

**Health and Safety Policy**

**(Health and Safety at Work Act 1974)**

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| Responsible Officer | Chief People Officer |
| Author | Facilities |
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# Health, safety, and welfare policy statement

This is the health and safety policy statement of The National Institute for Health and Care Excellence.

NICE will, taking all reasonable and practicable action:

* Ensure adequate control of health and safety risks arising from our work activities.
* Consult with staff on matters affecting their health and safety.
* Ensure safe plant is maintained.
* Provide health and safety information, instruction and supervision for staff and visitors.
* Ensure staff are competent and safe to do their tasks, and to give them adequate training.
* Take all reasonable steps to prevent accidents and cases of work-related ill health.
* Assess risks to which our staff and visitors are exposed to at work and take appropriate steps to mitigate.
* Maintain safe and healthy working conditions.
* Review our health and safety policy, risk assessments and control arrangements as necessary.
* Comply with the Health and Safety at Work etc. Act 1974 and other applicable legislation.
* Ensure health and safety is taken seriously and accidents and incidents are reported and prevented by the regular convention of the Health and Safety Committee and reporting to the Executive Team and Board.

Primary responsibility for health and safety within the business rests with the Chief People Officer who will ensure that rules and regulations, which are pertinent to the business are complied with as the chair of the Health and Safety Committee, a member of the Executive Team (ET) and an attendee at Board meetings.

Health and safety is not however the sole responsibility of any one person, with each staff member being required to take all reasonable care to control risks faced by themselves or others who may be harmed by their acts or omissions.

Signed on behalf of the ET:

Date:

**Introduction**

1. The scope of this policy extends to:
* NICE Staff, wherever they are working
* Others working in or visiting NICE offices
1. For avoidance of doubt NICE is not responsible for health and safety in common areas of the buildings. This is the responsibility of respective building management firms. Health and safety issues regarding common areas can be reported to the NICE facilities team who will feedback to building management.
2. Relevant legislation addressed by the policy includes:
* Health and Safety at Work etc. Act 1974
* Workplace (Health, Safety and Welfare) Regulations 1992
* Safety Representatives and Safety Committees Regulations 1977 and Health and Safety (Consultation with Employees) Regulations 1996
* Control of Substances Hazardous to Health Regulations 2002 (COSHH)
* The Health and Safety (First Aid) Regulations 1981
* Electricity at Work Regulations 1989
* Health and Safety (Display Screen Equipment) Regulations 1992 as amended by the Health and Safety (Miscellaneous Amendments) Regulations 2002
* Regulatory Reform (Fire Safety) Order 2005
* Personal Protective Equipment at Work Regulations 1992
* Manual Handling Operations Regulations 1992
* The Management of Health and Safety at Work Regulations 1999
* Provision and Use of Work Equipment Regulations 1998

**Responsibilities**

**Chief Executive**

1. Overall responsibility for health and safety within NICE rests with the Chief Executive. The holder of this office shall ensure that sufficient resources are made available for the implementation, development and sustainability of the health and safety programme. The Chief Executive will give equal weight to health and safety considerations when making business decisions, where appropriate.

**Chief People Officer**

1. The Chief People Officer’s responsibilities in relation to health and safety and risk monitoring include, but are not limited to, ensuring:
* ET and NICE managers to meet their responsibilities for health, safety, and welfare.
* NICE is compliant with legislation and with the policy statement set out in section 1 and that there are systems for monitoring, evaluating, and initiating appropriate action to eliminate or reduce risk.
* Appropriate information and training for health and safety matters are available to managers and staff.
* NICE is aware of the latest developments in health and safety law and best practice.
* Effective accountability and communication channels are in operation, including chairing the Health and Safety Committee regular health and safety updates to the ET and incidents and accidents statistics are included in NICE’s annual reports.
* The terms of reference for the Health and Safety Committee are up to date, reviewed regularly and ensure compliance with legislation.
* Regular formal assessment of health and safety processes, procedures and risks are carried out.
* The development of processes and procedures and the initiation of action to reduce or eliminate risks.
* Records of health and safety related training are maintained and retained.
* Regular inspections of the workplace under their supervision are conducted, collated, the results are reviewed, and changes/improvements are implemented.
* Competent persons to deal with emergencies and provide health and safety advice are identified and nominated.
* Staff are represented on the Health and Safety Committee via the recognised Union.

**Directors and managers**

1. Directors and managers have a duty to implement NICE’s health and safety policies for the area under their control. In addition, these positions may include but not be limited to the following responsibilities:
* The health and safety of staff and visitors.
* Complying with training requirements in relation to health and safety and allocation of resources to allow training to take place including releasing staff from their tasks to enable them to attend training.
* Promoting a safety culture within the workplace by striving to set a good example for others to follow, encouragement of safety and the active discouragement of unsafe practices.

**Staff**

1. Staff have a duty to comply with the health and safety policy, legislation, instructions and warning signs regarding health and safety matters. Staff are encouraged to speak to their manager if they have concerns regarding health and safety at work. Staff must:
* Use work equipment for the purpose it was designed for and only if they have been trained to do so.
* Attend training provided by NICE, for example fire walks and moving and handling.
* Report damage or missing equipment to the facilities team as soon as possible.
* Report work related accidents, injuries, dangerous occurrences, near misses or suspected breaches of policy to the facilities team or line manager or via whistleblowing. For more details about whistleblowing, refer to the policy on the intranet.
* Have a duty of reasonable care for themselves and others under the Health and Safety at Work Act 1974.
* Committee chairs and staff hosting external visitors are responsible for ensuring visitors are informed of fire safety information and other relevant health and safety information.
* Follow protocols and policies contained on the staff intranet pages.

**Trade union**

1. UNISON, as NICE’s recognised trade union, will nominate a health and safety representative to represent NICE’s UNISON members on health and safety matters and assist in the review of the health and safety policy.

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# Policy and Procedure

**Health and safety policy arrangements**

1. The following section gives detail on how NICE manages the various aspects of its health and safety arrangements. In some cases, further detail is given in additional procedures and where relevant these are referenced for further reading.

**Accident management & first aid (First Aid at Work Regulations 1981)**

1. Specific detail is given in the Accident, incident and near miss reporting procedure and form found on the intranet.
2. In compliance with the First Aid Regulations 1981, approved Code of Practice and Guidance, NICE has put the following in place in each office:
* Dedicated, secure and private first aid room.
* First aid equipment, including suitably stocked, secured and properly identified first aid containers.
* An accident, incident, and near miss keeping log, retained by facilities.
* Appointed and trained first aiders, displayed on first aid boards in the office and on the intranet.
1. Staff have a duty to report work-related accidents, incidents or near misses:
* occurring on NICE premises
* conducting NICE business offsite
* while working from home.
1. The Chief People Officer has overall responsibility for ensuring that Reporting of Injuries, Diseases and Dangerous Occurrences (RIDDOR) is completed as required, and compliance with the First Aid at Work Regulations 1981.
2. Staff with existing medical conditions that may require first aid should inform their manager and where appropriate occupational health, HR and nominated first aiders or facilities. Training for first aiders and team members will be sought in cases where specialist medicines and devices may be required.
3. For the avoidance of doubt, first aid should only be administered by a suitably qualified individual. However, in the case of serious injuries and illness emergency services (999) should be called immediately, followed by informing the facilities team.

**Chemicals**

1. Control of Substances Hazardous to Health (COSHH) is applied to cleaning materials and toner cartridges. Cleaning materials are held in a locked cupboard with access limited to cleaning staff and the facilities team. Toner cartridges are only replaced by facilities or IT staff.

**Communication**

1. There is a dedicated health and safety page on the intranet. This contains policies and procedures as well as details and membership of the Health and Safety Committee.
2. Health and safety law notices, fire safety and first aid information are on prominent display in both offices.
3. The Health and Safety Committee discuss issues, which are then addressed or communicated to the OMC for further consideration. A communications officer is a member of the committee.
4. Amendments and updates to the health and safety policy are communicated to staff via the established internal communications channels.

**Consultation**

1. NICE has a duty to consult and engage with staff on issues which may affect their health and safety whilst at work. NICE also recognises that consultation as defined in the regulations is a two-way process and is not limited solely to informing individuals of what is to happen on specific issues.
2. Staff are encouraged to raise health and safety issues with the facilities team.

**Contractors (maintenance, repair and works)**

1. Contractors may be used for specific tasks relating to office maintenance and repair. The facilities team or landlord ensure:
2. Work activities are designed to minimise risk. Where appropriate a risk assessment and method statement (RAMS) will be undertaken by the contractor and shared with facilities and the landlord prior to commencing work.
3. Contractors maintain standards of health and safety.
4. Oversight of contractors whilst on the premises.
5. Contractors who are working unaccompanied are to be provided with a health and safety induction.
6. Contractors are provided with the correct lanyard in order that other staff and visitors can quickly identify that they have permission to be on site.

**Display screen equipment (DSE)**

1. A training module for DSE is available in My Learning on ESR. If you require further assistance after completing the online training, the facilities team will perform an individual DSE assessment and provide necessary equipment and advice.
2. NICE will reimburse up to £25 for eye tests and up to £50 for glasses for DSE usage as certified by an optician. This can be reclaimed via the expenses system.

**Electrical hazards (Electricity at Work Regulations 1989)**

1. Electrical hazards may arise via the mains supply in the office and via portable electrical equipment which may be used. The mains must be inspected and tested at least once every five years. Portable appliance examinations, and where appropriate testing (PAT), is undertaken on a biennial basis. Responsibility for arranging examinations and testing sits with the facilities team. Staff will be notified if they need to return IT equipment for testing.
2. Only authentic mobile phone chargers should be used in NICE offices. Counterfeit chargers are often made with poor quality components that fail to meet UK safety regulations. This means they can cause injury, electrical shocks and even fires.
3. Maintenance of electrical equipment, fixtures and fittings, together with the removal or installation of electrical equipment, fixtures and fittings will be carried out by authorised contractors or trained qualified persons. A record of electrical work carried out on NICE premises is maintained.

**Fire (Regulatory reform (fire safety) Order 2005)**

1. Specific detail is given in the following documents found on the intranet:
* Manchester fire evacuation procedure
* London fire evacuation procedure
1. NICE has the following in place in each office:
* A fire risk assessment for Manchester and London is completed annually by an external specialist. An ongoing plan to manage fire risks as advised by the risk assessments is managed on each site.
* A weekly inspection of health and safety provision is undertaken by the facilities team, including fire safety precautions such as exit doors, routes and extinguishers.
* Fire warden and fire awareness training, as determined by the fire risk assessment is arranged by the facilities team.
* A mandatory health and safety induction on the first day of attendance at the office for new starters. Responsibility for which lies with the facilities team.
* Communication of fire evacuation procedures to visitors. Responsibility for which lies with committee chairs or the meeting host. Committee chairs are provided with a script which should be read out at the commencement of each.
* Committee chairs informing all members of the fire evacuation procedure.
* Regular fire alarm testing (Friday mornings, Manchester office and Thursday mornings, London office) and annual planned fire drills.
* NICE staff and visitors must ensure that the facilities team are aware of health conditions, disabilities or mobility restrictions that may impact upon ability to safely evacuate the building. Facilities will work with colleagues within the relevant team to ensure that a named buddy is allocated, and a personal emergency evacuation plan (PEEP) is in place.

**Health and safety Committee**

1. The Health and Safety Committee meet every two months and is chaired by the Chief People Officer. Terms of reference can be found on the intranet. Attendees include representatives from Facilities, Human Resources, UNISON and Communications.
2. Standing items on the agenda include:
* Accidents, incidents and near miss report
* Policy and legislation updates
* Risk assessments, inspections, and audits
* Maintenance

**Health surveillance**

1. There are currently no activities undertaken within NICE which may necessitate health surveillance (e.g., high noise levels, exposure to specific chemicals or skin irritants, forklift drivers, night workers, etc.).

**Heights**

1. Only trained facilities staff carry out tasks that involves working at height.
2. Contractors operating at height are expected to adhere to their own health and safety policies and risk assessments.

**Home and flexible working**

1. Specific detail on home working is given in the home working policy. This also applies to office-based staff that work flexibly from home.
2. Staff who work from home must complete the homeworking health and safety risk assessment form. This is shared with facilities and HR who will provide reasonable and necessary equipment.

**Lone working and out of hours office access**

1. Specific detail on lone working is given in the lone working policy.
2. The nature of the work undertaken by NICE is such that staff, or others working on our behalf, are not routinely expected to work in isolated locations on jobs or tasks which give rise to an increased risk to that person's health and safety due to hazards associated with the task. Staff are requested to notify their line manager, HR and the facilities team if they have a medical condition which may cause a risk to themselves if they are in the office on their own.
3. The NICE core office hours are 8am to 6pm, Monday to Friday. If staff need access outside of these hours they must contact facilities and adhere to NICE’s lone working policy.
4. The office facilities should not be used for anything other than the intended purpose unless there is explicit permission from the Chief Executive.

**Maintenance**

1. Staff must report defective equipment through the facilities helpdesk, or in person/by phone if the defect is urgent or dangerous. Arrangements will be made for repair or replacement. Staff should not attempt to make repairs.
2. Facilities maintain a log to ensure that equipment which requires routine servicing or maintenance is done so within the time schedule required.
3. Weekly health and safety inspections are undertaken by the facilities team. A log is maintained, and records of inspections kept for a minimum period of three years.

**Moving and handling**

1. Moving and handling tasks do not usually take place within NICE except for the facilities and IT teams. NICE will take reasonably practicable steps to minimise and control risks arising from this. This includes ensuring the risk assessment process includes moving and handling activities, that risks are reduced where appropriate and where risks remain, training is given to staff potentially at risk.
2. Moving and handling training is provided to appropriate staff involved in moving and handling.

**Pregnant workers and new parents**

1. Further detail on pregnant workers and new parents can be found on the parent page of the intranet.
2. NICE does not use chemicals which are harmful to pregnant workers and new parents.
3. HR provide all pregnant workers and new parents with a risk assessment form. Reasonable arrangements and adjustments will be made as determined by individual needs and job role. Advice and support may be sought from the HR team. As appropriate the facilities team should be informed in order to assist in making necessary adjustments and to ensure that all areas of health and safety such as fire safety are considered.
4. In Manchester, the first aid room is available for expressing and storing milk. In London, there is a mother and baby room for this purpose.

**Occupational health service**

1. NICE has an outsourced occupational health service which offers independent advice to help staff and managers address issues which affect physical and mental health and wellbeing. The service also advises on safe working practices and safe working environments for individuals with additional requirements. The service is usually accessed via a referral by a line manager or HR. Further information can be found on the intranet, or from the HR team. Further detail on occupational health referrals can be found within the sickness absence policy.
2. New staff have pre-employment checks with our occupational health service to assess fitness to work and identify reasonable adjustments which may assist the new starter. These checks are arranged through the HR team.

**Office security**

1. Staff are expected to be familiar with the office protocols which can be found on the intranet.
2. Protocols specifically related to office security:
* Security passes must be visibly worn on the correct lanyard by staff, visitors, and contractors.
* Any person present in the building without a pass should be challenged.
* Staff should remain vigilant for tailgaters at security pass points.
* Security concerns be reported immediately to the facilities team or security.
* Lost security passes should be reported to the facilities team as soon as possible.
* Security passes should not be worn outside of the workplace.
1. Should a staff member or visitor be threatened, or feel threatened, by a colleague or member of the public during their work, either physically or verbally, they are encouraged to report this, and NICE will investigate and take appropriate measures. NICE operates a zero-tolerance approach to threatening or abusive behaviour.

**Personal protective equipment (PPE)**

1. Specific tasks may require the use of PPE. This is limited to the facilities team and contractors, except for hi-vis vests which are provided to all fire wardens. Where a need for it is required by risk assessment, NICE will provide PPE, at no cost to staff.

**Risk assessments**

1. Risk assessments form the basis of most health and safety areas and are at the heart of how NICE controls risks faced by staff. The Management of Health & Safety at Work Regulations requires NICE to make suitable assessments of risks to the health and safety of staff and others who may be affected by their activities.
2. Risk assessments identify the significant risks arising from work activities. The assessment will enable identification and prioritisation of the measures needed to comply with health and safety legislation.
3. The health and safety risk assessment process is overseen and managed by the facilities team who undertake assessments or arrange with in-house or external personnel to undertake the assessments.
4. Risk assessments as required by current legislation are undertaken or arranged by the facilities team. These include:
* Office risk assessments, ensuring compliance with management of health and safety at work regulations - annually
* Fire risk assessments, ensuring compliance with fire precautions (workplace) regulations - annually
* Personal protective equipment – as necessary
* COSHH – annually
* COVID-19 business and office risk assessment – as necessary
1. Certain risk assessments are undertaken by individuals and/or with line manager support and these completed assessments must be sent to HR for storing onto the staff’s personnel file. These include
* Homeworking health and safety risk assessment – as necessary
* Pregnant worker and new parent – as necessary
* Young persons – as necessary
* Display screen equipment – available to all staff – as necessary
1. Following the assessments, NICE will take reasonably practicable steps to reduce the risks present.
2. Risk will be raised at and managed by the Health and Safety Committee and where appropriate escalated to the Operational Management Committee (OMC).

**Stress**

1. NICE encourages staff who may be concerned that stress is affecting their health or their performance to report this to their manager and has a range of support for staff who may be feeling stressed. Staff can also approach HR, mental health first aiders or the employee assistance programme (EAP) helpline. Further guidance is available on NICE Space.
2. The EAP provides free, confidential advice and counselling to staff on a range of issues which may affect mental or physical health and wellbeing. Staff can access the service directly via telephone at any time, without the need to discuss with a line manager or HR, although staff are encouraged to discuss such issues with their line manager. Further details are available on the intranet.

**Training**

1. Health and safety inductions are mandatory for new starters and must be carried out on their first attendance at the office. A security pass will be arranged for the new starter’s first working day in the office.
2. NICE recognises that health and safety training has a beneficial role to play within the organisation and is necessary to allow various individuals to perform the tasks expected of them. NICE provides resources for training as necessary (e.g., legally required, arising from risk assessments, identified in appraisals etc.) and provides training during working hours. Facilities maintain a record of first aid and fire warden training and ensure that such training is provided.

**Travelling on NICE business**

1. Further detail can be found in the staff and non-staff travel policies.
2. Staff safety is paramount and as such management discretion may be used to deviate from the policy if staff health and safety may be compromised. Consideration should be given to:
* Personal safety when travelling late at night or in the dark.
* Impact on work life balance of extensive travel and long days.
* Staff personal circumstances.
* Advice issues by the Foreign and Commonwealth Office to British citizens when travelling to countries identified as high risk.
1. Most travel on NICE business should be undertaken on public transport, however there may be certain instances or job roles that require use of a car. Except for cars on NICE’s car lease scheme, when using a car for NICE business, staff should provide the following:
* Evidence of insurance for business use.
* Evidence that the vehicle is roadworthy (sight of annual MOT certificate where vehicle age requires this).
* Sight of a valid driving licence. Either a copy should be forwarded for verification, or a code obtained from GOV.UK to allow NICE to verify driving licence information.

**Working Time Regulations 1998**

1. Although there will be occasions when it will be necessary to work longer than standard hours, managers should ensure that staff do not work long hours on a regular basis. Managers should ensure that staff do not feel under pressure to work more than their contracted hours and are aware of their obligations under the Working Time Regulations 1998. If staff find that they are regularly working more than the maximum hours they should discuss this with their manager, grandparent manager or HR. Working hours is addressed as part of the health and wellbeing group’s responsibilities.

**Related policies and procedures**

* Fire safety policy
* Lone working policy

**Monitoring**

An equality impact assessment has been carried out for this policy, for a copy of this email workforceequality@nice.org.uk.

**Version control**

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| --- | --- | --- | --- | --- |
| **Version** | **Date** | **Author** | **Replaces** | **Amendments** |
| 1 | March 2018 | Facilities | N/A |  |
| 1.1 | September 2019 | Facilities | Version 1 | Changes to directorate |
| 1.2 | June 2022 | Facilities | Version 1.1 | Amendments made as per the policy development and review procedure. Changes to directorate and chief people officer added. Version control added.PUWER act added in the legislation section.Slight amendment to H&S statement on CFO and board membership. |