

the
Parole
Board

working with others
to protect the public

The Health & Safety Policy Statement of the Parole Board for England and Wales

Health & Safety at Work etc. Act 1974

1. Statement of Intent

1.1 The Parole Board for England & Wales (herein after referred to as "the Board") is committed to providing a safe and healthy working environment for all its members, staff and others affected by its operations. The Board fully accepts its responsibilities in providing safe and healthy working conditions and, so far as is reasonable practicable, it will have policies, systems and procedures in place which will ensure that all its members, staff and others affected by its operations are exposed to the least possible risk of accident in the workplace and of developing work-related ill health.

1.2 As a minimum, the Board will comply with current Health & Safety legislation, approved Codes of Practice, Guidance Notes, British & European Standards and any subsequent legislation enacted under the Health & Safety at Work etc. Act 1974.

1.3 This policy is fully endorsed by the Chairman of the Board, the Board's Chief Executive and the Management Board of the Board. It will be implemented throughout the Board and brought to the attention of all members and staff of the Board. The Board will ensure that members and staff are kept informed of current and future H&S legislation and that systems are in place to ensure effective communication, information and training in H&S matters.

1.4 This policy also requires that clearly defined standards are publicised and that planning, monitoring and auditing procedures are in place to ensure that the Board's operations meet the required H&S standards.

1.5 The Board will keep this policy under constant review to ensure its further development and continuing relevance to the structure and needs of the organisation. In any event this policy will specifically be reviewed every three years.

1.6 This aims of this policy are:

- to provide adequate control of the health & safety risks arising from the Board's work activities;
- to provide a framework for consultation and involvement on matters affecting health & safety for all those working in the organisation;
- to define clear responsibilities and accountabilities for health & safety matters; and
- to ensure that the Board's health & safety priorities are communicated throughout the organisation.

2. Organisation and Responsibilities

2.1 The Board's Chairman and Chief Executive share ultimate responsibility for health & safety in the Board and they will ensure that the health & safety policy is fully implemented throughout the organisation and disseminated to all members and staff.

2.2 The Board's Deputy Chief Executive (and in his/her absence the Head of Corporate Services or Human Resources Manager) has direct accountability to the Chairman and Chief Executive for health & safety and welfare matters generally and specifically to ensure that health & safety standards are improved and maintained.

2.3 The Chief Executive will also appoint a Health & Safety Officer (HSO) with specific responsibility for advising her on health & safety matters, for ensuring compliance with Health & Safety legislation and regulations and for ensuring that this policy is implemented. The HSO has right of direct access to the Chief Executive on any health & safety concern that the HSO feels merits the Chief Executive's immediate personal attention.

2.4 Authority and day to day responsibility for implementation of this policy is delegated to all Team Managers within the Board. These managers have responsibility for health & safety matters within their office area, including the implementation and control of the Health and Safety Policy. Compliance will be monitored through the monthly Secretariat Management Team meetings.

2.5 A member of the Board, who will be a member of the HSC, will make risk assessments in respect of the work carried out by members generally but more specifically in respect of both members and staff when working in prison establishments.

2.6 The co-operation and commitment of all members, managers and staff is essential to establish and maintain effective standards of health & safety practice. The Board requires all its members and staff to take reasonable care for their own health & safety and to avoid actions or inactions which may adversely affect the health, safety and welfare of themselves, visitors and others who they come into contact with through their work. All members and staff have a specific responsibility to:

- co-operate with management on health & safety matters;
- to comply with all instructions and procedures that are in place on health & safety matters;
- not to interfere with anything provided to safeguard their health & safety; and
- to report all health & safety concerns to an appropriate person.

3. Consultation and Representation

3.1 The Board has determined that a Health & Safety Committee (HSC) should be established to advise on and ensure compliance with Health & Safety legislation, regulations, policies and procedures. Minutes of meetings of the HSC will be submitted as a Paper to the Management Board of the Board.

3.2 Membership of the HSC will include representatives of management, trade unions, members and staff.

3.3 Proper arrangements shall be made for appointed HSOs and representatives to fulfil their duties with respect to health & safety at work. Secretariat functions for the HSC will be provided by the Board.

3.4 All members and staff should be made aware of these arrangements.

4 Health & Safety Risks arising from our work activities

4.1 All workplaces, work equipment and work activities have to be assessed for significant risks to health & safety and these assessments must be formally documented. These assessments will be carried out by the appointed HSO in liaison with the Head of Corporate Services. The risk assessments will take account of any significant risks that individuals are likely to encounter during their normal work activities. These assessments also show where safe working practices can minimise any risks and detail which control measures should be in place. The HSC will consider these assessments and make recommendations for action in order to control / remove identified risks. The Head of Corporate Services will be responsible for ensuring that all necessary actions agreed by the HSC are implemented. The HSO and HSC will check that the agreed actions are implemented in accordance with agreed timescales.

4.2 These risk assessments will be reviewed annually or when work activity changes determine, whichever is sooner.

4.3 Additionally, the Head of Corporate Services will commission independent health & safety specialist consultants to carry out an annual H&S audit of the Board's headquarters offices. The report of the consultants will similarly be made available to the HSC for consideration.

5. Plant and Equipment

5.1 The Head of Corporate Services is required to establish a proper system to ensure that potential hazards associated with the introduction, use and servicing of plant and equipment are identified and that appropriate measures are taken to ensure the health & safety of all members and staff. These matters are likely to include employee instruction and training as well as guarding.

5.2 Any problems found with plant / equipment should be reported to the Head of Corporate Services who will liaise with the facilities management for the building to ensure that plant and equipment meet health & safety standards.

6. Information, Instruction and Training

6.1 Health & Safety Law posters will be displayed on the notice boards opposite the lifts on the 3rd and 4th floors of Grenadier House.

6.2 There will be a notice board dedicated to Health & Safety matters on the 3rd floor of Grenadier House. This will be managed by the HSO acting on advice from the HSC.

6.3 This policy will be incorporated into both the Staff Handbook and the Members Handbook.

6.4 The Head of Corporate Services and the Director of Performance & Development will ensure that adequate information, instruction and training are given to all members and staff respectively so that they may carry out their duties and obligations competently. Specifically they will ensure that training on H&S matters is an integral part of induction training.

6.5 Team Managers are responsible for ensuring that new staff are given appropriate instruction on health & safety matters and policy as part of the induction process.

7. Accidents, first aid and work-related ill health

7.1 First aid boxes are kept by first-aiders and an up to date list of the first-aiders will be posted on the Health & Safety notice board and in all of the toilets on the 3rd and 4th floors of Grenadier House.

7.2 The HR Manager will be responsible for recruiting sufficient first-aiders and for arranging appropriate training and refresher courses.

7.3 Access to the sick bay room is controlled by the first-aid team.

7.4 All accidents and cases of work-related ill health are to be recorded in the accident book which is held by the Human Resources Manager. The HR Manager will provide a quarterly report on the accident book to the HSC (nil report will be required). Additionally, all members and staff must report accidents and "near-misses" to the HSO.

7.5 Where appropriate to do so, the Head of Corporate Services is responsible for reporting accidents, diseases and dangerous occurrences to the enforcing authority.

8. Monitoring and Investigation

8.1 A register of all occurrences of occupational ill health and injuries will be kept by the HR Manager and all major injury and lost time accidents, notifiable dangerous occurrences and illness must be reported, recorded and investigated making reference to the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995.

8.2 The HSO in liaison with the Head of Corporate Services is responsible for investigating accidents, reporting them to the HSC and making recommendations for preventing recurrence.

8.3 Unscheduled and unannounced monthly H&S inspections will be carried out by the HSO or other person(s) who have responsibility for maintaining safe systems of work. There shall, in addition, be an annual safety audit carried out jointly by the HSO with a representative from the

Trade Union Side. Reports on these inspections with recommendations for improvement will be made to the HSC.

9. Emergency Procedures and Evacuation

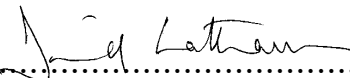
9.1 All members and staff must ensure that they are familiar with and follow fire, bomb and evacuation procedures both in the office and any other establishment that they visit during the course of their work.

9.2 The Head of Corporate Services is responsible for liaising with the estate, facilities and emergency management authorities in order to ensure that:

- Fire extinguishers etc are maintained;
- Alarms are tested every week;
- There is an annual emergency evacuation test; and
- Business Continuity Plans are in place.

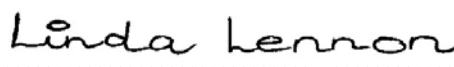
9.3 The Head of Corporate Services is responsible for ensuring that an annual fire risk assessment is carried out by an independent specialist advisor.

9.4 Those organising Board events (usually the Training Manager) are responsible for ensuring that venues comply with appropriate standards and that instruction on emergency evacuation procedures is given at the start of all such events.

Signed  Date **8 June 2009**

Sir David Latham

Chairman

Signed  Date **8 June 2009**

Linda Lennon CBE

Chief Executive