



Health Research Authority

HEALTH, SAFETY & WELFARE FOR HRA COMMITTEE MEMBERS

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Owner: Corporate Secretary
Scope of Policy: HRA

What you need to know

Health, safety and welfare is about stopping you getting hurt at work or ill through work. All employees, including volunteers, have a right to work in places where risks to their health, safety and welfare are properly controlled. This specifically applies to all members of our committees while they are on HRA business and in premises utilised by the HRA.

The HRA also has a duty to people who are not their employees and for example covers researchers who are attending a Research Ethics Committee (REC) or Confidentiality Advisory Group (CAG) Committee to support their application.

Whilst the HRA is primarily responsible for health, safety and welfare, you must help too and take reasonable care of your own and other people's health, safety and welfare.

Health and Safety Law

The Health and Safety at Work Act 1974

The Act <http://www.legislation.gov.uk/ukpga/1974/37/contents> covers a wide range of basic health, safety and welfare issues and includes requirements such as (*quotes from the legislation*);

- “the provision of such information, instruction, training and supervision as is necessary to ensure, so far as is reasonably practicable, the health and safety at work of his employees;
- so far as is reasonably practicable as regards any place of work under the employer's control, the maintenance of it in a condition that is safe and without risks to health and the provision and maintenance of means of access to and egress from it that are safe and without such risks;
- the provision and maintenance of a working environment for his employees that is, so far as is reasonably practicable, safe, without risks to health, and adequate as regards facilities and arrangements for their welfare at work”.

It also states that people in control of non-domestic premises have a duty towards people who are not their employees but use their premises, and this applies to the members of our committees while they are on HRA business and covers workplaces, such as the offices where HRA employees work and venues (both HRA / NHS and external) where the HRA conducts its business and its Committees are held,

This includes ensuring accessibility in the workplace for people with disabilities (as further defined by the Equality Act 2010 <http://www.legislation.gov.uk/ukpga/2010/15/contents>).

The Workplace (Health, Safety and Welfare) Regulations 1992

The Regulations expand on the legal duties and are intended to protect the health and safety of everyone in the workplace. They cover a wide range of issues such as:

- Ventilation
- Temperature in indoor workplaces
- Lighting
- Cleanliness and waste materials
- Room dimensions and space
- Workstations and seating
- Condition of floors and traffic routes
- Sanitary conveniences
- Washing facilities
- Drinking water

The regulations can be found here: <http://www.legislation.gov.uk/ukxi/1992/3004/contents/made>

Fire Safety

Intimately related to health and safety is Fire Safety. The Regulatory Reform (Fire Safety) Order 2005 <http://www.legislation.gov.uk/ukxi/2005/1541/contents/made> stipulates that an employer must reduce the risk of fire on the premises and the risk of the spread of fire on a premises and take measures such as the means of escape from a premises, detecting and giving warning in case of fire, having arrangements in place for actions to be taken in the event of fire on the premises and measures relating to the instruction and training of employees.

What the HRA must do for you

- 1 Decide what could harm you in your role and the precautions to stop it. This is part of their risk assessment process.
- 2 In a way you can understand, explain how risks will be controlled and tell you who is responsible for this.
- 3 Make you are aware of health, safety and welfare issues around your role.
- 4 Manage incidents. The HRA has an Incident Reporting procedure so report any incidents to the Committee Manager, Regional Manager or Corporate Secretary and they will take appropriate action(s).
- 5 Work with any other relevant organisations (such as Hospitals / Hotels where HRA meetings take place) so that everyone's health, safety and welfare is protected.

What you must do

- 1 Be aware of and take reasonable care of your own and other people's health and safety.
- 2 Co-operate with the HRA on health and safety.
- 3 Make sure you understand what to do in the event of a fire.
- 4 Immediately inform the Committee Manager, Regional Manager or Corporate Secretary if you think inadequate precautions are putting anyone's health and safety at serious risk.

If there's a problem:

- 1 If you are worried about health, safety and welfare in your meeting place / workplace, talk to either the Committee Manager, the Regional Manager or the Corporate Secretary as you feel appropriate to address your concerns.
- 2 You can also look at the Health and Safety Executive website www.hse.gov.uk for general information about health and safety at work.
- 3 If, after talking with the Committee Manager, the Regional Manager or the Corporate Secretary you are still worried, you can find the address of your local enforcing authority for health and safety and the Employment Medical Advisory Service via the HSE's website (link above).

The HRA Corporate Secretary is the lead for health and safety in the HRA. Contact details are:

**Health Research Authority,
Ground Floor,
Skipton House,
80 London Road,
London,
SE1 6LH**

Direct Line: 020 7972 2553

EQUALITY AND PRIVACY SCREENING QUESTIONS		
FOR EVERY HRA POLICY (<i>defined by the Equality and Human Rights Commission (EHRC) as a function, strategy, procedure, practice, project, or decision</i>) PLEASE ANSWER THE QUESTIONS BELOW TO DETERMINE WHETHER FURTHER ANALYSIS IS REQUIRED.		YES / NO
Equality	With due regard to our Equality Duty, could this policy have the potential to have a detrimental impact on anyone with a protected characteristic?	NO
Privacy	With due regard to the Data Protection Act, does this policy involve the use of Personal Information?	NO

If yes, please copy and complete either the HRA Initial Equality Analysis and / or Initial Privacy Impact Assessment Template below. This one document can be found on the Intranet.

<p>Author to type in name and date to verify analysis.</p> <p>(If further analysis is required, the Corporate Secretary must be informed).</p>	<p>NAME: Stephen Robinson</p> <p>DATE: 25th June 2015</p>
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Document Control

Change Record

Version Status	Date of Change	Reason for Change
V4.0		
V4.1 Draft	06/05/2015	Replaces all previous versions for ISO 9001
V4.1 Final	01/09/2015	Template update / EIA & PIA / minor amends from EMT
V4.2	13/11/2015	Minor amends from Audit Action Plan

Reviewers

Name (name of reviewer and/or management group reviewing)	Date	Version Reviewed
HS&W Committee	June 2015	V4.1
EMT	June 2015	V4.1
Corporate Secretary	October 2015	V4.2

Distribution of Approved Versions

Platform (e.g. HRA intranet or website)	Date of Publication	Version Released
HRA Intranet	02/09/2015	V4.1
HRA Intranet	13/11/2015	V4.2