

1 Purpose

The purpose of this health and safety policy is to provide guidance regarding the management of health and safety within UKCEH in order to:

- protect UKCEH people (which includes staff, postgraduate researchers and fellows) whilst engaged in UKCEH business; along with other stakeholders, contractors and visitors to UKCEH sites;
- support the achievement of strategic objectives;
- outline specific responsibilities and arrangements for health and safety
- promote a positive health and safety culture within UKCEH

2 Scope

This policy applies to both UKCEH and its trading subsidiary UKCEH Enterprise, and to all staff, postgraduate researchers, fellows and stakeholders working in or for UKCEH and its subsidiaries. External providers working in or for UKCEH are subject to the relevant aspects of this policy and contractor management procedures will be applied as appropriate.

3 Policy Statement

The UK Centre for Ecology & Hydrology (UKCEH) is committed to providing a safe and healthy working environment for its staff, postgraduate researchers, visitors, fellows, contractors, and any other person who is affected by our activities, in the UK or overseas.

We will implement measures to prevent injury or ill-health whilst also striving for continual improvement of safety management and performance. We aim to embed and promote a positive health and safety culture across the organisation through staff consultation and participation, visible leadership and assured compliance with the Health & Safety at Work Act 1974 and other relevant legislation.

At UKCEH, health and safety management is integral to and aligned with the line management of staff and those working at our sites. We seek to maintain a safe and healthy working environment through the implementation of clear processes and robust risk management to a consistent level across all our activities.

The successful implementation of this policy requires the cooperation and commitment of all UKCEH people, along with our partners, contractors, visitors and other stakeholders.

To achieve this, UKCEH has established a robust and adequately resourced health and safety management system certified to ISO 45001 that:

- i. Complies with all relevant regulatory requirements and legislation
- ii. Clearly assigns and defines roles and responsibilities for health and safety
- iii. Promotes communication, consultation and participation of UKCEH people and union appointed safety representatives on matters affecting their health and safety
- iv. Provides a framework for setting, monitoring and reviewing health and safety objectives
- v. Identifies hazards associated with activities undertaken and ensures that risks are minimised as far as reasonably practicable in advance of exposure
- vi. Ensures competency of all UKCEH people to carry out their roles through the provision of information, training, instruction and supervision
- vii. Nominates suitable competent persons to provide specialist advice and support to UKCEH people

- viii. Ensures the provision and maintenance of a safe working environment, buildings, equipment, systems, plant and materials for UKCEH people and other stakeholders at UKCEH sites
- ix. Seek to ensure a safe working environment for UKCEH people, undertaking UKCEH business, at other locations across the UK and overseas
- x. Provides suitable occupational health support and, where necessary, health surveillance
- xi. Maintains high standards of health and safety through routine performance monitoring activities such as audit and inspection
- xii. Identifies lessons learned and best practice for continual improvement in performance
- xiii. Makes provision for emergency arrangements

The UKCEH health and safety management system is subject to regular review by our Executive and UKCEH Board. It will be managed and developed in order to maintain ISO 45001 certification and to identify opportunities to continually improve our health & safety performance. Health and safety is a permanent agenda item at management and management/UKCEH people meetings at all levels.

Section 4 of this policy document details roles and responsibilities at UKCEH for health and safety management.

Section 5 details the operational arrangements including lists of the health and safety procedures and other key documents.

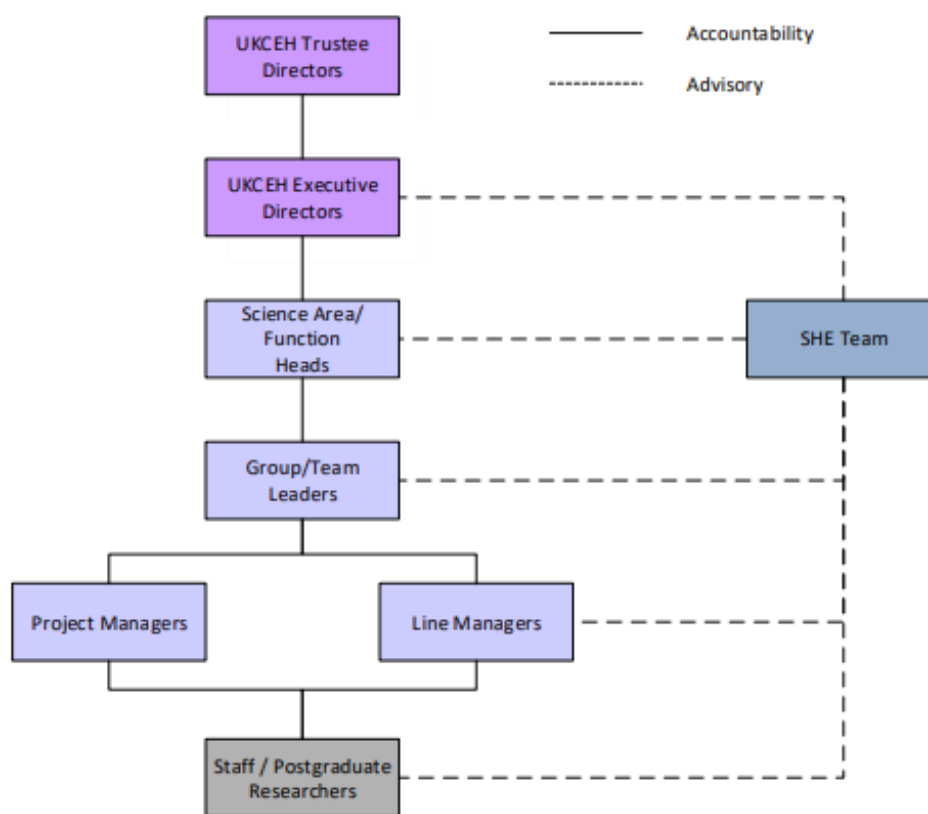
Mark Bailey, Executive Director UKCEH

March 2022

4 Roles and Responsibilities

At UKCEH, responsibility for health and safety is a management function and managers at all levels are responsible for the safety of the people, activities or areas that they manage. Strategic leadership in the area of health and safety and competent health and safety advice is provided to support management at all levels in meeting these responsibilities. Staff, postgraduate researchers, unions and others employed by UKCEH also have personal responsibility for the health and safety of themselves and others affected by their acts or omissions. Responsibilities are cascaded through the line management chain as illustrated in Figure 1 below. Managers may delegate operational tasks but not accountability. The specific responsibilities of managers at different levels and staff are detailed in this document.

Figure 1. – Line management chain of responsibility for Health & Safety management at UKCEH



See Annex 1 for the names of key staff associated to Figure 1.

4.1 UKCEH Trustee Directors

The Trustee Directors are responsible for the governance of UKCEH and therefore should:

- Ensure that UKCEH complies with Health & Safety law, and with the requirements of regulators that may apply.
- Ensure UKCEH has a suitable long-term strategy for managing Health & Safety across the organisation
- Ensure that UKCEH implements effective risk management and provides a suitable internal control framework to support this.
- Set the organisational tolerance for risk, with ownership of the Corporate Risk Register.

- Ensure an appropriate health and safety management framework is in place and operating effectively, through review of quarterly reports by the Board.
- Ensure appropriate safeguarding measures are in place and operating effectively with review of risk and assurance reports by the Board.
- Approve the Health and Safety framework and Safeguarding policies.

4.2 UKCEH Executive Directors

The UKCEH Director is accountable for safety management across UKCEH and delegates line management responsibilities to members of the Executive in accordance with their management duties. The Director, People & Operations is designated as the senior director with operational responsibility for health and safety (See Annex 1). The Executive Board shall:

- Ensure that a suitable safety management system is implemented and maintained, with appropriate arrangements in place for managing health and safety across UKCEH activities.
- Ensure that adequate resources are made available to successfully implement the Safety Management System with a view to continual improvement.
- Lead by example by demonstrating active and visible participation in health and safety management.
- Establish high standards of health and safety performance and improvement by cascading expectations of delivery through senior managers.
- Science Directors will ensure that science projects are only approved following full evaluation of the health and safety risks.

4.3 Executive Director with operational responsibility for health and safety

One of the Executive Directors is appointed to advise the UKCEH Director on the effectiveness of health and safety management across the organisation. This Director is also responsible for agreeing the strategic direction of the organisation's safety management system, in consultation with the UKCEH Board and the Executive, and oversees the provision of Health & Safety Advisory support to UKCEH People.

4.4 Science Area/Function/Site management responsibilities

Science Area/Function Heads will be responsible for safety in areas or activities which are under their control. It is their duty to ensure that:

- Safety is given the highest priority in all activities.
- They understand the requirements of the UKCEH safety management system and bring key elements to the attention of their staff, postgraduate researchers and others under their control.
- They have good knowledge of the risk assessment process and other safety requirements relevant to their activities in order to meet their legal obligations.
- They lead by example and promote a positive health and safety culture.
- Managers (incl. Group/Team Leaders) fulfil their operational responsibilities for safety management.
- Competent responsible persons are designated for all activities, are aware of their responsibilities and carry them out effectively.
- Adequate resources are made available to implement safe working practices within their areas.
- All accidents, incidents, occupational ill health occurrences and near misses are reported and investigated and any lessons learned implemented.
- Comply with sections 4.5 and 4.6 below.

Science Area/ Function heads and Group Leaders report to and are key members of the Local Health and Safety Committee most relevant to their staff. The Head of Facilities & Operating Services is designated as the Chair

of the local site Health and Safety Committees.

The Heads of Site will act as coordinators to ensure that there is proper cooperation and coordination between the infrastructure and science management on each site. They will pass issues they cannot resolve up the appropriate management line.

4.5 Managers

A manager is “any member of staff who is a reviewer of at least one other member of staff or co-worker, any member of staff who supervises at least one other member of staff, co-worker or student, or any member of staff who has responsibility for the management of a project or area”. All managers must:

- Assess and manage risks for all aspects of health & safety in the work area under their control, and for their staff wherever they work (inside or outside UKCEH; in the United Kingdom or abroad) and implement the safety management system.
- Manage staff and co-operate with peers to ensure that a positive safety culture is promoted and maintained.
- Ensure that all new staff/postgraduate researchers complete health and safety induction training, understand their health and safety responsibilities and are competent to carry out activities assigned to them.
- Attend appropriate health and safety training courses as requested by senior managers.
- Ensure that their staff complete core health and safety training courses.
- Ensure that all accidents, incidents, occupational ill health occurrences and near misses are reported and that they participate in investigations as required.
- Be accountable to their line manager for health & safety issues under their control.
- Report to their manager on the discharge of these responsibilities.
- Have specific health & safety targets in their forward job plans.
- Monitor overall demands and work pressure on staff to ensure appropriate balance and avoidance of potential ill-health.
- Comply with the guidelines for staff in Section 4.6 below.

4.6 Staff and Postgraduate Researchers

All staff and postgraduate researchers have a duty to work in a manner which ensures their safety and the safety of those around them. All staff/postgraduate researchers must:

- Identify and understand the hazards and risks associated with activities before commencing work.
- Be aware of and understand emergency procedures.
- Understand and comply with safety procedures, safe systems of work, instructions or training related to their activities/responsibilities.
- Recognise the limits of their own competence and experience and seek further advice on issues that they are uncertain of.
- Maintain a clean, tidy and safe working environment.
- Use and store machinery, equipment, hazardous substances and safety devices (including personal protective equipment) properly and report any defects, failure or loss.
- Report accidents, incidents, near misses and occupational health issues to management and using the UKCEH accident, incident and near miss reporting system.
- Inform their manager of any concerns about health & safety provisions.
- Co-operate with management on any safety matters or provisions.

- Have general health & safety targets in their forward job plans.

4.7 Union Safety Representatives

Health and safety representatives are appointed by recognised unions to represent the views of staff (union and non-union members) in discussions with management in all aspects of health and safety in the workplace. UKCEH recognise representatives from Prospect and PCS and works with them to improve health and safety in the workplace. Union Safety Representatives do not have management responsibilities for health and safety but do have legal rights as specified in the Safety Representatives and Safety Committee Regulations 1977, which they can choose to exercise. These include:

- To be consulted on safety matters through the forum of safety committees
- Make representations to management over concerns of staff
- Investigate any hazards, incidents or reportable events
- Investigate any employee complaints
- Participate in workplace inspections, safety tours or audits
- Receive information from regulatory inspectors
- Receive paid time for training, meetings and activities associated with their role.

4.8 Health & safety management coordination at UKCEH sites

Within the overall context of health & safety management outlined in figure 1, the risk assessment and, if appropriate, risk management of projects and issues at the site level will require cooperation and coordination. Day-to-day health & safety management needs to involve site senior science managers, the Facilities Manager, specialist advisors and Union-side health & safety representatives in teams set up specifically for individual local issues. Such teams will be initiated by the manager with primary responsibility for the area in which the specific problem arises. If there is uncertainty or dispute on where the primary responsibility lies, this will be decided and assigned by the Head of Site.

Specialist areas of health & safety will require “named persons” under the specific Regulations covering them (for example, ionising radiation, biological safety under COSHH and work on genetically modified organisms). The named person will be the appropriate senior manager on site with the relevant scientific background. These named persons will liaise with the technical advisors appointed under the same Regulations and will be ultimately responsible for dealings with inspectors.

4.9 Health & Safety Committees

Local Health & Safety Committees shall be instituted at each UKCEH site in order to:

- Monitor local aspects of infrastructure health & safety and the interface between infrastructure and science health & safety.
- Consider performance reports from the SHE team and other specialist advisors where relevant.
- Provide the normal route for consultation on health & safety between management and employee representatives.
- Make recommendations for improving health & safety arrangements.
- Identify science health & safety issues for consideration at UKCEH level.

A UKCEH Health & Safety Committee shall be instituted in order to:

- Monitor UKCEH-wide aspects of science and infrastructure health & safety.

- Consider performance reports from the SHE team, other specialist advisors and the Local health and safety committees.
- Provide the normal route for consultation on science health & safety between
 - Health & Safety Committees
 - management and employee representatives
- Make recommendations for improving health & safety arrangements.
- Provide formal consultation and approval of UKCEH safety management system documentation.

All Health & Safety committees will meet two times per year (each 6 months) or as often as is necessary. Minutes are taken at all Committee meetings and actions arising will be pursued promptly. As manager of the Health and Safety Professionals, the Head of Facilities & Operating Services is designated as the Chair of the Local Safety Committees and is a member of the UKCEH Health and Safety Committee. Further details about UKCEH Safety Committees and past minutes are located on [SharePoint](#).

4.10 Health & Safety Professionals

A suitably qualified full-time Health & Safety Professional (the UKCEH SHE Advisor) is appointed at corporate level. Responsibilities include:

- Ensuring that UKCEH maintains a robust and ISO 45001 accredited safety management system to meet its legislative and other compliance requirements.
- Providing advice to the Executive Board on the development of health and safety policies and procedures, evaluation of risks and opportunities, compliance, identification of and performance against health and safety objectives, areas for improvement and any other matters relating to the safety management system.
- Providing support and advice to the SHE team.
- Advising UKCEH people at all levels on matters relating to their individual health and safety responsibilities and assist with the establishment and implementation of arrangements.
- Planning and implementing an internal audit programme to assess the effectiveness of the safety management system and compliance with legal and other requirements.
- Ongoing review of the suitability of the health and safety training programme to meet requirements of the organisation.
- Working with staff across all functions to increase safety awareness and promote a positive health and safety culture.
- Maintaining his/her own level of professional training and development according to best practice laid down by IOSH.
- Participating in, advising, or where appropriate leading investigations into significant health and safety related incidents, accidents or near misses.
- Promptly referring to Science Area/Function Heads or the Executive Board any health and safety related issue which cannot be resolved locally on a timescale commensurate with the risk.
- Preparing quarterly reports on health and safety performance.
- Attending Health and Safety Committee meetings.

4.11 SHE Advisors

A suitably qualified team of SHE Advisors shall be appointed across UKCEH and in addition to other tasks will carry out the following:

- Provide informed advice to UKCEH people especially on areas where they have specific expertise.
- Support the UKCEH SHE Advisor in fulfilling their responsibilities (see 4.10).
- Advise staff on the development of local policies and procedures.

- Carry out audits and inspections according to the audit plan.
- Carry out SHE induction training for new starters, working with line managers to identify individual training needs and maintain training records.
- Provide input to the development of health and safety policies and procedures.
- Work to promote a positive health and safety culture.
- Together with the line manager or other appropriate persons investigate accidents, incidents, occupational ill health occurrences and near misses.
- Carry out workstation assessments, where necessary provide specialist equipment and arrange referrals to the occupational health nurse for further assessment.

4.12 Accident reporting and investigation

All accidents/incidents/near misses recorded in the 'UKCEH Accident, Incident and Near Miss reporting system' (AINM) will be overseen by the UKCEH SHE team and the Director, People & Operations. Those accidents reportable under RIDDOR will be reported within the specified timeframes to the Health and Safety Executive by the UKCEH SHE Advisor.

The Following an AINM report being raised, the SHE team will initiate an investigation requesting involvement from the relevant managers as appropriate. The local union representatives and technical advisors shall be consulted to provide support and input towards the investigation where appropriate.

The management of changes to safety systems as a result of accident investigations are the responsibility of the whole management chain, with the level for decision making appropriate to the severity of the accidents.

Annex 1 provides the names of key staff at UKCEH with specific Health & Safety responsibilities.

5 Operational Arrangements

UKCEH will comply with the objectives set out in the Policy Statement by producing and implementing the operational procedures listed below. Other arrangements including how the organisation meets the requirements of the ISO 45001 standard are detailed in the UKCEH H&S Manual (SHE-M-01). All of these documents are available on the [UKCEH Safety, Health & Environment SharePoint site](#).

5.1 Current UKCEH Procedures

Procedure	Number
Risk assessment and risk management	02
Lone working	03
Home working	04
Biological safety	05
Ionising radiation	06
Field Work - Personal safety and security	07
Field work at fixed field sites	08
Field work at potentially contaminated sites	09
Vehicles - long-term in the field	10
Overseas Travel	11
Boating (Small)	12
First Aid	13
Display screen equipment	14
Lead acid batteries	15
Work pressure	16
Fire safety	17
Electrical equipment	18
Gas systems	19
Lifting operation and lifting equipment	20
Chemical safety	21
Asbestos management	22
Legionella management	23
Work equipment	24
Contractor management	25
Manual Handling	26
Noise control	27
Vibration control	28
Occupational Health	29
Electromagnetic Fields	30
Higher Risk Persons: Risk assessment	31
Occupational Road Risk	32
Laboratory Management Procedure	33
Cryogenic Materials Procedure	34

5.2 New Procedures being drafted

	Status	Existing Procedure
SHE Training	To be Drafted	No
Working at Height	To be Drafted	No
Personal Protective Equipment (PPE)	To be Drafted	No

5.3 Local site procedures

Local procedures form an important element of the Safe Systems of Work at sites. Sites should incorporate a list of these procedures locally and place on the [SHE SharePoint](#). There is no need to standardise documentation at this local level. Examples of local procedures might include:

- Laboratory procedures.
- Method statements.
- Codes of practice.
- Work instructions.
- Guidance notes.
- Experimental protocols.
- Quality assurance procedures which include health & safety aspects.

Annex 1. UKCEH Health & Safety Responsibilities & Roles**A. Directors & reporting Functions/Science Areas****UKCEH Director****Mark Bailey****Director, People & Operations****Gill Lay****(Director with responsibility for Health and Safety Advisory Services)****Heads of Professional Services***Facilities & Operational Services (incl. SHE)**Carl Hodgkiss**People Team**Jennie Bishop***Director of Business & Finance****Sam Bullen****Heads of Professional Services***Finance**James Baker**Business Change**Adine Cuell**Project Accounting & Support**Antony Mariani***Deputy Director & Director of Science****Alan Jenkins****Science Area Heads***Atmospheric Chemistry & Effects**Stefan Reis**Biodiversity**Richard Pywell**Hydro-climate Risks**Nick Reynard**Pollution**Claus Svendsen**Soils & Land Use**Bridget Emmett**Water Resources**Gwyn Rees***Director of Impact and Innovation****Nick Wells****Heads of Professional Services***Business Development**David Fraser**Research Contracts, Licensing & Information Services**Stephen Keightley**Communications & Engagement**Anthea Milnes*

IT***Steve Marwick***

B. UKCEH Facilities Managers

Bangor	<i>Diana Jones</i>
Edinburgh	Tim Halsall
Lancaster	<i>Matthew Grice</i>
Wallingford	[Vacant]

C. UKCEH Safety, Health and Environmental Advisors

UKCEH SHE Advisor	<i>Kim Parmar</i>
SHE Advisor (Environmental Focus)	<i>Alice Golightly</i>
SHE Advisor	<i>John Kentisbeer</i>
<i>SHE Advisor</i>	<i>Stuart Rogers</i>

D. Union Health & Safety Reps (all accredited for both local and UKCEH levels)

UKCEH Bangor	Ed Rowe
Sabine Reinsch	
UKCEH Edinburgh	<i>Heath Malcolm</i> <i>Peter Levy</i>
UKCEH Lancaster	<i>Jeanette Whitaker</i> <i>Jacky Chaplow</i>
UKCEH Wallingford	<i>Helen Hesketh</i> <i>Nicholas Corker</i> <i>Daniel Read</i>