



**GIG**  
CYMRU  
**NHS**  
WALES

Addysg a Gwella Iechyd  
Cymru (AaGIC)  
Health Education and  
Improvement Wales (HEIW)

## HEALTH AND SAFETY POLICY

**Executive Sponsor & Function:**

Director of Workforce and Organisational Development

**Document Author:**

David Price, Facilities and Compliance Manager

**Approved by:**

HEIW Executive Team

**Approval Date:**

4 June 2020

**Date of Equality Impact Assessment:**

May 2019

**Equality Impact Assessment Outcome:**

This Policy has been screened for relevance to equality. No potential negative impact has been identified.

**Review Date:**

June 2023

**Version:** v2.1

# Table of Contents

<b>Contents.....</b>	<b>Page</b>
1. Policy Statement .....	1
2. Purpose.....	2
3. Scope.....	2
4. Aims and Objectives.....	2
5. Accountability.....	2
6. Roles and responsibilities.....	2
7. Training and capabilities.....	4
8. Consultation and information.....	4
9. Access to competent Health and Safety advice and support .....	5
10. Health and Safety Committee.....	5
11. Risk Assessment.....	5
12. Display Screen Equipment (DSE).....	5
13. Welfare Arrangements .....	6
14. Staff Travel.....	6
15. Driving and Vehicle Safety .....	6
16. Work Equipment.....	7
17. First Aid.....	7
18. Hazardous Substances .....	7
19. Asbestos and Legionella .....	8
20. Drug/Alcohol .....	8
21. Occupational Health and Health Surveillance.....	8
22. Fire Safety.....	9
23. Manual Handling .....	9
24. Housekeeping .....	9
25. Contractor Control.....	9
26. Visitors .....	10
27. Incident Reporting .....	10
28. Inspection, Auditing and Monitoring.....	10
29. Management Review.....	10
30. Guidance Notes .....	11
31. Distribution .....	11
32. Further Information.....	11

## **1. Policy Statement**

1.1 It is the policy of HEIW, as far as is reasonably practicable, to provide and maintain safe and healthy working conditions, equipment and systems of work for all employees, and to provide information, training and supervision as they need for this purpose. We accept our responsibility for the Health and Safety of others, including visitors and contractors who may be affected by our activities. We will endeavour to provide and maintain sufficient resources in order to achieve this objective.

1.2 The key focus areas of our approach will be:

- Identification and compliance with all current and future Health and Safety legislation.
- Assessment and management of risk 'so far as is reasonably practicable'.
- Development of suitable and sufficient policies, procedures and working practices.
- Ensuring that Health and Safety is an integral part of management responsibility.
- Provision and maintenance of equipment and materials which are safe and free from risk.
- Investigation of Health and Safety incidents with a view to making recommendations to prevent a recurrence.
- Consultation and communication on Health and Safety matters.
- Training of staff to ensure a good working knowledge of current standards and procedures.
- Regular review and audit of our undertakings to help us define improvements to our systems of work.
- Encouragement of business partners to achieve high levels of Health and Safety performance.

1.3 HEIW realises that this policy cannot be effectively implemented without the full support and involvement of everyone. To this end, the co-operation and commitment of each and every employee is essential in order to establish and maintain effective standards of Health and Safety. Employees are reminded that they have a legal and moral obligation to take reasonable care of themselves and to ensure that their acts or omissions do not endanger others.

1.4 Individuals will be expected to demonstrate their own personal commitment by:

- Co-operating with the requirements of the Health and Safety policy and highlighting any deficiencies in the arrangements.
- Following working procedures and ensuring that those they have responsibility for do likewise.
- Demonstrating a positive and proactive approach to Health and Safety and helping to promote it in others.
- Looking for opportunities to improve and maintain performance.

**Alex Howells**  
Chief Executive Officer  
May 2019

## **2. Purpose**

- 2.1 The purpose of this Health and Safety policy is to ensure that a healthy, safe and secure environment is provided for all HEIW staff and visitors whilst working or attending premises under the control of HEIW. Its purpose is also to provide a secure environment for property, equipment and the assets of HEIW.

## **3. Scope**

- 3.1 This Health and Safety policy and any arrangements made under it applies to:

- all persons employed or engaged by Health Education and Improvement Wales (HEIW) including part time workers, temporary and agency workers and those holding honorary contracts.
- Visitors, contractors and volunteers.

Other NHS Health Boards and Trusts will have their own health and safety policies which will apply to HEIW staff working in NHS premises elsewhere across Wales.

## **4. Aims and Objectives**

- 4.1 The aim is to provide a healthy, safe and secure environment for all HEIW staff and visitors whilst working at premises under the control of HEIW. This is an overarching policy and all Directorates will implement procedures to support this policy.

## **5. Accountability**

- 5.1 The posts detailed in paragraph 6 that are accountable for ensuring that the detailed arrangements for safe working are drawn up, implemented and maintained.

## **6. Roles and Responsibilities**

### **6.1 Chief Executive Officer (CEO)**

The Chief Executive accepts ultimate overall responsibility for all matters including Health and Safety in HEIW. He/she is responsible for ensuring appropriate management arrangements are in place, and that sufficient resources are provided to meet the requirements of this policy.

To achieve this objective he/she will:

- Ensure that the health and safety policy statement, organisation and arrangements are reviewed at least annually, kept up-to-date, understood and effectively implemented.
- Be responsible for providing leadership, direction and oversight when setting the policy for delivering effective performance in health and safety and risk management.
- Ensure that management systems provide for effective monitoring and reporting of health and safety performance, more specifically, ensuring compliance with Health and Safety legislative requirements within management responsibilities as identified within this policy.
- Keep informed of any significant health and safety failures and of the outcomes of the investigation into their causes.
- Ensure that all decisions made by HEIW take into consideration the impact that the decision will have on the health and safety of Staff and others.
- Ensure the Board is informed as required on health and safety matters affecting employees and/or others.
- Ensure that regular update reports, together with an Annual Report are presented to the Board.

6.2

## **Executive Directors**

The role of the Executive Directors is to provide leadership on, and complement, (through leadership and management), health and safety matters and policies.

To achieve this objective they shall:

- Support the CEO in setting and implementing performance standards for health and safety.
- Ensure that business continuity arrangements are in place to respond to major incidents and emergencies.
- Monitor performance (e.g. by reviewing reports and statistics) and initiate corrective action where necessary.
- Monitor the work of others and stimulate their interest, involvement and commitment to health and safety.
- Work with all disciplines in reviewing, inspecting and improving work systems with the objective of improving health and safety performance.
- Participate in the investigation of incidents where necessary.
- Advise the Chief Executive of any issues which require his/her attention which cannot be resolved locally, or are of organisation wide significance.

6.3

## **Managers**

It is the role of Managers to support the Executive Directors in their endeavor to ensure safe-working conditions at all time and to implement the requirements of the health and safety policy in their areas of responsibility.

To achieve this objective they shall:

- Instruct each employee as necessary in the avoidance of hazards and in the safe performance of work.
- Ensure those Staff under their control understand the requirements of the health and safety policy and comply with the arrangements.
- Investigate all incidents leading to injury, damage or loss, and report as required.
- In the event of an incident to take any action necessary to deal with the situation.
- Recommend improvements or changes required to eliminate hazards and remove the causes of accidents, damage and loss.
- Ensure that staff under their control are available for health and safety training when required.
- Retain the evidence that Health and Safety arrangements are in place.
- Ensure their staff are made aware at least annually of their responsibilities under the Health and Safety Policy.

6.4

## **All Staff**

All Staff shall:

- Carry out their work safely in the interest of themselves and others.
- Understand and follow organisation health and safety procedures, standards and systems of work.
- Report unsafe conditions to their line manager so that corrective action can be taken.
- All staff should be fully compliant with the identified mandatory training for their role and impart knowledge and experience on working practices to others.

6.5

## **The Facilities and Compliance Manager**

The Facilities Manager is responsible for:

- Ensuring that workplaces meet legal standards/requirements and providing specialist advice to maintain compliance.
- Ensuring the safety of all plant and equipment by establishing and maintaining suitable and sufficient inspection and maintenance programmes.

- Fire safety arrangements including Fire risk assessment and physical fire precautions.
- Ensuring building defects are rectified.
- Monitoring estates and Health and Safety performance.
- Facilitating the implementation of the relevant associated policies, including the Incident Reporting Procedure.
- Planning, measuring, reviewing and auditing Health and Safety activities to ensure so far as is reasonably practical that legal requirements are satisfied and risks are minimized.
- Ensuring the safety of contractors.
- Monitoring of contractors Health and Safety and work performance.
- Preparing an Annual Report for submission to the Board.

## **7. Training and capabilities**

- 7.1 All staff will receive, as part of the HEIW corporate induction a session on Health and Safety on commencement of employment and will receive job specific information, instruction and training relative to the work activities that they are undertaking.
- 7.2 HEIW will provide regular ‘refresher’ training in Health and Safety matters and briefing notes to ensure staff are kept up-to-date with risks in the work environment and the controls they must use to mitigate the risks to an acceptable level.
- 7.3 Where staff perform tasks or duties with ‘special’ or ‘high’ risks then additional training will be provided by their manager or supervisor. This will ensure they thoroughly understand both the nature of the risk and the importance of the control measures they must follow.
- 7.4 All employees will also be expected to undertake the relevant NHS training available on the Electronic Staff Record:
- Fire Safety
  - Health and Safety (Level 1)
  - Manual Handling Module A (Level 1)
  - Resuscitation (Level 1)
  - DSE

## **8. Consultation and Information**

- 8.1 HEIW is committed to ensuring that consultation measures are in place to inform workers of any health and safety matter that is likely to affect them. Staff will be informed of existing health and safety provisions upon commencement of employment and will have access to all relevant policies and procedures through an internal IT portal.
- 8.2 Staff will be consulted, as appropriate, in respect of any changes to their workplace or work equipment.
- 8.3 A health and safety notice board will be erected in a prominent location within the office and this will display information relevant to the health and safety management of the business.
- 8.4 Suitable and sufficient signs and notices will be positioned around the building to advise staff on health and safety items. This shall include what to do in the event of a fire, the location of the nearest fire exits and the position of fire exits.

## **9. Access to Competent Health and Safety Advice and Support**

- 9.1 HEIW will ensure that there is access to a competent person who can advise and support on health and safety matters including the technical and legal aspects of compliance.

- 9.2 The Facilities and Compliance Manager has been appointed to act as the 'competent person' under the Management of Health and Safety at Work Regulations. HEIW expects that managers will take full responsibility for Health and Safety matters to ensure that effective controls are identified, implemented and maintained and the Facilities and Compliance Manager will provide them with timely advice and assistance.
- 9.3 The Facilities and Compliance Manager will attend the all Wales NHS Wales Safety Steering Group as the representative of HEIW and will support the organisation in providing two way communications on Health and Safety information and improvement actions between other NHS organisations and HEIW.

## **10. Health and Safety Committee**

- 10.1 HEIW has established a Health and Safety committee which is attended by a balanced representation of the workforce. Meetings will be held quarterly (with a minimum of four meetings per year) with minutes of the meetings produced and distributed for information purposes.
- 10.2 Members of the meeting will be nominated by management to represent each Directorate to assist in the implementation of the Health and Safety policy requirements and shall:
- Support the organisation to implement Health and Safety improvement actions and to provide a focus for two-way communications (between management and staff).
  - Monitor and co-ordinate all facets of Health and Safety with regard to staff within their teams;
  - Bring staff Health and Safety concerns to the attention of the relevant Line Manager and Health and Safety meeting;
  - Actively assist in the development and promotion of a positive Health and Safety culture.
  - Assist in the development and implementation of policies, procedures and guidance.
  - Attend the Health and Safety staff meetings as required or when not available arrange for a representative to attend in their place.

## **11. Risk Assessment**

- 11.1 All activities undertaken by HEIW that have a potential to cause harm will be risk assessed. We will train selective individuals to complete this work and the contents of the risk assessments will be communicated to all affected parties. It is the responsibility of line managers to ensure a sufficient and satisfactory assessment has been made of the risks to staff and others to which they may be exposed during work activities. All completed risk assessments will be stored centrally and will be reviewed at least annually and in the event of a change of process.
- 11.2 Risk assessments will take into account the particular needs of young persons and pregnant workers and will comply with the requirements of our Equality and Diversity policy and legislation.
- 11.3 The [risk assessment](#) procedure has been developed in support of this policy which highlights the process to be followed when undertaking assessment of risk.
- 11.4 In accordance with HEIW's Board Assurance Framework any risk or compliance issues will be reported to a HEIW Risk Register in accordance with HEIW's Risk Management Policy.

## **12. Display Screen Equipment (DSE)**

- 12.1 HEIW policy is that staff who use DSE are not put at unnecessary risk and that a DSE assessment of each and every workstation is undertaken by a competent person with suitable controls implemented as a result of these assessments.

- 12.2 We will train selective individuals to complete this work with completed assessments stored centrally. All DSE assessments will be reviewed annually with reassessments undertaken on a three yearly cycle or when significant change has occurred.
- 12.3 All equipment and furniture used in association with DSE will be provided by HEIW and comply with 'best practice' whilst staff will be provided with relevant information on a regular basis on how to set up their workstations for safe use.
- 12.4 A [DSE](#) assessment procedure has been developed in support of this policy which highlights the process to be followed when undertaking assessment of DSE risk.

### **13. Welfare Arrangements**

- 13.1 HEIW aims to provide all staff with adequate welfare facilities for their well-being whilst at work. This includes:
- Availability of enough clean, working toilets, separated for female and male staff and gender neutral.
  - Drinking water (mains).
  - Regular cleaning of office, storage and other spaces.
  - A comfortable temperature and good ventilation.
  - Adequate lighting.
  - Adequate desk space and storage space.
  - Arrangements for meals and breaks.
  - Facilities for pregnant and nursing mothers (where required).
  - Compliance with smoking laws.
- 13.2 For further information, please refer to the [Waste Management](#) Policy.
- 13.3 For further information, please refer to the [Young Persons \(under 18 \)](#) procedure.
- 13.4 For further information, please refer to the [New and Expectant Mothers'](#) procedure.
- 13.5 For further information, please refer to the [Home Working](#) Procedure.

### **14. Staff Travel**

- 14.1 All staff are individually responsible for ensuring that the hazards and associated controls relevant to their own trips are suitably assessed and addressed. This may include (but not be limited to consideration of the following:
- Road risks (e.g. accidents and emergencies, or general traffic conditions, road rage or aggressive behaviour of other drivers, poor route planning or insufficient time between calls which results in their speeding).
  - Poor maintenance of the vehicles they drive resulting in them being unsafe.
  - Theft and violence (e.g. theft of the product they carry, or money, or even the vehicle).
  - Hazards on clients premises.
  - General hazards associated with 'working alone' – such as who they call in an emergency, what they do if they have an accident.



## **15. Travelling for Work**

- 15.1 Health and safety law applies to on-the-road work activities (driving, cycling and walking) and HEIW aims to effectively manage these risks within its health and safety management system. It includes all journeys made in connection with work on behalf of HEIW but excludes commuting to and from the 'usual' place of work but does not exclude people with their home as a base or when driving for any private matters.
- 15.2 All vehicles owned, leased or used by staff of HEIW should be fit for purpose and suitably insured. It is the responsibility of the drivers of vehicles to inspect them for obvious defects prior to use and report concerns to their line manager and not use them if they are not safe to drive.
- 15.3 National and site speed limits shall be observed at all times when travelling on organisation business with breaks taken every 2-3 hours to rest and recover.
- 15.4 The use of mobile phones when driving is prohibited and it is recommended that staff park in a safe place with the engine switched off to make and return calls.
- 15.5 Staff who drive on organisation business will be required to produce, for inspection, a copy of their driving licence on an annual basis.
- 15.6 Drivers must comply with the Road Traffic Act and the Highway Code, complying with speed limits and wearing seat belts at all times. Drivers are responsible for their own fines and/or penalties including speeding penalties and legal costs
- 15.7 Cyclists are expected to follow the Highway Code, complying with traffic lights and avoiding cycling on the pavement unless it is a designated cycle path
- 15.8 A [Travelling for Work](#) procedure has been developed in support of this policy which highlights the specific requirements imposed on those who drive, cycle or walk as part of their job role.

## **16. Work Equipment**

- 16.1 HEIW will ensure that work equipment is suitable for the purpose for which it is being used or provided, fitted with any necessary safety devices and safety warning signs and only used by trained and authorised people.
- 16.2 All work equipment, including portable electrical appliances, will be maintained in efficient working order and in good repair with records kept. This will include the requirements for statutory inspection, where applicable.
- 16.3 The use of hazardous work equipment is controlled through the risk assessment process with workers being provided with adequate safety information, instruction, and training prior to the use of that work equipment. Safe working procedures will be developed for individual pieces of work equipment where this has been identified through the risk assessment process.
- 16.4 It is the responsibility of staff to ensure they immediately report to their line manager if they suspect that work equipment is faulty or damaged.

## **17. First Aid**

- 17.1 HEIW will ensure adequate first aid provision including a suitable number of first aiders along with first aid boxes that will be marked and be easily accessible to all staff.
- 17.2 First Aiders are covered by our insurers for administering first aid to staff and visitors (whilst they are officially at work) who are either on the premises or in the vicinity of our offices.

17.3 It is the responsibility of the designated first aider to:

- Ensure adequate first aid provision is available and that the contents of the first aid boxes are kept up to date, leading to a good balance of equipment and capacity.
- Ensure in the event of administering first aid, the completion of the Datix incident report form.

17.4 All staff shall ensure that if necessary, the alarm is raised at the earliest opportunity so that first aid and/or medical support can be provided to physically injured or medically ill persons.

17.5 The names of the qualified first aiders will be displayed on the Health and Safety notice board.

17.6 A [first aid](#) procedure has been developed in support of this policy which highlights the specific requirements for first aid provision at any premises under the control of HEIW.

## **18. Hazardous Substances**

18.1 HEIW will ensure the safety of all staff who are likely to be exposed to hazardous substances as part of their work activity.

18.2 To ensure compliance with relevant chemical regulations we will:

- Compile and maintain an inventory of all hazardous substances used.
- Obtain safety data sheets from manufacturers on each substance used and carry out risks assessments of hazardous substances and review as necessary.
- Undertake a hazardous substance risk assessment of the hazards presented by the products used.
- Introduce suitable and sufficient control measures to prevent /minimise risks.

18.3 Staff should be aware of any substances that they use in the course of their working day and make proper use of control measures and personal protective equipment.

## **19. Asbestos and Legionella**

19.1 HEIW recognises its responsibilities to protect staff and others from the harmful effects of asbestos. We shall:

- Carry out a survey of all our building to find out if asbestos is likely to be present.
- Maintain a register of all areas where asbestos is present and introduce suitable controls for monitoring, maintaining an, if necessary, removal.

19.2 If maintenance or refurbishment works are to take place in areas where asbestos is known to be present, a full and detailed risk assessment will be required prior to the commencement of the works.

19.3 We also recognise the need to protect staff and others from risks associated with the harmful effects of legionella and we will take reasonable steps to prevent its proliferation and transmission via water systems.

19.4 Legionella will be managed following risk assessment protocols, relevant legislation and best practice in controlling bacteria in water systems.

## **20. Drug/Alcohol**

20.1 Misuse of alcohol or other substances can affect the safety of staff and others and lead to increased absenteeism due to the decline in the general health and wellbeing of individuals.

- 20.2 It is the policy of HEIW that the consumption of alcohol and the taking of any non-medication drugs is strictly prohibited during the hours of work and that staff will not be under the influence of drugs or alcohol during working hours.
- 20.3 Any member of staff who is concerned that he/she may have a dependence on alcohol or drugs is encouraged to seek help and advice from their Doctor, supervisor, or a member of the management team. Every assistance will be offered to help the employee in these circumstances and the information will be held in the strictest confidence.
- 20.4 A Drug and Alcohol procedure has been developed in support of this policy which highlights the requirements of HEIW of this topic in greater detail.

## **21. Occupational Health and Health Surveillance**

- 21.1 HEIW will take all practicable precautionary measures for the prevention of any occupational ill health of staff.
- 21.2 This will include a review of the workplace, workstation, task management and equipment, along the use of alternatives to hazardous substances, monitoring of exposure levels, individual health surveillance, provision of personal protective equipment and task management.
- 21.3 Staff shall immediately report to their supervisor or manager if they suspect that they are becoming ill as a result of any work activity.

## **22. Fire Safety**

- 22.1 HEIW will provide and maintain suitable fire arrangements for premises under the control of HEIW based on the findings of the fire risk assessment that will be undertaken on a periodic basis by a competent person.
- Any person discovering a fire is to raise the alarm immediately to ensure that all other persons within the building are aware of the emergency situation.
  - On hearing the alarm all persons are to leave the building and assemble outside in the designated assembly area using the nearest safe exit.
  - Once assembled, a responsible person will check that all staff and others are present and liaise with the emergency services and on no account should anyone re-enter the building until they have been advised that it is safe to do so.
- 22.2 A [Fire Safety](#) procedure and a [Fire Management](#) procedure have been developed in support of this policy which highlights the requirements of HEIW of this topic in greater detail.
- 22.3 Staff requiring assistance during an evacuation from the building are encouraged to refer to the [Personal Emergency Evacuation Plan \(PEEP\)](#) procedure to ensure that the correct level of assistance is put in place.

## **23. Manual Handling**

- 23.1 Assessments will be completed for manual handling tasks carried out by HEIW staff using the standard risk assessment format with the necessary precautions taken as a result of these assessments.
- 23.2 To minimise the risk to staff from manual handling HEIW policy is to avoid the need to lift or manoeuvre objects, or alternatively to introduce suitable equipment to assist the activity.

23.3 Staff will be given training, both in how to recognise potentially hazardous lifting situations and also in the techniques of good handling practice and should take care when undertaking manual handling tasks to minimise the risk of injury to themselves.

23.4 For further information, please refer to the [Manual Handling](#) procedure.

## **24. Housekeeping**

24.1 Standards of housekeeping and cleanliness will be maintained to the highest possible standard within our office facilities.

24.2 All items should be stored appropriately with any items stored above head height protected from falling to minimise danger to staff. No items should be stored where they can block fire exits or escape routes or increase the risk from fire.

24.3 A monthly housekeeping check will be undertaken by the Facilities and Compliance Manager to ensure that this standard is maintained.

24.4 All maintenance requests should be submitted via a service desk ticket.

## **25. Contractor Control**

25.1 HEIW requires that all contractors working on our behalf will have appropriate arrangements in place that meet the minimum requirements for Health and Safety as set out in this policy and are able to provide us with suitable and sufficient method statements and/or risk assessments prior to the commencement of the work.

25.2 All equipment that is brought into the office by contractors should be suitable for the task and have the necessary examination certificates that should be available for inspection.

25.3 HEIW will ensure that work being undertaken by contractors is suitably managed and safe and without risk to our staff and visitors.

25.4 For further information, please refer to the [Control of Contractors](#) procedure.

## **26. Visitors**

26.1 To ensure the safety of those who visit our office there is a requirement that they sign in at reception and are met by their host [who instructs them as to the Health and Safety requirements for the building] and takes responsibility for them at all times.

26.2 At the end of each day and at the end of the visit it is the responsibility of the host to ensure that the visitor signs out of the building.

26.3 Clear signage directing people to escape routes, emergency evacuation meeting points, the location of firefighting equipment and first aid stations, are all especially important for visitors in case they get separated from their host when an emergency arises. This information is highlighted in reception and on noticeboards in every meeting room at Ty Dysgu.

## **27. Incident Reporting and Investigating**

27.1 Staff must report all accidents, incidents or near miss situations which have given rise to, or could give rise to, injury, loss or damage, including violent or aggressive incidents. HEIW is now using Datix, an online system as the main reporting tool for incidents.

- 27.2 Line Managers shall ensure that a completed incident report form is completed and that appropriate remedial action is taken as a result of the investigation in accordance with HEIW's Incident Reporting and Investigating Procedure.
- 27.3 When investigating cases of sickness absence, managers shall make reasonable enquiries to determine whether the illness has a work-related cause. All cases of ill health associated with a person's occupation must be reported as soon as the association is suspected and recorded in ESR.
- 27.4 HEIW will ensure that the requirements of reporting of injuries, diseases and dangerous occurrences regulations (RIDDOR) are complied with, with all reportable incidents notified to the HSE within the appropriate timescales.
- 27.5 Further details can be found in the [Incident Reporting and Investigation Procedure](#) which has been developed to support this policy.

## **28. Inspection, Auditing and Monitoring**

- 28.1 To support the requirements of this policy a number of internal audits and inspections will be identified and undertaken.
- 28.2 The Competent Person will undertake a full management systems audit on an annual basis to identify areas for improvement and to verify compliance with this policy and associated legislation.
- 28.3 The Facilities Manager will ensure that all necessary audits and inspections are undertaken, ensure that findings of the audits and inspections are actioned in a timely manner and that suitable records are retained for the appropriate timescale.

## **29. Management Review**

- 29.1 HEIW requires that a formal management review is undertaken of their occupational health, safety and environmental arrangements on an annual basis. The review is an essential tool to help evaluate the effectiveness, adequacy and continuing suitability of local Health and Safety controls and provides a forum for discussions and communications, demonstrating the commitment of managers to continuously improve Health and Safety standards for our staff.
- 29.2 The reviews should consider progress against any Health and Safety objectives and targets, help identify any weaknesses in local policies, procedures and arrangements, and help to decide on future objectives.

## **30. Guidance notes**

- 30.1 Guidance documents have been produced and published to in order to advise staff on some specific Health and Safety related issues. See links to intranet below.
- [Temperature](#)
  - [Electrical Equipment & PAT Testing](#)
  - [Car Parking at Ty Dysgu](#)

**31. Distribution**

- 31.1 The policy will be available via HEIW Intranet Site. Where staff do not have access to the intranet, their line manager must ensure that they have access to a copy of this policy.

**32. Further Information**

Further information and support is available from the Facilities and Compliance Manager on (01443) 824171.