

# GLA Health and Safety Policy

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Senior owner	Chief Officer

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# Introduction

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Section 2 (3) of the Health and Safety at Work Act 1974 places a duty on employers to prepare and, as often as may be appropriate, revise a written statement of their policy with respect to the health and safety at work of their employees. The document must include details of the organisation and arrangements in force for carrying out that policy. Once prepared, the policy document should be brought to the notice of all employees.

This health and safety policy has been prepared to comply with the requirements of the statutory duty. It also expresses the GLA's commitment and resolve to promote the highest standards of health and safety at work. The GLA is committed to promoting the highest standards of wellbeing and, whilst this is considered in detail in supporting policies, this is signposted throughout this policy.

# General statement of policy

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The GLA regards the health and safety of its employees as an integral part of all its activities. We recognise our obligation to establish and maintain exemplary standards in all of our activities and wish to encourage this best practice approach to all employers in London to protect the health and safety of Londoners. We hope that our positive attitude and approach will lead by example and will encourage our employees, and other stakeholders with whom we interact, to adopt and practise similar philosophies in all health and safety matters.

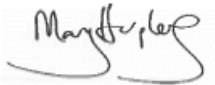
It is the policy of the GLA to take all reasonably practicable steps to ensure the health, safety and welfare at work of all its employees. The GLA also acknowledges its responsibilities in respect of persons other than its own employees. A high standard of health and safety performance is one of the GLA's primary objectives and is recognised as an integral part of service delivery.

This standard will be achieved by:

- Adopting a planned and systematic approach to the implementation of the GLA's Health and Safety Policy to create and maintain a positive health and safety culture which secures the commitment and participation of all employees.
- Meeting its responsibilities to employees, to other people and to the environment in a way which recognises that legal requirements are the minimum standard.
- Operating a system of joint consultation with health and safety representatives and providing them with facilities, training and assistance to enable them to carry out their functions.
- Providing such information, instruction, training and supervision as is necessary to ensure the health and safety at work of its employees.
- Providing and maintaining a working environment for employees that is safe, without risks to health, and adequate as regards facilities and arrangements for their welfare at work.
- Ensuring there is an embedded culture where risks are identified before they become an incident and where there is a robust active reporting process to encourage staff to proactively report risks without the fear of reprisal.
- Providing and maintaining plant and systems of work that are safe and without risks to health.
- Ensuring safety and absence of risks to health in connection with the use, handling, storage and transport of articles and substances.
- As regards any place of work under the GLA's control, ensuring the maintenance of the workplace in a condition that is safe and without risks to health and the provision and

maintenance of means of access to and egress from the workplace that are safe and without such risks.

Occupational health relates to the effects that the working environment may have on the health of an employee. It also takes account of the influence that an employee's health may have on their ability to carry out their work and provides guidance on the reasonable adjustments which employers may require to make. The GLA recognises the benefits of good health and will endeavour to promote and maintain the highest degree of physical, mental and social well-being of its employees and make all reasonable adjustments as required to ensure employees may continue to work.

A handwritten signature in black ink, appearing to read 'Mary Harpley', with a stylized flourish at the end.

Mary Harpley

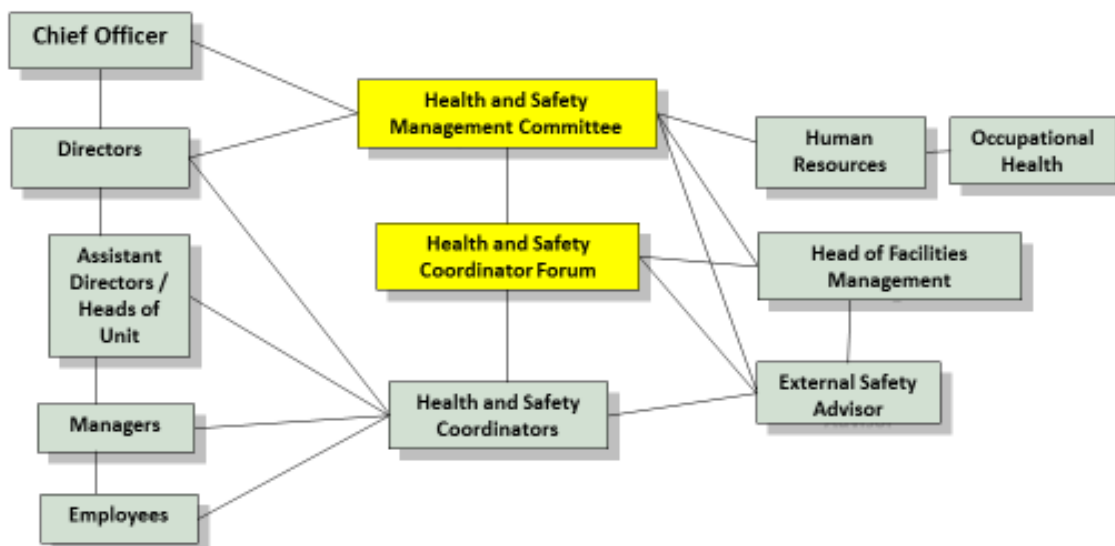
Chief Officer

September 2019

# Responsibilities

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## GLA Health and Safety Management Structure



### Chief Officer

The Chief Officer has overall and final responsibility for all matters of health and safety across the GLA and for ensuring that mechanisms are in place for the implementation, maintenance, monitoring and revision of safety management systems. Operationally, most of these duties have been delegated to Directors, Managers and the Head of Facilities Management.

The Chief officer:

- Is responsible for ensuring the successful implementation of the health and safety policy and arrangements within the GLA and will lead by example.
- Is responsible for approving the GLA's annual health and safety action plan.

- Will sponsor the biennial audit review of health and safety performance within the organisation.
- Chairs the quarterly Health and Safety Management Committee meeting.

## **Directors**

Directors have overall responsibility for health, safety and wellbeing within their respective directorates. In maintaining a general oversight of the policy and its arrangements, the Director:

- Will lead by example and promote a positive health and safety culture.
- Is responsible for overseeing the implementation of the GLA health and safety management system within their own Directorate.
- Is responsible for agreeing the Directorate's health and safety objectives and for their Directorate's contribution to the GLA's annual health and safety action plan.
- Is responsible for agreeing the annual health and safety priorities within their Directorate and for ensuring the allocation of adequate and appropriate resources.
- Will monitor and review health and safety performance within their own Directorate and ensure that prompt action is taken to correct any deficiencies.
- Will attend the quarterly Health and Safety Management Committee meeting to represent their Directorate.
- Will appoint a Health and Safety Coordinator and will support and work in conjunction with their Health and Safety Coordinator to ensure appropriate health and safety management arrangements are in place.
- Will approve the Directorate risk assessment carried out annually by the Health and Safety Coordinator.
- Will provide within the Directorate a working mechanism for consultation with the staff on health and safety issues.
- Will ensure quarterly inspections take place and be directly involved with at least one quarterly inspection of the Directorate.

## **Managers**

All managers are responsible for ensuring that safe systems of work are established, maintained and followed by all employees in their area and they should familiarise themselves with the GLA's health and safety policy and ensure that employees under their control have received a briefing on the policy document.

For the purposes of this policy, the term "manager" includes Directors, Assistant Directors / Heads of Unit and line managers.

In particular, managers will:

- Provide leadership in matters relating to the management of health and safety within their area.
- Monitor progress against the GLA's annual health and safety action plan within their area and assist with the overall progress towards meeting the Directorate's annual health and safety action plan.
- Ensure compliance with the findings of the Directorate risk assessment.
- Establish and maintain procedures and safe systems of work and ensure that they are followed within their team and react to the findings of any health and safety inspections.
- Ensure that all required health and safety records are maintained.
- Ensure inductions for all new permanent and temporary staff are carried out, both locally within their area and via the e-learning based induction training, to give staff an understanding of the required health and safety procedures and risk assessments and keep these refreshed to accommodate any significant changes.
- Ensure that all safety-related incidents and injury accidents are recorded and reported promptly and accurately.
- Investigate accidents, incidents and contributory factors and review risk assessments and implement remedial actions to prevent a recurrence.
- Ensure that a health and safety training needs analysis is carried out for their employees at least annually and that staff have the appropriate health and safety or relevant technical training and qualifications required for their roles.
- Set a personal example and promote a positive health and safety culture within the workplace.

## **Employees**

The support of all employees is essential if high standards of safety are to be achieved. Employees must be familiar with the local health and safety arrangements for their place of work and activities.

In addition, employees will:



- Take reasonable care of their own safety and of others who may be affected by their activities.
- Cooperate with their employer and adhere to the health and safety arrangements, procedures and safe-working methods as instructed.
- Report promptly and accurately all incidents, accidents, hazards or defects that they are aware of that may cause accidents.
- Report any unsafe act or situation to their Director, line manager or Health and Safety Coordinator.
- Always use work equipment in accordance with training and instructions and not intentionally or recklessly interfere with or misuse anything provided in the interests of health, safety and welfare.

## Specific roles

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### **Head of Facilities Management**

The Head of Facilities Management has special responsibility for the effective management of the GLA's premises and the associated facilities and equipment. In particular, the Head of Facilities Management is responsible for fire safety and evacuation procedures and, in conjunction with relevant managers, for supervising contractors working in the GLA's premises.

The Head of Facilities Management will carry out those responsibilities delegated by the Chief Officer for the effective implementation of the GLA's policy. In this respect, the Head of Facilities Management will ensure that:

- There are an adequate number of trained first aiders and fire wardens with the premises.
- A suitable and sufficient fire risk assessment has been completed for the premises.
- Fire safety records are kept up to date including record-keeping of all fire drills, maintenance of any fire-fighting equipment, fire alarms, and any necessary remedial works.
- Arrangements are in place for the safe evacuation of employees and visitors, including holding regular evacuation drills.

- A suitable and sufficient water hygiene survey and risk assessment have been completed for the premises and that temperature checks, monitoring and flushing through as recommended in the water hygiene assessment are carried out and recorded.
- All portable electrical appliances are tested and inspected for electrical safety and that fixed electrical systems are tested for safety every five years by a competent person.
- All gas systems, equipment and pipe work are safe and tested regularly by a competent person.
- The maintenance and repair of premises is undertaken in a safe way by a competent contractor and that building works are risk-assessed and suitable safety control measures are put in place and are adequately segregated from building occupants.
- Remedial action is carried out and contractors are advised of any known hazards they may encounter while undertaking works.
- Occupants are adequately briefed of the planned work and any changes in routine activities that will affect their health and safety.
- A process is in place to identify building-related hazards on a regular basis and to put measures in place to reduce them.
- The storage of chemicals and other hazardous substances is secure and does not pose a risk to building occupants.
- Appropriate action is taken to control access to the premises, to prevent unauthorised access, vandalism and arson.
- Regular health and safety workplace inspections take place.

## **Assistant Director Human Resources and Organisational Development**

The Assistant Director Human Resources and Organisational development has a particular role in respect of employment matters, welfare, training and communications and will manage the occupational health service.

### **Health and Safety Coordinators**

Within each Directorate of the GLA, the Director is responsible for ensuring that health and safety standards are being achieved and maintained. The Director will delegate responsibility for ensuring health and safety standards are met within each section of the Directorate to the Assistant Directors / Heads of Unit.

To assist the Director and Assistant Director / Head of Unit in carrying out the tasks required to produce the evidence that they are managing health and safety, a network of Health and Safety Coordinators has been created.

The Health and Safety Coordinators have received training to enable them to be a first point of contact for queries regarding health and safety from staff and they are supported by the GLA's External Health and Safety Advisor.

The Health and Safety Coordinators will facilitate the annual Directorate risk assessment and assist in the completion of display screen equipment self-assessments and any other work activity risk assessments within their Directorate, collate and maintain records of completed assessments and bring any required actions, including the need for health and safety related training, such as safe use of computer workstations and manual handling, to the attention of the appropriate Assistant Director / Head of Unit or the Director.

They will also work with their Director in monitoring compliance with health and safety policy objectives and, to facilitate this, they will complete a quarterly health and safety action plan and training matrix summary document.

The Health and Safety Coordinators will meet regularly at the Health and Safety Coordinator Forum meeting to identify any areas of common concern and ensure that they are being provided with appropriate support from the External Health and Safety Advisor.

The Directors and Assistant Directors / Heads of Unit remain responsible for managing health and safety and ensuring that minimum legal standards and policy objectives are complied with.

### **Health and Safety Coordinator Forum meeting**

The Health and Safety Coordinator Forum meeting is a training and support forum and is primarily concerned with the health, safety and wellbeing of all persons employed or affected by the undertakings of the GLA. The group meets every quarter and comprises of the Health and Safety Coordinators from each Directorate, a trade union representative (Unison Health and Safety Officer), the Head of Facilities Management and the External Health and Safety Advisor.

### **External Health and Safety Adviser**

The Chief Officer has commissioned the services of an External Health and Safety Adviser to ensure the GLA has access to competent advice, to support the design of systems and procedures and, when appropriate, to investigate accident and incidents.

The External Health and Safety Adviser will deliver health and safety related training, attend Health and Safety Coordinator Forum and Health and Safety Management Committee meetings and work with Head of Facilities Management to assist the GLA with its health and safety management arrangements.

The External Health and Safety Adviser will conduct a biennial health and safety management system audit and will assist the GLA with all aspect of health and safety, including the safety aspects of contractor management and event management.

If a manager needs professional health and safety advice, they should request this through the Head of Facilities Management.

### **Health and Safety Committee**

The Director from each Directorate is the nominated senior management representative for their Directorate at the Health and Safety Management Committee meeting, which is chaired by the Chief Officer and attended by the Head of Facilities Management, the Assistant Director Human Resources, the External Health and Safety Advisor and the Unison Health and Safety Officer, acting as the trade union health and safety representative.

Health and Safety Management Committee members will be responsible for making arrangements for implementing this policy and the health and safety management systems within their Directorate. They will also work with the Chief Officer in monitoring compliance with policy objectives for the GLA as a whole.

The Health and Safety Management Committee meets on a quarterly basis. Its responsibilities include:

- Developing corporate health and safety policies, procedures and rules.
- Reviewing standards and guidance and monitoring health and safety performance.
- Agreeing corporate health and safety objectives and the GLA's annual health and safety action plan.
- Developing appropriate organisational structures to manage health and safety.
- Coordinating health and safety issues.
- Promoting health and safety awareness.
- Reviewing accidents and incidents.
- Reviewing occupational health referrals and employee wellbeing.

The Head of Facilities Management will attend Committee meetings and provide a summary of reported accidents and incidents.

The Assistant Director Human Resources will attend Committee meetings and provide a summary of welfare, training and occupational health matters.

The External Health and Safety Advisor will attend Committee meetings to provide professional advice and a trade union health and safety representative is also invited to attend.

## **Contractors and partners**

The GLA procures a range of services and also provides services in partnership with many other service providers. The GLA recognises the joint responsibility it has to safeguard the health, safety and wellbeing of its own employees, those working on behalf of the GLA, service users, and members of the public who may be affected by the work of GLA partners and suppliers.

## **Unison**

The GLA formally recognises Unison and Unison is able to represent employees and negotiate terms and conditions on their behalf. A Joint Consultative Committee (JCC), made up of representatives from both Unison and Management, meets regularly and its purpose is to:

- Consult and negotiate on collective bargaining topics, such as terms and conditions and employment policies.
- Provide a forum for joint discussion on a wide range of issues and an opportunity to share information.

