

Health and Safety Policy

Issued by: Partnerships and Operations Directorate
Date: May 2002

NATIONAL SAVINGS AND INVESTMENTS HEALTH AND SAFETY POLICY

Purpose

1. National Savings and Investments (NS&I) recognises and accepts its responsibility as an employer for ensuring that, as far as is reasonably practical, every employee has a place of work which is both safe and without risk to health.
2. NS&I will comply with current health and safety legislation, approved codes of practice, guidance documentation and British Standards, and will satisfy the spirit as well as the legal requirements of the Health and Safety at Work Act etc 1974 and other relevant statutory provisions.
3. NS&I is committed to continuous assessment and improvement of the Health and Safety culture of the organisation.

Policy Statement

4. The policy of NS&I on Health and Safety (H&S) matters is to:
 - provide, as far as is reasonably practicable, safe and healthy working conditions for all staff;
 - maintain as far as is reasonably practicable, the safety of our equipment and premises;
 - ensure, so far as is reasonably practicable, that all those who may be affected by NS&I operations, either staff, contractors, visitors or members of the public, are not exposed to risks to their health and safety;
 - seek the support of all staff in achieving these aims.
5. The aim of this policy is to ensure so far as is reasonable practicable that:
 - the operation of plant, equipment and all systems/methods of work are safe and without risks to health;
 - there are suitable arrangements for the safe use, handling, storage, disposal and transport of articles and substances;
 - employees are given sufficient information, instruction, training and supervision to enable them to recognise and take necessary action to avoid hazards and to contribute in a positive way to their own and others safety and health at work;
 - a safe means of access and egress is provided in all places of work;
 - there is a healthy working environment with adequate welfare facilities provided.

Responsibilities and Organisation

6. The Chief Executive has overall responsibility for the effective implementation of the policy on H&S. In this he is supported by the Director of Partnerships and Operations [in consultation with the HR Director](#). They in turn appoint an Agency Health and Safety Officer.
7. The Facilities Manager is the Agency Health and Safety Officer (AHSO) with responsibility for developing and monitoring Health and Safety policy.
8. The successful implementation of this policy requires commitment from the top level of management downwards but individual responsibility for H&S also rests with each

member of staff.

9. All staff are required to:

- co-operate in establishing and maintaining safe and healthy working conditions;
- take reasonable care and to avoid any action which may adversely affect the health and safety of themselves or others;
- comply fully with any specific health and safety instructions or guidance issued by or on behalf of the AHSO;
- report any hazards or potential hazards they identify while at work;
- report any accident, whether or not an injury is sustained;
- use personal protective equipment provided.

Arrangements

10. NS&I will provide training for NS&I managers and NS&I staff appropriate to their Health and Safety responsibilities and work activities. NS&I also encourages the appointment of safety representatives from staff with the involvement of their Trade Unions and the establishment of a safety committee. Co-operation will be given to such representatives and the Health and Safety Committee.

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11. Significant hazards and risks which might affect the health and safety of staff and others will be formally assessed and recorded, and appropriate action taken to control, eliminate or reduce the risks. The Director of Partnerships and Operations, via the AHSO, will liaise with other occupants of Charles House to ensure that local emergency procedures are regularly tested and fully explained to staff, and that records of all safety checks and procedures are maintained.

Accidents

12. Accident prevention will be achieved by establishing and implementing the following procedures:

- risk assessment i.e. identifying hazards/risks and implementing appropriate control measures;
- training and refresher training;
- inspection and correction; regular safety inspections to be carried out by line managers, health and safety officers and TU safety representatives;
- collection and evaluation of information for the above, accident statistics/data and other relevant information available;
- publicity and support services; staff will be informed of changes affecting H&S matters by the issue of local circulars or other appropriate means.

13. Line managers are responsible for the initial investigation of reported accidents and near-miss accidents (where no injury has occurred) in the workplace according to local instructions.

14. Responsibility for ensuring that the operation of the accident reporting system complies with current H&S legislation rests with the Director of Partnerships and Operations.

Consultation

15. NS&I is committed to effective consultation with the Agency TU on matters of health, safety and welfare. Unions are encouraged to play an active role in H&S monitoring. Details of the arrangement for the Safety Committee will be given in

circulars.

Review

16. NS&I will review its H&S policy at least every three years to ensure its further development and continuing relevance.

Further Information

17. This is a statement of NS&I policy on Health and Safety. Further details on individual and management responsibilities are given at Appendix A. The Code of Practice on Health and Safety, explaining the arrangements for implementing the policy is included in the Employment Policies area of the NS&I HR Information folder of the common file store.

18. Separate policies on occupational H&S issues such as Smoking at Work, Alcohol and Drugs Abuse, HIV and Aids are the responsibility of the HR Director and are contained in the Management Code folder of the common file store. The procedures for Eyesight Testing are contained in NSC 8/95 and the Guide to Maternity Rights is contained in NSC 31/98.

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Peter Bateau
Chief Executive
May 2002

HEALTH AND SAFETY ORGANISATION AND RESPONSIBILITIES

1. The Health and Safety responsibilities for management grades and our individual responsibilities are set out below followed by an organisation chart.

RESPONSIBILITIES

Chief Executive

2. The Chief Executive has overall responsibility for determining the Health and Safety policy in NS&I and ensuring that it is effective and up to date.

Director of Partnerships and Operations

3. The Director of Partnerships and Operations is responsible for ensuring that the Health and Safety Policy is implemented within the NS&I occupation in Charles House and for NS&I staff based at the Operational sites run by SBS and should ensure that this policy is carried out with the same diligence and priority as any other management function. The responsibility is delegated by the Director of Partnerships and Operations to the Facilities Manager.

HR Director

4. There are a number of HR policies which are key to good H&S practice including Smoking at Work and Drug Abuse. There are also potential behavioural and conduct issues which can arise at the level of the individual from H&S responsibilities and practices. The HR Director is responsible for ensuring that the HR practices of the Agency which are required to support a healthy and safe environment are in place and regularly updated.

Other Directors and Senior Managers

5. Within each Directorate the Director and senior managers are responsible within their own area of control for ensuring that:

- the Health and Safety Policy is communicated and implemented;
- all managers are aware of their health and safety responsibilities and that these are reflected in appropriate role profiles;
- health and safety risk assessments are carried out, recorded, reviewed and updated to reflect any relevant and significant changes;
- all staff receive appropriate training, information, instruction and supervision to do their work safely;
- all accidents and near miss accidents are properly reported and recorded.

Other Managers and Team Leaders

6. The majority of risks can most effectively be identified and directly controlled and managed at this level of the organisation. It is essential that these managers ensure that:

- all equipment and substances used are suitable for the intended task and kept in good working order; this includes regular maintenance and servicing of equipment;
- staff have a safe working environment and safe working procedures are adopted with specific instructions where necessary;

- they have sufficient knowledge of all the statutory regulations relevant to the activities under their control;
- health and safety risk assessments are carried out, recorded, reviewed and updated to reflect any relevant significant changes;
- staff receive appropriate training, information, instruction and supervision to perform their work safely; and that staff are encouraged to work safely;
- the workplace is kept tidy;
- they seek advice, where necessary, from the Health and Safety Officer;
- all accidents and near-miss accidents are properly recorded, reported and investigated;
- regular health and safety inspections of the workplace are carried out and that everyone in the work area is alert to and reports potential hazards;
- they motivate staff by setting a personal example and by including health, safety and welfare matters as a normal agenda item at management meetings.

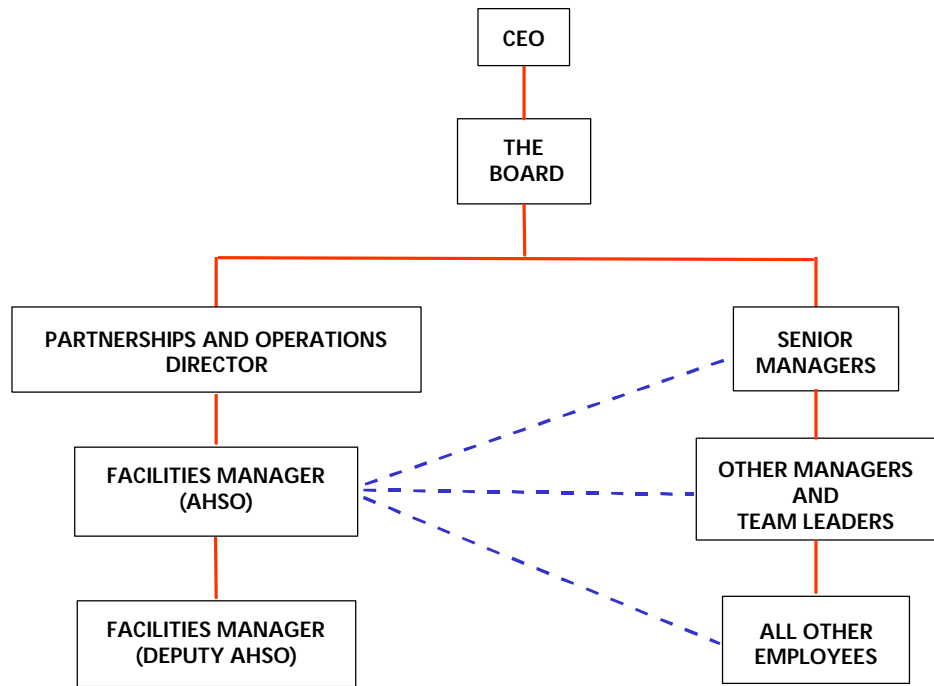
Agency Health and Safety Officer (AHSO) and Deputy AHSO

7. The responsibilities of the AHSO (and Deputy AHSO) are to:
- monitor and regularly review the H&S Policy and its effectiveness and advise management accordingly;
 - formulate, monitor and review the health and safety training provided for NS&I staff, oversee the education of staff on H&S matters generally, liaise with the Partnerships and Operations Director and advise the Chief Executive accordingly;
 - obtain information on new legislation, codes of practice and methods of accident prevention;
 - advise and assist management to implement H&S legislation;
 - carry out H&S inspections/audits and prepare reports for management;
 - investigate accidents and propose action to prevent any recurrence;
 - chair H&S Committee meetings;
 - assist managers to carry out risk assessments;
 - provide support and advice for all members of staff on H&S matters;
 - ensure that appropriate Incident Control procedures are in place and that an Incident Control Officer (ICO) and Deputy ICO are appointed.

Employees Responsibilities

8. All employees have a duty to:
- work in a safe manner and in accordance with safety instructions, relevant HR policies and training provided;
 - use the proper equipment supplied for the job and where applicable, use the personal protective equipment provided;
 - report any health problems that may affect you carrying out your duties;
 - take reasonable care for your own Health and Safety and that of others affected by what you do or do not do;
 - report all accidents and near miss accidents (whether or not injury has occurred) and co-operate in the investigation of accidents;
 - report any hazards or unsafe situations in the workplace;
 - report any faults or defects in machinery or any other work equipment.

ORGANISATION



Formal Organisational Structure ———

Liaison with AHSO - - - - -