



Metropolitan Police Authority

**10 Dean Farrar Street
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Health and Safety Policy

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FOREWORD

1. INTRODUCTION

- 1.1 This health & safety policy was prepared by the Metropolitan Police Authority following consultation with all interested parties, as required by law. It seeks to meet our legal obligations and is, therefore, mandatory. It outlines the overall health & safety management system, including organisational structure, responsibilities, systems and procedures in place, to enable us to comply with the relevant legislation and guidance. Implementation of the health and safety policy will be monitored by the MPS Health and Safety Branch, the Senior Management Team and the Corporate Governance Committee. The policy document will be reviewed by the Clerk annually.
- 1.2 At the core of the new policy is the commitment to comply with the requirements of the Health and Safety at Work Act etc. 1974 and all other relevant statutory provisions and recognised codes of practice. The Authority supports continuous improvement with respect to health & safety, and to this end, the policy encourages open communication and any suggestions that could lead to improvements in the safety and quality of our work.
- 1.3 The MPA is responsible under health & safety legislation for all its buildings¹, including visitors to those buildings and all employees under the direction and control of the Clerk.

2. APPLICATION

- 2.1 This policy will take effect from 6 December 2004. It will apply to all Authority members, staff, secondees and those attached to the MPA (hereinafter collectively referred to as employees). It does not apply to police staff under the direction and control of the Commissioner, who are subject to the health and safety arrangements of the Metropolitan Police Service (MPS).
- 2.2 The Clerk requires all employees and all contractors working on behalf of the MPA to co-operate fully in the achievement of the aims of this policy.
- 2.3 This policy focuses on and recognises the importance of achieving and maintaining healthy and safe working practices in a healthy and safe working environment.

¹ In this context 'its buildings' refers solely to premises owned or rented by the MPA for the accommodation of employees pursuing MPA undertakings. It does not include premises owned or rented by the MPA to accommodate persons under the direction and control of the Commissioner, pursuing MPS undertakings; alternative health and safety arrangements have been agreed for such premises.

3. PURPOSE

- 3.1 This policy sets out the overall management system for health & safety and provides an essential reference for all MPA employees in the planning and implementation of their work and activities. It is designed to ensure that the necessary processes are in place to allow the health & safety objectives of the Authority to be met. We have important obligations placed on us to ensure the safety of our employees and any others who may be affected by our operations. It is vital that everyone realises that they have a responsibility towards health & safety and ensuring compliance with the relevant statutory provisions and guidance.

4. SCOPE

- 4.1 Except for the police staff previously referred to, this health & safety policy covers the whole of the MPA and sets out the lines of accountability, responsibility and involvement with regard to health & safety.

5. POLICY STATEMENT

- 5.1. The Authority accepts its responsibility for the health & safety of other people who may be affected by its activities and will strive to comply fully with the legislative requirements and statutory guidance.
- 5.2. In accordance with Section 7 of the Health and Safety at Work, etc Act 1974 it is the duty of all employees to take reasonable care of the health & safety of themselves and others who may be affected by their acts or omissions at work. All employees must cooperate with the Authority so that we may fulfil our statutory responsibilities.
- 5.3. This policy lays down the necessary commitment on the part of the Authority to provide resources, instruction, information, training and supervision to meet our specific legislative requirements.
- 5.4. This policy provides that the Clerk, so far as is reasonably practicable, will
1. Provide and maintain equipment and systems of work that are safe and without risk to health;
 2. Make arrangements for ensuring safety and absence of risks to health in connection with the use, handling, storage and transport of articles and substances;
 3. Provide such information, instruction, training and supervision as is necessary to ensure the health and safety at work of employees;
 4. 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;
 5. 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;
 6. Provide such protective equipment as is necessary for the health and safety at work of employees;

7. 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;
8. Monitor the effectiveness of health and safety provisions in consultation with the appointed trade union safety representatives, if any; and,
9. Keep the health & safety policy under regular review and to duly publish any amendments.

5.5 This policy is accompanied a signed Statement of Intent by the Clerk at page 7.

6. BENEFITS

6.1 The health & safety of all our employees is a primary concern and integral to ensuring that the Authority delivers a first-class service to the public. By embracing fully all legislative requirements and incorporating them throughout the whole of the MPA and ensuring that health & safety encompasses everything we do, the Authority will endeavour to provide a healthy and safe working environment for its employees, visitors and all those who come into contact with the it.

7. ORGANISATION

7.1 Whilst overall accountability rests with the Clerk, the practical elements of this policy implementation will be the responsibility of Heads of Units² together with the senior management team (SMT). SMT members have been allocated specific health and safety roles. The roles are in relation to buildings, health and safety monitoring, training and the delivery of corporate services.


7.2 The SMT is responsible for the effective integration of the health and safety management system. This will include the setting of objectives, improvements, targets and performance monitoring, as well as incorporating those issues which promote good working practices, including work life balance. There will also be occasions where liaison and action will be required, by the SMT, to develop integrated health and safety systems between all MPA Units and with other users and stakeholders in the building.

8. MANAGEMENT RESPONSIBILITY

8.1 All Heads of Units within the MPA are responsible for ensuring that this safety policy is implemented within their own area of responsibility through risk management control measures. The SMT must monitor workplaces and communal areas on a regular basis to ensure that safe conditions are maintained. Where hazards are identified, the

² These comprise the officer in charge of Policing Policy, HR, Administration, Planning & Performance, Scrutiny, Race & Diversity, Communication, Community Engagement, Treasury, IT, Professional Standards, CLAMS and Internal Audit.

appropriate manager must ensure that these are properly assessed and rectified, so far as reasonably practicable.

- 8.2 All Heads of Units must consult with safety representatives in regard to risk assessments, new systems of work and any other measures or plans, with health and safety implications, before implementation.
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STATEMENT OF INTENT

I, Catherine Crawford, Clerk to the Metropolitan Police Authority (MPA) recognise my direct responsibility for the health, safety and welfare of the employees of the MPA whilst at work, and all other persons who may be affected by our business.

I believe that safety is an integral part of our business. The cost of unsafe practices or work conditions is the potential for harm and human suffering. My aim is to eliminate all foreseeable hazards in the workplace and I am committed to ensuring the safety and well being of everyone.

In fulfilling this commitment, I will provide and maintain a safe and healthy work environment, so far as is reasonably practicable, in accordance with recognised standards, legislative requirements and the provisions of the Health, Safety and Welfare etc, Act 1974.

I, on behalf of elected members, will manage health & safety within the MPA, subject to appropriate consultation. To help us achieve that we will incorporate the Authority into the system for health and safety which the Authority has already approved for the Metropolitan Police Service and will not only adhere to the MPA Health & Safety Policy but seek to improve it through annual review.

Catherine Crawford

Clerk

Date 6 December 2004

KEY RESPONSIBILITIES AND ACCOUNTABILITIES

9. The Corporate Governance Committee will

- 9.1 Approve the MPA health & safety policy.
- 9.2 Receive an annual report on health & safety performance in the Authority.

10. The Clerk must

- 10.1 Lead by example, provide clear leadership in the realm of health and safety and promote a culture in which all employees share the MPA commitment to health and safety.
- 10.2 Ensure that there is an annual health & safety plan which sets out short, medium and long-term goals, which address those issues facing the MPA, with the aim of achieving constant and consistent improvements in the Authority's health & safety performance. Performance in pursuit of these goals will be judged objectively.
- 10.3 Ensure that the health & safety policy is reviewed on an annual basis.
- 10.4 Advise the Authority with regard to the financial and other implications of compliance with current and forthcoming legislation.
- 10.5. Consider and, if necessary, act upon any interim representations made or advice given on health & safety issues.
- 10.6 Set health & safety priorities and the measures appropriate to monitor them.
- 10.7 Require all managers to set in place robust measures to ensure continuous observance of the health & safety standards and procedures.
- 10.8 Promote and maintain effective working relations between the Authority and the statutory enforcing authorities.
- 10.9 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.
- 10.10 Ensure that adequate resources are allocated to meet both present and future health & safety requirements, as well as ensuring that such resources are used appropriately and directed towards the maintenance and improvements of health & safety standards.

11 The Deputy Clerk must

- 11.1 Competently and efficiently manage the high level oversight of health & safety and ensure that the MPA complies with all relevant legislative and statutory requirements and meets the minimum standards and

expectations, set by the Corporate Governance Committee.

- 11.2 Be the lead senior management team member for health & safety matters and work closely with the Corporate Governance Committee to ensure that the structure for the management of health & safety is embedded within the Authority.
- 11.3 Oversee implementation of the policy and annual plan.
- 11.4 Monitor performance by obtaining relevant information on all health & safety pro-active and reactive indicators, including near misses, accident and ill-health statistics.
- 11.5 Report the performance attained to the Senior Management Team meetings every four weeks and to the Corporate Governance Committee on an annual basis.
- 11.6 Ensure that the Head of Administration receives proper training so as to be able to discharge the day to day responsibility for health & safety.
- 11.7 Ensure that the Head of Administration and Heads of Units undertake risk assessments and develop, then implement, any associated control measures.
- 11.8 Ensure that risk assessments are reviewed at regular intervals with amendments communicated to those responsible for implementing the changes, in order that they may be brought to the attention of employees and Union representatives and ensure that, as far as reasonably practicable, safe systems of work are in place and regular workplace inspections are undertaken.
- 11.9 Chair the Health and Safety Committee, which encompasses representatives from all Units³, including the local safety representatives. Meetings will be not less than quarterly. Where, due to exceptional demands, the Deputy Clerk is unable to attend the meeting, it will be chaired another member of the senior management team but this arrangement may not be implemented for more than half the meetings in any year.
- 11.10 Initiate an investigation into any incident brought to notice under accident or near miss reporting procedures.
- 11.11 Include health and safety matters within the formal MPA staff communication model. Such communication will include health and safety as an agenda item at senior management meetings and quarterly health and safety committees, other consultations, briefings

³ These include Policing Policy, HR, Administration, Planning & Performance, Scrutiny, Race & Diversity, Communication, Community Engagement, Treasury, IT, Professional Standards, CLAMS and Internal Audit.

and notice boards.

- 11.12 Ensure that all employees are informed of any serious and imminent danger, and that they are fully conversant with emergency procedures.
- 11.13 Be the sole person responsible for providing health and safety information to external bodies and receiving, documenting and responding to relevant communications.

12. The Head of Administration must

- 12.1 Implement the health & safety policy.
- 12.2 Draft and maintain an annual health & safety plan based on HSG 65, "Successful Health and Safety Management".
- 12.3 Ensure that all corporate or common work activity is risk assessed and the necessary protective, preventative and control measures identified by risk assessment procedures are implemented through safe systems of work. Specifically but not exclusively this will include corporate arrangements for risk assessments, reviews and compliance so far as they relate to buildings and furnishings, including their occupation and use by employees. For example, responsibilities relating to display screen equipment, manual handling, local fire arrangements and first aid provision.
- 12.4 Ensure that buildings comply with fire safety legislation, that contractors are managed, and that the fittings and fixtures provided in the building do not create hazards, are ergonomically correct and meet specific employee needs. In short, this manager will ensure that the building provides a safe working environment and will as necessary require liaison with Property Services Department and/or any other independent property maintenance company.
- 12.5 Advise and assist Heads of Units in conducting unit based risk assessments, and developing and implementing any resulting control measures.
- 12.6 Incorporate any unit based health & safety initiatives into the corporate health & safety plan.
- 12.7 Manage and supervise the work of contractors on MPA premises and be responsible for ensuring that any equipment purchased is suitable and safe for that purpose. All contractors will be appropriately selected before being awarded contracts. Contractors working on MPA premises will be supervised to ensure that the work does not create significant hazards which adversely affect staff members. Before work is commenced on any project, there must be liaison with the SMT to ensure an agreed safe system of work is put in place and monitored.
- 12.8 Competently manage the corporate accident reporting system and

communicate relevant information to the Deputy Clerk. This includes the reactive monitoring of system failures, as evidenced by accidents, incidents and/or occupational sickness, which require reporting under the Reporting of Incidents, Diseases or Dangerous Occurrences Regulations 1995 ("RIDDOR"). Any death or major injury resulting from an accident arising out of or in connection with work must be reported immediately to the HSE, with a report within 10 days.

12.9 Induct all new employees and contractors in relation to all corporate health & safety procedures. The induction of employees joining the Authority is a fundamental requirement of this role.

12.10 Advise the Deputy Clerk on health & safety performance,

12.11 Champion health & safety within the Authority.

13 The Head of HR must

13.1 Be accountable to the Deputy Clerk for the co-ordination and instigation of the health & safety training, ensuring that all such training is appropriately logged and recorded. Employees must be trained to carry out their functions in a safe manner. A training needs analysis should be employed to define all Units' operational and support activity, knowledge and skill requirements.

13.2 Deal with all issues relating to, and arising from, sickness reporting.

13.3 Ensure policies appropriate to the work / life balance.

14. The members of the Senior Management Team must

14.1 Consider and help formulate both the health & safety policy and plan.

14.2 Ensure that each of their Heads of Unit identifies any health & safety objectives unique to the work of that team.

14.3 Consult the Head of Administration before making a final decision about any matter with health & safety implications.

14.4 Keep up to date with their personal responsibilities and discharge their health and safety duties competently and in compliance with the regulations.

14.5 Be responsible for the implementation of the health & safety policy and plan throughout their span of command. It is also essential that the members of the SMT know, understand and appreciate the hazards and risks encountered by their personnel in their day-to-day activities. This means they will be able to ensure that

1. Heads of Units are trained in health & safety;
2. Heads of Units identify, draw up and contribute issues for inclusion in the health & safety plan;
3. Heads of Units allocate duties and responsibilities for health &

safety matters;

4. the corporate and Unit based risk assessments are developed and implemented and any control measures identified and adhered to; and,
 5. safe systems of work are in place and regular workplace inspections are undertaken.
- 14.6 Actively demonstrate visible leadership for health & safety. This will also provide evidence of the development of a health & safety culture within the Authority as well as identifying potential system failings before they occur.
- 14.7 On a monthly basis, review health & safety performance, using all relevant performance indicators, including accident, incident and near miss records, inspections and audit recommendations. Self-inspection, inspection tours and other interest measures will assist this.
- 14.8 Ensure that accredited safety representatives are given all necessary assistance to carry out their work and their inspections.
- 14.9 Ensure health & safety awareness training and attendance of all employees, not only to meet the health & safety requirements but also to promote and actively encourage measures that will raise the profile of health & safety awareness and reduce the costs associated with accidents and ill-health.
- 15. All Heads of Units must**
- 15.1 Be accountable to their line managers for health and safety and have overall responsibility for the implementation of the health and safety policy in their Unit. This includes the protective and preventative measures identified by all agreed risk assessments.
- 15.2 Collectively and individually, promote and provide clear leadership and commitment to health & safety, and afford health & safety the same level of seriousness as any other issue.
- 15.3 Be responsible for risk assessing all Unit based work activity and implementing the necessary protective, preventative and control measures identified by the risk assessment procedures through safe systems of work. Specifically this includes all Unit based operational and/or support work undertaken by the staff in their Unit which has not been covered by corporate risk assessments. Such assessments and measures must be submitted to the Head of Administration for inclusion in the Health & Safety Plan. This includes ensuring that those employees who work outside their nominated work place, work to a safe system arising from a risk assessment of their work activity.
- 15.4 Ensure that the implementation of the health & safety policy is filtered down the managerial line and ensure that all staff embrace the health & safety policy.

- 15.5 Induct all new employees in relation to all Unit based health & safety procedures.
 - 15.6 Competently and efficiently manage those areas for which they are responsible so that they meet the minimum standards and expectations relating to health & safety set by the Authority. They must also comply with all relevant legislative and statutory requirements.
 - 15.7 Implement the MPA Health & Safety policy and plan which are based on the Health & Safety Executive (HSE) guidance HSG65, "Successful Health & Safety Management".
 - 15.8 Provide clear leadership in the realm of health & safety and promote a culture in which all employees share the MPA commitment to health & safety.
 - 15.9 Actively seek to discover, understand and appreciate the hazards and risks encountered by their staff in the course of their day-to-day activities.
 - 15.10 Consider critically, the potential consequences of their decisions on the health & safety of staff.
 - 15.11 Ensure that the office space they occupy is kept safe through good housekeeping and general tidiness, and that the identification of hazards and suitable risk control is managed to a high standard. All employees within offices have a key role to play in keeping their work places safe.
- 16. The MPA Health and Safety Committee must**
- 16.1 Comprise representatives from SMT, HR, each floor of the building occupied by MPA staff, the Head of Administration and the PCS union⁴; if required, health & safety advisers who can give specialist advice may be called upon to attend. This committee will convene at least quarterly, with comprehensive minutes of the meetings being recorded, any action necessary on health & safety matters documented and published with copies forwarded to all Units. Actions generated by meetings will be allocated to a specific person with the results made known to all relevant staff.
 - 16.2 Allow safety representatives access to accident and incident records including relevant statistical data.
 - 16.3 Ensure consultation with safety representatives, in relation to risk assessments, new systems of work and any other measures or plans,

4 The union represents all staff whether they are members of a trade union or not in matters relating to welfare, health & safety. Formal consultation will be conducted in accordance with the Safety Representatives and Safety Committees Regulations 1977 and, as necessary, in accordance with the Health & Safety (Consultation with Employees') Regulations 1996.

with health & safety implications, before they are implemented.

17. The MPS Health & Safety Branch will

- 17.1 Assist the MPA by providing policy guidance and advice on health & safety legislation.
- 17.2 Provide advice and guidance to all employees, and training to management regarding their health & safety responsibilities, including changes to the current law and all new legislation concerning health & safety.
- 17.3 Offer professional support to the Authority and may make visits, provide ad hoc advice, publish guidance and by the use of other forms of communication keep Units informed.

18. All staff will

- 18.1 Attend the health & safety induction process and receive training.
- 18.2 Be expected to be competent to perform the role required of them. Sufficient and relevant experience, including training, knowledge, communication and the application of these skills are vital ingredients that should be attained by all employees. This will also form part of the criteria in any selection process. All employees will be given suitable and appropriate training to ensure that they can safely perform the role. Training needs analyses will be employed to define the nature, type and frequency of training needed by individuals, at the various stages of their careers and in their various unit postings. The integration of health & safety in training courses is necessary for continual improvement and will be accorded a high priority.
- 18.3 Read the H&S policy and plan. Through the appropriate use of the risk assessment process and the integration of these procedures, the Authority can proceed to gain knowledge and use that information effectively, in order to keep our employees safe.
- 18.4 Make any request for the assistance of the MPS Health & Safety Branch to the Head of Administration.
- 18.5 Find manuals of guidance relating to the individual topics, and the actions necessary to ensure compliance with the relevant health & safety legislation, on the MPA intranet site. The retention of a hard copy is beneficial but it is important to ensure that the hard copy guidance is the latest version on the intranet site.
- 18.6 Co-operate in risk assessments and safety procedures. All activity will be the subject of a risk assessment, which will outline the minimum control requirements that must be in place, to keep those staff members safe. Unit based risk assessments will also apply to reflect processes that apply to individual units only. Employees subject to risk assessments will have these brought to notice and regularly updated.

Risk assessments will be periodically reviewed, with those covering significant risks being reviewed at least annually, whenever circumstances change or they are no longer deemed appropriate.

- 18.7 Receive manual handling training where appropriate. However, it is incumbent on the SMT to look at alternative solutions such as mechanical aids or specialist contractors to avoid employees' having to lift in the first instance.
- 18.8 Be issued with personal protective equipment, as identified by the risk assessment, to support the safe system of work.
- 18.9 Comply with the fire evacuation plan. Regular fire risk assessments will be conducted to ensure that arrangements are in place for safe evacuation in the event of a fire and to ensure that all employees, contractors and visitors are aware of those arrangements. The emphasis is one of proactive management of prevention, through removal of ignition sources and/or combustible materials, as a result of improved house keeping. All employees are expected to assist in this.
- 18.10 Be covered by suitable arrangements for First Aid, in accordance with the First Aid plan.
- 18.11 Will be subject of a risk assessment to ensure the workstation is correctly set up for their use.

STAFF CONSULTATION

19 SAFETY REPRESENTATIVES

- 19.1 The employees of the MPA are entitled to appoint safety representatives to consult with management in matters relating to health and safety.
- 19.2 Safety representatives will have access to METAIR or the provision of accident and incident records including relevant statistical data.
- 19.3 Safety representatives will be consulted with, in regard to risk assessments, new systems of work and any other measures or plans, with health and safety implications, before implementation.

COMMUNICATION

20. INTERNAL

- 20.1 Communication on health and safety issues flows from the Clerk.
- 20.2 The Clerk will include health and safety matters within the formal MPA staff communication model. Such communication will include health and safety as an agenda item at senior management meetings and quarterly health and safety committees, other consultations, briefings and notice boards

- 20.3 Strategic health and safety issues from individuals will be raised through the Health and Safety Committee for possible onward transmission to the Senior Management Team, with advice and monitoring provided by the Head of Administration, possibly supplemented by MPS Health and Safety Branch.

21 EXTERNAL

- 21.1 The Deputy Clerk will be responsible for providing health and safety information to external bodies and receiving, documenting and responding to relevant communications.

COMPETENCE

22 COMPETENCE

- 22.1 All job descriptions, in particular those for the critical roles described in this policy, will contain clear statements of the post holder's health and safety responsibilities and of our expectations of their performance in those roles. All employees' health and safety knowledge and performance, with respect to health and safety standards will be included within their Personal Development Review. We believe that good performance in health and safety is a crucial component of a satisfactory overall appraisal.
- 22.3 Through the appropriate use of the risk assessment process, the integration of these procedures, the Deputy Clerk can gain knowledge and use that information effectively, in order to keep employees safe.

SAFE SYSTEMS OF WORK

23 GENERAL ARRANGEMENTS

- 23.1 The following arrangements support the Statement of Intent, relating to generating safe systems of work and safe work places. This planning is essential in order to establish and operate a health and safety management system, which controls the risks facing both our police officers and our extended police family, reacts positively to changing demands and sustains a positive health and safety culture.
- 23.2 Manuals of guidance relating to the individual topics, and the actions necessary to ensure compliance with the relevant health and safety legislation, can be found within the MPS Health and Safety Branch intranet site. It is beneficial to retain a hard copy. Amendments will be notified by Health and Safety Branch. It is important to ensure that the hard copy guidance is the latest version by reference to the Health and Safety Branch intranet site.

24. EMPLOYEES' RESPONSIBILITIES

- 24.1 All employees shall:
1. Take reasonable care for their own health and safety;
 2. Consider the safety of other persons who may be affected by their acts or omissions;

3. Work in accordance with information and training provided and where necessary request further guidance;
 4. Refrain from intentionally misusing or recklessly interfering with anything that has been provided for health and safety reasons;
 5. Report any hazardous defects in plant and equipment or shortcomings in the existing safety arrangements to a responsible person without delay; and
 6. Not undertake any task that presents danger and for which authorisation and/or training has not been given.
- 24.2 Additionally, all personnel agree under the terms of contract of employment to comply with their individual duties under s.7 of the Health and Safety at Work Act, Regulation 14 of the Management of Health and Safety at Work Regulations, 1999 and generally cooperate with their employer so as to enable the employer to carry out their health and safety duties towards them. Failure to comply with health and safety duties on the part of the employee can lead to disciplinary action.

25. SAFE SYSTEMS OF WORK

- 25.1 Staff mostly work in controlled building environments but sometimes also in environments in the public domain. All managers must consider the exposure of staff to both building occupancy related hazards and potentially uncontrolled hazards and risks outside the building.

26. RISK ASSESSMENT

- 26.1 All work activity is required to be risk assessed, in consultation with safety representatives, and that those significant risks which cannot be eliminated, are controlled. All corporate activity will be the subject of a corporate risk assessment, which will outline the minimum control requirements that must be in place, to keep those staff members safe. Unit based risk assessments must be conducted to reflect hazards peculiar to individual teams. Employees subject of risk assessments will have these brought to notice and regularly updated. Risk assessments will be periodically reviewed, with those covering significant risks being reviewed at least annually, whenever circumstances change or they are no longer deemed appropriate.

27. CONTROL OF CONTRACTORS

- 27.1 All contractors will be appropriately selected before being awarded contracts. Contractors working on MPA premises will be supervised through the Head of Administration, Property Services Department ("PSD"), partner tenants or the building owners to ensure that the work does not create significant hazards, which affect staff members. The Head of Administration will be responsible for building issues to supervise the contractors. However, before work is commenced on any project, liaison with the Deputy Clerk must take place, so that an agreed safe system of work is put in place and monitored to ensure compliance.

28. INDUCTION

28.1 All employees whether new to the organisation or new to the environment, will be subject of a health and safety induction process, established by the Head of HR but conducted by the Head of Administration. Such induction will cover arrangements for other employees who work in our buildings.

29. MANUAL HANDLING

29.1 All employees will receive manual handling training as necessary. However, it is incumbent on those senior managers with responsibility for purchasing, to look at alternative solutions, to use mechanical aids or specialist contractors to avoid employees' having to lift in the first instance.

30. PERSONAL PROTECTIVE EQUIPMENT

30.1 Where hazards cannot be eliminated or adequately controlled, employees' will be issued with personal protective equipment, as identified by the risk assessment, to support the safe system of work.

SAFE WORK PLACES

31. FIRE ARRANGEMENTS

31.1. The building holds a valid fire certificate. Regular fire risk assessments will be conducted in order to ensure that the necessary arrangements to cover the safe evacuation in the event of a fire are in place and employees', contractors and visitors are aware of those arrangements. The emphasis is one of proactive management of prevention, through removal of ignition sources and/or combustible materials, as a result of improved house keeping. All employees and other persons within the building must comply with the fire evacuation plan.

32. FIRST AID

32.1 There will be suitable arrangements for First Aid, in accordance with the First Aid policy.

33. OFFICE SAFETY

33.1 Heads of Units will ensure that the office they occupy is kept safe through good housekeeping, general tidiness and the identification of hazards and suitable risk control management to MPA standards.

34. PROCEDURES FOR SERIOUS AND IMMINENT DANGER

34.1 The Clerk has a duty under the Management of Health and Safety at Work Regulations 1999, Regulation 8, to provide procedures for employees to cease their activities and move to a place of safety, if they feel they or their colleagues are in serious and imminent danger. The procedures will be agreed and published showing specific roles, responsibilities and all regular or known activities. The danger may be associated with the workplace, such as a dangerous machine being used by building workers or it may be an incident nothing to do with work such as a bomb threat. For this reason the Deputy Clerk will

ensure that all personnel within the area are informed of, and are fully conversant with, emergency procedures. The occasions when this will be necessary may be very rare and management should be informed by the fastest means possible. Abuse of this requirement by an employee may be regarded as a disciplinary offence.

35. SMOKING AT WORK

35.1 The MPA smoking at work policy will be adhered to at all times. The building has been designated as a “no smoking” area.

36. SUBSTANCE MISUSE

36.1 The Clerk does not approve of excessive or inappropriate use of alcohol or the misuse of drugs, whether illegal, prescribed or over-the-counter. Misuse of alcohol and drugs is not appropriate in the workplace, and drug or solvent abuse is a disciplinary offence, as well as a serious risk to health and safety.

37. ELECTRICAL EQUIPMENT

37.1 No electrical equipment that requires the use of an electrical socket outlet shall be brought into and used in the premises without prior testing by the appropriate company charged with this function.

38. PEOPLE WITH DISABILITIES

38.1 People with disabilities are an integral part of the workforce. This health and safety policy will fully incorporate their individual needs, in compliance with the Disability Discrimination Act 1995.

39. VISITORS

39.1 The Clerk recognises the Authority’s responsibility to safeguard, as far as it can, the security, health and safety of all persons including contractors, consultants and members of the public who visit these premises. The three most important steps to take are to:

- Make sure that all visitors are made fully aware of all arrangements for security, health and safety that apply to them including emergency procedures;
- Take all reasonable steps to prevent visitors, including trespassers, from becoming exposed to hazards;
- Monitor the activities of contractors employed by the MPA.

MONITORING PERFORMANCE

40. INTRODUCTION

40.1 The MPA will monitor health and safety matters through the health and safety committee, monthly performance reports to SMT and annual reports to the Corporate Governance Committee.

41. PRO-ACTIVE MONITORING

41.1 Proactive measurement, apart from the opportunity for senior managers to show visible active leadership for health and safety, will also provide evidence of the development of a health and safety within

the MPA, as well as identifying potential system failings before they occur. Such development will be assisted by self-inspection, inspection tours and other relevant tools.

42. REACTIVE MONITORING

42.1 Reactive measurement will look to learning the lessons where safe systems of work have failed and/or risks are not being effectively controlled in order to prevent repetition. This will be assisted by the monitoring of accidents statistics, near misses, METAIR and other review mechanisms. Such monitoring will include the noting of any significant trends, any incidents which did, or could, have resulted in a major injury or serious ill-health problem and specify where the data or analysis indicate that remedial action should be taken. If such remedial action needs to be taken it is for SMT to integrate measures. If the monitoring has shown that corporate remedial action is necessary, then these measures will be presented to the Deputy Clerk for onward transmission to the SMT meeting for authority.

43. QUALITY ASSURANCE OFFICER

43.1 The Head of Scrutiny and Review will perform the role of QAO and be responsible for delivering the assurances that the MPA is meeting its specific health and safety standards and requirements. The QAO's role is to test the local health and safety system in place, to ensure that those with health and safety responsibilities are meeting their targets.

44. AUDIT

44.1 The SMT will make arrangements for Internal Audit to periodically assess MPA performance in relation to the execution of health and safety policy and plan.