



HEALTH AND SAFETY POLICY STATEMENT

PART 1: STATEMENT OF INTENT

The Director and staff of the Centre for Ecology & Hydrology (CEH) are committed to meeting our legal and moral responsibilities to provide effective management of health & safety risks. We will ensure that the workplace and fieldwork sites under the control of CEH are as safe as we can make them. Where CEH staff are working at partner establishments, we will liaise with the management there to ensure commitment to health & safety equal to our own.

A safe working environment will be achieved by complying with the NERC Health & Safety Policy Statement and by implementation of clear policies and procedures at CEH sites to ensure a consistent approach throughout CEH and NERC.

We will expect our clients, contractors and visitors to show equal commitment to these aims when at CEH sites.

These aims will be met by:

- Implementing a health & safety management system.
- Assessing risks in advance of any significant personal exposure.
- Reducing risks by appropriate and effective control measures.
- Nominating suitable competent persons.
- Providing appropriate information, instruction and training.
- Routine monitoring of our health & safety management activities.
- Implementing health surveillance where necessary.
- Learning from our experience to improve our health & safety best practice.
- Promulgating best practice by feedback from sites
- Working closely with union appointed safety representatives.

Part 2 of this statement gives details of the organisational arrangements for achieving our aims.

Part 3 lists the health & safety procedures and other key documents.

Health & safety will be a permanent agenda item at management and management/staff meetings at all levels.

Signed:

04 January 2012. **Professor Mark Bailey, Acting Director CEH**



PART 2: HEALTH & SAFETY RESPONSIBILITIES

1. CEH Health & Safety Director

One of the Science Directors is appointed by the Director of CEH to oversee the effective management of health & safety throughout CEH. This Health & Safety Director is a member of the NERC Safety Management Team, which oversees management of health & safety throughout the Research Council and forms the support structure for the Research Centre Safety Professionals. The H&S Director organises and oversees a support structure for part-time Local Health & Safety Advisers within the Centre. The same Director represents CEH on the NERC Health & Safety Committee. A deputy, who is also a member of the CEH Executive Board, will be appointed, (see [Annex 1](#)).

2. Line Managers

A line manager is “any member of staff who is a reviewer of at least one other member of staff or co-worker, or any member of staff who supervises at least one other member of staff, co-worker or student”.

All managers must:

- a. 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 CEH; in the United Kingdom or abroad).
- b. Be accountable to their line manager for health & safety issues under their control.
- c. Report to their manager on the discharge of these responsibilities.
- d. Have specific health & safety targets in their forward job plans.
- e. Comply with the guidelines for staff in Section 3 below.

3. Staff

All staff must:

- a. Safeguard their own health & safety, and that of co-workers.
- b. Cooperate with managers in carrying out health & safety assessments and comply with health & safety instructions.
- c. Use safety equipment properly and report its failure or loss.
- d. Report accidents, incidents (near misses) and occupational health problems in the CEH accident, incident and near miss reporting system.
- e. Inform their manager of any concerns about health & safety provisions.



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

4. Responsibilities in site management and CEH infrastructure

Primary responsibility for ensuring that risk assessment is completed for all aspects of site infrastructure lies with the Facilities Manager (see [Annex 1](#)). Line management within the facilities side of CEH runs up from the Facilities Manager through the Head of Facilities Management to the Director, Resource & Operations who is a member of the Executive Board. The Director, Resource & Operations carries delegated responsibility for the operation of health & safety in this management line from the Director CEH, who carries ultimate responsibility. The Head of Facilities Management will ensure that risk assessment is complete and any risk management required is in place, will chair Site Health & Safety Committees and will sit on the CEH Health & Safety Committee.

Whilst the local Facilities Manager will administer contracts on maintenance, waste etc., he/she will need technical input from the appropriate Health & Safety Adviser(s), Named persons and scientists to produce specifications and to monitor the effectiveness of the contractors (see 6 below).

5. Responsibilities in science management

Primary responsibility for conducting risk assessments and ensuring control measures are in place lies with the Project Leader. It is his/her responsibility to include risk assessment and safe systems of work documentation in the Project file which is to be held at corporate level. The project file is the definitive record for health & safety management.

It is the responsibility of Section Heads and Reporting Officers to ensure that all work conducted by staff in their line management has been evaluated and is covered by a current risk assessment. Section Heads and appropriate line managers will check and sign off risk assessments for all new and modified projects and ensure that the necessary safe systems of work are implemented. Each Section Head reports to and is a key member of the Local Safety Committee which is most relevant to their section staff.

As members of the Executive Board, The Science Directors will ensure consistency of approach by determining CEH-level policy on health & safety in specific and general science areas. Overall responsibility for science health & safety lies with the Director CEH as outlined in figure 1. Science Directors will not authorise new science Projects until a full evaluation of the H&S risks has taken place.

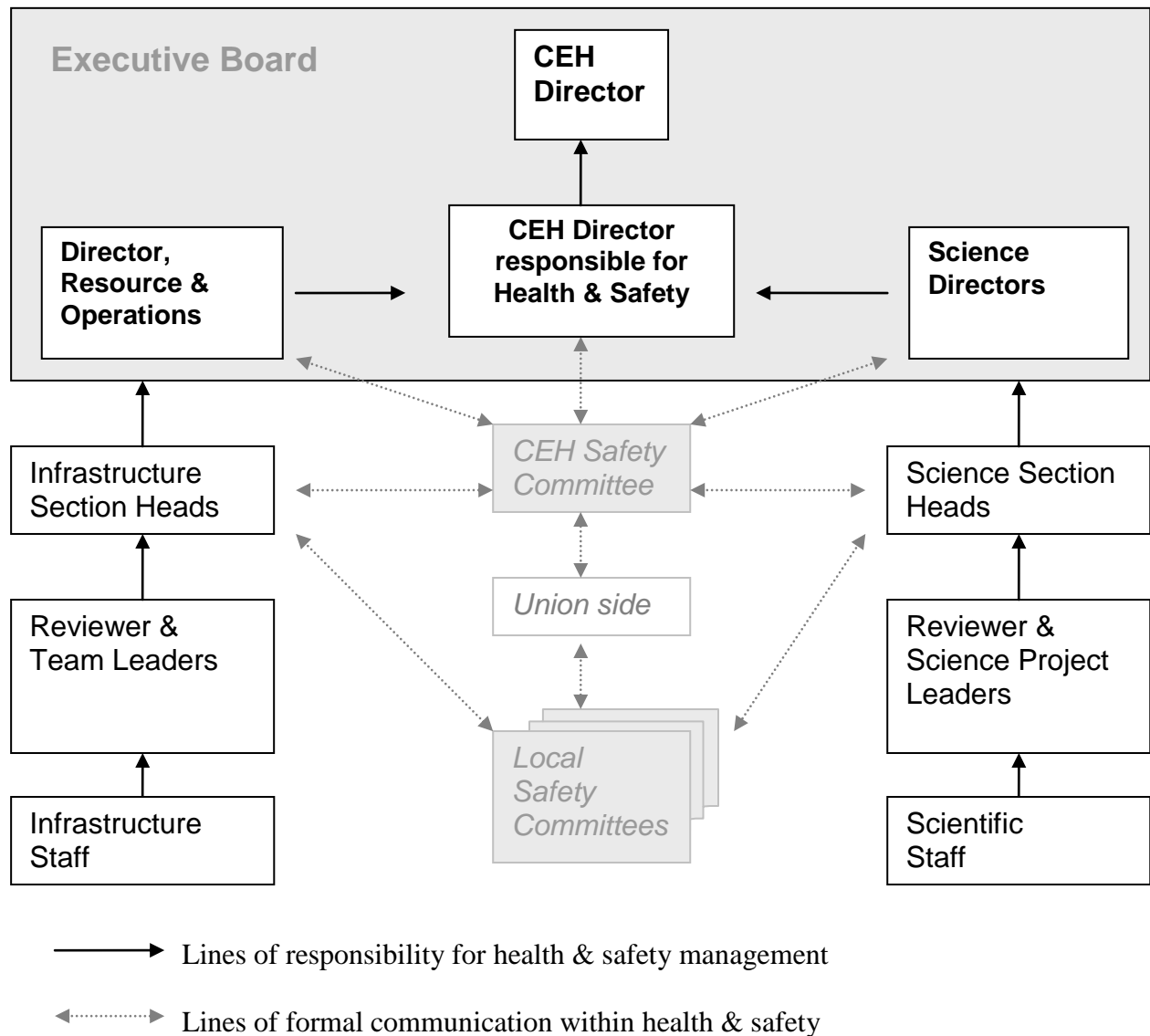
The Heads of Site will act as coordinators to ensure that there is proper cooperation and coordination between the infrastructure and science management on each site. They will pass issues they cannot resolve up the appropriate management line.

6. Union Safety Representatives

Health and safety representatives are appointed by recognised unions to represent the views of staff (union and non-union) in discussions with management in all aspects of H&S in the workplace. NERC and therefore CEH recognise representatives from Prospect and PCS and works with them to improve H&S in the workplace. This is achieved through consultation on changes that are likely to impact on staff H&S, joint investigation of accidents and dangerous

occurrences, joint internal inspections and audits and establishing joint local and CEH level safety committees.

Figure 1 Lines of responsibility for Health and Safety in CEH



See [Annex 1](#) for the names of key staff associated to figure 1.



7. Health & safety management coordination at CEH sites

Within the overall context of health & safety management of infrastructure and science 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 advisers 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 advisers appointed under the same Regulations and will be ultimately responsible for dealings with inspectors. A list of named persons with Health & Safety responsibilities at each site is placed on the [CEH Intranet](#).

8. Health & Safety Committees

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

- a. Monitor local aspects of infrastructure health & safety and the interface between infrastructure and science health & safety.
- b. Consider reports from health & safety advisers, other specialist advisers and (where relevant) other health & safety committees.
- c. Provide the normal route for consultation on infrastructure health & safety between management and employee representatives.
- d. Make recommendations for improving health & safety arrangements
- e. Identify science health & safety issues for consideration at CEH level

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

- a. Monitor CEH-wide aspects of science and infrastructure health & safety
- b. Consider reports from health & safety advisers, other specialist advisers and the Local
- c. Provide the normal route for consultation on science health & safety between
 - i. Health & Safety Committees
 - ii. management and employee representatives



- d. Make recommendations for improving health & safety arrangements
- e. Formally agree CEH health & safety policies and procedures

All Health & Safety committees will meet two times per year (each 6 months) or as often as is necessary. Further details about CEH Safety Committees and past minutes are located on the [CEH Intranet](#).

9. CEH Full-time Health & Safety Professional

A full-time Health & Safety Professional (the CEH Health & Safety Adviser), suitably qualified as per NERC Procedure No. 16, is appointed at Centre level. This individual will

- a. provide advice to management at the CEH Executive Board level and to the Head of Facilities Management as Chair of the local Health & Safety Committees
- b. support and advise Local Health & Safety Advisers
- c. monitor health & safety problems and solutions throughout CEH
- d. audit health & safety management systems throughout the Centre (as directed and requested by the Executive Board)
- e. help to develop policies and procedures at the NERC and Centre levels
- f. maintain his/her level of professional training and development according to best practice laid down by IOSH
- g. assist with the training and development of CEH staff in health & safety

10. Local Health & Safety Advisers

Local Health & Safety Adviser (LSA), suitably qualified as per NERC Procedure no 16, shall be appointed at each CEH site and must:

- a. provide informed advice for local management and staff and, where they have specific expertise, advice to the wider CEH community
- b. keep management informed of trends in good practice and future new law.
- c. advise managers on the development of local policies and procedures.
- d. help management to carry out audits and inspections.
- d. take part in health & safety committee meetings.
- e. work with managers to promote awareness of health & safety throughout their sphere of influence.



- f. provide input to the development of policies and procedures at CEH and NERC level

Further details about the role of the Local Safety Advisers is provided on the [CEH Intranet](#)

11. Accident reporting and investigation

All accidents/incidents/near misses recorded in the '[CEH Accident, Incident and Near Miss reporting system](#)' (AINM) will be overseen by the CEH Safety Adviser and the Director Responsible for Health & Safety. Those accidents reportable under RIDDOR will be reported to the Health and Safety Executive by the CEH Safety Adviser as soon as the report has been recorded in the AINM system.

The Local Safety Adviser is responsible for launching an investigation following an AINM report at their site. The local union representatives, facilities manager, line-manager and other members of the Local Safety Committee shall be consulted to provide support and input towards the investigation where appropriate.

The management of accident investigation and changes to safety systems as a result is 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 CEH with Health & Safety Responsibilities

Part 3: OPERATIONAL PROCEDURES

We will comply with the objectives set out in part 1 by producing and implementing the following policies and operational procedures:

1. Approved NERC Procedures

Approved NERC procedures and guidance are available on the [NERC H&S website](#)

The procedures will give staff clear guidance on how to manage risks.

Sites with procedures which equal or exceed the standard of the NERC procedures may continue to use their own procedures.

In many cases, the Health & Safety Executive and other authorities publish definitive guidance. Where relevant this is listed in the procedures and staff are strongly advised to use it.

2. CEH Procedures

CEH Health & Safety Guidance documents currently agreed are as follows:

Procedure	Date of agreement	Number
CEH safety management system	27.10.10	01
Risk assessment and risk management	10.3.04	02
Lone working in the field	10.3.04	03
Home working	10.3.04	04
Biological safety	10.3.04	05
Ionising radiation	10.3.04	06
Personal safety and security	10.3.04	07
Working at fixed field sites	10.3.04	08
Field work on potentially contaminated land	10.3.04	09
Transport (vehicles long-term in the field)	10.3.04	10
Safety when travelling overseas	20.2.06	12
Small boating	June 08	13
First Aid	June 08	14
Display screen equipment	November 05	15
Purchase and use of lead acid batteries	June 07	16
Work pressure	June 08	17
Fire safety	October 06	18

4. Local Site Procedures

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

- a. Laboratory procedures.



- b. Method statements.
- c. Codes of practice.
- d. Work instructions.
- e. Guidance notes.
- f. Experimental protocols.
- g. Quality assurance procedures which include health & safety aspects.