



BRUNEL ROAD, LEOMINSTER ENTERPRISE PARK, LEOMINSTER HR6 0LX

HEALTH & SAFETY ORGANISATION

The organisation for safety parallels the general management structure of the Company: each level of management is responsible for those below, and accountable to those above; to the extent that one has control, one has responsibility. This is so that responsibility for ensuring high standards of safety performance remains with those who design, arrange, or direct the work of the Company, and to foster a thriving safety culture throughout the Company.

As an employer, the Company bears ultimate legal responsibility for the safety of staff and other people affected by the Company's activities. The Company entrusts the Senior Management Team with the provision of management oversight for health safety. The Senior Management Team is also the central consultative forum for the discussion of safety matters as employer and between its employees. The Company delegates certain duties to senior officers of the Company who therefore have a responsibility to ensure that these are carried out effectively.

Executive responsibility for putting decisions of the Company into effect on a day-to-day basis is delegated to the Senior Management Team. Departmental Managers must consider how this policy affects the work of their Department, and arrange for duties to be further delegated as is appropriate.

The Senior Management of the Company is charged with ensuring that this Policy is implemented effectively. They will ensure that the safety management of the Company as a whole complies with this Policy both in general and as regards specific safety legislation. This will be achieved through the development of appropriate policies, adequately resourced, in support of this general Statement, and the fostering of a culture that demands a high standard of safety performance from all members of staff.

Senior Managers are charged by the Company with general management oversight of the constituent Departments of their areas of responsibility. In giving stewardship of resources to Senior Managers, the Company thereby also delegates a responsibility to consider the safety implications of decisions taken about its disposition. In terms of ensuring the quality of safety management in their areas of responsibility, Senior Managers should take the following action: -

Keep themselves familiar with the requirements of this Policy and Company and regulatory guidance as it affects the work of their areas of responsibility;

Take steps to ensure that the safety management in each area complies with this policy both in general, and as regards specific safety legislation;

Ensure that each area has in force a suitable statement of safety policy, containing not only a statement of local policy made by the responsible manager, but also details of the areas organisation to implement the policy, and day to day arrangements to put the policy into effect and monitor its effectiveness;

Ensure that in compliance with safety legislation, formal risk assessments are completed (in each area where this is required by law) to ensure the control of all significant hazards, and that the outcome of these are effectively implemented;

Ensure that safety management is at the core of all planning activities;

In order to assist in the discharge of these duties, the Company may wish to appoint an external safety consultant to act as a Co-coordinator;

Submit a brief report on the effectiveness of safety management across their area of responsibility to the Directors of the Company as necessary.

Accept their own responsibility for safety, and oblige colleagues to do the same.

Allocate the necessary resources – including time and money – to those who have been allocated key safety duties.

Provide the necessary information, instruction and training to enable all staff to perform their work in a safe manner, and encourage and support their attendance at relevant Company and external safety training events;

Establish effective lines of communication amongst all persons concerned;

Take personal action – or empower members of staff to act – to suspend or stop any activity that is dangerous or not carried out within the requirements of the safety policy;

Actively monitor safety performance. Active monitoring is the simplest way for Senior Managers to demonstrate their personal commitment to the success of this Policy;

Ensure that all work related accidents, near misses, and ill health can be identified, recorded, and investigated, and the outcome(s) of any investigation sent to the Safety and Environmental Protection Services. (In the event of a serious accident, Senior Managers may be asked to give account of the circumstances to Company or external investigators).

All Company Staff

All staff employed by the Company are expected to comply with any safety arrangements that are in force within the Company. Staff are also under a legal obligation to take reasonable care for the health and safety of themselves and others. Anyone contravening these stipulations may be subject to Company disciplinary proceedings and possible legal action. It is also an offence for any person to interfere with or misuse anything that is provided in the interests of safety.

Many members of staff work in premises that are not owned or operated by the Company. This may be their routine in the case of hospital premises, or it may be exceptional, in cases where members of staff visit other employers, such as research partners. The Company has management agreements with those other employers where our members of staff work routinely. In summary, Company personnel should follow Company guidance as far as day-to-day legal compliance is concerned, and should follow the guidance of the owner of the premises as far as emergency procedures are concerned. In case of doubt, Safety and Environmental Protection Services should be consulted.

Visitors

Such people are not subject to the same legal obligations as employees, but they still have certain legal responsibilities. The Company expects that all visitors will exercise due regard to those working around them, and to those who may be affected directly and indirectly by their presence.

Communication on Health and Safety

For this Policy to be effective, prompt and accurate communications must exist throughout the Company. Members of staff in a line management or supervisory position therefore have a responsibility to ensure that information which they may receive on safety matters is disseminated to those working within their area of responsibility to whom it may be relevant, and ensure that it is acted on appropriately.

Competence in Health and Safety

As a multifunctional establishment due weight must be given to instruction in safety matters as an integral part of the Companies activities. The Company is also committed to training staff to enable them to carry out their duties both effectively and safely. Much of this effort will be concentrated at Senior Management level. Senior Managers should periodically review the training needs of both new and existing staff, and integrate appropriate training into their staff development programme.