ANNEX 1

MRC Health and Safety Policy

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Medical Research Council Health and Safety Policy

Policy Statement

It is The Medical Research Council’s policy to ensure as far as is reasonably practicable, the health, safety and welfare of its employees. The Council also accepts its responsibilities for visitors to, or others that may work in, its premises and other sites under its control and all those who may be affected by its work activities.

Where the Council undertakes activities within host organisations the Council will co-operate fully with the host on all health and safety matters.

The Council will take all necessary steps to ensure that its legal duties (relating to health and safety legislation) are met at all times.

Competent people will be appointed to assist the Council in meeting its statutory duties including, where appropriate, specialists from outside the organisation. The Medical Research Council recognises the importance of managing health and safety effectively as an integral part of its research activities and will, so far as is reasonably practicable;

- Provide and maintain facilities, plant, equipment, systems and working conditions which are safe and without risk to the health of employees, visitors, contractors and the general public

- Maintain any workplace under its control in a safe condition and without risks to health, and provide and maintain safe means of access and egress

- Ensure arrangements are in place for the safe transport, handling, storage and disposal of articles and substances that may be hazardous to health

- Take full account of health and safety considerations in research project planning and decision making

- Provide information, instruction, training and supervision to all employees to enable them to carry out their work activities in a safe manner
• Ensure that employees and/or their representatives are able to raise health and safety issues to management and have them resolved effectively.

All employees have a legal duty to take reasonable care of their own health and safety and for the health and safety of others that may be affected by their work activities. They are also required to follow all relevant procedures and ‘Good Practice Guides’ and report to management any matter likely to present a danger to health and safety.

Each employee will receive a copy of this policy statement and will be informed of the Council’s organisation and arrangements for health and safety management.

The successful implementation of this policy requires the co-operation and commitment of everyone within the Council.

This policy will be regularly monitored to ensure that its objectives are being met and will be reviewed and revised, if necessary, in the light of legislative or organisational changes.

Organisation and Responsibilities

The Council and Chief Executive

The Council is ultimately responsible for the health, safety and welfare of all Council employees and for the health and safety of visitors to Council establishments or others who may be affected by Council’s activities.

This responsibility is exercised on its behalf by the Chief Executive.

Directors

Directors are responsible for the day to day implementation of Council policy. They are directly accountable to Council and act as its local representative.

Directors cannot delegate or devolve this accountability but in order to discharge their responsibilities effectively; they may delegate duties and authority to senior members of their management team.

Line Managers

Anyone in charge of staff, who issues instructions, which others are to obey, has responsibility for the health and safety of those staff. Their principal duties will include the following,
• Producing safe systems of work and procedures,

• Ensuring that their staff is adequately trained to carry out their work in a safe manner,

• Applying standards contained in statutory legislation, approved codes of practice and MRC policy,

• Providing adequate supervision to control the working environment and maintaining safe standards,

• Consulting with staff to improve the Council’s health and safety performance,

• Investigating accidents and incidents in their areas to establish the root causes and introducing measures to prevent recurrence,

• Providing and ensuring the use of protective equipment,

• Leading by example on good health and safety practice.

All employees

All employees are responsible for,

• Working safely and efficiently,

• Using the protective equipment provided in the proper manner,

• Reporting to their immediate line manager incidents, that have led, or may lead, to injury or damage,

• Following Council policy and guidance,

• Assisting in the investigation of accidents with the object of introducing measures to prevent a recurrence,

• Consulting with management continuously to improve health and safety standards and performance.

Local Health and Safety Support Staff

Directors may appoint competent staff to advise management on specialist areas of health and safety expertise e.g. biological safety, radiation protection or general health and safety. These are advisory
positions with duties agreed, in writing, between the individual and the Director.

**Central Health and Safety Management Section**

This Head Office function is responsible for,

- The development of Council health and safety policy and management strategy,
- Monitoring the performance of all MRC establishments,
- Communicating with senior management and advising on actions needed to improve performance,
- Providing advice on legislative requirements and best practice.

**Health & Safety Arrangements**

**Safety Representatives**

MRC supports the appointment of safety representatives to help resolve health and safety issues and recognises their need for sufficient time to train and carry out their duties.

**Health and Safety Committees**

Staff and management are represented on local safety committees to ensure that MRC health and safety policy is implemented and effective and that local health and safety issues are resolved.

**Training**

MRC will provide adequate health and safety training for all its employees:

- On being recruited
- On being exposed to new or increased risks because of changes in responsibilities, work practices new equipment or new policies and procedures.

This training will be repeated periodically to ensure continued competence.
Staff with specific responsibilities, e.g. managers, unit safety officers, first aiders etc will be given additional training as appropriate.

A record of such training will be recorded by the unit.

**Accident Reporting and Investigation**

All accidents or near misses, however minor, must be reported to the relevant line manager and recorded.

All accidents and near misses will be investigated by the relevant line manager to establish the root causes and introduce management action to prevent a recurrence. All notifiable accidents, dangerous occurrences and cases of occupational related ill health, as defined by the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013, must be reported to the Health and Safety Executive Office and the Corporate Safety, Security and Resilience Section.

**First Aid**

Suitable and sufficient arrangements for first aid provision will be implemented to cover all staff.

**Occupational Health**

All units will arrange suitable occupational health cover for staff.

**Information**

MRC will provide its employees with information on the risks to their health and safety identified by assessment and the risk control mechanisms to be used.

**Fire/Emergency Evacuation Procedure**

All units will have arrangements in place to ensure safe evacuation of buildings in the event of an emergency.

Where appropriate, trained fire marshals should be appointed to ensure MRC staff are accounted for.

Emergency evacuation drills will be held at least once per year.
Shared Accommodation

Where MRC staff occupy accommodation managed by others or share accommodation with other employers, the MRC will:

- Co-operate with the other employers to enable them to meet their health and safety obligations
- Take reasonable action to co-ordinate its procedures with those of the other employers to comply with legislation
- Take reasonable steps to inform other employers of the risks to their employees' health and safety arising from the work of the MRC
- Ensure that, wherever appropriate, MRC risk assessments cover the workplace as a whole and not just the area occupied by MRC staff.

Safe Working Practice

Detailed arrangements and procedures are available in the separate ‘Good Practice Guides’ issued by Corporate Safety, Security and Resilience Section and local management and should be the minimum standard adhered to.

Audits

The Corporate Safety, Security and Resilience Section will regularly audit units’ health and safety management performance against published corporate standards.

These audits should be used by unit directors as management tools to identify opportunities for improvement and develop action plans.

MRC Head office
March 2017
## Amendment History

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