

NUCLEAR SAFETY DIRECTORATE - BUSINESS MANAGEMENT SYSTEM		
BUSINESS SUPPORT ORGANISATION FOR MANAGEMENT OF HEALTH AND SAFETY IN NSD		BSS/HRM/014
		ISSUE 005
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1. Purpose & Scope

This document sets out the NSD organisation for managing health and safety consistent with HSE's corporate health and safety policy.

1.1 It complements the corporate health and safety policy and procedures set out in Chapter 11 of the HSE staff handbook.

1.2 Throughout this document text in ***bold italics*** represents the performance standards for each of the duty holders in the NSD health and safety management system. These performance standards will be used as part of the measurement of individual and corporate health and safety performance.

2. Roles and Responsibilities

2.1 General Principles - applicable to all in NSD

1) Responsibility for health and safety lies with line management and not with the health and safety co-ordinator, the directorate health and safety committee or safety representatives.

2) All line managers have specific health and safety responsibilities clearly defined in their Performance Agreements. They also agree individual health and safety objectives with staff to accord with the Directorate annual health and safety plan and to meet the relevant performance standards and monitor the health and safety aspects of the work undertaken by the staff they manage and review performance every 6 months.

3) Shared responsibility for the health and safety of staff in St Peter's House is set out in a protocol between resident Directorates and Business Services Division,

(The Bootle Protocol).

4) The commitments in this policy and management arrangements call for all employees to exercise personal responsibility and to co-operate with HSE's management to prevent harm to themselves and others.

2.2 Director of NSD,(the health and safety manager) shall:

1) ***develop, implement, monitor and review a management system*** to ensure the health and safety of NSD staff while at work in the Directorate, both on HSE's premises and elsewhere.

2) monitor NSD's evaluation of the licensees safety procedures and ensure that any feedback which may affect the NII risk assessment is implemented.

3) ***produce an annual Directorate health and safety plan*** in conjunction with Trade Union representatives, and if mutually beneficial, in liaison with any other Directorate where common issues exist.

4) ***establish, maintain and resource an effective safety management structure*** throughout the Directorate with clearly defined health and safety responsibilities and standards and make provision for sufficient resource to ensure effective operation of the Directorate Health & Safety committee.

5) appoint competent person(s), as appropriate, to carry out specific health and safety tasks including the Radiation Protection Adviser and radiation Protection Supervisors in compliance with the IRR's 99.

6) ensure adequate resources are available and the necessary training is undertaken to make sure staff are competent to fulfil their health and safety roles.

7) appoint a member of SMG to chair the Directorate Health and Safety Committee.

8) appoint the Directorate Health and Safety Co-ordinator.

9) monitor and review health and safety performance against the NSD every 6 months with the SMG.

2.3 SMG shall:

1) review health and safety performance against the NSD plan every 6 months.

2.4 Division Heads, (also, see below under line managers)

1) identify the need for protocols between HSE and licensees in respect of IRR.

2) ensure that staff who visit site are competent and have received appropriate training.

2.5 Unit Heads, (also, see below under line managers)

1) ensure, where relevant, that those who act as Radiation Protection Supervisors have the time and resources to carry out their duties effectively.

2) ensure that their staff who visit sites regularly are competent and have received appropriate training.

3) of Site Inspection Units, ensure that their licensees safety procedures which NSD staff rely on are suitable and adequate for the safety of NSD staff visiting licensed sites.

4) identify the PPE needs of their staff and approve its requisition and replacement using form PPE1

5) ensure that staff are registered and classified appropriately in accordance with IRR and contact the NSD RPA for advice on work duties and classification status of staff who notify them of any relevant medical condition.

6) review the classification of their staff on an annual basis to decide on the continuing need for classification or if declassification is appropriate.

7) ensure that:-

i) staff are issued with suitable monitoring dosimeters where relevant under the IRR procedures.

ii) cases of possible exposure are investigated in accordance with the IRRs.

iii) any necessary change in the work duties of staff who are expectant or new mothers are made.

2.6 Line Managers (including Director, Division and Unit heads)

1) are responsible for the health and safety of their staff and ensuring that the health and safety control measures identified in NSD and HSE procedures are followed by their staff.

2) are responsible for ensuring that all their staff are adequately informed, instructed and trained to work safely and to discharge their health and safety duties and responsibilities.

3) supervise, implement, monitor and review every 6 months those parts of the Directorate health and safety plan, HSE and NSD procedures, precautions and other arrangements relevant to their Unit/section/team.

4) request a DSE assessment from a DSE assessor from within their division/Unit within 4 weeks of new members of staff starting or when a member of their staff moves room or workstation and supervise the actioning of all recommendations arising from the assessment.

5) use the supporting procedures in the health and safety arrangements to assess the risks their staff may encounter, and ensure the control measures identified are followed.

6) ensure that staff who have specific health & safety roles in NSD have these roles and responsibilities clearly

defined in their performance plans.

7) ensure that staff who have specific health & safety roles, e.g. RPA, RPS, DLO, SLO, DSE assessors, have those roles and responsibilities entered under “job details” in the HSE staff Directory found on the Intranet.

8) ensure that the "Bootle HQ Emergency and Evacuation instructions" are read by new members of staff on first day of duty.

9) follow the accident and ill health reporting system including the investigation of events and completion of part 1 of ACC1 and IH1 set out in Chapter 22 in the “Health and Safety Guidance for Managers in HSE Offices”; and send a copy of the ACC1/IH1 to the NSD Health and Safety Co-ordinator within 8 working days of the incident

2.7 All NSD Staff

1) take reasonable care for their own and others health and safety and follow the health and safety instructions in HSE and NSD procedures.

2) cooperate with and follow the guidance and advice given by DSE assessors, and carry out any actions recommended in DSE2 report which are in their remit.

3) cooperate with and follow the guidance and advice given by the Manual Handling assessors.

4) are responsible for housekeeping issues and should be vigilant when storing or moving objects to prevent hazards such as objects falling from the top of cabinets.

5) have a responsibility to ensure their own safety when lifting or carrying.

6) report all accidents / near misses and work related ill health to their Line managers as soon as practicable.

7) should not interfere with or misuse anything provided for the purpose of health and safety.

8) take reasonable care of any PPE issued to them and to use it appropriately when on HSE business

9) any member of NSD staff who visits a nuclear site should follow the procedure identified in any local rules or other requirements to observe the requirements of IRR99 and:

i) ensure that they comply with relevant NSD requirements.

ii) ensure that they comply with Licensee or employer requirements.

iii) plan and undertake their work to seek to minimise their exposure to ionising radiation commensurate with operational requirements.

iv) report in writing to their line manager any circumstances which they suspect or have been informed about which is likely to have resulted in an abnormal exposure to them.

v) wear suitable monitoring equipment provided by NSD, Licensee or employer, and complying with NSD's timetable for the issue and return of such equipment.

10) inform their line manager of any medical condition which may affect their work with Ionising Radiations. In addition, female staff who are engaged in work with ionising radiation are strongly advised to inform their line managers in writing as soon as they discover that they have become pregnant or if they are breast feeding.

2.8 NSD Health and Safety co-ordinator

1) provides support and advice to the Director, line management, staff and the Directorate health and safety committee on developing, implementing, monitoring, reviewing and auditing the NSD health and safety policy, system and procedures including:

- i) advising on health and safety legislation, encouraging best practice and having knowledge of useful sources of info. e.g. Guide on Intranet, Health and Safety guidance and procedures, RIDDOR;
- ii) co-ordinating the maintenance of NSD's written health and safety policy, guidance and procedures risk assessments.
- iii) co-ordinate preparation of the NSD health and safety plan to fulfil the HSE plan and meet the needs of the Directorate and co-ordinate reporting at half and end of year on progress against Directorate Plan, including main achievements and areas of concerns etc.
- iv) co-ordinating NSD's responses to central initiatives/proposals and being the first port of call for all NSD queries on all aspects of health and safety to avoid unco-ordinated approaches to Personnel, BSD etc;
- v) co-ordinating reports of accidents and ill health, acting as NSD's nominated officer for incident investigation as per chapter 22 in the "Health and Safety Guidance for Managers in HSE Offices", and copying any ACC1 and IH1 to Personnel, BSD and TU Health and Safety rep. within 10 working days of the incident.
- vi) co-ordinating training of staff appointed as Health and Safety Duty holders.
- vii) monitoring the implementation of policy and procedures to ensure consistency and effectiveness.
- viii) being a member of and facilitating the operation of the NSD Health and Safety Committee.

ix) representing NSD at the HSE Health and Safety Liaison Group meetings (from which he / she reports back to NSD Health and Safety Manager any HSE wide issues).

x) being NSD's liaison point re health and safety in civil action against HSE.

xi) assisting Personnel in arrangements for health promotion events.

2.9 Chair of DHSC

1) agrees agendas, chairs meetings and agrees minutes of the Directorate's H&S committee meetings in line with the agreed terms of reference.

2.10 Vice Chair of DHSC

1) represents staff on the committee, sends agenda items to the chair for meetings, agrees the agendas and minutes of the meetings, co-ordinates staff representation on the committee and their attendance at meetings, agrees appropriate health and safety guidance and procedures. **TU side secretary** shall arrange for staff representation on matters of health and safety, including separate investigation of accidents / ill health if requested to do so by staff.

2.11 Secretary to the DHSC

1) sends copies of agendas and supporting papers to members and others attending the meetings not less than 5 working days prior to meetings.

2) makes action notes and minutes of the proceedings within 10 working days of the meeting and sends them to the Chair and Vice Chair for their agreement and signatures.

3) once agreed, the secretary shall arrange for minutes to be made available and circulated to all staff in the Directorate. Personal hard copies shall be sent to the Director, Heads of Divisions and Units and members of

the committee. The secretary shall collate information and compile a health & safety report of health & safety issues and accidents and ill health statistics prior to the meetings.

2.12 The Dosimetry Officer

1) maintains the required information in NSD's dose meter database and personal files and process the registration and classification of NSD staff and issue and arrange processing of monitoring equipment.

2.13 The Radiation Protection Advisor

1) identifies radiation and/or contamination levels above which, entry into the area by NSD staff will require a risk assessment and agreement of RPS as advised by the RPA.

2) advises NSD management on the regulations and other health and safety matters connected with ionising radiation and attends and/or advises the Health and Safety Committee as necessary.

3) provides advice to NSD RPS's and Management and issues an annual report to NSD's Health & Safety Committee.

2.14 Radiation Protection Supervisors

1) take reasonable steps to ensure local rules relevant to that work are observed, are responsible for general supervision of the work with ionising radiation to ensure that NSD local rules are followed and that the work is carried out in accordance with the IRR's 99.

2) formally investigate the circumstances if any staff they supervise receive a dose exceeding 2mSv in any year and informally investigate unexpected doses less than this level.

3) advise and assist staff and their managers to monitor exposure to radiation doses they may receive during the course of their duties.

2.15 Safety Liaison Officer (Bootle)

- 1) attend Health and Safety Awareness training course.
- 2) inspect common work areas every 3 months on behalf of the health and safety co-ordinator using safety check list (SC1) and record faults on form SCR, and report faults found to ALO if appropriate. Copy the SCR to the Health and Safety Co-ordinator.
- 3) follow up recommendations detailed on safety checklist (SCR) within 6 weeks.
- 4) co-ordinate DSO inspections.
- 5) collate reports from DSO's on their safety walkabouts and investigate common themes.
- 6) act as the focal point in NSD for recording of the information concerning building safety.
- 7) keep a record of completed ACC1 / IH1 to enable statistics to be produced for Directorate Health and Safety Committee Secretary.

2.16 Divisional Safety Officers

- 1) attend Health and Safety Awareness training course.
- 2) inspect individual designated offices every 3 months using safety check list (SC2) and record faults on form SCR on behalf of the Head of Division and copy to ALO, Line manager, Directorate Safety Liaison Officer and Health and Safety Co-ordinator.
- 3) follow up recommendations detailed on safety checklist (on behalf of the Head of Division (SC1) within 6 weeks.

2.17 Nominated and Deputy Nominated Fire Officer (Bootle)

- 1) are completely familiar with the Bootle HQ Emergency and Evacuation instructions.
- 2) in the event of fire alarm being activated follow

procedures in the above instructions.

3) recruit replacement Fire Wardens if they give up their duties and ensure that newly appointed Fire Wardens receive a copy of the “Zone Wardens Duties - Bootle HQ” instructions.

4) ensure that copies of the list of Zone Wardens in St Peter’s House are displayed on the H&S notice boards situated on each floor, and that they are kept updated.

2.18 Fire Wardens and Deputy Fire Wardens (Bootle)

1) have seen the “Fire Awareness” video.

2) are adequately familiar with the 'Bootle HQ Emergency and Evacuation' instructions.

3) follow the 'Zone Warden Duties - Bootle HQ' instructions.

4) circulate the fire instructions to staff in their zone in January and at 6 monthly intervals and place current fire instructions on the notice board.

2.19 DSE assessors

1) attend Assessor Training course

2) carry out DSE assessments on DSE users on behalf of line managers when requested by line managers and give advice to staff when requested.

2.20 Manual Handling Assessors Manual Handling Assessors

1) attend appropriate training.

2) carry out manual handling assessments on behalf of line managers and give advice to staff when requested.

2.21 Human Resource Unit

1) manage PPE budget and arrange for the ordering and

issue of new and replacement PPE equipment.

2) keep updated the list of names of Manual Handling and DSE Assessors in NSD on the Health and Safety notice boards.

3) keep DSE users informed by updating and issuing information on health and safety relating to their workstations.