

Landward Research Ltd

Health & Safety Policy



Landward Research Ltd Health & Safety Policy Statement

Inherent in our Vision and Values is Landward Research Ltd's commitment to ensuring the health, safety and welfare of employees. Throughout the organisation we apply high standards in the management and control of our operations. These standards are designed to ensure that in all our activities we properly safeguard those who work for us and those who may be affected by our operations.

Although the standards established by national legislation will apply as a minimum, we will always strive to achieve best practice in the local context of every country in which we operate, and share this across Landward Research Ltd so that we implement continuous improvement.

We will oversee company-wide health and safety management by the Company Health and Safety Director – Kenneth Aitchison.

Each team/office within Landward Research Ltd will develop, implement and continuously review health and safety management consistent with local operating conditions and legislation. The following key elements must be incorporated, as a minimum standard:

A statement of policy, endorsed, supported and signed by the Chairman, which recognises that:

Health and safety is an integral part of the daily business process, not an add-on extra

Best practice can only be achieved with management leadership and commitment

The commitment and participation of all employees in the health and safety management process is essential for success. Working safely is mandatory.

Details of the management systems, standards and responsibilities that are in place to manage health and safety throughout the business

Details of the arrangements that are in place to ensure that all work activities conform to the relevant local legislative standards and requirements

A statement of the mechanisms which integrate the activities of contractors and suppliers into Landward Research Ltd's health and safety systems and responsibilities

A clear exposition of the training arrangements that ensure employees understand the relevant health and safety issues and are competent to perform their duties without undue risk to themselves or others

A list of the methods in place for monitoring and measurement of health and safety performance and of the mechanisms for communicating the results to the management and workforce.

Responsibilities

Ultimate responsibility for health and safety rests with the Board of Directors.

The Landward Research Ltd Health and Safety Director is responsible for co-ordinating and driving activities throughout Landward Research Ltd to ensure continuous improvement.

Line Managers have responsibility for the health and safety of those working within their operation and those who may be affected by the activities. They must ensure that adequate systems are in place to ensure delivery.

All Employees have the responsibility to protect their own health and safety and that of others who may be affected by their activities. Adequate training must be employed to allow them to be able to do this. Landward Research Ltd will ensure it has policies on:

Monitoring, Follow up and Reporting of Accidents and Occupational Health Problems

Incidents under all of the following headings will be reported, monitored and followed-up.

- Serious incidents
- Works accidents
- Lost time accidents
- Accidents causing over three days' lost time
- Major accidents
- Deaths due to works accidents
- Occupational illnesses
- Working at Height
- Emergency Response to Fire/Threat etc
- Building Evacuation Practice annually for each location
- Exposure to Radio Frequency Waves
- Adequate Fire Marshals/First Aiders
- Driving at Work
- Work Station Ergonomics
- Mobile Phones and Driving
- Violence at Work

Accident Investigation

Accidents and ill health from work activities cause pain to individuals and suffering, and reputation damage and costs to Landward Research Ltd. Landward Research Ltd will take action to prevent accidents and occupational ill health by ensuring all accidents are suitably investigated. Knowledge of the factors causing accidents helps us take actions to prevent recurrence - thus working towards a zero accident culture.

This document sets out minimum standards for investigating all accidents, incidents and ill health at work.

This document applies to all teams/offices and contractors working on Landward Research Ltd's behalf. It covers all accidents to employees, contractors or third parties as a result of Landward Research Ltd's undertakings.

Responsible Director – Kenneth Aitchison

Is accountable for the Company's compliance with Landward Research Ltd Health and Safety Policies including allocation of resources and accountabilities across business to meet this policy.

The Responsible Health and Safety Director will ensure that:

Documented systems and resources are in place to investigate work-related accidents and ill health thought to be caused by work. This includes identification of a single point of contact within the Operating Company (the Designated Health and Safety Manager) to support line managers, ensure that investigation is adequate and that actions are identified to prevent recurrence.

Line Management

With support from the Responsible Director, line managers will ensure that:

All accidents and incidents at work are promptly reported and are adequately investigated in line with the requirements of this Policy (ie to an extent in line with the severity of the actual and potential outcomes)

Employees actively co-operate with investigations

Suitable actions are taken to prevent a recurrence.

All Staff and/or Contractors

Report all work-related accidents, incidents and occupational diseases

Actively co-operate with investigations.

Ensure they and their sub-contractors have investigation policies and procedures that meet the requirements of this policy and the Health and Safety Standard "Contractor Control"

Investigate and communicate all work-related accidents on Landward Research Ltd business to the Landward Research Ltd Management

Actively support and participate in investigations, and instigate actions to avoid recurrence

Ensure all accidents are reported in line with Landward Research Ltd and local statutory requirements.

Accident and Incident Investigation - Policy Principles

All accidents/incidents will be investigated. The scope of the investigation will be based on the actual or potential significance of the accident/incident

The investigation of major accidents or fatalities should be overseen by a safety professional from another Operating Company to ensure objectivity and thoroughness.

Investigation must identify contributing factors and their relative significance. Accident reports recommend controls to prevent recurrence.

The investigation report is based on factual evidence gained during the investigation including witness statements and statements made by the injured person.

Workstation Ergonomics Policy

Policy Statement

Computers like other work equipment can pose risks. This is often due to the way the computer workstation is set up and used by the employee. The most common risks from using computers are eye fatigue, musculoskeletal discomfort or pain and stress. This Landward Research Ltd policy provides advice on how to set up and use a computer and desk safely and comfortably.

Landward Research Ltd has a legal obligation to provide its employees with safe work equipment and a safe working environment. However, the employee also has a responsibility to work.

Posture

There are a few simple rules to follow to ensure that a comfortable posture is adopted. These simple adjustments will help to prevent back, neck and wrist strain and increase comfort. When making an adjustment remember that the aim is for you to be comfortable while working and to adjust the workstation to fit you and not vice-versa.

Adjust the chair height so that your forearms are horizontal when using the keyboard.

Ensure there is room between the tops of your legs and the work-surface.

Move any obstacles such as boxes or equipment if this is restricting movement of legs under the work-surface.

If feet are dangling off the floor when the chair has been adjusted to the correct height then use a footrest to take the pressure off the backs of the legs.

Adjust chair back to ensure an upright posture is maintained. Good lumbar support is essential.

Avoid flexing wrists too much when using keyboard or mouse. Use a wrist rest if this helps.

The top of the display screen should be roughly in line with your eyes, without excessive tilting of the monitor. Raise the monitor if necessary. If you are not a 'touch typist' you may benefit from positioning the display screen below eye level to avoid repeated shifting of focus and bending of the neck.

Keep the mouse and keyboard within easy reach. Avoid using with arms outstretched.

Keep a clear area of 2 to 4 inches (5 – 10 cm) in front of the keyboard to rest the wrists when not typing.

Keep elbows close to your body at all times when keying or using the mouse - don't extend arms.

Keep feet flat on the floor or footrest - don't sit with legs crossed or with feet hooked around the chair base for long periods as this will reduce circulation.

Take short breaks if sitting at the computer for long periods.

Exercise/stretch periodically to relieve aches and pains caused by tension in shoulders, arms, wrists and hands

Safe Working with Display Screen Equipment

Employees are encouraged to prioritise the layout of items on desks and position those items used most frequently within easy reach. Works should be organised so that the employee is not continually reaching and bending to find papers or items.

Use a document holder to minimise eye and head movement if inputting large amounts of data from paper and reduce glare and reflections on the screen by adjusting blinds or curtains.

The individual employee should adjust the contrast and brightness of the screen to suit the lighting conditions in the room and clean the display screen regularly with the appropriate cleaning materials.

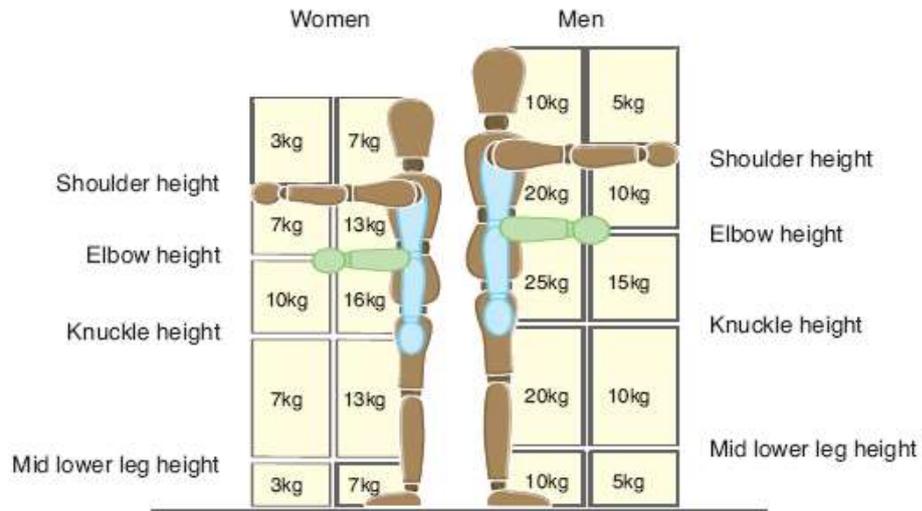
Use keyboard short cuts to keep keystrokes and mouse clicks to a minimum particularly and use a light touch when holding and depressing the mouse button(s).

Manual Handling Policy

A manual handling operation can be defined as a transporting or supporting a load (including lifting, putting down, pushing pulling, carrying or moving) by hand or bodily force. There are risks to health and safety associated with manual handling and within Landward Research Ltd handling of items such a reams of paper, office equipment and site equipment is classified as manual handling. Landward Research Ltd abides by Statutory Instrument 1991 No. 2793 The *Manual Handling Operations Regulations 1992*.

Landward Research Ltd will so far as is reasonably practicable, avoid the need for employees to undertake any manual handling operations at work which involve a risk of their being injured. Where it is not reasonably practicable to avoid the need for employees to undertake manual handling operations which involve a risk of injury Landward Research Ltd will make a suitable and sufficient assessment of the manual handling operations. Landward Research Ltd will take appropriate steps to reduce the risk of injury to those employees arising out of their undertaking manual handling operations to the lowest level reasonably practicable, and will take appropriate steps to provide employees who are undertaking manual handling with general indications and, where it is reasonably practicable to do so, precise information on the weight of the relevant items.

As a guide, there is no such thing as a completely safe manual handling operation, but working with the following guidance should cut risks and avoid the need for a more detailed assessment.



Risk Assessment Policy

Landward Research Ltd acknowledges its responsibility to identify foreseeable significant hazards and risks associated with clinical and non-clinical work activity. Where hazards are identified Landward Research Ltd will evaluate the risk and develop suitable and sufficient control measures to eliminate or minimise significant risks to employees and any other persons.

Significant hazards and risks will be assessed and prioritised by a process involving the systematic examination of all work activities. Significant hazards will be identified, associated risks evaluated and safe working procedures will be determined to promote the health, safety, well-being and welfare of those who could reasonably be affected by the work activities, including staff, patients and others.

Suitable and sufficient risk assessments will be conducted by competent persons. A written record of all assessments will be maintained and the significant findings of each will be communicated to all relevant personnel.

Assessments will be reviewed and, as appropriate, updated at least 2 yearly and/or if there is any significant change in circumstances or the assessment is no longer thought to be valid for any reason.

Scope

Landward Research Ltd acknowledges its statutory responsibilities to ensure the health, safety and welfare of employees and others in accordance with the Health and Safety at Work Etc Act 1974 sections 2 and 3. It also recognises the requirement for risk assessment under the Management of Health and Safety at Work Regulations 1999, Regulation 3 and acknowledges the need for risk assessment under other, more specific legislation e.g. Manual Handling Regulations, Noise at Work Regulations and Display Screen Equipment Regulations etc. This policy covers the risk assessment of tasks and activities undertaken, workplaces occupied or frequented and materials or equipment used or provided by Landward Research Ltd.

Definitions

Risk Assessment – A systematic review of all work activities and working environments to identify hazards and develop control measures that eliminate, reduce or control the risk in order to produce safer working conditions.

Hazard – Anything with the potential to cause harm, injury, damage or loss.

Risk – A combination of the likelihood of harm, injury, damage or loss occurring and the consequences should it occur.

Control Measures – Actions, procedures, protocols etc designed to eliminate, reduce or control risk presented by exposure to the hazard.

Generic Risk Assessment – a risk assessment which is developed to identify the hazards, risks and control measures associated with a common task, activity or environment. Note: generic assessments may be supplemented, as appropriate, to include hazards and risks associated with the specific environment or circumstances.

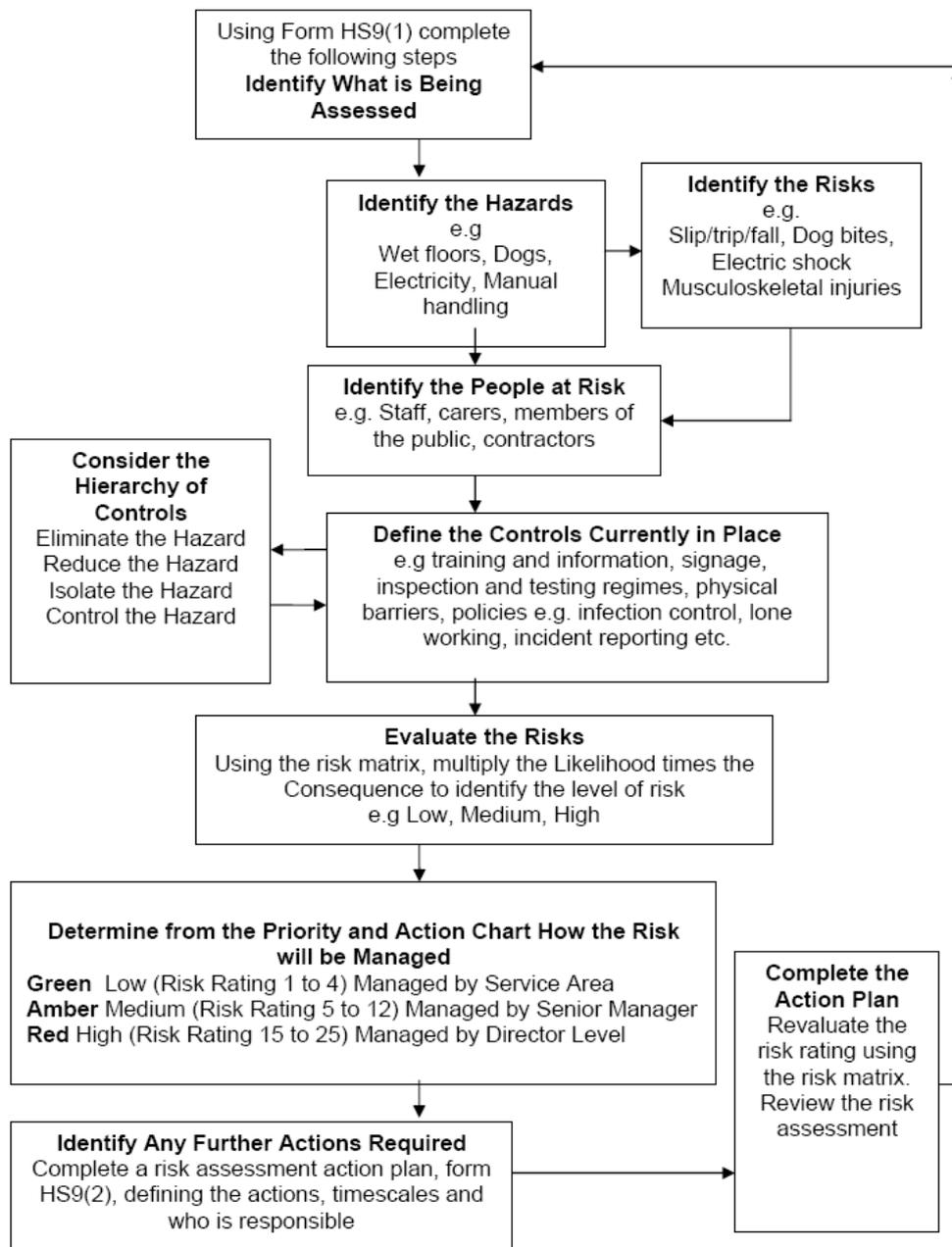
A risk assessment will be considered to be suitable and sufficient if it:-

takes a systematic approach in identifying hazard and risk
includes enough detail proportionate to the risk
considers who might be affected
identifies the measures already in place to control risk as well as any
required to further reduce risk
includes a recommended review date: i.e. identifies the period of time for
which the assessment is likely to remain valid

Guidance for Completing a Risk Assessment

Guidance on the basic steps to take when preparing a Risk Assessment is provided in the pathway schematic below. The tables which continue on provide assistance in defining the likelihood of risks/and their consequences how to calculate the risk from combining the likelihood and consequence and how to prepare actions to mitigate the risk.

Pathway for Completing a Risk Assessment



Likelihood Definitions

	Rare (1)	Unlikely (2)	Possible (3)	Likely (4)	Certain (5)
How likely is it to happen?	Can't believe this will ever Happen	Do not expect it to happen but it is possible	May occur occasionally	Will probably occur but is not a persistent issue	Will occur on many occasions

Consequence Definitions

Insignificant (1)	Minor (2)	Moderate (3)	Major (4)	Catastrophic (5)
No injury	No medical treatment required	Medical treatment required	Extensive injury	Death
Minimal financial loss	First Aid treatment required	Short term sickness	Long term sickness	Severe loss of confidence in the Organisation
No service disruption	Minimal or no disruption to service delivery	RIDDOR reportable	RIDDOR notifiable	Substantial disruption of service Provision
No risk to Landward Research Ltd	Identified financial loss	High financial loss	Serious property damage	Extensive Injuries Litigation
Complaint or claim remote	Complaint or claim unlikely	Reduced capacity to deliver service	Litigation/Major financial loss/cost >£500k-£1m<	>£1m
		Complaint or claim possible	Adverse publicity	Substantial financial impact
			Major loss of confidence in the organisation	International/national adverse publicity

Risk Matrix

Likelihood	Consequence				
	Insignificant 1	Minor 2	Moderate 3	Major 4	Catastrophic 5
Certain 5	5	10	15	20	25
Likely 4	4	8	12	16	20
Possible 3	3	6	9	12	15
Unlikely 2	2	4	6	8	10
Rare 1	1	2	3	4	5

Priority and Action

Risk Colour	Risk Rating	Risk Level	Identifier	Action required
Green	0-4	Low	The majority of control measures in place or harm insignificant	Action, any quick and easy measures immediately. Plan further actions when resources permit - may be long term. Managed by Service Area
Amber	5-12	Medium	Medium Likelihood of major harm if control measures not implemented	Action as soon as possible but no later than a year (medium term) Managed by Senior Manager
Red	15-25	High	Significant probability of major harm	Urgent action required. Consider stopping process. Report immediately to line manager and member of Management Team. Details considered and entered on the Corporate Risk Register. Managed at Director Level

Senior Managers' Responsibilities

Senior Managers are responsible for ensuring that:-

Activities, environments or conditions associated with the provision and delivery of their service and which present significant risk are identified and summarised within a service risk inventory.

Suitable and sufficient risk assessments are conducted in the area(s) under their control.

Risk assessments consider who could be harmed and clearly identify those groups or individuals in the assessment

The risk priority is determined by considering the severity of the impact/outcome of the hazard and the likelihood of its occurrence in order to prioritise the risk reduction measures required.

Risks are rated and prioritised for action using the method described in the Event Grading Matrix (Risk Rating Chart),

Safe systems of work are developed to eliminate, reduce or control risk and compliance with these systems is effectively monitored

Where generic risk assessments are adopted, these are thoroughly reviewed and adapted, as appropriate, to ensure their relevance to the service.

Risk assessments and risk action plans are recorded on the appropriate documentation respectively and are available for inspection.

Risk assessments are communicated to all the relevant personnel so they are fully aware of the hazards and risks as well as the control measures required to prevent injury loss or damage.

Risk assessments are reviewed at least 2 yearly, and/or when circumstances change or if the assessment is thought to be no longer valid for any reason. The documentation in appendix 1 should be used when carrying out this review.

Staff receive training appropriate to the safe performance of their work activity.

Senior managers are made aware of any resource implications related to risk assessments.

The risk manager is made aware of any risks which cannot be eliminated or adequately controlled within their service area and which should be placed on the corporate risk register

Employee's Responsibilities

Employees are responsible for:-

Familiarising themselves with the risk assessments for their service based work activities.

Undertaking dynamic risk assessments of their working environment in the community, recording any significant findings and bringing these to the attention of their colleagues.

Identifying risks where they arise and bringing their concerns to the attention of their manager.

Complying with the safe systems of work identified within risk assessments.

Attending training as required to enable them to undertake assessments and perform their work activities capably and safely.

Reporting all incidents to the manager in accordance with the Trust's Incident Reporting Policy.

Not placing themselves or others at risk. This may, on occasion, include a refusal to enter into or complete a task because the risk is deemed too great.

Training

All managers, risk assessment coordinators and risk assessors must undergo training in risk assessment procedures when appropriate.

Landward Research Ltd will provide training in hazard identification and risk assessment procedures. All employees required to conduct risk assessments must receive training to ensure their competence to carry them out.

Senior Managers must ensure that their nominated risk assessors receive appropriate training and, where necessary refresher training to undertake the role of assessor.

Nominated risk assessors must attend for training appropriate to the role of assessor they will be required to develop their competence by undertaking risk assessments via the risk assessment coordinator.

Employees must be trained to understand the importance of safe systems of work identified as a result of the risk assessments process and attend for risk assessment refresher training as identified by the line manager.

Implementation, Monitoring and Review

The Health and Safety Manager is responsible for ensuring the implementation of this policy and will review and revise it, as necessary, in light of legislative or organisational change.

The risk assessment process is a vital component in both the risk management strategy and health and safety management system and must be implemented and embedded within all service areas.

Adherence to the policy will be monitored via inspection and audit regimes.

Other Related Documentation

Where necessary, this policy should be read in conjunction with Landward Research Ltd' other Health and Safety Policies, such as: Health and Safety Organisation and Responsibilities Policy, Manual Handling Policy, this list is not exhaustive.

Relevant Legislation:

Health and Safety at Work Etc Act 1974

Management of Health and Safety at Work Regulations 1999

Manual Handling Operations Regulations 1992

Provision and Use of Work Equipment Regulations 1998

Display Screen Equipment Regulations 1992 (as amended by the Health & Safety (Miscellaneous Amendments) Regulations 2002

Personal Protective Equipment Regulations 2002

Noise at Work Regulations

Lifting Operations and Lifting Equipment Regulations

Review

Landward Research Ltd will review this policy on an ongoing basis and carry out a formal review not less than every 3 years. Such review shall take into account the operation of the Policy since the last formal review, any legal or regulatory developments, an assessment of current best practice in relation to fair trading and any other relevant information.

Approved and adopted by the Board of Directors

27th November 2015