



National Oceanography Centre

NATURAL ENVIRONMENT RESEARCH COUNCIL

NOC Health & Safety Policy

Document Control Sheet

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Author(s)	NOC Safety Advisor
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Document Amendment History

Version No.	Date	Amendment Details	Approved By
Version 1	01/07/10	First Issue	Exec Board
Version 2	31/01/12	<ol style="list-style-type: none"> Section added to make reference to the NOCS Operational Management Board. Appendix II Radiation Agreement document revised as Permits are transferred to NERC. SOES name changed to reflect the current structures within the University. 	Exec Board & Operational Management Board
Version 3	11/03/13	<ol style="list-style-type: none"> Added Schedule 3 – new H&S Agreement between NERC & University. Additional minor changes. 	Exec Board & Operational Management Board
Version 4	01/05/14	<ol style="list-style-type: none"> Inclusion of the Operational Management Board in the organogram Clarifying the roles of Directors and the Exec Board members. Clarifying the roles of full time Safety Advisor and part time Group Safety Advisors. Inclusion of the roles of Specialist Competent Persons/Advisors 	Exec Board & Operational Management Board
Version 5	02/10/15	<ol style="list-style-type: none"> New NOC logo H&S Advisors/Specialist Competent Persons/Union Reps included in organogram Executive Board name change to Executive Management Group More emphasis on H&S training (SDRE/SMRE/induction/IOSH/NEBOSH) 	H&S Committee Executive Management Group (EMG) Operational Management Board (OMB)
Version 6	22/11/16	<ol style="list-style-type: none"> Revised organogram to reflect new management structure Clarification of H&S responsibilities at Liverpool following recommendations from a NERC audit in May 2016 	NOC H&S Committee NOCS OMB

PART 1 STATEMENT OF INTENT

The National Oceanography Centre is based at two sites in Southampton and Liverpool. Both NOC sites are embedded in university campuses and are part of dynamic learning environments where graduate students carry out research alongside some of the leading scientists in their field.

The University of Southampton and the University of Liverpool are hosting partners of the National Oceanography Centre. Where NOC staff are working at partner establishments, we will liaise with the management there to ensure commitment to health & safety is equal to our own.

The University of Southampton's Faculty of Natural & Environmental Sciences: Ocean and Earth Science (OES) shares a waterfront campus with the NERC-operated elements of the NOC. The shared health and safety responsibilities of the two owning parties are defined in Schedule 3 of the NERC and University Agreement document (see appendix 1).

We are committed to achieving and maintaining a high level of health and safety at work, complying with all relevant legislation and continuously seeking to improve our health and safety performance.

We will operate to the NERC Health and Safety Policy and arrangements.

We expect staff, students, visitors, contractors, tenants, and other employers to share this commitment by complying with our policies and, where appropriate, our procedures and to understand that they too have legal and moral obligations to themselves and to one another.

These aims will be met by:

- Managing all aspects of health and safety.
- Assessing risks in advance of any significant personal exposure.
- Reducing risks by appropriate and effective control measures.
- Appointing competent persons to provide specialist advice to line managers and staff.
- Providing appropriate information, instruction, training and supervision.
- Implementing health surveillance where necessary.
- Routine monitoring of our health & safety management activities.
- Learning from our experience to improve our health & safety best practice.
- Promulgating best practice by feedback from sites.
- Working closely with union appointed safety representatives.
- Providing adequate resources for implementing this Policy.

This policy will be regularly reviewed and kept up to date in light of any significant changes to legislation and / or operational conditions.

Part 2 of this statement gives details of the organisation for achieving our aims.

Part 3 lists the arrangements, Policy, Procedures and Guidance and other key documents.

Signed:

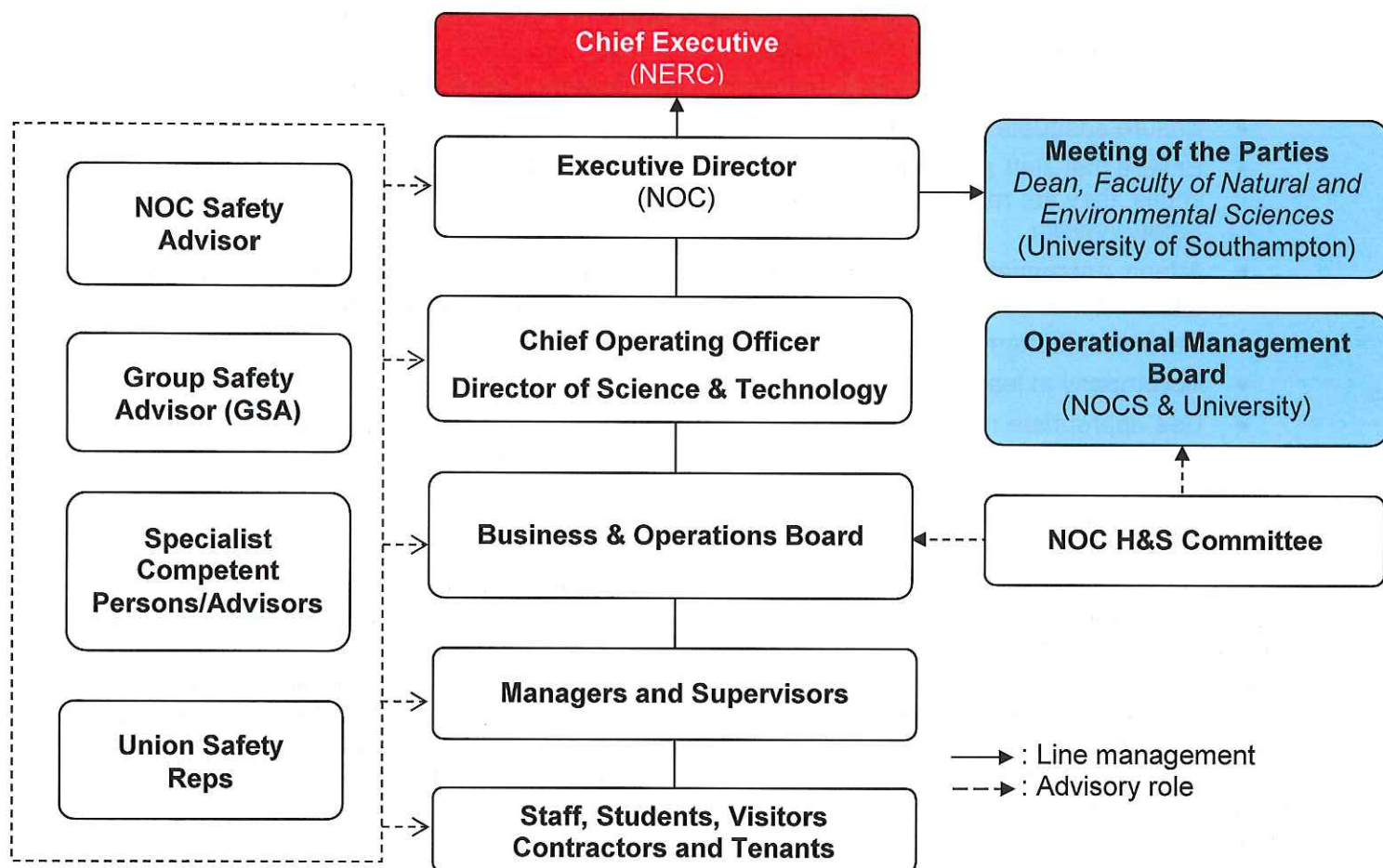
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Date:

22/11/2016 .

PART 2 ORGANISATION FOR HEALTH & SAFETY

To ensure that the aims set out in the statement of intent are effective in promoting safe and healthy workplaces and ensure that both the organisation and employees are able to comply, as a minimum, with the Health and Safety at Work Act 1974 and other relevant legislation, the following responsibilities have been established.



2.1 The Executive Director

Ultimate responsibility for health and safety lies with the Executive Director. For routine health and safety matters, the line of responsibility follows the normal managerial lines as represented in the organisational flowchart above. The Executive Director will ensure:

- That the right resources both in personnel and material are made available to ensure that we meet our health and safety obligations.
- Take a lead role in ensuring that a positive health and safety culture is promoted and maintained at the Centre.
- Health and safety is a standing item on the agenda for NOC Business & Operations Board meetings.
- That the NOC Business & Operations Board regularly reviews health and safety performance.

2.2 Chief Operating Officer / Director of Science & Technology

The Chief Operating Officer and the Director of Science and Technology are responsible and accountable through the management chain reporting to them for the implementation and monitoring of this Policy. They will:

- Report at the earliest opportunity to the Executive Director, details of any incidents involving fatality, major injury, significant dangerous occurrence or significant damage within their area of control.
- Direct managers and staff to ensure that a positive health and safety culture is promoted and maintained in their areas of responsibilities.
- Ensure that the work activities they control are properly planned and resourced.
- Ensure adequate assessments of risks are undertaken.
- Ensure that staff and students are adequately instructed, trained and supervised. To assist in this, they are required to make use of the assistance and advice available from the NOC Safety Advisor.
- Attend appropriate training in health and safety matters. This may include the need to attend the NERC Safety for Directors in a Research Environment (SDRE) course.
- Ensure staff attend the appropriate health and safety training.
- Accompany at least one safety inspection per annum.
- Use appropriate measures to assess the health and safety performance of their staff and take active steps to improve performance where necessary.

2.3 NOC Business & Operations Board

To ensure NOC follows the HSE guidance (INDG417: Leading health and safety at work), the Centre has a Business & Operations Board whose members are charged with the responsibility to support the Chief Operating Officer and the Director of Science and Technology with the obligations listed above. They are expected to work collectively, not just in the interests of their own operating area, but also in the interests of the Centre as a whole. The NOC Business & Operations Board has a standing item on its agenda to address health and safety. The Chief Operating Officer is also the Chair of the NOC Health & Safety Committee to ensure that the NOC Business & Operations Board is kept informed of, and alert to, relevant health and safety risk management issues.

2.4 NOCS Operational Management Board

The NOCS Operational Management Board is the formal mechanism for consulting with the University of Southampton who share the NERC-operated elements of the Waterfront Campus. Its primary remit is to work within the bounds of the Agreement and associated Schedules by establishing and maintaining local policies and procedures as required for the smooth running of the site. This includes, but not limited to ensuring the ongoing effective health, safety and welfare of all staff on site. The Chair alternates between the Chief Operating Officer and the University Head of OES.

2.5 NOC Health & Safety Committee

The NOC Health & Safety Committee is the formal mechanism for consulting staff on health and safety issues and planned improvements or changes to the safety management system. The committee is comprised of nominated staff from diverse areas of activity throughout the organisation, and appointed union safety representatives, supported by full time safety professionals, Group Safety Advisors, and specialist advisors (GM, radiation, diving, laser, etc) with the Chief Operating Officer as Chair. The committee will, amongst other matters, consider reports, review training, consider accidents and statistics, and endorse Policy, Procedures and Guidance.

A copy of the current Terms of Reference, membership and the minutes are available on the local Intranet.

2.6 Managers

A line manager is "any member of staff who supervises at least one other member of staff or co-worker or manages a significant area of work".

All managers must:

- a. Identify hazards associated with the operations for which they are responsible.
- b. Ensure that the health and safety risks created by those hazards have been assessed and that appropriate precautions to adequately control them have been put in place for all activities under their control, wherever their staff may work.
- c. Manage staff and co-operate with peers to ensure that a positive safety culture is promoted and maintained.
- d. Be accountable to their line manager for health & safety issues under their control.
- e. Report to their manager on the discharge of these responsibilities.
- f. Provide health and safety training to new staff as part of their general induction training. Group Safety Advisors are available to support in the process.
- g. Attend appropriate health and safety training courses as requested by senior management. This may include the need to attend the NERC Safety Management in a Research Environment (SMRE) course.
- h. Ensure safety training needs are identified for their staff and safety courses attended.
- i. Accompany safety inspections/audits and ensure actions raised are closed out in a timely manner.
- j. Ensure accidents, incidents, near misses, dangerous occurrences, occupationally related illnesses and occupational health problems involving their staff have been investigated as appropriate and actions to prevent their recurrence identified.
- k. Implement recommendations for improved control of risk and other remedial actions as agreed with senior managers and appointed competent health and safety persons.
- l. Have their health and safety responsibilities identified in their job plan / description and be assigned objectives on these in their appraisal process if this includes an important role.

2.7 Staff

All staff, including managers, must:

- a. Take reasonable care of their own health and safety and the safety of other persons who might be affected by what they do, or don't do.
- b. Co-operate with managers in carrying out safety arrangements.
- c. Use machinery, equipment, dangerous substances and safety devices (including personal protective equipment) safely, properly and report any defects, failure or loss.
- d. Comply with the requirements of risk assessments and report it to their manager as soon as possible if they consider a risk assessment's review or modification is necessary.
- e. Attend appropriate health and safety training courses as requested by management.
- f. Report accidents, incidents (near misses) and occupational health problems in the NOC accident, incident and near miss reporting system.
- g. Inform their manager, appointed competent person or appointed safety representative of any concerns about health and safety.
- h. Co-operate with their employer on health and safety issues and not interfere with or misuse anything provided in the interest of health and safety.
- i. Not undertake any task for which authorisation and/or training has not been given.

- j. Have health and safety responsibilities described in their job description and be assigned objectives on these in their appraisal process if they fulfil an important safety role.

2.8 NOC Safety Advisor

The NOC Safety Advisor is the appointed full time safety professional responsible for liaison on all health and safety issues within the Centre and between the Centre and NERC/University level. He/she will hold either the NEBOSH Diploma in Health & Safety or its equivalents recognised by the Institute of Occupational Safety & Health (IOSH). He/she will be responsible for advising and assisting the Directors and their Directorate Management Teams on all aspects of health and safety. This includes:

- a. Provide competent and informed advice for management and staff.
- b. Establish and maintain the safety management system of policies, procedures and guidance documents.
- c. Investigate and keep records of accidents, incidents, near misses and dangerous occurrences.
- d. Submit reportable events to the relevant regulatory authority and information provided to local management.
- e. Supply management with information on health and safety performance.
- f. Keep management informed of trends in good practice and proposed legislation.
- g. Advise managers on the development of policy, procedures and guidance.
- h. Help management to carry out audits and inspections.
- i. Take part in health and safety committee meetings.
- j. Consult with the NERC / University Safety Advisor, or external agencies, for matters outside their experience.
- k. Accompany health and safety enforcing authorities on inspection tours and feedback their findings to senior management.
- l. Issue a prohibition for any work areas they believe to be unsafe.
- m. Network with external safety specialists to improve good practice.

2.9 Group Safety Advisors

Group Safety Advisors are appointed with part-time responsibilities to liaise with the NOC Safety Advisor on health and safety issues. They should complete the NERC SMRE course as a minimum or its equivalent IOSH course, with the opportunity to study the NEBOSH General Certificate if required. They are responsible for advising and assisting their group management team on all aspects of health and safety. This includes:

- a. Provide competent and informed advice for group management.
- b. Assist in the development and management of safety documentations.
- c. Assist with the investigation of accidents, incidents, near misses and dangerous occurrences.
- d. Support line managers in producing and retaining records of risk/COSHH assessments.
- e. Organise group safety inspections in conjunction with management.
- f. Take part in health and safety committee meetings.
- g. Issue a prohibition for any work areas they believe to be unsafe.
- h. Support line managers in providing health and safety induction training to new staff.

2.10 Specialist Competent Persons/Advisors

Specialist Competent Persons/Advisors are responsible to the local management for advice on specific areas of expertise such as radiation, laser, genetic modification, diving, etc.

2.11 Union Safety Representatives

Union Safety Representatives are appointed to represent employees on health and safety matters under the Safety Representatives and Safety Committees Regulations 1977 and are consulted in discussions on issues that affect the health and safety of staff. They have representation on the NOC Health & Safety Committee.

2.12 Other Persons Working Under NOC Control

Students and other persons who are not employees but work under the direct control of NOC staff will be treated in the same way as if they were employees under the Health and Safety at Work Act 1974. They will be afforded the same protection and have the same responsibilities for their own and other person's health and safety as other NOC employees.

2.13 Visitors, Contractors and Tenants

Other parties who are working on NOC premises such as visitors, contractors and tenants but who are not NOC employees will be monitored on their compliance with all aspects of achieving health and safety standards. They will be expected to follow NOC Safe Systems of Work where agreed as appropriate, receive training, provide risk information on their work to NOC as required and information where necessary and ensure their own safety and the safety of other persons who may be affected by their acts or omissions. They are also expected to accompany safety inspections/audits and ensure actions raised are closed out in a timely manner.

PART 3 ARRANGEMENTS FOR HEALTH AND SAFETY

Compliance with the objectives set out in Part 1 will be achieved by following the NERC Policies, Procedures and Guidance Notes. These are posted electronically on the NERC website.

In addition to the NERC Policies, Procedures and Guidance Notes we have where necessary developed local Procedures and Guidance notes to give more specific direction and reflect our own particular organisational arrangements, activities and risks. These are available electronically on the NOC Connect website.

It will be the decision of the NOC Health & Safety Committee whether local Procedures and Guidance Notes are appropriate in particular areas of health & safety.

APPENDIX 1: SCHEDULE 3 - NERC & UNIVERSITY H&S AGREEMENT VERSION 1

These arrangements apply to NERC Staff and University Staff (principally Ocean and Earth Sciences ("OES"), Faculty of Natural and Environmental Sciences ("FNES")), when they are working within the National Oceanography Centre Southampton (NOCS) at the Waterfront Campus.

This section is to be read as a supplement to Clause 16 of the Agreement to which it is annexed and as such the Schedule sets out the organisational arrangements for health and safety through which compliance with the Clause is to be achieved. Principally this is through clarification of (i) line management structures, (ii) the policies and procedures to be followed and, (iii) the means by which health and safety shall be managed at an operational level.

In view of the close working relationship between NERC and the University at NOCS, there must be adequate operational liaison between both Parties with a view to ensuring that all shared operations and activities are suitably monitored and co-ordinated.

1. Each Party shall ensure the conformity of their respective staff, students, visitors, subcontractors and tenants to their respective H&S Management Systems (HSMS) & H&S Policies.
2. All NERC staff at NOCS shall adhere to and operate NERC H&S Management System and Policy.
3. When operating within University managed space at NOCS, whereby the activities within are clearly identified as University activities, University staff and students shall adhere to and operate the University Health & Safety Management System (HSMS) and Policy.
4. When operating in shared or NERC-managed space at NOCS, University staff and students shall adhere to and operate the NERC Health and Safety Management System and Policy.
5. Each Party shall set up its own H&S Committee or H&S Advisory group, with cross representations from either Party as appropriate. The Chair of each Committee/Advisory group shall be a member of the NOCS Operational Management Board to ensure consistency and sharing best practice.
6. Both H&S Committees/Advisory group shall advise the joint NOCS Operational Management Board who will discuss, consult and where appropriate resolve differences on health and safety matters related to the joint operations or the shared workplace.
7. Both H&S Committees/Advisory group will discuss this Schedule 3 of the Agreement annually or when either party identifies a necessary change and will be forwarded to the NOCS Operational Management Board for referral. This is to ensure it is up to date with any respective management and organisational arrangements.
8. The Terms and References of each H&S Committee/Advisory group are available through their respective local H&S arrangements.
9. Special arrangements have been developed for specific Health and Safety provisions in relation to work with radioactive materials. This shall be determined in accordance with the NERC/University Agreement relating to work with Radioactive Materials.
10. Each Party shall ensure that any activities involving genetic modification or dangerous pathogens are notified using their own specific arrangements for notification to the relevant enforcement agencies.
11. Each Party will undertake and administer risk/chemical assessments in areas under their control using their own risk/chemical assessment methodology and will inform the other Party of the outcomes of any risk/chemical assessment affecting them or their staff.

12. NERC shall ensure that suitable and sufficient Fire Risk Assessments are carried out and findings implemented in all areas of operations at the Waterfront Campus. The University shall also liaise with NERC to ensure University activities form part of the Fire Risk Assessments in University occupied areas. Findings of these assessments will be available on request to the University's health and safety representatives.
13. All incidences, injuries and dangerous occurrences at the Waterfront Campus will be reported in accordance with NERC/University procedures to the appropriate authorities as required by the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995. All such incidences shall be promptly notified to both Parties.
14. Both Parties may, where appropriate, jointly investigate any incident or instance of work-related ill health which occurs on site. The findings/recommendations of these investigations will be shared and where appropriate made available by both parties with a view to preventing a recurrence and improving health and safety.
15. Both Parties shall carry out safety inspections and audits on a regular basis of their respective areas to ensure health and safety is being actively managed. When necessary, each Party may participate in cross area audits and inspections to ensure consistency and sharing best practice.
16. Both Parties will ensure that they obtain advice from their own occupational health provider.
17. Each Party shall be wholly and independently responsible for ensuring they have in place suitable H&S Management Arrangements for their respective research vessel(s).

