

EPSRC

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and skills

EPSRC Policy Document

HR4 HEALTH AND SAFETY POLICY

Version	Date	Author(s)	Owner	Comment
0.1	1 April 2011	Peter Ethelston	H&S Advisor	

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HR8 HEALTH AND SAFETY POLICY

EPSRC wants to be an efficient and effective organisation. As part of this, EPSRC wishes to be seen as an employer of choice and to be seen by all as an organisation that operates according to high ethical standards, policies and processes.

EPSRC aims to have a policy framework which is clear, accessible and compliant with current employment law, which conforms to the current ACAS Code of Practice, and promotes equality and diversity in the workplace.

1. Aim

The aim of this policy is to define the EPSRC framework for ensuring Health and Safety at Work.

2. Purpose

The purpose of the HR 4 Health and Safety Policy is to provide an appropriate framework within which to manage Health and Safety at Work.

This policy replaces the following CEMs and supporting policy documentation:

CEM	Supporting Policy Documentation
	No associated documents

3. Scope

This policy applies to all EPSRC employees.

4. Responsibilities

The Chief Executive (CEO) has ultimate responsibility for:

- Health and Safety in EPSRC.
- Exercising his responsibility for Health and Safety on behalf of the Council and having statutory and common law accountability for EPSRC's compliance with legislation.
- Ensuring that arrangements to fulfil his responsibility for Health and Safety are established, operated effectively, monitored and reviewed, and continuously improved in the light of experience and external best practice.
- Ensuring the provision of adequate resources to implement this Health and Safety Policy.

Line Managers are legally responsible for:

- Ensuring the Health and Safety of employees, visitors and others. This includes responsibility for employees travelling from and working at a non-EPSRC site in the UK and overseas.
- Maintaining the Health and Safety culture in the areas that they manage

- Leading by example by demonstrating through their acts and decisions good Health and Safety practice
- Identifying and controlling hazards in their work areas using risk assessment
- Ensuring employees are adequately trained and instructed to carry out their work in a safe manner, through the provision of appropriate information, instruction and training, and where necessary nominating a suitably competent person to undertake specialised activities.
- Notifying the Health and Safety Advisor (HSA) of any incidents, injuries or near miss incidents in their area so an accident investigation can take place and recording such incidents in the EPSRC Accident Book when appropriate.
- Ensuring regular monitoring of health and safety management activities.
- Ensuring all new starters, visitors and temporary employees have a Health and Safety induction on their first day.
- Ensuring that employees, when travelling on EPSRC business, fully comply with the requirements of the HR8 Travel Policy.
- Ensuring that prior to the event taking place, a risk assessment of all external events is carried out and sent to the HSA and a copy of the venue's Risk Assessment is requested and checked. The risk assessment document and guidelines can be found on SharePoint.
- Ensuring that HSA is notified of any persons working for the EPSRC who are under the age of 18, and that they fully comply with the Young Persons at Work Policy.
- Ensuring that the HSA is notified of any employees who work at home more than 10 percent of their working hours (as they are classed as homeworkers), and that they comply with the Homeworking Policy.

Employees are legally responsible for:

- Taking reasonable care of themselves and others, including colleagues, visitors and contractors, and co-operating fully with managers to achieve a healthy and safe working environment.
- Reporting any actual or potential health and safety problem that they might notice but are not able to rectify it themselves.
- Working safely at all times, assessing health and safety risks in advance of personal exposure to themselves or others and implementing controls to minimise the risk
- Preventing unsafe actions whenever possible and refraining from undertaking unsafe actions.
- The use of protective equipment when supplied.
- Notifying the Health and Safety Advisor (HSA) of any incidents, injuries or near miss incidents in their area so an accident investigation can take place and recording such incidents in the EPSRC Accident Book when appropriate.
- Reporting any incident, injuries and near-miss incidents to their line manager and to the HAS.
- Co-operating and consulting with managers to continuously improve health and safety standards and performance. Consultation between management and employees is provided through the EPSRC Health and Safety Committee.
- The responsibilities of the Health and Safety Advisor is listed at Annex D.

5. Health & Safety

EPSRC regards the management of health and safety as an integral part of its business and as a management priority. It is our policy that all activities and work will be carried out in a safe manner and we will ensure the health, safety and welfare of our employees and others who may be affected by our activities.

EPSRC seeks to comply fully with the requirements of the Health and Safety at Work Act 1974 and all other relevant health and safety statutes and regulations, subject only to such exceptions, exemptions and qualifications as are provided for in the legislation.

Our target is for zero accidents and zero work-related ill health to be achieved by applying current best practice in health and safety management. Compliance with current health and safety legislation is therefore regarded as the absolute minimum standard acceptable.

Proper management of health and safety issues is seen as an integral part of the efficient management of EPSRC's activities, and critical to developing the professional culture of EPSRC and establishing and maintaining a solid reputation with all of our stakeholders.

The organisation and arrangements to meet the above objectives and for the implementation of this policy are detailed within this policy.

The objectives of this policy are fundamental to our business and the company directors are responsible for ensuring that the requirements of this policy are achieved.

Management, employees and operatives have responsibility for implementing the specific arrangements made under this policy throughout EPSRC. All employees are expected to read the relevant sections of the policy, familiarise themselves with its provisions and carry out their defined responsibilities.

Employees are expected and encouraged to be proactive on health and safety issues as part of the continued development of the health and safety culture of the organisation.

All employees, contractors and sub-contractors are required to cooperate with EPSRC and their colleagues in implementing the policy and shall ensure that their own work is without risks to themselves and others as far as reasonably practicable.

EPSRC will provide appropriate training and make available competent health and safety advice and adequate resources including time and money so that legal obligations may be met.

6. Delegated Authority

The Associate Director, Operations (ADO), acts on behalf of the CEO and oversees the arrangements for the development and implementation of EPSRC's Health and Safety policies. The ADO reports annually to the CEO on the state of these arrangements, as a means of providing assurance about continuing effectiveness.

Also, the ADO delegates responsibility for the operational management of health and safety matters to the HR Business Partner (HRBP). The HRBP is charged with ensuring that

EPSRC's policies are compliant with legislative requirements and best practice, and that procedures for the implementation of these policies are effective. The HRBP is also charged with providing the Executive Leadership Team (ELT) with a quarterly report on the effectiveness of the Health and Safety procedures and practices and to notify the ELT of any actions required to improve the Health and Safety Policy.

6.1 A nominated Health and Safety Advisor (HSA) reports to the HRBP, who has a responsibility for the delivery of EPSRC's health and safety policies. The duties of the HSA include investigating accidents, disseminating information, training, providing advice on health and safety matters (to both management and employees), and contributing to policy development. The HSA is supported by a number of employees across the Office, who have received training on specific areas of health and safety, and maintains a network of relevant external contacts, including the other Research Councils' Health and Safety Advisors.

6.2 Consultation between management and employees is provided through the EPSRC Health and Safety Committee. The Committee, comprising management and Trade Union nominees, is chaired by the HSA and meets annually. Its role is to advise the HRBP on the effectiveness of EPSRC's Health and Safety policies and procedures. The Health and Safety Committee considers accident and other Health and Safety reports prepared by the HSA, reviews arrangements for training and information dissemination, and contributes to the development of procedures.

7. Safety Arrangements

7.1 Building Safety Arrangements

EPSRC employees are situated on the Research Council campus which constitutes Polaris House and North Star House. Offices are shared with other Research Councils in Polaris House and with the Technology Sector Board, MRC and other organisations in North Star House. EPSRC employees are also located in our Washington office. Health and Safety arrangements pertaining to the structure of the Washington office is controlled by their landlord.

The Joint Building and Office Services (JBOS) unit (for Polaris House) and Monteray Ltd (for North Star House), are responsible for administering all health and safety arrangements pertaining to the structure of the respective buildings and the grounds within the sites. EPSRC contributes to the development and monitoring of these arrangements through representation on the Research Councils' Joint Health and Safety Committee and the JBOS Advisory Committee.

The names of all employees that have specific responsibilities for health and safety matters are set out in Annex A.

7.2 Accidents and Dangerous Occurrences

All accidents and dangerous occurrences, which result in injury, must be reported and recorded in the EPSRC Accident Book, held by the HSA in EPSRC HR (for Polaris House) and by Reception in B1 (for North Star House). Employees involved in incidents are responsible for reporting them, but managers or colleagues must make the report if the individual is unable to do so.

Any employee who suspects that they have an illness which has an occupational origin, i.e. stress, must report this to the HSA.

The HSA monitors the EPSRC Accident Book monthly to ensure that any serious incident is investigated thoroughly and that the appropriate action is taken to prevent a reoccurrence.

The HSA (or in their absence any members of the EPSRC HR & Office Facilities team) are responsible for reporting, to the HSE, any accident or occurrence reportable under the Reporting of Injuries, Diseases, and Dangerous Occurrences Regulations (RIDDOR) 1995.

7.3 Safety Hazards

Employees should notify their line manager, in the first instance, about any circumstances that they consider could constitute a health and safety hazard.

The HSA is the liaison officer with the local Health and Safety Enforcement Authorities and should be consulted about any matter which could have legal implications.

7.4 First Aid

EPSRC follows the Health and Safety Executive's Approved Code of Practice, which lays down the criteria that should be adopted to determine what equipment, facilities and personnel are required to meet the First Aid Regulations. The detailed arrangements for first aid are set out in Annex B.

A First Aid Co-ordinator, nominated by management, is responsible for ensuring that adequate first aid is provided for EPSRC employees through suitably trained employees and equipment. First Aiders are volunteer employees, who are issued with standard first aid boxes and are trained to the standards required by the Health and Safety Executive. They are distributed around the buildings and their location will be clearly indicated by special signs. Names and extension numbers of North Star House First Aiders will be posted on the Health and Safety notice board on B1 reception.

Part of the responsibilities of First Aiders is to provide cover during lunch times. First Aiders receive a small payment in recognition of their voluntary contribution.

7.5 Fire Precaution and Evacuation

The HSA acts as EPSRC's Fire Precautions Officer and is responsible for :

- the selection, appointment and training of fire wardens;
- co-ordinating training of employees on all aspects of fire precautions and regulations;
- ensuring that periodic checks are made to ensure the maintenance of appropriate equipment and the designation of fire points;

Fire procedures for Polaris House and North Star House are attached at Annexes E and F.

For Polaris House, EPSRC appoints Incident Control Officers (ICOs) who report to a Senior Incident Control Officer. The duties of ICOs are to take control of procedures for dealing with emergencies and incidents (both real and practice) anywhere on the Polaris House site. In conjunction with ICOs from the other Councils, under the co-ordination of the Chief Incident Control Officer (the Head of JBOS), they are responsible for ensuring that emergency and evacuation procedures are carried out effectively, efficiently and safely from Polaris House. ICOs receive a small payment in recognition of their voluntary contribution. This role does not exist for North Star House.

7.5.1 Contractors and Visitors

Contractors have obligations under the law, but are also required under the terms of their contracts, to comply with the Health and Safety policy and rules of EPSRC. It is the responsibility of managers to ensure that they are made aware of EPSRC's safety policies and procedures.

Managers employing contractors must give the HSA advance warning of the date when contractors will begin work on the site, in order that appropriate instruction can be provided, and should also advise the HSA of any potential safety hazards that their activities might create.

Employees receiving visitors are responsible for ensuring their health and safety. Visitors must be given instruction on the evacuation procedures for Polaris House and North Star House, as appropriate. All visitors must be signed in and out of Reception (Polaris House or B1, North Star House respectively) for safety and security reasons.

Children (i.e. any person under the school leaving age of 16) are not allowed in offices, meeting rooms or any other work areas, but they may be brought to the restaurant and social area in Polaris House. Whilst they are in the building, children must be accompanied by an adult at all times.

For health and safety reasons, animals, other than guide/hearing dogs, are not permitted anywhere on either site.

The HSA must be notified of any young persons, i.e. persons under the age of 18, working on either site.

7.6 Safety Inspections

The HSA is responsible for ensuring that comprehensive annual inspections are carried out in all areas of the building occupied by EPSRC employees. Ad hoc inspections are also carried out whenever there has been a major restructuring of the accommodation in any part of the Office. Following each inspection, the HSA submits a report of findings to the manager of the area under examination. Managers are responsible, in collaboration with the HSA, for ensuring that any identified problems are rectified.

The HSA ensures that monthly safety tours of the building are undertaken, with the purpose of identifying any readily apparent problems (for example, missing fire extinguishers and loose carpets).

Inspections of joint service areas are the responsibility of host Councils/JBOS in Polaris House and Monterey Ltd in North Star House. Reports of the inspections of all joint areas are distributed to the HSA from these bodies following inspections.

7.7 Electrical Safety Testing

To comply with Electricity at Work regulations, all portable electrical appliances are checked once every three years by qualified electricians. A visual inspection of all portable electrical appliances is carried out every year. Employees must identify, and make available, all items of electrical equipment which have been issued to them, whenever this is required. This includes items which have been issued for home use.

All new items of portable electrical equipment are checked before issue, unless they carry a European Conformity ("CE") marking. However, any new items which have to be constructed before use are checked, irrespective of this marking.

In compliance with regulations, all items of fixed electrical equipment are inspected once every five years (JBOS for Polaris House, Monterey for North Star House).

8. Training

Safety is the concern and responsibility of all employees, and EPSRC recognises the importance of effective and timely training which enables employees to undertake these responsibilities.

8.1 Induction Training

Line managers are responsible for providing new employees with basic safety training on their first day. This should cover information that is essential for their well-being and the well-being of other employees, including the location of fire alarms, fire exits, fire fighting appliances, assembly points, first aid boxes, First Aiders and the Accident Book.

The HSA provides formal safety induction training to all new employees. All employees (including contractors and temporary employees) must attend these training sessions.

8.2 Fire Training

Fire training refresher courses are arranged annually, as a requirement of the Regulatory Reform (fire safety) Order 2005. All employees must attend these training sessions.

8.3 Specialist Training

The HSA is responsible for ensuring that all employees with special health and safety responsibilities (e.g. fire wardens and first-aiders) are provided with the knowledge and skills they require to carry out their duties. Employees and their line managers, in conjunction with the HSA, are responsible for identifying any other training needs which relate to the nature of a particular job (e.g. safe manual handling and the handling of hazardous substances) and notifying these to the HSA.

All safety representatives are allowed reasonable time off with pay (during normal working hours) in order to undertake any relevant training.

9. Information Dissemination and Advice

Employees are kept informed about changes and achievements in health and safety matters through the publication of safety notices and on SharePoint, and dissemination of the minutes of Safety Committee meetings. The HSA can also be contacted at any time for specific or general advice about health and safety issues. Any member of EPSRC HR should be consulted in the absence of the HSA.

Detailed guidance is available on the following:

- Use of Display Screen Equipment.
- Safe Manual Handling (including use of photocopiers and printers).

- Electricity at Work.
- Control of Substances Hazardous to Health.
- Home/mobile working.
- Driving Policy.
- Travel Policy.
- Stress Policy.
- Young Persons at Work.

Disabled employees who experience problems with their physical working environment, or who identify a need for special equipment to help them do their job, should discuss these with line manager. Additional advice can be obtained from the HSA.

10. Risk Assessments

Risk assessment involves the identification of hazards and the evaluation of the likelihood and seriousness of risks to employees. This is considered to be an essential aid to good health and safety management. It is the responsibility of the line manager, in the first instance, and then HSA to ensure that hazards and risks are identified and assessed and that appropriate control measures are adopted.

Risk assessments for employees are conducted on individuals at the earliest possible opportunity following entry to the organisation. In addition, re-assessments are carried out whenever a significant change in the environmental conditions affecting a particular employee occurs (e.g. following major accommodation moves, or the issuing of new items of furniture). It is the responsibility of employees to bring any such changes to the attention of the HSA.

Special arrangements are made for home workers, defined as any employee who works at home for more than 10% of their standard hours. Risk assessments are carried out through a questionnaire, which may be followed up by a home visit. Additional equipment, such as a desk or chair, will be provided if this is assessed as necessary to ensure a safe and healthy working environment. EPSRC will also arrange for annual electrical testing of non-portable computer equipment (e.g. a PC) to be carried out.

Risk assessments are performed by nominated, and trained, individuals. Following an assessment, a list of actions, required to rectify any identified problems, is prepared, and it is the responsibility of the HSA to ensure that this is discharged as quickly as possible. Any significant issues are also brought to the attention of the manager of the area concerned.

Line Managers and employees are required to assess all activities before personal exposure to themselves or others who may be affected by their activities.

Any employee, who is unsure whether a risk assessment has been completed for their job or area, should contact the HSA. Any other queries regarding the conduct of risk assessments should also be referred to the HSA.

11. Health and Safety Committee

The EPSRC Health and Safety Committee meets annually. It is advisory and reports to the Associate Director, Operations through its Chairman, the HSA. Membership includes

representatives appointed by the Trade Union Side and a representative from Joint Building and Office Services (JBOS). The terms of reference and membership of the Committee are attached at Annex C.

12. Safety Representatives

Under the provisions of the Safety Representative and Safety Committees Regulations, a recognised trade union may appoint representative(s) from amongst the employees. The functions of a safety representative are to:

- Investigate potential hazards and dangerous occurrences, and to examine the causes of accidents, at the workplace.
- Investigate complaints by any represented employee relating to that employee's health, safety or welfare at work.
- Make representations to the employer on any general matters affecting the health, safety or welfare of employees at work, or any specific matters arising out of (i) and (ii) above.
- Carry out inspections.
- Represent employees in consultations at the workplace with inspectors of the Health and Safety Executive and of any other enforcing authority.
- Attend meetings of safety committees as a representative in connection with any of the above functions.

13. Health Issues

13.1 Smoking

Smoking is forbidden in the building, at all times, except in the designated smoking shelter located outside of the building

13.2 Visual Display Units

EPSRC offers all employees a free eye test voucher, allowing the choice of the most convenient optician from a network of more than 7,000 across the UK. Where spectacles are found necessary to correct sight defects which are of specific significance to work with visual display units, EPSRC will contribute towards the cost, depending on the level of the prescription.

13.3 Health Promotion

EPSRC has a very positive outlook on health promotion, recognising the significant reciprocal benefits for employee and employer. Currently, there are three principal schemes offering free health screening, 'flu' protection and physiotherapy services. Access to these schemes is available to all employees, and EPSRC will ensure that this applies to any future initiatives in this area.

14. Employee Wellbeing

An employee assistance programme (First Assist) is available, free of charge, to all employees. General advice on employee wellbeing matters, which fall outside this service, can be obtained from the EPSRC HR Team. See also Employee Wellbeing Policy, HR4.1.

15. Travelling on Business

All employees should ensure they are fit to undertake the journey in question, and consult a doctor first if there is any doubt. The EPSRC travel insurance does not cover any travel taken against the advice of a medical practitioner.

Employees should take reasonable precautions whilst travelling and avoid unlicensed transportation, observe security and safety arrangements and avoid exposure to any undue risk. Deliberate exposure to danger is not covered within EPSRC travel insurance.

Under the Corporate Manslaughter and Homicide Act, EPSRC is required to ensure that employees can be located in the event of an emergency or terrorist threat. All employees travelling on business for EPSRC are required to notify their line manager of their itinerary and contact details prior to departure. Non-EPSRC attendees have a responsibility to provide EPSRC colleagues with their itinerary and contact details before departure.

All non-EPSRC attendees, attending an EPSRC meeting, are required to notify the meeting convenor of their itinerary prior to departure (via e-mail).

Please see the HR8 Travel Policy for full details of Health and Safety requirements related to travel.

16. Flowchart

This Policy does not have a flowchart as it is a statement.

17. Record Keeping

EPSRC holds employee information, much of which is confidential.

EPSRC holds information about employees which is processed fairly and lawfully and when information is requested from employees they will be informed of the purposes for which it is required.

EPSRC HR will keep all Health & Safety actions on a database. Line managers must ensure that all paperwork relating to Health & Safety is completed and sent electronically to EPSRC HR.

18. Related Policies

- HR4.1 Employee Wellbeing Policy
- HR4.2 Stress Policy
- HR5.6 Flexible Working Policy
- HR8 Travel Policy

19. Responsibility for monitoring this Policy

The responsibility for monitoring this policy rests with the HRBP.

20. Responsibility for reviewing this Policy

Reviewer	Approver	Frequency
HR Business Partner	Associate Director, Operations.	Annually

Annex A Personnel with Health and Safety Responsibilities

Dated: 1 April 2011

GENERAL

Dave Delpy	Chief Executive
Andrew Lewis	ADO
Peter Ethelston	HR Business Partner
Janet Allinson	Health & Safety Advisor
Linda Norris	EPSRC representative on the First Aid Committee

MEMBERS OF THE EPSRC HEALTH AND SAFETY COMMITTEE

Janet Allinson	Health and Safety Advisor (chair)
Linda Norris	Secretary
Michelle Orchard	Safety Officer for Joint Reprographic Service
Tina Ryan	JBOS Representative
Jonathan Wakefield	Employee Representative
Katherine Rosier	Employee Representative
Jeanna Gowland	Employee Representative
TBA	North Star House Representative
TBA	TU Representative

EPSRC FIRE WARDENS

Polaris House

Duncan Carnan
Kathy Squires
Lesley Rushton
Sue Carter

North Star House

Sue Gilchrist

EPSRC FIRST AIDERS

Polaris House

Lata Egonu
Jeanna Gowland
Jonathan Wakefield
Denise Dabbs
Suzanne Groake-Oliver
Cheryl Hewer

North Star House

TBC

EPSRC INCIDENT CONTROL OFFICERS

Polaris House

Jonathan Wakefield

North Star House

Not Applicable

RISK ASSESSORS

- Janet Allinson

DSE ASSESSORS

- Janet Allinson

EMPLOYEE WELLBEING

- Linda Norris

Annex B The Research Councils' Joint Safety Arrangements

Dated: 1 April 2011

BBSRC, EPSRC, ESRC, NERC and STFC share a common site at Polaris house in Swindon, and make use of meeting facilities at MRC's premises at One Kemble St in London. EPSRC also has employees based in North Star House.

Each of the Councils has responsibility for the safety of its employees, its visitors and contractors and each has its own stated safety policy and safety arrangements at all its establishments. However, the sharing of premises and facilities lead to the need to establish joint safety arrangements, where practicable, and these are detailed below:

1. Safety Committees

Each Council has appointed its own local Safety Adviser and its own Safety Committee.

The Chairmen of each Safety Committee and the Safety Advisors from each Council will meet as necessary to ensure effective co-ordination and consistent standards.

2. Safety Inspections

Each Safety Committee is charged with the function of inspecting, monitoring and reporting on the safety arrangements within its own direct areas of responsibility, including those held for the joint benefit of each Research Council. It is necessary to recognise that there are areas of joint use and it has been agreed that the respective Councils in charge of said areas will be responsible for the inspections. Safety Inspection reports of areas used jointly by all Research Councils employees, i.e. reception, meeting rooms, social area etc, will be circulated to all Councils by the respective Council carrying out said inspection. Any Research Council Safety Officers or Chairmen of Safety Committees can report to the respective Council in charge of said area if they have an incident or near miss by any of their employees.

3. First Aid

Responsible Officers have been appointed by each Research Council to oversee the first-aid arrangements. First aiders have been appointed in Polaris House and in North Star House. Their locations are indicated by a white cross on a green background in the corridor next to their office or hanging from the ceiling in open plan areas. They are equipped with standard first-aid boxes and trained to the standard required by the Health and Safety Executive, and can be called upon by any Council.

4. Fire Fighting and Evacuation

The BBSRC (through JBOS) has the responsibility for monitoring the local provision of emergency procedures and fire fighting equipment in Polaris House and for ensuring that they remain adequate for the continued purpose and use of the buildings.

The BBSRC Chief Incident Control Officer has the responsibility for the Incident Control Officers and Fire Wardens who have been appointed by each Research Council for the Polaris House Site. These Incident Control Officers and Fire Wardens are trained to assist in

ensuring the safe evacuation of the site. Separate arrangements for MRC's premises in London have been agreed and officers have been appointed to oversee these arrangements.

Monteray Ltd takes this responsibility for North Star House.

5. Emergencies

The Chief Incident Control Officer for Polaris House and Monteray Ltd for North Star House, are responsible for establishing or agreeing the necessary arrangements and procedures for emergencies on behalf of Council employees in all buildings.

The appointed Incident Control Officers have also been charged with the duties of securing areas when emergencies, such as bomb threats, have been announced. They will advise on precautions and local arrangements and assist the Chief Incident Control Officer in carrying out their duties. Details of Incident Control and Emergency Procedures are contained in "Emergency Procedures Booklet", issued by the HSA.

6. Buildings and Grounds Maintenance

BBSRC is responsible for the maintenance of all Buildings and Grounds within the boundaries of Polaris House site, the carrying out of risk assessments, providing instructions to contractors employed by BBSRC for maintenance work on site, and upkeep of all the associated and maintenance records. It is the responsibility of each Council when directly employing on-site contractors to provide instruction on site safety and fire regulations. Appropriate risk assessment should be completed and other Councils informed as necessary.

Any defects, damage or hazards associated with the safe provision of the Buildings or the Grounds should be reported to BBSRC JBOS (Room N009 Ext 1660).

Monteray Ltd retains the same responsibility for North Star House. Any defects, damage or hazards associated with the safe provision of the Buildings or the Grounds should be reported to the HSA.

7. Councils' Agreement

This statement supersedes any previous Joint Council Safety Policy Statements, which are hereby cancelled. The statement has been seen and approved by the Trade Union Side and has been signed on behalf of the five Research Councils.

Annex C EPSRC Health and Safety Committee

Dated: 1 April 2011

Terms of Reference

Objectives

1. To advise the Associate Director, Operations on all matters affecting the health and safety of EPSRC employees, contractors and visitors
2. To promote co-operation between management and employees in instigating and developing measures to ensure the health and safety of all employees, and to act as a focus for employee participation in the prevention of accidents and dangerous occurrences.
3. To consider reports provided by the EPSRC Health and Safety Advisor, submitted by safety representatives and received from external enforcing authorities.
4. To analyse accident and incident information and trends, with a view to advising management on any unhealthy or unsafe conditions and practices and recommending corrective actions.
5. To assist in the development of safety rules and working practices.
6. To consider the effectiveness of the arrangements for safeguarding and promoting the health of employees, and to advise on opportunities for improvement.
7. To consider the effectiveness of health and safety training, communications and publicity.

Membership

The membership of the Committee shall consist of representatives appointed by management (including one representing employee from North Star House) and the Trade Union Side. A member of BBSRC's Joint Building and Office Services shall also be invited to attend meetings, and other employees may be co-opted for particular meetings when subjects on which they have particular expertise are to be discussed.

Working Arrangements

1. The Committee shall meet once a year, and on such other occasions as are deemed necessary by management or the Trade Union Side because of pressure of business.
2. The Secretary of the Committee is responsible for arranging meetings and shall invite suggestions from all members of the Committee for items for the agenda of meetings. The agenda shall be distributed at least one week before a meeting.
3. Minutes of Committee meetings shall be prepared within two weeks of a meeting and disseminated to all EPSRC employees

Annex D Role of the Health and Safety Advisor

Dated: 1 April 2011

The responsibilities of the Health and Safety Advisor are listed below:

1. To provide authoritative and independent advice on health and safety matters to employees and all other persons visiting EPSRC, including contractors.
2. To promote a positive health and safety culture which helps to ensure the effective implementation of policies.
3. To ensure that health and safety risks within office space occupied by EPSRC employees are identified and assessed, and that appropriate control measures are adopted.
4. To establish and maintain effective procedures for the reporting, investigating, recording and analysis of accidents and potentially dangerous incidents, and to ensure that appropriate preventative measures are taken to guard against any reoccurrence.
5. To ensure the provision in a suitable form of adequate training, instruction and information for all employees and visitors.
6. To establish and keep up-to-date organisational and risk control standards relating to the place of work, usage of substances and equipment, procedures, systems and people
7. To monitor health and safety standards and to prepare health and safety reports, in order to maintain an effective framework for review and audit.
8. To acquire and review information relating to developments in health and safety legislation, in order to help ensure that EPSRC's policies and procedures are updated to reflect new legislative requirements and evolving best practice.
9. To keep the ADO, and through him the Chief Executive, informed about any significant health and safety developments, and to provide assurance about the continuing efficacy of EPSRC's policies and procedures.
10. To collaborate with other Research Council Health and Safety Representatives, and external enforcement agencies, in furtherance of all of the above responsibilities.

Annex E Fire Procedures North Star House

Dated: 1 April 2011

1. BUILDING ADDRESS

The name and postal address for this building is:

**North Star House
North Star Avenue
Swindon SN2 1BS**

2. FIRE ALARM SYSTEM

This building has a Single-Stage fire alarm system with a continuous tone.

3. ACTION ON DISCOVERY OF A FIRE

- 3.1. Shout "Fire" and operate the building fire alarm. Breaking the glass on any fire alarm call point will set off the alarm
- 3.2. Call the fire brigade from a safe position, by dialling 9 999. However If you are located on C2 the number to dial will be 0 999
- 3.3. Advise the Building Incident Controller (BIC) on the nature and location of the fire, if there is time to do so. If the need to evacuate the premises is urgent, make the report to the BIC or deputy at the assembly point.

BIC	LOUISE HARRIS	Deputy BIC	IAN BOARDMAN
Location	C1 – pp NS1C2	Location	C1 – pp NS1C2
Tel	01173 025025	Tel	01173 025028

(Out of normal hours ring the FM Solutions Customer Centre on 0800 223388)

4. ACTION ON HEARING THE FIRE ALARM

- All Building Occupants must leave the building immediately by the nearest available escape route without using the lifts.
- If, whilst evacuating, you require access into one of the Blocks from the Atrium, via a card entry door, break the glass of the **green coloured** 'Emergency Door Release' box which is located to the right of the door.
- Go to the designated Fire Assembly Point:
'A' BLOCK = 'A' ASSEMBLY POINT

'B' BLOCK = 'B' ASSEMBLY POINT

'C' BLOCK = 'C' ASSEMBLY POINT

'D' BLOCK = 'D' ASSEMBLY POINT

- Please keep well away from/ do not obstruct the main perimeter road.
- Unless vital, do not drive around the roadway or off site.
- If time and safety permit, windows & doors should be closed and electrical equipment switched off.
- People must not stop or detour to collect personal belongings or make telephone calls.
- Instructions issued by the Fire Brigade, the BIC, Floor Control Wardens or Security must be followed. The building must not be re-entered until it is declared safe by the Fire Brigade or the BIC.

It is the responsibility of Line Managers to ensure that:

- Arrangements are in place for the evacuation of people who need help to escape, or for their unassisted retreat to a place of temporary safety within the building for rescue by the Fire brigade.
- Please see attached Generic Risk Assessment Office Based Working Personnel with DDA requirements.
- Their own people and visitors leave the building
- The BIC is informed of any persons awaiting rescue by the Fire Brigade

5. FIRE ALARM TESTS

The fire alarm in this building is tested weekly on **MONDAY AT 15.30 PM**

6. FIRE DRILLS

Fire drills are conducted at least twice annually. Where there are shift-workers or people regularly working outside normal hours, every effort will be made to ensure that all people are included. Prior notice of a fire drill is not given. The BIC team and Area Facilities Manager review the effectiveness of each drill.

Annex F Fire Procedures Polaris House

Dated: 1 April 2011

1. INTRODUCTION

Although the most likely emergency situations to be encountered on the Polaris House site are those resulting from fire, the possibility of other incidents resulting from gas leakage, chemical explosion, bomb threats etc. cannot be ruled out. This instruction sets out the procedures to be followed in the event of an emergency incident on site.

2. INCIDENT CONTROL TEAMS

In order to plan for contingencies and to ensure the effective operation of emergency procedures an Incident Control organisation has been formed headed by a senior officer as Chief Incident Control Officer (CICO), assisted by teams of Incident Control Officers (ICOs), Floor Wardens (FWs) and First Aiders (FAs).

For easy identification and safety during emergencies the Incident Control Officers and Floor Wardens wear high visibility vests. First aiders wear arm bands and should be carrying their green FA box.

3. ALARM SYSTEM

The alarm system, which operates throughout the buildings, produces a continuous tone, which is the evacuation signal.

As soon as the alarm is sounded, all corridor fire doors will automatically close and the electro-magnetic catches, which hold the doors in the open position, will not be re-activated until the emergency situation has ended. Under no circumstances are these doors to be fixed in the open position during an alert or at any other time. Lifts are returned to ground level on the sounding of the alarm and immobilised for the duration of the emergency.

4. PROCEDURES

Detailed sections to these instructions are as follows:

- A) Fire procedures – weekdays
- B) Fire procedures outside of official working hours
- C) Bomb alerts – what to do
- D) Assembly point plan

5. EMPLOYEES CO-OPERATION UNDER HEALTH AND SAFETY REGULATIONS

All EMPLOYEES on the Polaris House site are reminded of the provisions of Section 7 of the Health and Safety at Work Act 1974 which states:

“It shall be the duty of every employee while at work -

- i) to take reasonable care for the health and safety of himself and of other persons who may be affected by his acts or omissions at work and
- ii) as regards any duty or requirements imposed on his employer or any other person by or under any of the relevant statutory provisions, to co-operate with him/her so far as is necessary to enable that duty or requirement to be performed or complied with.”

It is therefore incumbent on all employees to make themselves thoroughly familiar with the procedures set out in this notice. It is also essential that in the event of any alert they comply with instructions given to them by any members of the incident control team. The latter will be following routines developed in consultation with external authorities such as the Police and Fire Service, and the safety of individuals or even large numbers of employees may be placed in jeopardy by failure to comply with any directions given.

6. VISITORS TO THE POLARIS HOUSE SITE

Visitors to the Polaris House site will be required to comply with these procedures in the event of an alert and will be asked to read basic safety information on arrival at Reception. Hosts must ensure that their visitors are aware of what is required of them in an emergency situation. Similar considerations apply to all contractors operating on the site. Contractors/visitors are the responsibility of their hosts at all times

Annex F Section A

EMERGENCY PROCEDURES POLARIS HOUSE SITE

FIRE PROCEDURES - WEEKDAYS (0830 - 1700 HRS)

IF YOU DISCOVER A FIRE :

1. Break the glass of the nearest alarm point
2. Warn colleagues in the vicinity
3. Phone the emergency number 2222 and give the operator details of the fire LOCATION, SIZE and NATURE (e.g. machinery, wastepaper, on/in desk etc)

EVACUATION SIGNAL

1. The evacuation signal indicates that an alarm-point glass has been broken or that a heat/smoke detector has been activated. When this alarm sounds employees should close all windows and disconnect non essential electrical equipment (The main computer rooms in the Councils need not close down unless the fire is in their immediate vicinity).
2. DO NOT telephone the switchboard/reception during this period as they have specific duties to undertake.
3. Display a green card on the corridor handle of the office or meeting room door (where applicable), to show that the office has been vacated and then leave the building by the nearest safe exit. DO NOT USE THE LIFTS. Pay heed to any special instructions given to you by the Incident Control team, who will be identified by their 'high-vis' waistcoats.
4. Move away from exit doors as quickly as possible and proceed promptly to the designated assembly area for your Block. Do not leave the site or attempt to remove your car from the multi-storey or East car park as this could hinder the movement of emergency traffic.
5. Designated volunteer floor wardens will be searching each floor of the building. Once they have completed these duties they will report the ICO (identified by hi-vis jacket) standing under their Blocks designated assembly point sign; they will then join the rest of their group.
6. Visitors should be taken to the same assembly point as their hosts.
7. Mobility impaired employees should have an evacuation plan in place in case emergency evacuation is necessary. Those who are unable to negotiate stairs should be taken by an employee to a stairway and await help behind the fire door at the entrance to the stairwell. Should there be immediate danger then they will be assisted out of the building by floor wardens. However, if in no immediate danger then they should await help from the emergency services. The employee who assisted the disabled person to their safe position should report their whereabouts to an ICO/the CICO.
8. **No one is to re-enter the building until the order to do so has been given by the CICO.**

ASSEMBLY POINTS

You should ensure that you are familiar with the designated assembly area for your work area. They are as follows:

BLOCK 1 Grassed area between multi-storey car park and block one

BLOCK 2 Swindon Council car park

BLOCK 3 East car park, near skips

This includes catering/cleaning employees

BLOCK 4 East car park

JBOS EMPLOYEES Foot of station bridge steps

This includes the onsite maintenance contractors

Assembly points are indicated on the plans at the end of this annex.

Employees should avoid congregating in areas where they would impede rapid access by emergency service vehicles. This particularly applies to the assembly points in the east car park where the fire path boundary lines (clearly marked) should be left clear at all times for access by fire engines.

Annex F Section B

EMERGENCY PROCEDURES POLARIS HOUSE SITE

FIRE PROCEDURES OUTSIDE OF OFFICIAL WORKING HOURS

The following procedures operate outside of official working hours (1700 - 0830 hours) during weekends, public and privilege holiday periods.

Employees should proceed in accordance with the arrangements set out below:

IF YOU DISCOVER A FIRE

1. Break the glass of the nearest alarm point
2. Warn colleagues in the vicinity
3. Phone the emergency number 2222 and give the operator details of the fire LOCATION, SIZE and NATURE (e.g. machinery, wastepaper, on/in desk etc)

IF YOU HEAR THE EVACUATION SIGNAL

1. Leave the building immediately and assemble on the grassed area in front of Block One opposite the multi-storey car park, taking care to keep access clear for all vehicles.
2. If present a JBOS person will take charge, if not an ICO will take charge, in the absence of an ICO the senior person present will take charge. The security employees on reception will check the fire panel, will inform the Fire Service, and liaise with the person in charge.

Annex F Section C

EMERGENCY PROCEDURES POLARIS HOUSE SITE

BOMB ALERTS - WHAT TO DO

In the event of a bomb alert employees may be informed of what they should do by the Public Address System (PAS), or in person. Instructions may vary depending on the unfolding event, and the advice given by the Police and/or Army Bomb Handling experts.

1. On hearing the Evacuation Alarm leave the building immediately by the nearest safe exit taking your personal belongings with you. Do not stop to close windows or switch off electrical equipment. You will be informed if any designated exits/routes/assembly points are unsafe for use and advised of alternatives. (Please note Emergency RV points may change depending on the location of the suspicious package/device). Designated Bomb assembly points have been established at a safe distance from the building, giving protection from possible flying glass (see plans on pages 9/10). They are:

TO THE REAR OF NSH BLOCKS A/B, IN THE CAR PARK

IN THE MAIN FRONT CAR PARK OF NORTH STAR COLLEGE

2. Employees must bring their visitors with them. On no account must employees re-enter the building until it has been declared safe by the CICO.
3. The Incident Control teams have important roles to fulfil in emergencies such as bomb warnings, and they will be wearing and 'high-vis' waistcoats so that they may be easily identified.
4. Employees should comply with any instruction given by members of the Incident Control teams.
5. Employees may be asked to carry out a quick search of their own work areas.

Wait in these assembly areas for further instructions.

***** TELEPHONE BOMB THREATS *****

If you receive a telephone bomb threat you should:

- stay calm
- alert a colleague

ESTABLISH:

1. THE EXACT LOCATION

- time of detonation
- appearance and size
- type (explosive / incendiary)

ASK THE CALLER:

2. “HAVE YOU ANY CODEWORD FOR ME?” “DO YOU HAVE A CONTACT PHONE NUMBER FOR POLICE OR PRESS?”

Generally, try to keep the caller talking in order to obtain more information (by pretending not to understand the message or that the line is noisy, etc, and asking for more details).

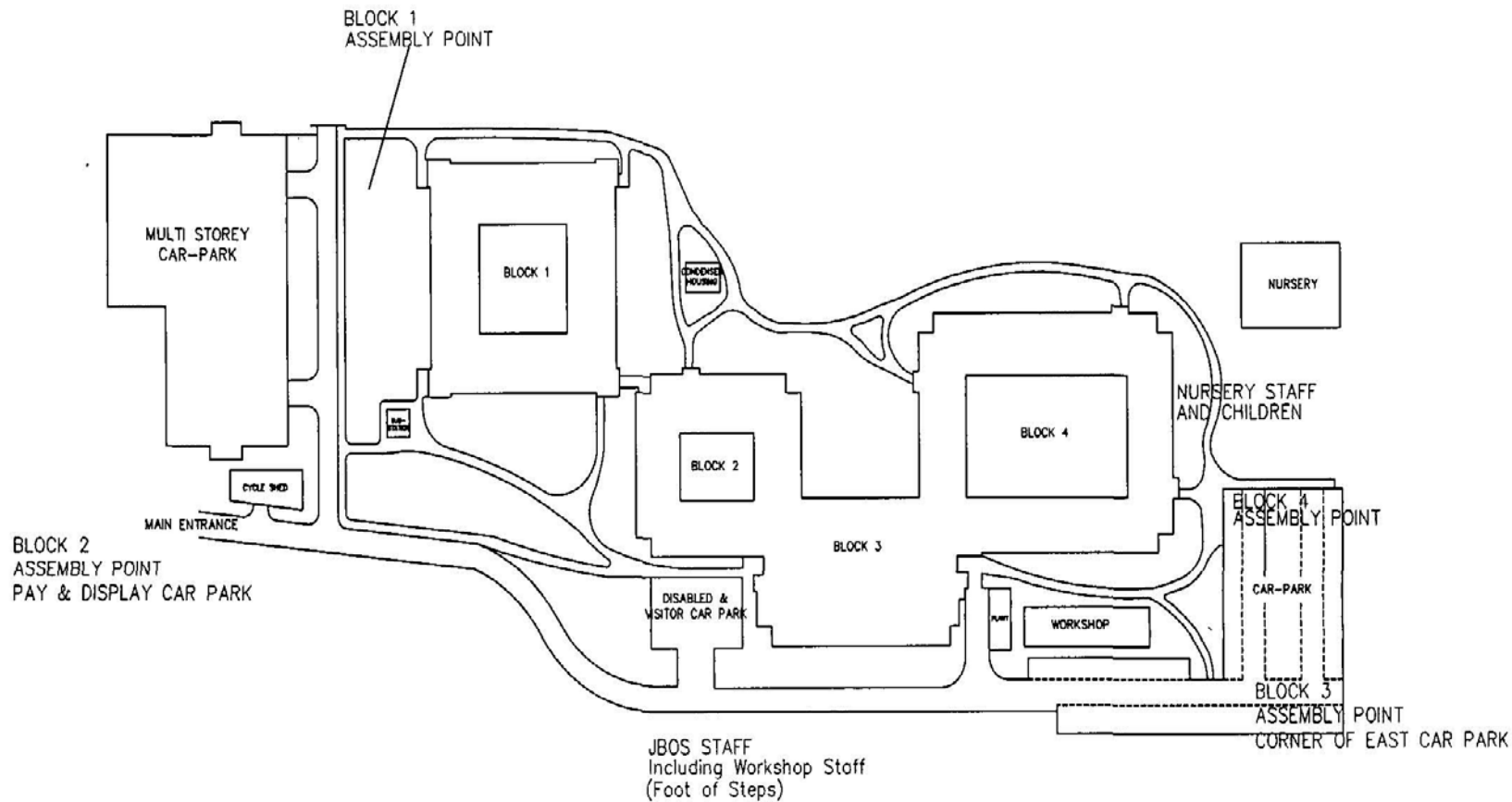
2.1 Immediately after the call:

Alert JBOS (emergency ext. 2222), making sure you specify that it is a bomb alert and to tell them who you are and where you can be contacted.

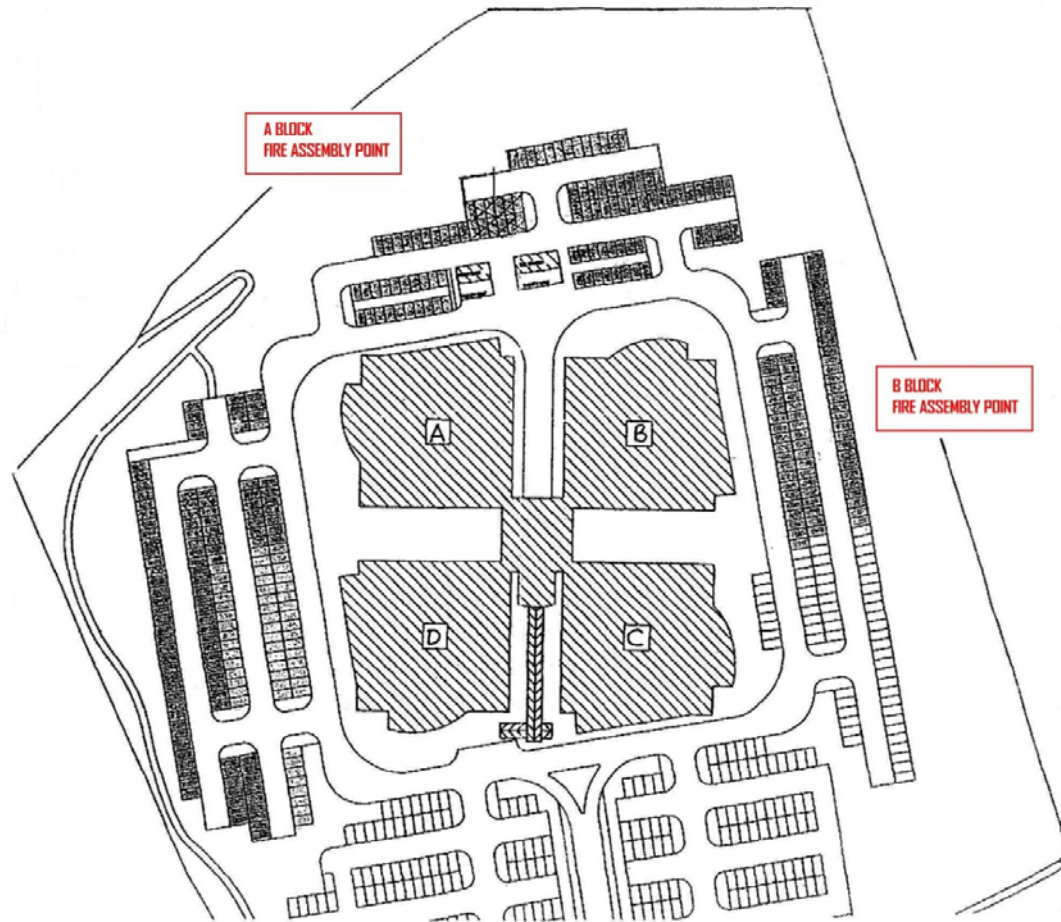
MAKE A NOTE OF:

- Sex of caller
- Voice of caller: well spoken, accent, etc
- If the caller sounded intoxicated
- The time of the call
- If there was any significant background noise
- The mental state of the caller
- Whether the message sounded like it was read from prepared text
- Whether or not the call sounded like it was made from a callbox
- Any other details

Polaris House Fire Assembly Points



Polaris House Assembly Point One is behind blocks A/B of North Star House



Polaris House Bomb Assembly Point two is the area marked as B/D on the plan of the Swindon College Site

