



*Rhagoriaeth i bawb – Excellence for all*

Arolygiaeth Ei Mawrhydi dros Addysg  
a Hyfforddiant yng Nghymru

Her Majesty's Inspectorate  
for Education and Training in Wales

# **Health and Safety Policy and Arrangements**

**Revised August 2013**

## Information sheet

### Information box

For further advice contact: Lead Officer: Health, safety and wellbeing

Date of publication: August 2013

Planned review date: August 2016

Any enquiries or comments regarding this policy should be addressed to:

Lead Officer: Health, safety and wellbeing

Estyn

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This and other Estyn publications are available on our website: [www.estyn.gov.uk](http://www.estyn.gov.uk)

**This document has been translated by Trosol (English to Welsh)**

- A business rationale assessment has been carried out and this policy contributes to Estyn's strategic objectives and delivery principles.
- An equality impact assessment has been carried out and this policy is not deemed to adversely impact on any people on the grounds of age, disability, gender reassignment, pregnancy and maternity, race, religion or belief, sex and sexual orientation.

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## **Introduction**

### **Legislative Framework**

Estyn has a duty to ensure, so far as is reasonably practicable, the health, safety and welfare at work of all employees and is bound by the Health and Safety at Work Act 1974, subsidiary regulations and by other health and safety legislation. The main areas of legislation which apply to Estyn's work are set out below. Further legislation which applies to particular areas of work is referred to under specific sections of this document.

### **Health and Safety at Work Act, 1974**

The Health and Safety at Work Act 1974 is the primary piece of legislation covering occupational health and safety. It sets out the general duties which employers have towards employees and members of the public, and employees have to themselves and to each other. The employer duties include:

- i having in place arrangements to ensure a safe and healthy work environment, controlling risks so far as is reasonably practicable;
- ii providing safe plant and systems of work;
- iii producing a written health and policy statement which is signed by senior management and brought to the attention of employees;
- iv providing employees with relevant information, instruction, training and supervision as needed; and
- v controlling the risks to the health and safety of non-employees who may be affected by their activities.

### **Management of Health and Safety at Work Regulations 1999**

The Management of Health and Safety at Work Regulations 1999 make explicit what employers should do to meet their health and safety obligations. The main requirement is to carry out 'suitable and sufficient' risk assessments and, where there are 5 or more employees, record the significant findings.

### **Workplace Health, Safety and Welfare Regulations 1992**

The Regulations place a duty on employers to provide adequate space, lighting, temperature, ventilation, standards of cleanliness, sufficient, safe travel routes for pedestrians or vehicles, adequate toilet/washing facilities, drinking water, rest areas and suitable workstations/seating. Estyn will provide a safe and healthy environment for all employees, contractors working at its premises and visitors to its premises, including people with disabilities, and any who are identified as being particularly vulnerable, for example young people and pregnant mothers.

## **Scope of policy**

### **Policy aim**

This policy sets out how Estyn meets its primary duties under health and safety legislation and the specific arrangements in place to manage health (i.e. physical, mental and social wellbeing) and safety (ie freedom from unacceptable risk of harm). A written health and policy statement, signed by the Chief Inspector, is at Appendix 1 and is displayed in the Estyn office. It sets out Estyn's key aims and guiding principles in respect of health and safety and applies to all staff, visitors and contractors on Estyn premises.

The arrangements set out in this document apply to all permanent employees, secondees and temporary staff working for Estyn when they work in Estyn offices or off site. For the purposes of this document the term 'staff' will refer to permanent employees, secondees and temporary agency staff.

Contractors who undertake work on Estyn's behalf off-site under contractual or other arrangements are bound by this policy and by any additional health and safety requirements set out in the specific contract or conditions under which they work with or for Estyn.

Separate policies and procedures in relation to specific work areas and practices (for example, driving, lone working and home working) have been developed and are referred to within this policy. Further policies and procedures will be developed as needed to reflect changes in legislation and in the structure and operational requirements of Estyn.

### **Responsibilities**

A detailed chart illustrating the structure, roles and responsibilities for health and safety within Estyn is at Appendix 2.

### **Her Majesty's Chief Inspector**

The Chief Inspector has prime responsibility for health, wellbeing and safety in Estyn, although all staff have responsibilities in helping to manage and promote high standards in health and safety in the way they go about their business and the way they manage and interact with other staff. Day-to-day responsibility for oversight of health, wellbeing and safety lies with one of Estyn's Strategic Directors who acts as Director of Health and Safety.

### **Estyn's Strategy Board**

Estyn's Board members have both collective and individual responsibility for health and safety, including:

- supporting the Chief Inspector in ensuring that Estyn's health and safety responsibilities are discharged properly;
- providing leadership and setting the direction for and standards of health, wellbeing and safety;
- monitoring and reviewing Estyn's health and safety performance, and the management systems and structures to ensure continuous improvement;
- promoting employee wellbeing;
- obtaining competent health and safety advice;
- ensuring adequate resources to ensure compliance with statutory health and safety requirements (having regard to the penalties for non compliance introduced in the Health and Safety Offences Act 2008) and to safeguard the health and safety of employees and others affected by our work;
- ensuring risk assessments are carried out;
- engaging staff in the promotion of safe and healthy working conditions and practices;
- ensuring periodic audits of the effectiveness of management structures and risk controls for health and safety; and
- reviewing this and other related policies.

One of Estyn's non-executive Board members is designated Health and Safety Champion and has particular responsibility for:

- considering the level of competency of the Health, Safety and Wellbeing Committee to enable it to meet Estyn's commitment to health and safety as set out in the policy;
- reviewing and monitoring the work of the Health, Safety and Wellbeing Committee to ensure that agreed actions are progressed;
- as required, considering specific reports from the Health, Safety and Wellbeing Committee prior to consideration by Estyn's Board; and
- promoting employee wellbeing and embedding the principles of the Corporate Health Standard in Estyn's culture and organisational processes.

### **The Health, Safety and Wellbeing Committee**

The role and membership of Estyn's Health, Safety and Wellbeing Committee are set out in the Terms of Reference which are available on Sharepoint. The Committee provides advice to the Chief Inspector, Estyn's Executive and Strategy Boards on all matters related to health and safety. It plays a key role in promoting employee wellbeing and incorporating it within Estyn's processes. It provides a focus for employee participation, and co-operation between the employer and employees in

health and safety matters, and has representation from the two trade unions recognised by Estyn as well as non-union staff representation.

### **The Director of Health and Safety**

Estyn's Director of Health and Safety is a member of the Executive Board and is responsible particularly for:

- working with others to develop and implement Estyn's health and safety policy and procedures;
- providing leadership for the Health, Safety and Wellbeing Committee;
- promoting health, safety and wellbeing within Estyn's organisational and management processes;
- keeping up to date with relevant health and safety legislation; and
- ensuring competent advice is provided to Estyn's Executive and Strategy Boards on health and safety matters.

### **The Corporate Policy Lead Officer for Health and Safety**

The Corporate Policy Lead Officer for Health, Safety and Wellbeing provides leadership and advice on health and safety issues and is responsible for:

- providing policy advice to Estyn staff on health and safety issues;
- liaison with WAG officials on national health and safety policies;
- providing specialist knowledge and expertise on health and safety;
- ensuring Estyn's compliance with health and safety commitments;
- reporting on Estyn's health and safety performance, including to the Estyn T/U forums; and
- using the SharePoint record management system, maintaining an ongoing status summary and end-of-year evaluation of relevant issues.
- keeping up to date with relevant health and safety legislation and best practice;
- providing advice and guidance to staff at all levels and to the Health, Safety and Wellbeing Committee on compliance with statutory health and safety requirements and best practice;
- working with the Health, Safety and Wellbeing Committee to develop policy and guidance and taking forward actions agreed by the Health, Safety and Wellbeing Committee;

- investigating accidents and near-misses/incidents, and producing regular reports to the Health, Safety and Wellbeing Committee and managers as required, as well as providing a reporting point to the Health and Safety Executive (HSE) for work-related accidents and incidents (under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations);
- assisting line management with risk assessment, risk management advice and accident investigation;
- providing ergonomic and postural advice, organising workstation assessments by suitably trained staff and / or monitoring staff self assessments;
- arranging for the identified needs for personal protective equipment for staff to be met;
- arranging occupational health screening as required for staff;
- providing information and guidance on appropriate activities which promote health and wellbeing;
- progressing initiatives and developments related to the Corporate Health Standard which aim to improve employee wellbeing;
- organising safety training and workplace environmental monitoring; and
- advising Estyn management on personal injury claims as required.

## **Employees**

All line managers and individual staff also have responsibilities for health and safety and receive instruction on those and on health and safety policy commitments and procedures as part of their initial induction to Estyn. Employee responsibilities under health and safety legislation include:

- take reasonable care for their own safety and for that of others who may be affected by their acts or omissions;
- co-operate with their employer to meet the requirements of health and safety law and the arrangements as stated in the health and safety policy and other policies;
- not interfere with or misuse any equipment supplied for work, including anything provided in the interests of health and safety;
- report all accidents and near-misses occurring whilst on official duty whether at Estyn premises or off-site, using the Accident Book/Incident Report forms as

appropriate, and informing line managers at the earliest opportunities of any incidents occurring whilst off-site;

- identify and discuss with line managers any requirement for training or support in health and safety and participate in any training identified to help them meet their health and safety responsibilities;
- discuss with line managers any requirement for any personal protective equipment needed to undertake duties, accept responsibility for any personal protective equipment issued to them, ensuring it is used and maintained properly, and for reporting any defects to line managers; and
- report any health and safety concerns to Estyn's Lead Officer: Health, safety and wellbeing or a manager.

### **Line managers**

Line managers exercise Estyn's duty of care and implement the health and safety policy and procedures with their teams by:

- undertaking regular risk assessments in respect of areas of work for which they have responsibility, identifying ways of managing these, and reporting regularly to senior management, as required by Estyn;
- discussing with all employees they manage the health and safety implications of working at Estyn's office, at home or offsite and of lone working and the controls in place to manage risks to health and safety;
- ensuring that all accidents, work-related diseases, dangerous occurrences and near-misses that come to their attention in any way are reported to the Lead Officer: Health, safety and wellbeing within two working days of the event or as soon as possible thereafter;
- considering issues of personal wellbeing and, in cases of concern, discussing these with individual staff and undertaking or arranging an individual risk assessment where appropriate;
- ensuring that their staff are aware of the arrangements to access confidential welfare support and counselling services;
- working with the Lead Officer: Health, safety and wellbeing to ensure that all accidents, dangerous occurrences and near-misses are investigated promptly and a report made, which includes recommendations to control risks so far as is reasonably practicable, if appropriate;
- ensuring that the Lead Officer: Health, safety and wellbeing is consulted at an early stage about any proposed changes in any area of Estyn's business, work practices, equipment, materials etc which may have implications for health and safety or staff wellbeing;

- ensuring that staff within their teams receive appropriate training and support to ensure they have sufficient awareness of health, wellbeing and safety issues to undertake their roles;
- ensuring that any needs for personal protective equipment are identified and met; and
- setting a high personal example of health and safety standards.

### **Reporting inspectors**

Reporting Inspectors have a number of specific duties in respect of health and safety during inspections. These are set out in the Risk Assessment of Inspection Processes.

### **Liability for breach of statutory duty**

Estyn ensures that staff are trained and receive support to meet their duties under health and safety legislation. An individual would normally be held responsible for breaches of the law only if it could be proved that they were wilfully or recklessly negligent and that a foreseeable injury, harm or loss resulted. In these circumstances Estyn cannot indemnify employees for fines or penalties resulting from personal prosecution.

Any neglect or breach of health and safety legislation and/or Estyn's health and safety policy or procedures by employees may be subject to Estyn's disciplinary procedures. Breaches by secondees will be subject to the disciplinary procedures agreed under the contractual arrangements made with their employers.

## **Managing and controlling health and safety risks**

Estyn accepts its responsibility for protecting employees and others affected from the risks created by any of our work activities. We are committed to providing a safe working environment where risks are assessed and controlled, where safe and appropriate equipment is provided and where staff receive sufficient relevant information, instruction, training and supervision. Control measures specific to particular processes and environments are set out in the risk assessment documentation whilst the more generic controls e.g. training and personal protective equipment are outlined below.

The risk assessments process and documentation will be reviewed annually or more frequently as required e.g. to assess the impact of any significant changes in legislation, premises, organisational structures and responsibilities, working practices or technology, or as a result of any accident or near-miss investigation.

### **Managing the risks related to work premises**

Risk assessments of Estyn premises are conducted by competent persons, as appropriate, in consultation with the Lead Officer: Health, safety and wellbeing, and a report provided which sets out the significant findings and the actions/measures to be taken to remove, reduce or manage significant risks so far as is reasonably practicable and identifying who will be responsible for managing the risk.

### **Managing the risks associated with inspection work**

The designated reporting inspector for each inspection will undertake a risk assessment of the work specific to the inspection activity, producing an exception report as and when needed which will be stored in the VIR for that inspection and copied to the with the Lead Officer: Health, safety and wellbeing by email. The Lead Officer: Health, Safety and Wellbeing will an annual summary report to the Health, Safety and Wellbeing Committee, the Executive Board and the Strategy Board outlining the exception risk assessments of inspection activity which have been conducted, if any. Estyn's Board will be responsible for ensuring that any actions are taken as appropriate.

### **Managing the risks associated with work related driving**

Estyn's policy on managing the risks associated with work related driving is set out in a separate document entitled, '[Policy for driving as part of official duties](#)' The Guidelines appended to that document offer good practice tips and a checklist to enable those covered by the policy to assess and control the risks of work related driving. Staff who regularly drive on official duties can undertake the non-compulsory safe driver training provided by Estyn.

### **Managing the risks associated with lone working**

The arrangements are set out in a separate policy for [lone working](#) which is available on Sharepoint.

### **Managing the risk of work related stress and promoting wellbeing**

A separate policy for [managing stress and employee wellbeing](#) is available on Sharepoint.

### **Reducing the risk of musculoskeletal disorders (MSD)**

Musculoskeletal disorders are a major preventable cause of occupational ill health. They include low back pain problems, joint injuries, work related upper limb disorders and strain injuries. Activities such as manual handling and the prolonged and frequent use of display screen equipment (DSE) can result in a range of symptoms including musculoskeletal disorders. Estyn aims to ensure that the risks of musculoskeletal disorders arising from work processes are assessed and controlled effectively, and that reasonable adjustments are made to working practices and work stations where necessary.

Medical research has pointed to links between musculoskeletal disorders and mental health problems. Estyn is aware of this and aims to:

- identify potential risks associated with musculoskeletal disorders and address issues as early as possible; and
- provide a healthy work environment which promotes personal wellbeing and where risks of stress are identified and minimised.

### **Reducing the risk of working with display screen equipment (DSE)**

Estyn is committed to managing and reducing the risks associated with the use of DSE at work as far as is reasonably practicable. Estyn staff use an online self-assessment tool to assess their office work station in accordance with the DSE Regulations (1992), record the assessments and review and repeat them when there is any significant change in staff, working practices or equipment/technology. Estyn staff receive guidance on best practice in setting up and maintaining their work stations. They undertake self-assessments of their work stations outside of Estyn offices, record them and discuss them with their line managers. The Lead Officer: Health, safety and wellbeing reviews the assessments and maintains all records.

Estyn operates an eye scheme, under which, if there are any costs to employees, all users of Display Screen Equipment may claim the costs of an eye sight test every 2 years, and the cost of basic VDU-only spectacles, where these are prescribed by a practitioner.

### **Managing the risks of manual handling**

Estyn and its staff will ensure that, where possible, manual handling is avoided, although some manual handling tasks are unavoidable. All staff receive training, instruction and guidance as part of their initial induction training to enable them to risk assess manual handling tasks as needed, with the training sessions repeated as required. Estyn will provide suitable equipment to minimise the need for lifting by employees.

### **Managing the risks of hazardous substances**

In accordance with the Control of Substances Hazardous to Health Regulations 2002, Estyn will control exposure to hazardous substances (such as printer toners, Tippex) to protect the health of employees and others who might be affected. This will be done through risk assessment, appropriate storage and disposal of materials according to manufacturers' instructions, and by monitoring the use and storage on Estyn premises by contractors of any hazardous substances. Staff are expected to use substances such as printer toners responsibly and for the sole purpose for which they are supplied by Estyn.

### **Managing the risks of working with electrical equipment**

Estyn will ensure full compliance with the Electricity at Work Regulations 1989 and related regulations governing electrical safety to prevent, so far as is reasonably practicable, dangers arising from the use of electrical equipment. All electrical equipment will be subject to regular maintenance through Estyn's planned preventative maintenance programme contract, and by regular PAT testing of portable equipment. Any faulty equipment will be replaced promptly.

Staff will receive appropriate instruction in the use of portable electrical equipment (such as laptops) at the time of issue, and are encouraged to visually inspect portable equipment before use and report any faults to the Lead Officer: Health, safety and wellbeing or a member of the Office Services team promptly. The importance of electrical safety and the personal responsibility of staff for electrical safety are reinforced as part of routine health and safety training sessions such as induction and manual handling sessions.

### **Control measures: Personal Protective Equipment**

Personal protective equipment will be provided to those staff engaged on duties where this is required. Line managers will discuss and agree the requirements with individual staff when they take up duties requiring protective equipment, and make appropriate arrangements with the Lead Officer: Health, safety and wellbeing for the supply of equipment. Individual staff will be responsible for using any equipment provided appropriately and as instructed, and for reporting any problems with the equipment to the line manager and the Lead Officer: Health, safety and wellbeing immediately. The Lead Officer: Health, safety and wellbeing is responsible for ensuring that personal protective equipment provided is replaced as required.

### **Control measures: Training**

Estyn will ensure that appropriate training and support are available for all staff to develop and maintain their awareness of health and safety issues. This includes instruction as part of the initial induction, with training repeated as required, eg when duties, responsibilities, work processes or equipment change. Individual employees are expected to attend any health and safety training identified, as required by the Health and Safety at Work Act.

Line managers are responsible for assessing training needs, and for advising the Lead Officer: Health, safety and wellbeing of any changes in duties which may have health and safety implications. The Human Resources Team are responsible for ensuring that identified training needs are met in the most appropriate way – whether through formal training, on the job coaching or instruction and guidance, and for maintaining records. Specific training will be provided to equip employees with the particular skills, experience and knowledge to develop and maintain their competence to undertake specified health and safety duties, and for members of the Health, Safety and Wellbeing Committee and Health and Safety staff representatives, as necessary.

## **Promoting employee health**

### **Promoting health and wellbeing**

In addition to meeting its statutory duties, Estyn is committed to promoting and supporting the health and wellbeing of all employees, embedding the key principles of the Corporate Health Standard in the way we work and to encouraging staff involvement in these matters. The [Health and Wellbeing Policy](#) which is available on SharePoint sets out the key health-related issues and how we aim to promote a 'healthy culture' and support staff with their health and wellbeing.

Estyn provides optional confidential annual health checks for its employees, and any seconded staff working for Estyn at the time the annual checks are carried out. Occupational health specialists conduct the checks and produce confidential reports which are shared with the individual only (and not Estyn). The checks cover, as a minimum, basic surveillance of height, weight, lung capacity, blood sugar and cholesterol levels and blood pressure. Additional specific health-focussed checks may be provided as appropriate (e.g. osteoporosis).

### **First aid**

Estyn will ensure that it continues to meet the requirements of the Health and Safety (First Aid) Regulations 1981 (revised 1997) and the Approved Code of Practice, as well as any subsequent legislation and will ensure that appropriate policies and procedures are in place, with competent persons qualified to meet all the requirements (see Appendix 3 for details of qualified first aid staff).

### **Accidents and Reporting**

All accidents (incidents resulting in injury, ill health or damage) and near-misses/incidents (any unplanned event with the potential to cause injury or damage) should be reported in Estyn's Accident Book/Incident Record. The Lead Officer: Health, safety and wellbeing retains the Accident Report Book in a registered file, maintains records and considers or investigates all reports of accidents/incidents. Blank template Incident Report forms are held on Sharepoint, which all staff may access. Where an accident or incident occurs off site, a report should be made to the establishment where it happened as well as in the Estyn records. The Lead Officer: Health, safety and wellbeing reviews all reports to identify any need for corrective/control measures and to establish any emerging trends. He/she maintains and retains records (a copy of the form) for at least 3 years from the last date of entry and will provide extracts to the Health and Safety Executive (HSE) on request.

### **Injury in the course of duty**

Staff should report any injuries sustained whilst undertaking Estyn duties to the relevant line manager without delay. The manager, in consultation with the Lead Officer: Health, safety and wellbeing, will investigate and report on the accident, including, as appropriate, assessments of risks, and appropriate risk control measures put in place. If an employee suffers injury as a result of an assault, he/she

may make a complaint to the police and a police investigation may follow. In these circumstances the Estyn internal investigation will proceed only after the conclusion of any police investigation. Appropriate support will be offered to staff in these circumstances. Absence through injury sustained whilst undertaking Estyn duties is deemed as sickness absence for the purposes of the calculations of sick pay allowances.

### **The Reporting of Injuries, Diseases and Dangerous Occurrences (RIDDOR)**

Lead Officer: Health, safety and wellbeing will investigate and keep a written record of all reportable injuries, diseases and dangerous occurrences; and notify the Health and Safety Executive (HSE) within 10 days using the appropriate HSE forms and making initial telephone contact as required by the RIDDOR Regulations 1995.

Whilst The Lead Officer: Health, safety and wellbeing will normally be responsible for reporting, if he/she is not available, in an emergency, any RIDDOR accidents can be reported online at <http://www.hse.gov.uk/riddor/index.htm>

### **Emergency Procedures: Fire and Evacuation**

Estyn's Fire Safety Manager is responsible for all aspects of fire safety including ensuring that:

- fire alarms are tested;
- fire extinguishers are maintained and checked regularly; and
- emergency evacuation drills are conducted regularly.

The emergency evacuation procedure notices are displayed prominently in the office at Anchor Court. Detailed fire procedures are set out in the [Security and Emergency Evacuation procedures at Anchor Court](#) which is available to all staff on Sharepoint and is issued to all new staff as part of the induction.

## **Consultation with employees**

Estyn will engage in consultation with all employees on the health, safety and wellbeing issues which affect them. Consultation will be conducted both through trade unions and directly with staff. Consultation with elected trade union safety representatives will be conducted through their participation in the Health, Safety and Wellbeing Committee. These safety representatives have functions under the Safety Representatives and Safety Committee Regulations 1977.

Estyn will negotiate with the trade unions for their safety representatives to have appropriate support to enable them to perform their functions properly. This may include consideration of applications for special leave with pay to attend meetings of safety committees, and to attend suitable training courses. Applications to take special leave with pay to attend training courses which may be organised by staff associations or the Trade Union Congress should be submitted by safety representatives via their line manager and Strategic Director to the Human Resources team.

Estyn will also engage in wider consultation with all staff as appropriate in accordance with the Health and Safety (Consultation with Employees) Regulations. This consultation will be conducted by issuing documents directly to all staff for comment. Staff are also encouraged to report any health and safety concerns they may have and to make suggestions about improving health, wellbeing and safety in Estyn to their safety representatives, the Lead Officer: Health, safety and wellbeing or the Health, Safety and Wellbeing Committee.

## **Monitoring and review**

Managers have important responsibilities for day-to-day monitoring of health and safety performance. This policy will be formally reviewed by the Health, Safety and Wellbeing Committee to ensure compliance with legislation and established procedures at least annually and more frequently as required, for example, to assess the impact of any significant changes in legislation, premises, organisational structures and/or responsibilities, working practices/procedures or technology, as a result of any accident or near-miss investigation, or in the light of any significant audit findings.

## Appendix 1: Estyn's Health and Safety Policy Statement

This statement sets out Estyn's key aims and guiding principles in respect of health, safety and employee wellbeing.

As the head of the organisation, I am committed to constantly improving Estyn's standards of health and safety performance so as to safeguard the health, wellbeing and safety at work of Estyn's employees, all other staff working on Estyn's behalf, and of others who may work at or visit Estyn's premises.

I will take all reasonable steps to ensure that, as an organisation, Estyn will:

- comply with health and safety law;
- accept the prime responsibility the Board has for health and safety in Estyn;
- clearly define health and safety responsibilities;
- reinforce the important responsibility that each staff member has for health and safety, and support staff to meet this responsibility;
- ensure that health and safety is fully integrated into the management and decision-making processes within Estyn;
- review health and safety management arrangements throughout the organisation, monitor health, wellbeing and safety performance, and constantly seek to make improvements;
- devote the necessary resources to health, wellbeing and safety activities;
- provide and maintain safe premises, equipment and procedures;
- maintain safe and healthy working conditions and ensure that suitable and sufficient assessments are made of risks to the health and safety of all our staff and others and appropriate control measures implemented to reduce them so far as is reasonably practicable;
- provide employees with comprehensive and relevant information on the risks faced at work and the preventative protective measures that control those risks;
- ensure that appropriate information, instruction, advice and supervision from competent sources is available to the Board, management and employees to assist them in meeting their responsibilities;
- ensure that all employees are competent to do their tasks, and give them adequate training and/or management support;
- prevent accidents and cases of work-related ill health so far as is reasonably practicable;
- consult employees and their representatives on matters relating to health and safety at work;
- promote the health and wellbeing of staff and devote adequate resources to appropriate health promotion activities;
- review and revise this policy as necessary at regular intervals.

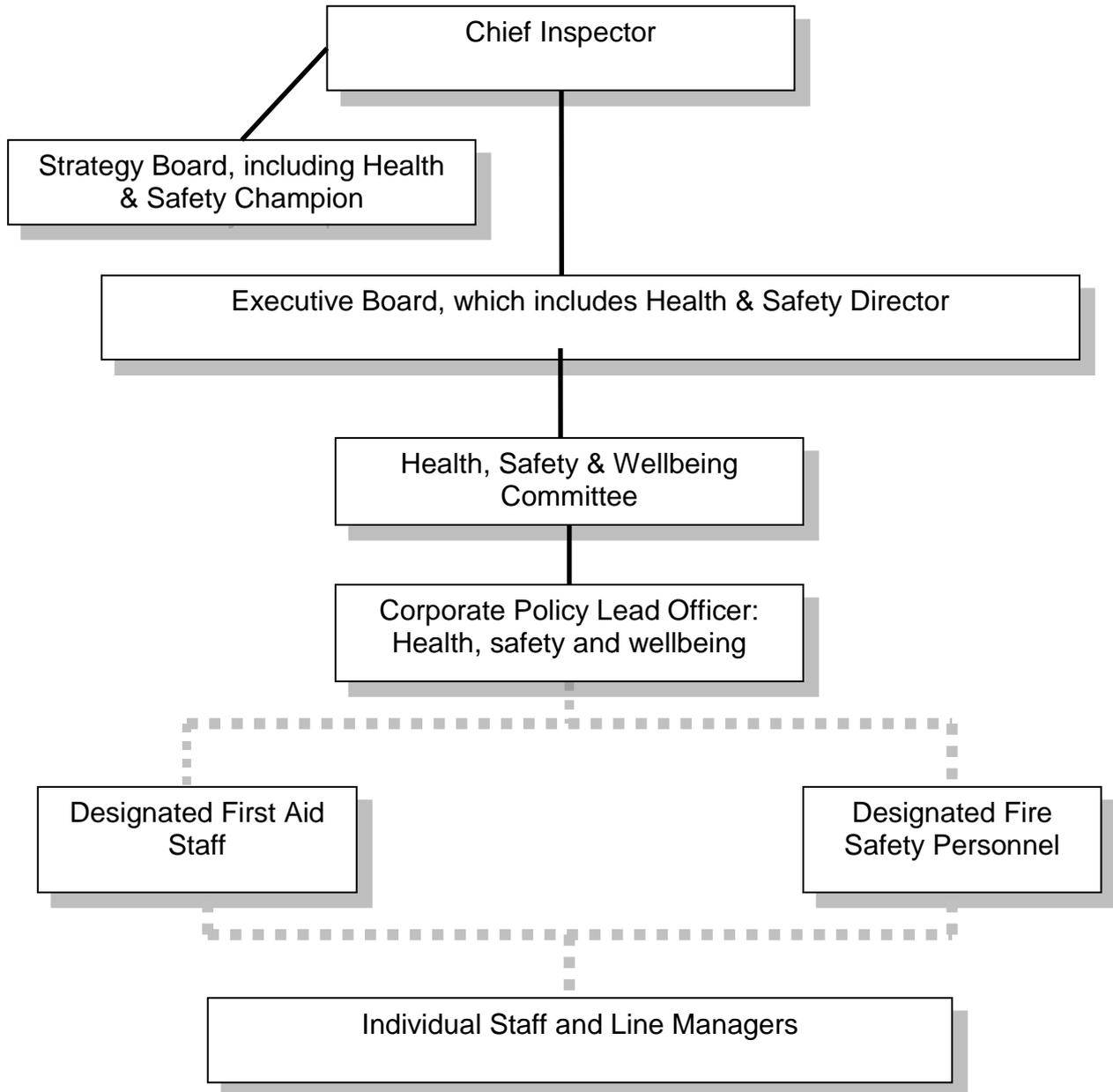
Signed: *Ann Keane*

Date: 16 October 2013

**Ann Keane (HM Chief Inspector)**

Review date: \_\_\_August 2016\_\_\_\_\_

**Appendix 2: Estyn's Health & Safety Management Structure**



**Key:**

■ ■ ■ ■ ■ Linked personnel

———— Reporting line

### Appendix 3: Estyn's Health and Safety Responsibilities

#### Key Designated Personnel:

Her Majesty's Chief Inspector	Ann Keane
Director of Health & Safety	Simon Brown
Assistant Director (Corporate Services)	Phil Sweeney
Corporate Policy Lead Officer for Health and Safety (BSM)	Gina Carrington
Trade Union Safety Representatives	Bernard Hayward (FDA) Zoe Davies (PCS)

#### Health, Safety & Wellbeing Committee:

Chairperson	Simon Brown
Corporate Policy Lead Officer for Health and Safety (BSM)	Gina Carrington
FDA Safety Representative	Bernard Hayward
PCS Safety Representative	Zoe Davies
Fire Safety Manager	Gina Carrington
Inspection Directorate Representative	Gerard Kerlake
Human Resources	Beth Rees
Corporate Services staff representative	Dai Williams

First Aiders	Contact details
Dean Andrews	Ex 6332
Zoe Davies	Ex 6316

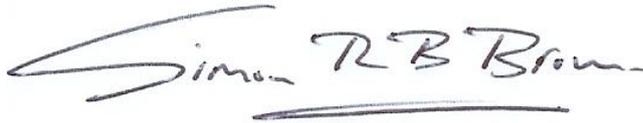
Fire Safety Manager/ Deputy Fire Safety Manager	Functional responsibility	Contact details
Gina Carrington/ Phil Barry	To liaise directly with the emergency services and fire wardens in an emergency situation.	Ex. 6317/6339

Fire Wardens	Deputy (reserve) Fire Wardens
Ben Thomas	Gareth James
Shuna Lovering	Leigh Williams
Michaela Benjamin	Gemma Hutton

**Policy agreement form**

**This policy and its associated procedures are agreed by Estyn's management and Trades Unions**

**Signed on behalf of Estyn's management:**



**Simon Brown: Strategic Director**

July 2013

**Signed on behalf of Estyn's Trades Unions:**



**Philip Barry  
Branch Secretary  
PCS Union  
29<sup>th</sup> July 2013**

**Huw Collins  
FDA Section Convenor  
26 July 2013**