

Health and safety policy

GREATER LONDON AUTHORITY

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Preface

Section 2 (3) of the Health and Safety at Work Act 1974 places a duty on employers to prepare and, as often as may be appropriate, revise a written statement of their policy with respect to the health and safety at work of his employees. The document must include details of the organisation and arrangements in force for carrying out that policy. Once prepared the policy document should be brought to the notice of all of his employees.

This health and safety policy has been prepared to comply with the requirements of the statutory duty. It also expresses the GLA's commitment and resolve to promote the highest standards of health and safety at work.

The GLA regards the health and safety of its employees as an integral part of all its activities. We recognise our obligation to establish and maintain exemplary standards in all of our activities and wish to encourage this best practice approach to all employers in London to protect the health and safety of Londoners.

We hope that our positive attitude and approach will lead by example and will encourage our employees, and other stakeholders with whom we interact, to adopt and practise similar philosophies in all health and safety matters.

1 Policy statement

It is the policy of the GLA to comply in full with all the legal obligations that relate to the health, safety and welfare at work of all our employees.

In addition, the GLA will ensure that all reasonably practicable measures are taken to further improve the working conditions for all employees.

In particular, directors will use their best endeavours to:

- (a) provide and maintain equipment and machinery that is safe and without risks to health
- (b) ensure safety and the absence of risk to health in connection with the use, handling and storage of articles and substances
- (c) provide and maintain a safe working environment
- (d) ensure all means of access to and egress from the place of work are provided and kept safe and without risks to health
- (e) provide such information, instruction and training as is necessary to ensure the health and safety at work of all our employees

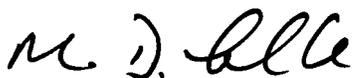
This policy cannot be implemented without the full co-operation and support of employees. We therefore urge employees to play a full and active part in both the further development and the carrying out of this policy. In this context, all managers should encourage active discussion and dialogue about health and safety issues.

The GLA also has a responsibility to take reasonable account of the health and safety of all persons who may be affected by our activities.

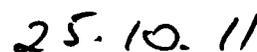
The GLA will appoint a director with responsibility for co-ordinating health and safety issues within the organisation. External advisors who possess specialist knowledge of particular risks and risk control measures may assist GLA managers with the implementation and monitoring of this policy.

The GLA will make adequate resources available to implement its health and safety policy in full. Our policy will be kept under review and revised from time to time, as appropriate.

Signed:



Martin Clarke, Executive Director of Resources



Date

2 Health and safety organisation

2.1 Management responsibilities

The Executive Director of Resources

- 2.1.1 The Executive Director of Resources is responsible for ensuring the successful implementation of the health and safety policy and arrangements within the GLA and will lead by example.
- 2.1.2 The Executive Director of Resources is responsible for approving the GLA's annual health and safety action plan.
- 2.1.3 The Executive Director of Resources will sponsor the annual review of health and safety performance within the organisation.

Assistant Director Human Resources

- 2.1.4 The Assistant Director Human Resources has a particular role in respect of employment matters, welfare, training and communications.
- 2.1.5 The Assistant Director Human Resources will manage the occupational health services.

Directors

- 2.1.6 Directors are responsible for overseeing the implementation of the GLA health and safety management system within their own directorate.
- 2.1.7 Directors are responsible for agreeing the directorate's health and safety objectives and for their directorate's contribution to the GLA's annual health and safety action plan.
- 2.1.8 Each director is responsible for agreeing the annual health and safety priorities within their directorate and for ensuring the allocation of adequate and appropriate resources.
- 2.1.9 Directors will monitor and review health and safety performance within their own directorate and ensure that prompt action is taken to correct any deficiencies.

Managers

- 2.1.10 All managers are responsible for ensuring that safe systems of work are established and maintained and that these are followed by all employees in their

area. For the purposes of this policy, the term “manager” includes directors, assistant directors / heads of unit and line managers.

2.1.11 In particular, managers will:

- Familiarise themselves with the GLA’s health and safety policy and ensure that employees under their control have received a briefing on the policy documents.
- Arrange for the identification of all risks, which may be present in their work area and arrange for suitable and effective risk assessments to be carried out. Once completed, the manager will ensure that any necessary remedial action identified in the assessment is actioned. Records of assessments will be kept locally.
- Ensure that health and safety inspections are carried out in their area and ensure that any remedial actions required are completed. The manager will maintain a record of health and safety inspections.
- Arrange for all new employees to receive health and safety induction training, and keep records of the training provided.
- Investigate all accidents and incidents which occur in their department and prepare the necessary report forms.
- Ensure that a health and safety training needs analysis is carried out for their employees at least annually, and arrange any necessary training.
- Ensure that there are always sufficient fire wardens to cover their locations and employees.
- Monitor progress against the GLA’s annual health and safety action plan.
- Provide leadership in matters relating to the management of health and safety within their area.

Head of Resilience and Facilities Management

2.1.12 The Head of Resilience and Facilities Management has special responsibility for the effective management of the GLA’s premises, associated facilities and equipment. In particular, the Head of Resilience and Facilities Management is responsible for fire safety and evacuation procedures and, in conjunction with relevant managers, for supervising contractors working in the GLA’s premises.

2.1.13 The Head of Resilience and Facilities Management will carry out those responsibilities delegated by the Executive Director of Resources for the effective implementation of the GLA’s policy.

2.1.14 The Head of Resilience and Facilities Management will ensure that there are always sufficient, trained first aiders

2.2 Health and safety support

Health and safety advisor

- 2.2.1 The Executive Director of Resources has commissioned the services of an external health and safety consultant (currently WYG) to ensure the GLA has access to competent advice, to support the design of systems and procedures and, when appropriate, to investigate accident and incidents.
- 2.2.2 If a manager needs professional health and safety advice, they should request this through the Head of Resilience and Facilities Management.

Occupational health service

- 2.2.4 An occupational health service is provided under contract to the GLA. The service provides advice, pre-employment medical screening and medical examinations.
- 2.2.5 If a manager needs professional occupational health advice or an individual wishes to arrange an appointment with the occupational health service, they should request this through the Human Resources team.

Directorate health and safety co-ordinators

- 2.2.6 Within each directorate of the GLA, the director is responsible for ensuring that health and safety standards are being achieved and maintained. The director will delegate responsibility for ensuring health and safety standards are met within each section of the directorate to the assistant directors / heads of unit.
- 2.2.7 To assist the director and assistant director / head of unit in carrying out the tasks required to produce the evidence that they are managing health and safety, a network of directorate health and safety co-ordinators has been created.
- 2.2.8 Directorate health and safety co-ordinators have received training to enable them to be a first point of contact for queries regarding health and safety from directorate staff and they are supported by the GLA's appointed external health and safety advisor.
- 2.2.9 The directorate health and safety co-ordinators will facilitate the directorate global risk assessment and assist in the completion of display screen equipment self-assessments and any other work activity risk assessments in their directorate, collate and maintain records of completed assessments and bring any required actions, including the need for health and safety related training, such as safe use of computer workstations and manual handling, to the attention of the appropriate assistant director / head of unit or the director.

- 2.2.10 They will also work with their director in monitoring compliance with health and safety policy objectives.
- 2.2.11 Health and safety co-ordinators will meet regularly at the Directorate Health and Safety Co-ordinator Forum to identify any areas of common concern and ensure that they are being provided with appropriate support from the GLA's appointed external health and safety advisor.
- 2.2.12 The directors and assistant directors / heads of unit remain responsible for managing health and safety and ensuring that minimum legal standards and policy objectives are complied with.

2.3 Health and Safety Management Committee

- 2.3.1 An assistant director / head of unit from each directorate has been nominated as the senior management representative for their directorate at the Health and Safety Management Committee which is chaired by the Executive Director of Resources.
- 2.3.2 Health and Safety Management Committee members will be responsible for making arrangements for implementing this policy and the health and safety management systems within their directorate. They will also work with the Executive Director of Resources in monitoring compliance with policy objectives for the GLA as a whole.
- 2.3.3 The Health and Safety Management Committee meets on a quarterly basis. Its responsibilities include:
- developing corporate health and safety policies, procedures and rules
 - reviewing standards and guidance and monitoring health and safety performance
 - agreeing corporate health and safety objectives and the GLA's annual health and safety action plan
 - developing appropriate organisational structures to manage health and safety
 - co-ordinating health and safety issues
 - promoting health and safety awareness
 - reviewing accidents and incidents
 - reviewing occupational health referrals and stress management
- 2.3.4 A representative from Resilience and Facilities Management will attend committee meetings and provide a summary of reported accidents and incidents.

2.3.5 A health and safety consultant from the GLA's appointed external health and safety advisor will attend committee meetings to provide professional advice and trade union health and safety representatives are also invited to attend.

2.4 Directorate Health and Safety Co-ordinators Forum

2.4.1 The Directorate Health and Safety Co-ordinators Forum comprises the directorate health and safety co-ordinators and trade union representatives (currently Unison) and is a training and support forum.

2.4.2 A representative from both Resilience and Facilities Management and the GLA's appointed external health and safety advisor will attend the quarterly forum meetings that are scheduled to take place before the Health and Safety Management Committee to facilitate feedback from the forum.

2.5 Employee responsibilities

2.5.1 All employees have a responsibility for health and safety. Employees are expected to:

- take reasonable care for the health and safety of themselves and of other persons who may be affected by their acts or omissions
- co-operate with managers so as to enable them to comply with their statutory duties and to implement the GLA's health and safety policy
- not to intentionally or recklessly interfere with or misuse anything provided in the interests of health, safety and welfare
- report any unsafe act or situation to their director, line manager or health and safety co-ordinator

2.5.2 These duties are formally expressed in Sections 7 and 8 of the Health and Safety at Work Act 1974. Employees are reminded that failure to observe these duties may have serious personal consequences including prosecution and /or dismissal.

3 Health and safety arrangements

3.1 Risk assessments

3.1.1 General

3.1.1.1 The Health and Safety at Work Act 1974 requires employers to ensure that employees and others on their premises are not exposed to health and safety risks.

3.1.1.2 The Management of Health and Safety at Work Regulations 1999 and other European legislation require employers and managers to assess all significant risks to the health of their employees and to keep a record of those assessments. Recommendations highlighted in the assessment must be actioned.

3.1.1.3 Workplace risks that require assessment include work with display screen equipment, manual handling and the handling of hazardous substances.

3.1.1.4 In office environments there are likely to be only limited issues requiring written assessments. Assessments, however, should consider risks to individuals with additional needs (for example, pregnant workers, young people, and disabled employees).

3.1.1.6 Risk assessments and action plans will be completed by line managers (in consultation with the Head of Resilience and Facilities Management and the health and safety consultant) and reported to the Health and Safety Management Committee.

3.1.1.7 Further information on risks is set out on the Health and Safety Executive (HSE) website and in HSE publications (including *Five Steps to Risk Assessment* INDG163 (rev2) and *New and Expectant Mothers at Work* HSG122).

3.1.2 Display screen equipment

3.1.2.1 The use of computer equipment is widespread within the GLA, and presents one of the biggest risks to office-based workers. The safe use of such equipment is controlled by the Display Screen Equipment (DSE) Regulations 1992. This legislation requires that assessments are carried out which cover the operational risks for all "users" of computer equipment, including GLA computers used in individuals' homes.

3.1.2.2 In the event that employees develop any muscular pains or headaches, which they consider may be due to their work, they must inform their line manager immediately.

3.1.2.3 Guidance for users is set out in the GLA intranet. Further information can be obtained from the HSE website and from HSE publications (including - *The law on VDUs - An easy guide* HSG90 and *Working with VDUs* INDG36L).

3.1.3 Manual handling

3.1.3.1 Manual handling means the transporting or supporting of a load, and includes lifting, pushing and moving objects by hand or using bodily force. We acknowledge that unskilled manual handling is the cause of a large number of workplace injuries and accounts for around 25% of all reported accidents.

3.1.3.2 Where manual handling tasks cannot be avoided and where health and safety risks have been identified, the line manager will complete an assessment (in consultation with the Head of Resilience and Facilities Management and the health and safety consultant) as required by the Manual Handling Operations Regulations 1992.

3.1.3.3 Assessments will consider the following factors: the task, the load, the working environment, and the individual's capability.

3.1.3.4 If a formal assessment is required, it will identify any remedial actions that are required to reduce the risk to the employees whilst carrying out that task and will also consider any groups of individuals who may be at particular risk from that activity.

3.1.3.5 All employees who have to manually handle loads and objects will be provided with appropriate information and training.

3.1.3.6 Further information can be obtained from the HSE website and HSE publications (including *Manual handling –solutions you can handle* HSG115 and *Getting to grips with manual handling: a short guide for employers* INDG143L (rev2).

3.1.4 Hazardous substances

3.1.4.1 A "substance" can be any solid, liquid, gas or vapour (this includes raw materials, proprietary substances and by-products such as fumes).

3.1.4.2 The Control of Substances Hazardous to Health (CoSHH) Regulations requires that the risks involved in the use of these materials are identified assessed and the necessary controls put into place. CoSHH assessments will be completed by the line manager in consultation with the Head of Resilience and Facilities Management and the health and safety consultant.

3.1.4.3 Further information can be obtained from the HSE website or HSE publications (including *Step by Step Guide to CoSHH Assessment* HSG97 and *CoSHH: Working with substances hazardous to health – what you need to know about CoSHH* INDG136 (rev4).

3.1.5 Temperatures

3.1.5.1 We acknowledge the requirements set out in the Workplace (Health, Safety and Welfare) Regulations 1992 that workplace temperatures inside buildings should be reasonable and comfortable. It is the HSE's view that "an acceptable zone of thermal comfort for most people lies roughly between 13° and 30° centigrade". The HSE also advise that minimum temperatures in work places should normally be at least 16° centigrade. We will manage heating and ventilation systems to provide reasonable working temperatures for employees and will make adjustments to accommodate seasonal changes in outside temperatures.

3.2 Personal safety

3.2.1 Personal safety at work can be an issue for people who deal with the public and who may face aggressive or violent behaviour. The HSE defines work related violence as "any incident in which a person is abused, threatened or assaulted in circumstances relating to their work". Personal safety can also be a particular issue for people working alone.

3.2.2 The GLA is committed to providing a working environment that is free from all forms of bullying and harassment and in which everyone is treated with respect. Incidents of bullying or harassment will be dealt with using the GLA's dignity at work policy.

3.3 Stress

3.3.1 The GLA recognises its duty under Section 2 of the Health and Safety at Work Act to take all reasonably practicable measures to protect its employees from work-related stress. Under Section 7 of that Act, employees have a duty not to endanger themselves or others and to co-operate with their employer in meeting statutory requirements.

3.3.2 The GLA will assess health and safety risks, including stress, and introduce prevention and control measures based on those risk assessments. Stress risk assessments will be completed by the employee in conjunction with their line manager.

3.3.3 The GLA aims to be an exemplar employer and managers have a responsibility to consult their employees over potential causes of work-related stress and how to reduce them. Any incidents relating to bullying or harassment will be dealt with using the GLA's dignity at work policy.

3.3.4 The GLA's stress management policy can be found on the intranet.

3.4 Slips, trips and falls

- 3.4.1 We acknowledge that slips, trips and falls represent the most common cause of non-fatal major injuries. Everyone at work can help to reduce slip and trip hazards through good health and safety arrangements.
- 3.4.2 Effective solutions are often cheap and lead to other benefits. Employees are encouraged to identify and remedy trip hazards and raise more serious issues with their line manager.
- 3.4.3 Identification of slip and trip hazards is an essential element to the health and safety inspections conducted on a routine basis by each directorate.

3.5 Transport safety

- 3.5.1 Employees are encouraged to use public transport when attending meetings or events away from City Hall.
- 3.5.2 We will identify and address any risks to employees arising from vehicles accessing the loading bay.

3.6 Health and safety training

- 3.6.1 All employees will receive health and safety induction training shortly after beginning their employment with the GLA. This training covers the basic health and safety requirements for their work area.
- 3.6.2 Managers will receive appropriate training in health and safety management to ensure they are fully aware of their health and safety responsibilities in their directorate and how to discharge them.
- 3.6.3 Managers will ensure that all employees are provided with suitable and sufficient safety training, with particular reference to fire safety and first aid matters.
- 3.6.4 Managers will ensure that employees working in areas where specific risks are present are provided with the appropriate specialised training to ensure they may carry out their jobs safely and without risks to health.
- 3.6.5 Managers will review individual training needs with all employees on at least an annual basis and will keep records of all employee safety training carried out.

3.7 Health and safety consultation

- 3.7.1 The GLA will set up systems for ensuring that health and safety issues are communicated to employees and to employee representatives.

3.7.2 The GLA has established a health and safety site on the intranet. This will act as source of information and advice on safety matters.

3.8 Performance monitoring and review

3.8.1 Safety will be a standard agenda item at management team meetings. These meetings will receive details of the directorate's accidents and incidents, training activities and progress against the directorate's health and safety action plan.

3.8.2 The Health and Safety Management Committee will monitor health and safety matters on a quarterly basis. Accident and training statistics will be reported to the Committee on a quarterly basis.

3.8.3 In conjunction with their director, health and safety co-ordinators will complete a health and safety action plan to be reviewed at the quarterly Health and Safety Coordinators Forum.

3.8.4 The Health and Safety Management Committee will monitor progress against the health and safety action plan.

3.9 Health and safety audits and inspections

3.9.1 Each directorate will establish a system for conducting routine health and safety inspections of all work areas (sample inspection checklists are available from Resilience and Facilities Management). Directorates will maintain a file for keeping records from the routine inspections.

3.9.2 Directorate managers are responsible for ensuring that hazards identified are actioned without delay.

3.9.3 A biannual audit will be carried out in each directorate (by WYG) and this will be reported to the Health and Safety Management Committee.

3.10 Control of contractors

3.10.1 A contractor is anyone who enters our property or premises to carry out work. The way in which contractors are controlled will depend on the type of work they are required to do, and the level of the risk involved.

3.10.2 Although both parties have duties under the Health and Safety at Work Act, it is essential that the work of contractors is controlled and the responsibilities of both parties are clearly defined before work begins.

3.10.3 Normally contractors will be engaged by Resilience and Facilities Management. Resilience and Facilities Management will vet contractors to ensure that they are competent to carry out the project.

3.10.4 Managers will monitor activities of contractors working in their directorate and will report to the Head of Resilience and Facilities Management any unsafe acts or equipment.

3.11 Maintenance and testing of plant and equipment

3.11.1 Resilience and Facilities Management will ensure that all plant and equipment which requires statutory testing and examination (including lifts and electrical appliances) has been placed on a system for routine maintenance and testing.

3.11.2 Although this task is normally completed under contract with Resilience and Facilities Management, managers will ensure that all new equipment has been placed on the registers.

3.12 Accident reporting and investigation

3.12.1 Anyone on the GLA premises, either employees, visitors, casual workers or those employed elsewhere on work for the GLA, must report accidents or near miss incidents in the accident book. The accident book is kept by Resilience and Facilities Management. An accident is defined as "an unplanned event which causes injury to persons, damage to property or a combination of both, for example a fall or incorrect operation of machinery leading to breakdown". A near miss is defined as "an unplanned event which does not cause injury or damage but which could do so (for example, articles falling near to people or short circuits on electrical equipment)".

3.12.2 An accident report form will be completed by the individual (or first aider) for all incidents which require first aid treatment. Accidents will be investigated by the line manager (in liaison with Resilience and Facilities Management) as soon after the incident as is reasonably possible and, in any event, not later than three days after the incident.

3.12.3 A written accident report will be produced for all incidents except those which require only minor first aid treatment. The report will be completed by the person investigating the accident (in consultation with the individual and any witnesses). The accident report forms and guidance on their completion will be held on the intranet.

3.12.4 Once completed a copy of the accident report / investigation form will be sent to Resilience and Facilities Management. If required, Resilience and Facilities Management will notify the HSE via the incident contact centre of the accident (tel 0845 300 9923 or fax 0845 3009924).

3.12.3 Accident statistics for the GLA are collated on a quarterly basis and reported to the Health and Safety Management Committee.

3.13 First aid arrangements

3.13.1 Resilience and Facilities Management will co-ordinate the provision of first aid and make the necessary arrangements to ensure that the GLA maintains sufficient levels of first aiders.

3.13.2 Details of first aid arrangements are set out in the GLA intranet.

3.14 Evacuation and emergency and contingency plans

3.14.1 Details of evacuation procedures are set out on the intranet.

3.14.2 Local emergency and contingency plans are determined by managers in conjunction with Resilience and Facilities Management. Managers will ensure that all employees are made aware of these arrangements and are provided with the appropriate information and training as part of a local induction.

3.15 Liaison with the Health and Safety Executive

3.15.1 The HSE is the enforcing authority for ensuring that health and safety legislation is implemented in the workplace and safety standards are maintained to protect both employees and those affected by work activities.

3.15.2 In the event of an HSE visit to an area under the control of the GLA, it is important that the relevant managers are notified (either the Executive Director of Resources or Head of Resilience and Facilities Management) to ensure that the HSE receive the appropriate information. Individuals dealing with HSE enquiries must co-operate at all times.

3.15.3 The HSE may be contacted at FOD (Field Operations Directorate), London Division, Health and Safety Executive, Rose Court, London SE1 9HS (tel. 0207 556 2162 or e-mail www.hse.gov.uk)

3.15.4 Further information can be obtained from the Health and Safety at Work Act 1974, Health and Safety (Enforcing Authority) Regulations 1998, and *What to expect when a Health and Safety Inspector calls HSC14*.