

<b>Agenda item:</b>	<b>7</b>
<b>Report title:</b>	<b>Annual health and safety report and the health and safety policy</b>
<b>Report by:</b>	<b>Warren Dale - Health, Safety &amp; Compliance Officer</b> <a href="mailto:warren.dale@gmc-uk.org">warren.dale@gmc-uk.org</a> , 0161 240 8338
<b>Action:</b>	<b>To consider</b>

## Executive summary

We have conducted a gap analysis of our health and safety (H&S) processes, to align us to the British Standard OHSAS 18001.

The gap analysis identified that we required an updated Health and Safety policy, to outline the various H&S roles, as well as to clearly define the H&S management system.

This paper provides an annual H&S update, and contains the new H&S policy.

## Recommendations

The Executive Board is asked to:

- a** Note the annual health and safety update.
- b** Approve the updated Health & Safety policy document at Annex B.

## Gap Analysis

- 1 In December 2016 we started to conduct a gap analysis on our H&S procedures, to align us to the British Standard OHSAS 18001.
- 2 The gap analysis identified the need to:
  - a Consult with employees regarding health and safety matters.
  - b Monitor all accident/incident investigations and ensure that they are closed in a timely manner.
  - c Conduct 6 monthly workplace inspections.

### *Consultation with employees*

- 3 In order to fully comply with the Health and Safety (Consultation with Employees) Regulations 1996, we now formally discuss H&S at the staff forum on a quarterly basis.

### *Monitoring Investigations*

- 4 To ensure that we monitor all accident/incident investigations, the Facilities team now work towards completing all accident and incident investigations in good time. This process is managed by the Health, Safety & Compliance Officer who has ensured that all historic accident and incident investigations have been completed.
- 5 All accidents and incidents are reported on the OSHENS health & safety management system. Any accident or incident is reported to the Head of Facilities, his direct reports and the Health, Safety & Compliance Officer on the day it occurs.

### *Monthly Inspections*

- 6 The Facilities team have started a programme of quarterly workplace inspections at each site, to enhance the existing checks already in place. The aim of workplace health and safety inspections is to prevent work related accidents and ill health by identifying hazards. The process also checks that preventative and protective control measures are working.

## Risk Assessments

- 7 In order to manage health and safety across the organisation, we must control the risks in our workplace. To do this we need to think about what might cause harm to people and decide whether we are taking reasonable steps to prevent that harm. We are required by law to carry out such risk assessments.

- 8 We currently use an online management system called OSHENS to manage our risk assessments.
- 9 Since July 2016 there have been 34 risk assessments 'approved' on OSHENS covering topics such as:
  - Fire
  - General office activities
  - First Aid Provision
  - Legionella
  - Visitors to GMC Offices.
- 10 In addition to the assessments above, documents covering specific work groups have been created. Managers and staff in these groups are consulted in this process:
  - Legal Support Team
  - Staff working on overseas assignments
  - Document Services
  - Document Control & Scanning
  - Performance Assessment Officers.

### **Accident and Incidents**

- 11 During 2016 there were 12 accidents reported and 38 incidents that were recorded on OSHENS.
- 12 Most accidents were of a minor nature, mainly a result of slips, trips or falls or contact with hot water from kitchen taps.
- 13 Other types of incidents recorded involved verbal abuse, threat by email/mail, illness, road traffic accidents and near miss incidents.
- 14 During 2016 one accident was reported under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013. The member of staff at the MPTS was absent from work for over 7 days as a result of an injury sustained during a manual handling activity.

## **Injury Incidence Rate 2016**

- 15 The injury incidence rate gives the number of people sustaining a RIDDOR reportable injury over a year in a group of 100,000 employees. This can be useful for measuring performance year on year, and for measuring performance against statistics for comparable sectors.
- 16 The 2016 incidence rate figure of 81.97 compares favourably against our industry sector figure of 205.21 (Public administration and defence; compulsory social security).
- 17 In 2017 up to the end of August there have been 4 accidents reported involving staff, all of a minor nature.
- 18 For a more detailed breakdown of accidents/incidents please refer to Annex A.

## **Training**

- 19 Since December 2016, work has been completed to identify the various H&S training requirements, across the organisation which has been collated on the new H&S training matrix.
- 20 To date the following training has been delivered:
  - a Evacuation Chair training has been provided to ten members of staff at both the Belfast and St James's Buildings office. The Evacuation Chair allows wheel chair users or less able bodied people to be evacuated quickly and safely, down stairs in the event of an emergency.
  - b There are a further 22 volunteers scheduled to receive Evacuation Chair training in the coming months.
  - c Manual handling awareness training was delivered to 34 members of staff during May/June 2017.
  - d We have installed 9 new fully automated defibrillators, one on each floor of each building in which we operate. In September 120 colleagues have received training on how to use these.

## **Suppliers and Contractors**

- 21 External contractors continue to be managed on a day to day basis by the Facilities Team.

- 22** The Facilities team request risk assessments and method statements, from contractors before any major work is carried out. Documentation covering risk analysis, method statements and insurance cover is submitted to the landlords building management team for approval, before any work commences.
- 23** Contractors are expected to record and investigate their own accidents, incidents or near misses that may occur. However they are asked to inform the Facilities team, so that the information can be recorded on our internal OSHENS system for statistical purposes.

## Annex A

### Accident/Incident Breakdown

#### 2016 (38 incidents reported)

Accidents/incidents		Comments
*RIDDOR reportable	1	Injury from a manual handling task - over 7 days absence
Other accidents	11	Mainly slips, trips or falls or contact with hot water from kitchen taps
near miss	1	Door mechanism fell but missed member of staff
Verbal abuse/threat by mail/email	9	
Illness/medical condition	8	
Road traffic accident	2	Not work related – both occurred during commute
Visitors	0	
Other	0	
<b>Contractor accidents/incidents</b>		
*RIDDOR reportable	1	Trip resulting in a fractured hand
Other accidents	4	
Contractor near miss	1	
Other	0	

#### 2017 (12 incidents reported to date)

Accidents/incidents		Comments
*RIDDOR reportable	0	
Other accidents	4	Minor accidents
near miss	0	
Verbal abuse/threat by mail/email	1	
Illness/medical condition	5	
Road traffic accident	1	Not work related – Edinburgh office car park. No injury
Visitors	1	Slip in Landlord's reception - SJB
Other	3	Faulty UPS at Euston Road triggered the fire alarm – no disruption caused
		Staff member assaulted by unknown person in Sheffield city centre
		Single person protest at building reception (Hardman street)
<b>Contractor accidents/incidents</b>		
*RIDDOR reportable	0	
Other accidents	0	
Contractor near miss	0	
Other	0	

**\* RIDDOR - Reporting of Injuries, Diseases and Dangerous Occurrences  
Regulations 2013**

RIDDOR is the law that requires employers to report and keep records of work-related accidents which cause certain serious injuries (reportable injuries); diagnosed cases of certain industrial diseases; and certain 'dangerous occurrences' (incidents with the potential to cause harm). A report must be made to the enforcing authorities (HSE and local authorities)

A report must also be made if an employee is away from work or unable to perform their normal work duties for more than seven consecutive days due to a work related injury (not counting the day of the accident).

## **Annex B**

# **General Medical Council**

## **Health and Safety Policy Statement**

The GMC exists to protect, promote and maintain the health and safety of the public by ensuring proper standards in the practice of medicine.

The health and safety of our employees, those we work with, and those who visit us is of paramount importance. We aim to provide and maintain a safe and healthy working environment.

To achieve this we will:

- continually improve our performance in occupational health and safety
- as a minimum, comply with all applicable Health and Safety legislation
- continually improve our occupational risk management system
- work to minimise accidents, incidents and cases of work related ill-health
- provide adequate and appropriate resources and training to ensure that our health and safety objectives are implemented, communicated and understood
- regularly review the safe systems of work to ensure their suitability, adequacy and effectiveness
- select and monitor contractors to ensure appropriate standards of health and safety are achieved
- communicate with employees, visitors and contractors so everyone is fully aware of our health and safety expectations.

Occupational health and safety legislation places an equal responsibility on employees to take reasonable care of their own health and safety, the well-being of their colleagues, and all others who may be affected by their behaviour.

We are committed to ensuring that all employees are aware of these responsibilities and are engaged in and committed to improving standards of health and safety.

Charlie Massey  
*Chief Executive*  
*31 January 2017*

Date of next review: 31 January 2018



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Charlie Massey  
*Chief Executive*  
*31 January 2017*

Date of next review: 31 January 2018

## **GMC H&S Organisation and Arrangements**

### **Responsibilities**

- 1** The Chief Executive is responsible for the health, safety, and welfare of employees, and others who might be affected by the General Medical Council's activities. This statutory responsibility extends in turn to the Senior Management Team.
- 2** Health and safety is also a line management responsibility and all managers have a duty to ensure that both they and employees follow the Policy outlined in this document and any other H&S Management System policies.
- 3** It is the duty of all managers to ensure that all processes and systems of work are designed to take account of H&S matters and are at all times adequately supervised.
- 4** It is the duty of all employees to take reasonable care of both themselves and others who may be affected by their acts or omissions, at all times whilst at work whether they are on a GMC site or not. All employees also have a duty to co-operate with the GMC or any other person/organisation as regards any measures which may be necessary to comply with statutory requirements.
- 5** Employees are required to bring to the attention of management any deficiency, or short coming, which they may reasonably believe to exist in the H&S arrangements.
- 6** The Facilities Management Team provides competent advice to Management and staff in relation to relevant Health and Safety matters. They provide support by carrying out risk assessments, investigating and reporting on incidents and inspecting the workplace to control hazards and reduce risk.
- 7** Information of these general and other specific responsibilities can be found in policies and guidance on the GMC intranet - 'inside info'.

### **H&S Management System**

- 8** The GMC recognises that the effective management of H&S is not a one off exercise but a continual process. This involves clearly identifying and delegating responsibilities, to staff with the appropriate authority, to control, monitor, audit and review the process. Having a clear management system in place will achieve and provide a basis for continuous improvement. In order to monitor the effective management of H&S, arrangements are discussed regularly at:
  - The Staff Forum
  - Facilities management meeting

In addition to this an annual report is produced and presented to the Performance and Resources Board, as well as an annual report to Council.

### **Site Management**

- 9** Senior Managers are responsible for implementing this Policy and the procedures within the H&S management system at their site(s). They will be assisted by a Site Facilities Manager (or equivalent). In addition, the site organisation will be assisted by Fire Wardens, First Aiders and any other competent persons to act as key site duty holders, or project related competent persons, as needed in each case e.g. members of the GMC Facilities Team.

### **Off Site Working**

- 10** The GMC will identify where there is an increased risk posed to staff, and will review work activities that may routinely require staff to work alone. This will be done by carrying out an activity risk assessment to identify any potential additional hazards associated with working off site.
- 11** We will implement measures, based on the risk assessments, to ensure that safe systems of work are in put in place where required. This will be followed by a consultation between local managers and the staff affected.

### **Risk Assessments, Hazard Identification and Review**

- 12** The H&S management system addresses the generic hazards faced by the GMC and also provides a framework within which to capture new or unusual hazards.
- 13** The H&S management system is based on:
- conducting risk assessments (reviewed when no longer valid, or no later than 12 months after the previous review)
  - site inspections
  - accident, incident and near miss reporting and investigation
  - corrective and checking action controls
  - audits and reviews
- 14** The aim is to ensure that appropriate risk management controls and emergency procedures are in place, together with the proper maintenance of the working environment and provision of adequate facilities for employees on site. This is

backed up by providing competent duty holders and employees with adequate information and training.

**15** Managers are responsible for identifying the hazards and assessing risks for both permanent and temporary employees under their control covering:

- specific task risks (e.g. manual handling, display screen work, electrical work)
- the use of work equipment
- general office safety risks
- activities of contractors (trades and services)

**16** Where a significant risk to employees (and others) is identified it is GMC policy to firstly seek to eliminate any sources of risk. However, where this is not possible or appropriate suitable risk control measures will be implemented to protect employees (and others) or the environment, from harm.

### **Information and Training**

**17** All employees and other persons, including visitors, present on GMC sites will be provided with sufficient information and training needed to ensure their health, safety and welfare at work.

**18** Managers are responsible for ensuring all new or transferring employees under their control receive appropriate and adequate information. This may include a site induction and any task related H&S training required in line with requirements of both the H&S management system and UK health and safety legislation. This responsibility extends to both temporary and agency staff, as well as all trade and service contractors they may employ.

**19** Managers/Facilities must ensure all duty holders identified under the H&S management system working for, or under the control of, their site are provided with adequate training to enable them to perform their duties.

### **Consultation with Employees**

**20** The GMC will consult with employees on significant changes to existing, or new proposed, health and safety measures.

**21** The GMC ensures that employees are represented on the Staff Forum and potential health and safety issues are on the agenda. Colleagues can raise any questions through their local representative. Facilities and HR managers are participants in this forum.

**22** Staff Forums meet on a regular basis (at least quarterly).

### **Serious or Imminent Danger**

**23** Employees encountering a hazardous, or potentially hazardous, situation should - if it is safe to do so - instigate any remedial action as appropriate e.g. clearing a small drink spill in a kitchen area to prevent a colleague from slipping.

**24** If this is not possible employees should bring the matter to the immediate attention of their line manager to determine the action required. Line managers are to investigate the situation and decide on the appropriate course of action, consulting with the Facilities Team.

**25** In the case of imminent or serious danger, employees should

a) immediately report it as above to whosoever is available, and

b) remove themselves and any other persons present from the source of danger.

Where emergency procedures are in force for a given situation - such as for fire - employees should follow the instructions provided.

### **First Aid**

**26** At each GMC site access to first aid facilities will be provided. This will include the provision of first aiders and appropriate first aid equipment, taking into account any special circumstances relating to the site location, numbers of persons and the hazards and risks pertaining to site.

### **Accident Reporting and Investigation**

**27** Accidents, incidents or near misses involving employees or other persons, whilst on GMC business, must be recorded and reported in line with the 'Accident and Incident Investigation' policy.

**28** The Facilities Management Team will, in conjunction with the relevant manager(s) (depending on the severity of the event), carry out an investigation of all reported accidents, incidents or near misses.

### **Fire Precautions and Emergency Evacuation**

**29** For all GMC sites adequate and sufficient precautions to protect against fire, and to provide and maintain means of escape, will be established.

- 30** An evacuation/emergency procedure in the event of fire and other identified emergency situations will be implemented at each site.

**Monitoring and Compliance with the Health & Safety Policy**

- 31** The management of health and safety at the GMC will be subject to audit and management review to determine compliance with their own policies under the health and safety management system.
- 32** This Policy and associated H&S management system documents will be formally reviewed and updated as and when necessary in response to changes in:
- Legislation
  - codes of practice
  - guidance
  - as a consequence of actual practice within the GMC

In any event the Policy will be reviewed every 12 months.

- 33** All risk assessments at each site must be reviewed no later than 12 months since the previous review.