual case.
3. The outcome of the risk assessment and the extent of the control measures introduced will determine whether significant risk or harm to the young person remains.
4. If significant risk remains despite best efforts to do what is reasonably practicable to control harmful exposure to substances at work, or significant risks to young persons undertaking particular work or activities, then the young person must NOT be allowed to undertake the activity or work practice.
5. Where an MPA or multi-agency activity in respect of youth diversion is planned, confirmation of who would have the primary “duty of care” must be clarified, recorded and communicated to all parties concerned.
6. The risk assessment form is aimed at gaining information from the parent, guardian or responsible adult and providing feedback to them as required in section 2 above, and to effectively consider risks and introduce control measures as required by paragraphs 3 to 5 above.
7. The form should be issued to the young persons with other application forms on recruitment or distributed by the HR Unit when organising work experience.
  - Once the risk assessment form is returned by the parent, guardian or responsible adult, it should be forwarded to be completed by the team leader in the relevant work area or the team leader responsible for the specific planned activity.
  - Two copies should be returned to HR, one for inclusion in the personnel files and one for dispatch to the parent, guardian or responsible adult.
  - With regards to work experience or an MPA or multi-agency activity in respect of youth diversion, a general file should be opened for that event and all assessments should be held within this. Once the event is finished, this file should be forwarded to the Head of Administration.

- Finally, the young person must be made aware of the content of the risk assessment, as must the person who will supervise their activity.

Ref.	
Date.	

**Summary of Assessment**

Young person:	Work Area:
Home Address:	Line Manager:
Parent/Guardian/Responsible Adult*	Supervisor:
	Location:
Telephone no:	Telephone no:

Type of work or activity

Permanent / Work Experience / Special Initiative i.e. Youth Diversion “Away Day Activity”, Bring your child to work day, visiting Youth groups to MPS buildings etc.

Section A - To be completed by Parent, Guardian or Responsible Adult

Q1. Does the Young Person have any special needs? Yes/No

Q2. Are there any other considerations that need to be addressed? Yes/No

If “Yes”, please complete section C. If ‘No’, sign below.

Signature..... Name (print).....

Date .....

Section B – To be completed by the Employer (Team Leader, etc).

Q1. Are there any areas to which access is restricted? Yes/No

Q2. Is there any task, process or machinery, which is restricted? Yes/No

Q3. Are there any special considerations under The Control of Substances Hazardous to Health Regulations 1999? Yes/No

If you have answered 'Yes' to any of the above, please complete section D. If “No”, sign the declaration below.

Declaration of Team Leader 'Loco Parentis' taking legal responsibility for Young Person: -

**I am aware that I have a responsibility to assess and reduce the risks associated with the work or activity that will be undertaken by:**

.....

**(Name of Young Person)**

**I am satisfied that the risks have been identified and that suitable and sufficient risk control measures have been implemented and that:**

.....

**will supervise all work or activities undertaken by the Young Person at**

**all times.**

**Name:**..... **Signature:**.....

**Date:**.....

**Once completed a copy must be sent to The Parent, Guardian or a Responsible Adult (Head Teacher for Work Experience).**

<p>Questions to be considered: If the questions below need consideration tick the 'Yes' column and consider the risks and actions required to eliminate, remove, isolate or control these risks.</p>	<p>Risk Rating High, Medium or Low</p>	<p>Action Required</p>
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<p>Detailed Risk Assessment</p> <p>Section C- To be completed by the Parent, Guardian or Responsible Adult.</p> <p><u>Special needs of Young Person?</u> Do they have any physical needs?</p> <p>Do they have any medical needs?</p> <p>Do they have any dietary needs?</p> <p>Other needs?</p> <p>Are there any other Considerations? Behavioural, physiological, religious, previous experiences etc, that may impact on the Young Person's Health &amp; Safety, the safety of others or control measures that need to be implemented by the supervisors taking responsibility of the Young Person?</p>	<p>Yes</p>	<p>Please specify Young Persons needs.</p>
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<p>Questions to be considered: If the questions below need consideration, tick the 'Yes' column and consider the risks and actions required to eliminate, remove, isolate or control these risks.</p>	<p>Risk Rating High Medium Low</p>	<p>Action Required</p>
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<p>Section D - To be completed by Team Leader "Loco Parentis" taking legal</p>	<p>Yes</p>	<p>Risk Rating High</p>	<p>Action or Specific Risk Assessment required and attached.</p>
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responsibility for Young Person		Medium Low	
<p><u>3. Restricted Access.</u> Workplace, HR, Internal Audit etc. Please specify:</p> <p><u>Tasks</u> 4.1 Operating Machinery 4.2 Operating Electrical Appliances. 4.3 Manual Handling 4.4 Other processes or activities please specify.</p> <p><u>COSHH</u> 5.1 Any substances that add risk to particular age groups or gender.</p> <p><u>6. Any other considerations?</u> Please specify.</p>			

## APPENDIX A

### SCHEDULE OF POSTHOLDER ACTIONS

**Key**

1. Clerk
2. Deputy Clerk
3. SMT
4. Head of Administration
5. Head of HR
6. Heads of Unit
7. All Staff

<b>Action</b>	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>	<b>6</b>	<b>7</b>
Lead by example and promote H&S culture.	X						
H&S policy and plan to be reviewed annually.	X						
Require all employees and contractors to co-operate.	X						
Ensure that there is an annual health & safety plan.	X						
Set health and safety priorities	X						
Advise the Authority with regard to the financial and other implications of compliance.	X						
Provide and maintain equipment and systems of work that are safe and without risk to health.	X						
Make arrangements for ensuring safety and absence of risks to health in connection with the use, handling, storage and transport of articles and substances.	X						
Provide such information, instruction, training and supervision as is necessary to ensure the health and safety at work of employees.	X						
Maintain buildings under MPA control in a condition that is safe and without risks to health and to provide and maintain means of access to and egress from it that are safe and without such risks.	X						
Provide and maintain a working environment for employees that is safe and without risks to health and is adequate as regards facilities and arrangements for their welfare at work.	X						
Provide such protective equipment as is necessary for the health and safety at work of employees.	X						
Encourage staff to set high standards of health and safety by personal example, in order that all employees should adopt an attitude of mind which accepts good health and safety practice as normal.	X						
Monitor the effectiveness of health and safety provisions in consultation with the appointed trade union safety Representatives, if any.	X						
Set health & safety priorities and the measures appropriate to monitor them	X						

Require all managers to set in place robust measures to ensure continuous observance of the health & safety standards and procedures.	X						
Consider and, if necessary, act upon any interim representations made or advice given.	X						
Promote and maintain effective working relations between the Authority and the statutory enforcing authorities.	X						
Ensure that there is a policy of open communication and consultation on health & safety issues.	X						
Ensure that adequate resources are allocated to meet both present and future health & safety requirements.	X						
Keep the health & safety policy under regular review and to duly publish any amendments.	X						
Ensure appropriate contractors from H&S perspective before awarding contracts.	X						
Employ Internal Audit to review the system, operation and performance of H&S in the MPA.	X						
Chair the Health and Safety Committee, which encompasses representatives from all Units, including the local safety representatives. Meetings will be not less than quarterly.		X					
Agree safe systems of work and monitoring of building contractors.		X					
Manage the high level oversight of health & safety and ensure that the MPA complies with all relevant legislative and statutory requirements.		X					
Ensure that the Head of Administration is properly trained so as to be able to discharge day-to-day responsibilities.		X					
Ensure that the structure for the management of health & safety is embedded within the Authority.		X					
Consult staff / stakeholders on H&S policy and plan.		X					
Oversee implementation of the policy and plan.		X					
Annual review of H&S policy and report to Corporate Governance on plan performance.		X					
Monitor H&S performance.		X					
Ensure effective communication, consultation and implementation on health & safety matters.		X					
Ensure that the Head of Administration receives proper training.		X					
Ensure risk assessments and control measures are undertaken.		X					
Present to SMT on a monthly basis relevant information on all health & safety pro-active and reactive indicators, including near misses, accident and ill-health statistics.		X					
Ensure risk assessments are reviewed at regular		X					

intervals.							
Initiate an investigation into any incident.		X					
Include health and safety matters within the formal MPA staff communication model.		X					
Ensure that all employees within the area are informed of any serious and imminent danger.		X					
Ensure that all employees are fully conversant with emergency procedures.		X					
Lead on external communication.		X					
Mainstream the health and safety management system into MPA.			X				
Setting of objectives, improvements, targets and performance monitoring			X				
On a monthly basis, review health & safety performance, using all relevant performance indicators, including accident, incident and near miss records, inspections and audit recommendations.			X				
Consider and help formulate both the health & safety policy and plan			X				
Ensure that each Head of Unit identifies any unit based health & safety objectives.			X				
Consult the Head of Administration before making a final decision about any matter with health & safety implications.			X				
Be responsible for the implementation of the health & safety policy and plan throughout their span of command.			X				
Ensure Heads of Units are trained in health & safety.			X				
Ensure Heads of Units identify, draw up and contribute issues for inclusion in the health & safety plan.			X				
Ensure Heads of Units allocate duties and responsibilities for health & safety matters.			X				
Ensure corporate and Unit based risk assessments are developed and implemented.			X				
Ensure safe systems of work are in place and regular workplace inspections are undertaken.			X				
Demonstrate visible active leadership for health & safety.			X				
Review health & safety performance on a monthly basis.			X				
Ensure that accredited safety representatives are given all necessary assistance.			X				
Ensure health & safety awareness training and attendance for all employees.			X				
Proactively demonstrate visible active leadership for health & safety.			X				
Implement the health & safety policy.				X			

Draft and maintain an annual health & safety plan.				X			
Devise and conduct a comprehensive health and safety inspection programme				X			
Receive, co-ordinate and disseminate information from MPS Health and Safety Branch and other authoritative bodies.				X			
Conduct regular fire risk assessments and ensure that arrangements are in place for safe evacuation.				X			
Ensure all employees, contractors and visitors are aware of the fire and evacuation arrangements.				X			
Ensure regular fire drills.				X			
Liaise with other building occupiers to ensure sufficient numbers of fire marshals are appointed.				X			
Conduct and produce annual Health & Safety Assurance Certificate.				X			
Produce relevant data on MPA health & safety performance to the Deputy Clerk.				X			
Undertake an annual audit of health and safety.				X			
Make suitable arrangements for First Aid.				X			
Make the annual health & safety plan available in hard copy to all Units and through the intranet.				X			
Ensure all corporate activity is risk assessed and control measures implemented.				X			
Ensure that buildings comply with fire safety legislation and contractors are managed.				X			
Make arrangements for and ensure that portable fire fighting equipment.				X			
Assist Heads of Units with risk assessments and control measures.				X			
Incorporate unit based health & safety initiatives into the health & safety plan.				X			
Ensure the maintenance, and safe condition of all communal areas of the building.				X			
Establish and maintain suitable security measures within the building.				X			
Exchange information between multi occupancy tenants of the premises with regard to the meeting of their statutory obligations.				X			
Engage in effective communication with other health & safety liaison officers in the building/premises on matters of health and safety.				X			
Display and maintain all statutory posters/notifications.				X			
Arrange for statutory tests and examinations of lifts, gas fittings and appliances and the maintenance of records.				X			
Manage and supervise the work of contractors on MPA premises.				X			
Manage the corporate accident reporting system and				X			



communicate relevant information to the Deputy Clerk.							
Induct all new employees and contractors in relation to all corporate health & safety procedures.				X			
Advise the Deputy Clerk on health & safety performance.				X			
Champion health & safety within the Authority.				X			
Issue personal protective equipment as identified by risk assessments.				X			
Review H&S training and ensure that all staff are trained in H&S as appropriate to their role and responsibilities.					X		
H&S in relation to sickness reporting.					X		
Ensure policies appropriate to the work / life balance.					X		
Include in all job descriptions clear statements of the post holder's health and safety.					X		
Include health and safety standards in the Personal Development Review of all staff.					X		
Implementation of the health and safety policy/plan in their Unit.						X	
Promote and provide clear leadership and commitment to health & safety.						X	
Implement H&S within their own area of responsibility.						X	
Consult with safety representatives in regard to risk assessments, new systems of work.						X	
Conduct Unit based risk assessments and develop preventative measures.						X	
Ensure that the implementation of the health & safety policy is filtered down the managerial line.						X	
Induct all new employees in relation to all Unit based health & safety procedures.						X	
Ensure their staff are aware of potential hazards that may be associated with their work and all the necessary precautions that would be required.						X	
Ensure that all staff adopt and apply all the measures and safe systems of work emanating from the corporate risks assessments.						X	
Ensure that all staff they are responsible for, comply with the relevant sections of the health & safety policy and plan.						X	
Manage those areas for which they are responsible so they deliver health & safety						X	
Conduct inspections of the work areas for which they have responsibility.						X	
Take overall responsibility for the implementation of the health & safety policy and plan within their Unit.						X	
Implement the MPA Health & Safety policy and plan.						X	
Provide clear leadership in the realm of health &						X	

safety.								
Discover, understand and appreciate the hazards and risks encountered by their staff.							X	
Consider the consequences of decisions on the health & safety of staff.							X	
Ensure that the office space they accommodate is kept safe.							X	
Attend the health & safety induction process and receive training.								X
Be competent to perform the role required of them.								X
Make any request for the assistance of the MPS H & S Branch to the Head of Administration.								X
Read the health & safety policy and plan, and certify their personal file to that effect.								X
Co-operate in risk assessments and safety procedures.								X
Comply with the fire evacuation plan.								X
Take reasonable care for their own health and safety.								X
Take reasonable care for the health and safety of themselves and other persons who may be affected by their acts or omissions.								X
Work in accordance with information and training provided and where necessary request further guidance.								X
Refrain from intentionally misusing or recklessly interfering with anything that has been provided for health and safety reasons.								X
Report any hazardous defects in plant and equipment or shortcomings in the existing safety arrangements to a responsible person without delay.								X
Not undertake any task that presents danger and for which authorisation and/or training has not been given.								X
Comply with their individual duties and generally cooperate so as to enable the employer to carry out their health and safety duties towards them.								X
Adhere to the MPA smoking at work policy.								X
Not misuse alcohol or drugs in the workplace.								X
Not use unapproved electrical equipment.								X
Make sure that all visitors are made fully aware of all arrangements for security, health and safety that apply to them including emergency procedures.								X
Take all reasonable steps to prevent visitors, including trespassers, from becoming exposed to hazards.								X
Monitor the activities of contractors employed by the MPA.								X
Advise their Head of Unit of any instance which prevents them from carrying out their responsibilities								X

concerned with the health and safety policy or plan.							
Not interfere with or misuse any equipment provided in the interests of health and safety.							X
Keep informed of this policy document, the health and safety plan, their personal responsibilities and the Codes of Practice.							X
Observe all safety procedures as they affect the work they are undertaking.							X
Wear such safety clothing and use such safety equipment as required, or as is necessary for the work being undertaken.							X
Report to the Head of Administration any accident, near miss or dangerous situation whether personal injury is caused or not.							X

## APPENDIX B

### SCHEDULE OF ACTIONS BY IMPACT

**Key**

1. Clerk
2. Deputy Clerk
3. SMT
4. Head of Administration
5. Head of HR
6. Heads of Unit
7. All Staff

#### **Instilling an H&S Culture**

	1	2	3	4	5	6	7
Lead by example and promote H&S culture.	X						
Provide such information, instruction, training and supervision as is necessary to ensure the health and safety at work of employees.	X						
Encourage staff to set high standards of health and safety by personal example, in order that all employees should adopt an attitude of mind which accepts good health and safety practice as normal.	X						
Require all managers to set in place robust measures to ensure continuous observance of the health & safety standards and procedures.	X						
Require all employees and contractors to co-operate.	X						
Promote and maintain effective working relations between the Authority and the statutory enforcing authorities.	X						
Ensure that there is a policy of open communication and consultation on health & safety issues.	X						
Mainstream the health and safety management system into MPA.			X				
Consult staff / stakeholders on H&S policy and plan.		X					
Ensure effective communication, consultation and implementation on health & safety matters.		X					
Include health and safety matters within the formal MPA staff communication model.		X					
Demonstrate visible active leadership for health & safety.			X				
Champion health & safety within the Authority.				X			
Promote and provide clear leadership and commitment to health & safety.						X	

#### **Arranging HEALTH AND SAFETY**

Ensure that there is an annual health & safety plan.	X						
Review H&S policy and plan annually.	X						
Set health & safety priorities and the measures	X						

appropriate to monitor them							
Ensure that adequate resources are allocated to meet both present and future health & safety requirements.	X						
Keep the health & safety policy under regular review and to duly publish any amendments.	X						
Advise the Authority with regard to the financial and other implications of compliance.	X						
Manage the high level oversight of health & safety and ensure that the MPA complies with all relevant legislative and statutory requirements.		X					
Ensure that the structure for the management of health & safety is embedded within the Authority.		X					
Ensure that the Head of Administration is properly trained so as to be able to discharge day-to-day responsibilities.		X					
Ensure risk assessments are reviewed at regular intervals.		X					
Ensure risk assessments and control measures are undertaken.		X					
Consider and help formulate both the health & safety policy and plan			X				
Ensure that accredited safety representatives are given all necessary assistance.			X				
Ensure health & safety awareness training and attendance for all employees.			X				
Implement the health & safety policy				X			
Draft and maintain an annual health & safety plan.				X			
Review H&S training and ensure that all staff are trained in H&S as appropriate to their role and responsibilities.					X		
H&S in relation to sickness reporting.					X		
Ensure policies appropriate to the work / life balance.					X		
Include in all job descriptions clear statements of the post holder's health and safety.					X		
Include health and safety standards in the Personal Development Review of all staff.					X		
Consult with safety representatives in regard to risk assessments, new systems of work.						X	
Conduct Unit based risk assessments and develop preventative measures						X	
Ensure that the implementation of the health & safety policy is filtered down the managerial line.						X	
Induct all new employees in relation to all Unit based health & safety procedures.						X	
Ensure their staff are aware of potential hazards that may be associated with their work and all the necessary precautions that would be required.						X	
Discover, understand and appreciate the hazards						X	

and risks encountered by their staff.							
Consider the consequences of decisions on the health & safety of staff.						X	

### **Delivering HEALTH AND SAFETY**

Provide and maintain equipment and systems of work that are safe and without risk to health.	X						
Make arrangements for ensuring safety and absence of risks to health in connection with the use, handling, storage and transport of articles and substances.	X						
Maintain buildings under MPA control in a condition that is safe and without risks to health and to provide and maintain means of access to and egress from it that are safe and without such risks.	X						
Provide and maintain a working environment for employees that is safe and without risks to health and is adequate as regards facilities and arrangements for their welfare at work.	X						
Ensure appropriate contractors from H&S perspective before awarding contracts.	X						
Provide such protective equipment as is necessary for the health and safety at work of employees.	X						
Agree safe systems of work and monitoring of building contractors.		X					
Oversee implementation of the policy and plan.		X					
Ensure that all employees within the area are informed of any serious and imminent danger.		X					
Ensure that all employees are fully conversant with emergency procedures.		X					
Ensure that each Head of Unit identifies any unit based health & safety objectives.			X				
Consult the Head of Administration before making a final decision about any matter with health & safety implications.			X				
Be responsible for the implementation of the health & safety policy and plan throughout their span of command.			X				
Ensure Heads of Units are trained in health & safety.			X				
Ensure Heads of Units identify, draw up and contribute issues for inclusion in the health & safety plan.			X				
Ensure Heads of Units allocate duties and responsibilities for health & safety matters.			X				
Ensure corporate and Unit based risk assessments are developed and implemented.			X				
Ensure safe systems of work are in place and regular workplace inspections are undertaken.			X				
Devise and conduct a comprehensive health and				X			

safety inspection programme							
Receive, co-ordinate and disseminate information from MPS Health and Safety Branch and other authoritative bodies.				X			
Conduct regular fire risk assessments and ensure that arrangements are in place for safe evacuation.				X			
Ensure all employees, contractors and visitors are aware of the fire and evacuation arrangements.				X			
Ensure regular fire drills.				X			
Liaise with other building occupiers to ensure sufficient numbers of fire marshals are appointed.				X			
Conduct and produce annual Health & Safety Assurance Certificate.				X			
Produce relevant data on MPA health & safety performance to the Deputy Clerk.				X			
Undertake an annual audit of health and safety.				X			
Make suitable arrangements for First Aid.				X			
Make the annual health & safety plan available in hard copy to all Units and through the intranet.				X			
Ensure all corporate activity is risk assessed and control measures implemented.				X			
Ensure that buildings comply with fire safety legislation and contractors are managed.				X			
Make arrangements for and ensure that portable fire fighting equipment.				X			
Assist Heads of Units with risk assessments and control measures.				X			
Incorporate unit based health & safety initiatives into the health & safety plan.				X			
Ensure the maintenance, and safe condition of all communal areas of the building.				X			
Establish and maintain suitable security measures within the building.				X			
Exchange information between multi occupancy tenants of the premises with regard to the meeting of their statutory obligations.				X			
Engage in effective communication with other health & safety liaison officers in the building/premises on matters of health and safety.				X			
Display and maintain all statutory posters/notifications				X			
Arrange for statutory tests and examinations of lifts, gas fittings and appliances and the maintenance of records.				X			
Manage and supervise the work of contractors on MPA premises.				X			
Manage the corporate accident reporting system and communicate relevant information to the Deputy Clerk.				X			

Induct all new employees and contractors in relation to all corporate health & safety procedures.				X		
Advise the Deputy Clerk on health & safety performance.				X		
Issue personal protective equipment as identified by risk assessments.				X		
Implementation of the health and safety policy/plan in their Unit.					X	
Ensure that all staff adopt and apply all the measures and safe systems of work emanating from the corporate risks assessments.					X	
Ensure that all staff understand that they are responsible, for complying with the relevant sections of the health & safety policy and plan.					X	
Manage those areas for which they are responsible so they deliver health & safety					X	
Conduct inspections of the work areas for which they have responsibility.					X	
Take overall responsibility for the implementation of the health & safety policy and plan within their Unit.					X	
Implement the MPA Health & Safety policy and plan.					X	
Ensure that the office space they accommodate is kept safe.					X	
Attend the health & safety induction process and receive training.						X
Be competent to perform the role required of them.						X
Make any request for the assistance of the MPS Health & safety Branch to the Head of Administration.						X
Read the health & safety policy and plan, and certify their personal file to that effect.						X
Co-operate in risk assessments and safety procedures.						X
Comply with the fire evacuation plan.						X
Take reasonable care for their own health and safety.						X
Take reasonable care for the health and safety of themselves and other persons who may be affected by their acts or omissions.						X
Work in accordance with information and training provided and where necessary request further guidance.						X
Refrain from intentionally misusing or recklessly interfering with anything that has been provided for health and safety reasons.						X
Report any hazardous defects in plant and equipment or shortcomings in the existing safety arrangements to a responsible person without delay.						X
Not undertake any task that presents danger and for which authorisation and/or training has not been						X



given.								
Comply with their individual duties and generally cooperate so as to enable the employer to carry out their health and safety duties towards them.								X
Adhere to the MPA smoking at work policy.								X
Not misuse alcohol or drugs in the workplace.								X
Not use unapproved electrical equipment.								X
Make sure that all visitors are made fully aware of all arrangements for security, health and safety that apply to them including emergency procedures.								X
Take all reasonable steps to prevent visitors, including trespassers, from becoming exposed to hazards.								X
Monitor the activities of contractors employed by the MPA.								X
Advise their Head of Unit of any instance which prevents them from carrying out their responsibilities concerned with the health and safety policy or plan.								X
Not interfere with or misuse any equipment provided in the interests of health and safety.								X
Keep informed of this policy document, the health and safety plan, their personal responsibilities and the Codes of Practice.								X
Observe all safety procedures as they affect the work they are undertaking.								X
Wear such safety clothing and use such safety equipment as required, or as is necessary for the work being undertaken.								X
Report to the Head of Administration any accident, near miss or dangerous situation whether personal injury is caused or not.								X

### **Ensuring HEALTH AND SAFETY**

Monitor the effectiveness of health and safety provisions in consultation with the appointed trade union safety Representatives, if any.	X							
Consider and, if necessary, act upon any interim representations made or advice given.	X							
Employ Internal Audit to review the system, operation and performance of H&S in the MPA.	X							
Chair the Health and Safety Committee, which encompasses representatives from all Units, including the local safety representatives. Meetings will be not less than quarterly.		X						
Annual review of H&S policy and report to Corporate Governance on plan performance.		X						
Monitor H&S performance.		X						
Present to SMT on a monthly basis relevant information on all health & safety pro-active and		X						

reactive indicators, including near misses, accident and ill-health statistics.							
Initiate an investigation into any incident.		X					
Lead on external communication.		X					
Setting of objectives, improvements, targets and performance monitoring.			X				
On a monthly basis, review health & safety performance, using all relevant performance indicators, including accident, incident and near miss records, inspections and audit recommendations.			X				
Review health & safety performance on a monthly basis.			X				