

Health, Safety and Fire Policy Arrangements

Revised April 2020

Information sheet

Information box

For further advice contact: Lead Officer: Health, safety and wellbeing

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1.0	Health and Safety Officer	March 2010	Review and revision of 2007 Policy
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5.0	Glyn Coles	April 2020	<ul style="list-style-type: none">• Under emergency procedures added bullet around alarm activation and lift procedures• Added list of new mental health first aiders (appendix 3)• Amendments and additions to group members (appendix 3)

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This and other Estyn publications are available on our website: www.estyn.gov.wales

This document is also available in Welsh.

- A business rationale assessment has been carried out and this policy contributes to Estyn's strategic objectives and delivery principles.
- An equality impact assessment has been carried out and this policy is not deemed to adversely impact on any people on the grounds of age, disability, gender reassignment, pregnancy and maternity, race, religion or belief, sex and sexual orientation.
- This policy and its associated procedures are agreed by Estyn's management and Trades Unions.

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Introduction

Legislative Framework

Estyn has a duty to ensure, so far as is reasonably practicable, the health, safety and welfare at work of all employees and is bound by the Health and Safety at Work Act 1974, subsidiary regulations and by other health and safety legislation. The main areas of legislation which apply to Estyn's work are set out below. Further legislation which applies to particular areas of work is referred to under specific sections of this document.

Health and Safety at Work Act, 1974 (HSWA)

The Health and Safety at Work Act 1974 is the primary piece of legislation covering occupational health and safety. It sets out the general duties which employers have towards employees (as well as others on the premises, including temporary staff, casual workers, self-employed, visitors) and members of the public, and the duties employees have to themselves and to each other. The employer duties include:

- i having in place arrangements to ensure a safe and healthy work environment, controlling risks so far as is reasonably practicable
- ii providing safe plant and systems of work
- iii producing a written health and policy statement which is signed by senior management and brought to the attention of employees
- iv providing employees with relevant information, instruction, training and supervision as needed
- v controlling the risks to the health and safety of non-employees who may be affected by their activities

Management of Health and Safety at Work Regulations 1999

The Management of Health and Safety at Work Regulations 1999 make explicit what employers should 'as a minimum' do to meet their health and safety obligations. This includes a requirement to carry out 'suitable and sufficient' risk assessments and, where there are 5 or more employees, maintain a risk register of the findings

Workplace (Health, Safety and Welfare) Regulations 1992 (WHSWR)

The Regulations place a duty on employers to provide:

- adequate space, lighting, temperature and ventilation
- standards of cleanliness
- sufficient, safe travel routes for pedestrians or vehicles
- adequate toilet/washing facilities, drinking water, rest areas
- suitable workstations/seating

Scope of policy

Policy aim

Estyn will provide a safe and healthy environment for all employees, contractors working at its premises and visitors to its premises, including people with disabilities, and any who are identified as being particularly vulnerable, for example, young people and pregnant mothers.

This policy sets out how Estyn meets its primary duties under health and safety legislation and the specific arrangements in place to manage health (i.e. physical, mental and social wellbeing) and safety (ie freedom from danger, risk or harm). A written health and policy statement, signed by the Chief Inspector, is at Appendix 1 and is displayed in the Estyn office. It sets out Estyn's key aims and guiding principles in respect of health and safety and applies to all staff, visitors and contractors on Estyn premises.

The arrangements set out in this document apply to all permanent employees, secondees and temporary staff working for Estyn when they work in Estyn offices or off site. For the purposes of this document the term 'staff' will refer to permanent employees, secondees and temporary agency staff.

Contractors who undertake work on Estyn's behalf off-site under contractual or other arrangements are bound by this policy and by any additional health and safety requirements set out in the specific contract or conditions under which they work with or for Estyn.

Separate policies and procedures in relation to specific work areas and practices (for example, driving, lone working and home working) have been developed and are referred to within this policy. Further policies and procedures will be developed as needed to reflect changes in legislation and in the structure and operational requirements of Estyn.

Responsibilities

A detailed chart illustrating the structure, roles and responsibilities for health and safety within Estyn is at Appendix 2.

Her Majesty's Chief Inspector

The Chief Inspector has prime responsibility for health, wellbeing and safety in Estyn, although all staff have responsibilities in helping to manage and promote high standards in health and safety in the way they go about their business and the way they manage and interact with other staff. Day-to-day responsibility for oversight of health, wellbeing and safety lies with Estyn's Corporate Services Director who acts as Director of Health and Safety.

Estyn's Strategy Board

Estyn's Board members have both collective and individual responsibility for health and safety, including:

- supporting the Chief Inspector in ensuring that Estyn's health and safety responsibilities are discharged properly
- providing leadership and setting the direction for and standards of health, wellbeing and safety
- monitoring and reviewing Estyn's health and safety performance, and the management systems and structures to ensure continuous improvement
- promoting employee wellbeing
- obtaining competent health and safety advice
- ensuring adequate resources to ensure compliance with statutory health and safety requirements (having regard to the penalties for non-compliance introduced in the Health and Safety Offences Act 2008) and to safeguard the health and safety of employees and others affected by our work
- ensuring risk assessments are carried out
- engaging staff in the promotion of safe and healthy working conditions and practices
- ensuring periodic audits of the effectiveness of management structures and risk controls for health and safety
- reviewing this and other related policies

A non-executive Board member is designated Health and Safety Champion and has particular responsibility for:

- considering the level of competency of the Health, Safety, Employee Wellbeing and Engagement Group to enable it to meet Estyn's commitment to health and safety as set out in the policy
- reviewing and monitoring the work of the Health, Safety, Employee Wellbeing and Engagement Group to ensure that agreed actions are progressed
- as required, considering specific reports from the Health, Safety, Employee Wellbeing and Engagement Group prior to consideration by Estyn's Board
- supporting the promotion of employee wellbeing and embedding of the principles of the Corporate Health Standard in Estyn's culture and organisational processes.

The Health, Safety Employee Wellbeing and Engagement group

The role and membership of Estyn's Health, Safety, Employee Wellbeing and Engagement Group are set out in the Terms of Reference which are available on Sharepoint. The Group provides advice to the Chief Inspector, Estyn's Executive Board and Strategy Board on all matters related to health and safety. It plays a key role in promoting employee wellbeing and incorporating it within Estyn's processes. It provides a focus for employee participation, and co-operation between the employer and employees in health and safety matters, and has representation from the two trade unions recognised by Estyn as well as non-union staff representation.

The Director of Health and Safety

Estyn's Director of Health and Safety is a member of the Executive Board and is responsible particularly for:

- working with others to develop and implement Estyn's health and safety policy and procedures
- providing leadership for the Health, Safety, Employee Wellbeing and Engagement Group
- promoting health, safety and wellbeing within Estyn's organisational and management processes
- keeping up to date with relevant health and safety legislation
- ensuring competent advice is provided to Estyn's Executive Board and Strategy Board on health and safety matters

The Corporate Policy Lead Officer for Health, Safety and Wellbeing (here after referred to as Lead Officer)

The Lead Officer provides leadership and advice on health and safety issues and is responsible for:

- providing competent knowledge and expertise on occupational health and safety
- ensuring Estyn's compliance with health and safety commitments
- monitoring and evaluating Estyn's health and safety performance
- keeping up to date with relevant health and safety legislation and best practice
- providing advice and guidance to staff at all levels and to the Health, Safety, Employee Wellbeing and Engagement Group on compliance with statutory health and safety requirements and best practice
- working with the Health, Safety, Employee Wellbeing and Engagement Group to develop policy and guidance and taking forward actions agreed them

- investigating accidents and near-misses/incidents, and producing quarterly updates to the Health, Safety, Employee Wellbeing and Engagement Group and managers as required, as well as providing a reporting point to the Health and Safety Executive (HSE) for work-related accidents and incidents (under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations)
- responsibility for the risk management of health, safety and wellbeing, including fire and ensuring risk assessment is suitable, sufficient and timely, undertaking advice and accident investigation
- providing ergonomic and postural advice, organising workstation DSE assessments and managing a regular programme of staff DSE training and self-assessment
- identifying the need for personal protective equipment and supplying this for staff
- arranging occupational health screening as required for staff
- developing an annual programme promoting information and guidance about different areas of health and wellbeing
- championing and promoting areas related to the Corporate Health Standard which aim to improve employee wellbeing
- organising safety training and workplace environmental monitoring
- advising Estyn management on personal injury claims as required

Employees

All line managers and individual staff have responsibilities for health and safety and adhering to policy. New staff receive an induction that covers policy, procedures and general information. All staff are regularly updated via a variety of communication channels such as external presentations, line management and refresher training where necessary. Employee responsibilities under health and safety legislation include:

- taking reasonable care for their own safety and for that of others who may be affected by their acts or omissions
- co-operating with their employer to meet the requirements of health and safety law and the arrangements as stated in the health and safety policy and other policies
- not interfering with or misusing any equipment supplied for work, including anything provided in the interests of health and safety
- reporting all accidents and near-misses occurring whilst on official duty whether at Estyn premises or off-site, using the Accident Book/Incident Report forms as appropriate, and informing line managers at the earliest opportunities of any incidents occurring whilst off-site

- identifying and discussing with line managers any requirement for training or support in health and safety and participating in any training identified to help them meet their health and safety responsibilities
- discussing with line managers any requirement for any personal protective equipment needed to undertake duties, accepting responsibility for any personal protective equipment issued to them, ensuring it is used and maintained properly, and for reporting any defects to line managers
- reporting any health and safety concerns to Estyn's Lead Officer or a manager

Line managers

Line managers exercise Estyn's duty of care and implement the health and safety policy and procedures with their teams by:

- undertaking regular risk assessments in respect of areas of work for which they have responsibility, identifying ways of managing these, and reporting regularly to senior management, as required by Estyn
- discussing with all employees they manage the health and safety implications of working at Estyn's office, at home or offsite and of lone working and the controls in place to manage risks to health and safety
- ensuring that all accidents, work-related diseases, dangerous occurrences and near-misses that come to their attention in any way are reported to the Lead Officer: Health, safety and wellbeing within two working days of the event or as soon as possible thereafter and are investigated promptly and a report made, which includes recommendations to control risks so far as is reasonably practicable
- considering issues of personal wellbeing and, in cases of concern, discussing these with individual staff and undertaking or arranging an individual risk assessment where appropriate
- ensuring that their staff are aware of the on-site First Aiders, as well as, our on-site Mental Health First Aiders, and the Employee Assistance Programme, which includes confidential welfare support and counselling services
- ensuring that the Lead Officer is consulted at an early stage about any proposed changes in any area of Estyn's business, work practices, equipment, materials etc which may have implications for health and safety or staff wellbeing
- ensuring that staff within their teams receive appropriate training and support to ensure they have sufficient awareness of health, wellbeing and safety issues to undertake their roles
- ensuring that any needs for personal protective equipment are identified and met
- setting a high personal example of health and safety standards

Reporting inspectors

Reporting Inspectors have a number of specific duties in respect of health and safety during inspections. These are set out in the each sector's inspection guidance documents on the Estyn website.

Liability for breach of statutory duty

Estyn ensures that staff are trained and receive support to meet their duties under health and safety legislation. An individual would normally be held responsible for breaches of the law only if it could be proved that they were wilfully or recklessly negligent and that a foreseeable injury, harm or loss resulted. In these circumstances Estyn cannot indemnify employees for fines or penalties resulting from personal prosecution.

Any neglect or breach of health and safety legislation and/or Estyn's health and safety policy or procedures by employees may be subject to Estyn's disciplinary procedures. For secondees, if a serious disciplinary matter arises (and Estyn reserves the right to decide what constitutes a serious disciplinary matter in the context of any particular secondment), Estyn will notify the employer and the secondment will be terminated with immediate effect.

Managing and controlling health and safety risks

Estyn accepts its responsibility for protecting employees and others affected from the risks created by any of our work activities. We are committed to providing a safe working environment where risks are assessed and controlled, where safe and appropriate equipment is provided and where staff receive sufficient relevant information, instruction, training and supervision. Control measures specific to particular processes and environments are set out in the risk assessment documentation whilst the more generic controls e.g. training and personal protective equipment are outlined below.

The risk assessments process and documentation will be reviewed annually or more frequently as required e.g. to assess the impact of any significant changes in legislation, premises, organisational structures and responsibilities, working practices or technology, or as a result of any accident or near-miss investigation.

Managing the risks related to work premises

Risk assessments of Estyn premises are conducted by competent persons, as appropriate, in consultation with the Lead Officer: Health, safety and wellbeing, and a report provided which sets out the significant findings and the actions/measures to be taken to remove, reduce or manage significant risks so far as is reasonably practicable and identifying who will be responsible for managing the risk.

Managing the risks associated with inspection work

Prior to an inspection, Estyn will contact the provider by telephone to set up the arrangements for the inspection. As part of this Estyn will ask if there are any issues or risks the team should be aware of and ask for a for a general health and safety briefing for the team at the start of the inspection

Managing the risks associated with work related driving

Estyn's policy on managing the risks associated with work related driving is set out in a separate document entitled, '[Policy for driving as part of official duties](#)'. The guidelines appended to that document offer good practice tips and a checklist to enable those covered by the policy to assess and control the risks of work related driving. Staff who regularly drive on official duties are offered non-compulsory driver development training on induction and then every three years.

Managing the risks associated with lone working

The arrangements are set out in a separate policy for [lone working](#) which is available on the website.

Managing the risk of work related stress and promoting wellbeing

A separate policy for [managing stress and employee wellbeing](#) is available on the website.

Reducing the risk of musculoskeletal disorders (MSD)

Musculoskeletal disorders are a major preventable cause of occupational ill health. They include lower back pain problems, joint injuries, work related upper limb disorders and strain injuries. Activities such as manual handling and the prolonged and frequent use of display screen equipment (DSE) can result in a range of symptoms including musculoskeletal disorders. Estyn aims to ensure that the risks of musculoskeletal disorders arising from work processes are assessed and controlled effectively, and that reasonable adjustments are made to working practices and work stations where necessary.

Medical research has pointed to links between musculoskeletal disorders and mental health problems. Estyn is aware of this and aims to:

- identify potential risks associated with musculoskeletal disorders and address issues as early as possible
- provide a healthy work environment which promotes personal wellbeing and where risks of stress are identified and minimised

Reducing the risk of working with display screen equipment (DSE)

Estyn is committed to managing and reducing the risks associated with the use of DSE at work as far as is reasonably practicable. Estyn staff are trained and undertake a self-assessment through online software in accordance with the DSE Regulations (1992), which provides a record of their assessments. These are reviewed or repeated bi-annually or when there is any significant change in working practices or equipment/technology. This applies to both office and homeworkers. The Lead Officer reviews the assessments and ensures all staff comply with this requirement.

Estyn operates an eye scheme, under which, if there are any costs to employees, all users of Display Screen Equipment may claim the costs of an eye sight test every 2 years, and a contribution to the cost of VDU-only glasses, where these are prescribed by a practitioner.

Managing the risks of manual handling

Estyn and its staff will ensure that, where possible, manual handling is avoided, although some manual handling tasks are unavoidable. All staff receive training, instruction and guidance as part of their initial induction to enable them to risk assess manual handling tasks as needed, with mandatory online training repeated annually. Estyn will provide suitable equipment to minimise the need for lifting by employees.

Managing the risks of hazardous substances

In accordance with the Control of Substances Hazardous to Health Regulations (COSHH) 2002, Estyn will control exposure to hazardous substances (such as printer toners) to protect the health of employees and others who might be affected. This will be done through risk assessment, appropriate storage and disposal of materials according to manufacturers' instructions, and by monitoring the use and storage on

Estyn premises by contractors of any hazardous substances. Staff are expected to use substances such as printer toners responsibly and for the sole purpose for which they are supplied by Estyn.

Managing the risks of working with electrical equipment

Estyn will ensure full compliance with the Electricity at Work Regulations 1989 and related regulations governing electrical safety to prevent, so far as is reasonably practicable, dangers arising from the use of electrical equipment. All electrical equipment will be subject to regular maintenance through Estyn's planned preventative maintenance programme contract, and by regular PAT testing of portable equipment. Any faulty equipment will be replaced promptly.

Staff will receive appropriate instruction in the use of portable electrical equipment (such as laptops) at the time of issue, and are encouraged to visually inspect portable equipment before use and report any faults to the Lead Officer or a member of the Office Services team promptly. The importance of electrical safety and the personal responsibility of staff for electrical safety are reinforced as part of routine health and safety training sessions such as induction and manual handling sessions.

Individuals and line managers are responsible for ensuring that personal electrical equipment is PAT tested by the Office Services team before it used in the office, for example, food blenders or coffee machines. For items without a plug such as mobile phone chargers or desk fans, individuals should ensure they visually inspect the cable for defects such as signs of fire damage or bare wires before using it in the office. Any misuse under this policy should be reported line management, the Lead Officer: Health, safety and wellbeing or a member of the Office Services team.

Control measures: Personal Protective Equipment

Personal protective equipment will be provided to those staff engaged on duties where this is required. Line managers will discuss and agree the requirements with individual staff when they take up duties requiring protective equipment, and make appropriate arrangements with the Lead Officer: Health, safety and wellbeing for the supply of equipment. Individual staff will be responsible for using any equipment provided appropriately and as instructed, and for reporting any problems with the equipment to the line manager and the Lead Officer: Health, safety and wellbeing immediately. The Lead Officer is responsible for ensuring that personal protective equipment provided is replaced as required and maintaining records of expiry dates of equipment.

Control measures: Training

Estyn will ensure that appropriate training and support are available for all staff to develop and maintain their awareness of health and safety issues. This includes instruction as part of the initial induction, mandatory annual training and training repeated as required, eg when duties, responsibilities, work processes or equipment change. Individual employees are expected to attend any health and safety training identified, as required by the Health and Safety at Work Act.

Line managers are responsible for assessing training needs, and for advising the Lead Officer of any changes in duties which may have health and safety implications. The Human Resources team are responsible for ensuring that identified training needs are met in the most appropriate way – whether through formal training, on the job coaching or instruction and guidance, and for maintaining records. Specific training will be provided to equip employees with the particular skills, experience and knowledge to develop and maintain their competence to undertake specified health and safety duties, and for members of the Health, Safety, Employee Wellbeing and Engagement Group.

Promoting employee health

Promoting health and wellbeing

In addition to meeting its statutory duties, Estyn is committed to promoting and supporting the health and wellbeing of all employees, embedding the key principles of the Corporate Health Standard in the way we work and to encouraging staff involvement in these matters. The [Health and Wellbeing Gateway](#) sets out the key health-related issues and how we aim to promote a healthy culture and support staff.

Estyn offers a free annual health check to all employees and any seconded and temporary staff working for Estyn at the time the annual checks are carried out. Occupational health specialists conduct the checks and produce confidential reports which are shared with the individual only (and not Estyn). The checks cover, as a minimum, basic surveillance of height, weight, blood sugar and cholesterol levels and blood pressure. Additional specific health-focussed checks may be provided as appropriate (e.g. osteoporosis checks are offered periodically). A summative overview of the annual checks helps to inform Estyn's annual programme of health and wellbeing promotion.

First aid

Estyn will ensure that it continues to meet the requirements of the Health and Safety (First Aid) Regulations 1981 (revised 1997) and the Approved Code of Practice, as well as any subsequent legislation and will ensure that appropriate policies and procedures are in place, with competent persons qualified to meet all the requirements (see Appendix 3 for details of qualified first aid staff).

Accidents and reporting

All accidents (incidents resulting in injury, ill health or damage) and near-misses/incidents (any unplanned event with the potential to cause injury or damage) should be reported in Estyn's Accident Book/Incident Record. The Lead Officer retains the Accident Report Book, maintains records and considers or investigates all reports of accidents/incidents. Blank template Incident Report forms are held on Sharepoint, which all staff may access. Where an accident or incident occurs off site, a report should be made to the establishment where it happened as well as in the Estyn records. The Lead Officer: Health, safety and wellbeing reviews all reports to identify any need for corrective/control measures and to establish any emerging trends. He/she maintains and retains records (a copy of the form) for at least 3 years from the last date of entry and will provide extracts to the Health and Safety Executive (HSE) on request.

Injury in the course of duty

Staff should report any injuries sustained whilst undertaking Estyn duties to the relevant line manager without delay. The manager, in consultation with the Lead Officer: Health, safety and wellbeing, will investigate and report on the accident, including, as appropriate, assessments of risks, and appropriate risk control

measures put in place. If an employee suffers injury as a result of an assault, he/she may make a complaint to the police and a police investigation may follow. In these circumstances the Estyn internal investigation will proceed only after the conclusion of any police investigation. Appropriate support will be offered to staff in these circumstances. Absence through injury sustained whilst undertaking Estyn duties is deemed as sickness absence for the purposes of the calculations of sick pay allowances.

The Reporting of Injuries, Diseases and Dangerous Occurrences (RIDDOR)

The Lead Officer will investigate and keep a written record of all reportable injuries, diseases and dangerous occurrences; and notify the Health and Safety Executive (HSE) within 10 days using the appropriate HSE forms and making initial telephone contact as required by the RIDDOR Regulations 1995.

Whilst the Lead Officer will normally be responsible for reporting, if he/she is not available, in an emergency, any RIDDOR accidents can be reported online at <http://www.hse.gov.uk/riddor/index.htm>

Emergency Procedures: Fire and Evacuation

Estyn will ensure it meets the requirement of The Regulatory Reform (Fire Safety) Order 2005.

The Lead Officer is also the Fire Safety Manager. A deputy Fire Safety manager is also appointed. He/she is responsible for all aspects of fire safety in liaison with the Office Services team including ensuring:

- fire alarms are tested
- fire extinguishers are maintained annually and checked monthly
- emergency evacuation drills are conducted regularly
- checks are made of fire doors, signs, notices and escape routes
- risk assessments and reviews are carried out
- Personal Emergency Evacuation Plans are in place as necessary
- Staff are aware of their responsibilities and have received necessary training, including fire wardens and EVAC chair operators
- A log of emergency light testing is maintained
- Co-operation and co-ordination with other tenants in the building
- Adequate and sufficient emergency signage
- A programme of PAT testing
- Evacuation chairs annual check
- A log of fire evacuations
- appropriate information is in place when contractors work onsite such as risk assessment and method statement
- appropriate external advice and risk assessment is sought from a competent person
- maintenance of the air conditioning system
- Regular and appropriate training for fire wardens and Evac chair operators

It is the landlord's responsibility to:

- Test fire alarms and communal emergency lighting
- Test and maintain electrical systems
- Ensure risk assessment is carried out
- Maintain and test the communal heating system
- Maintain and check fire doors, signs and means of escape in communal areas.
- Carry out six monthly fire drills

Induction

All new staff, whether full-time, part-time or temporary are shown or advised of:

- the location of all the escape routes and their nominated escape route in the case of fire
- Estyn's approved assembly point
- the name of the nominated/reserve fire warden for their area of the office
- the names and contact numbers of the designated first aiders
- the routine fire alarm tests conducted by the landlord on a weekly basis (12.30 Monday)
- the 'no smoking policy' operated throughout the building and premises.

Visitors Visitors to the premises, including those receiving training or attending a conference, are provided with information on:

- the location of all the escape routes and their nominated escape route in the case of fire
- Estyn's approved assembly point
- the routine fire alarm tests conducted by the landlord on a weekly basis (12.30 Monday)
- the evacuation arrangements for visitors with special needs/disabilities including the location of the designated safe areas and the use of EVAC chairs.

In an emergency staff must:

- **Raise the alarm immediately** by breaking the glass in the red box next to a fire exit.
- **On hearing the alarm**, leave the premises quickly, escorting any visitors, via the nearest available fire escape route. These are clearly signposted throughout the premises and should have been pointed out to staff during induction. If you are unsure of their location, please ask one of the fire wardens named below. **Do not stop to collect personal belongings.**
- Staff and visitors should not run, rush, or use the lifts, whilst vacating the building and must unquestioningly follow the instructions of the fire wardens.
- In an emergency situation the lifts will automatically return and open on the ground floor and remain out of order until the reset at the end of the emergency. Do not attempt to use the lifts when the alarm has been raised.
- The **assembly point for Estyn staff** is at the far end of the car park next to East Tyndall Street, where staff members are asked to gather in teams. **Avoid walking close to the building and windows.**

- Fire wardens will ensure that everyone evacuates the building safely in an emergency situation and that any problems are reported to the Fire Safety Manager.
 - Staff should gather in teams ready for a roll call.
 - The Fire Safety manager (Glyn Coles) and/or the Fire Safety deputy (Gina Rathbone) will oversee/facilitate the roll call taking place and ensure staff stand in teams.
- Line managers should account for all their team members as far as is reasonably practicable and report any problems to the Fire Safety manager or deputy.
- Disabled staff and visitors who are unable to exit the building via the stairs must be escorted to the designated safe area in the stair-well of each floor. They should remain there and await further instruction and/or rescue.
- Staff will inform the Office Services team in advance via the Visitors Log about visitors who have a special needs/disability. The Office Services team will then give the EVAC chair trained staff advance warning of the whereabouts of the visitor(s) on that day and the planned fire exit. The Estyn host must escort the visitor to the safe area to wait for further rescue before evacuating the building.
- It is the role of fire wardens to support staff who have personal emergency evacuation plans (Peeps) in place who have made their way to the safe area
- The security guard will inform the emergency services, as part of his on-site desk instructions, between the hours of 7.00 and 19.00 hours Monday to Friday.
- Staff must not re-enter the building until told that it is safe to do so by the security guard.

Fire Safety Personnel

The following tables outline the roles and areas of responsibility of the fire safety personnel based at Anchor Court:

Fire Safety Manager/ Deputy Fire Safety Manager	Area of responsibility
Glyn Coles Gina Rathbone	To take overall responsibility in a real life situation and liaise with the Emergency Services and Estyn's Fire Wardens.

Fire Wardens/Deputy Fire Wardens	Area of responsibility
Ben Thomas/ Jonathan Cooper	Check the main kitchen, meeting rooms 1, 2a, 2b, 6a, 6b, 7, 4, storage rooms and the north end toilets. Exit via north front-facing stairs.
Zoe Tyler/ Gemma Hutton	Check the central office area, from south-end riser cupboards, server room and post room (but not including the main kitchen).

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	Exit via central rear spiral staircase or south front-facing stairs (whichever is nearest after checks)
Michaela Benjamin/Shuna Lovering	Check south end office area, managers' offices, room 5 and south end toilets. Exit via south front-facing stairs.

The emergency evacuation procedure notices are displayed prominently in the office at Anchor Court. Detailed procedures on specific situations such as suspicious packages or gas leaks are set out in the Security and Emergency Evacuation procedures at Anchor Court, which is available to all staff on Sharepoint and is issued to all new staff as part of the induction.

Consultation with employees

Estyn will consult with all employees and their trade unions on the health, safety and wellbeing issues which affect them. Consultation with elected trade union safety representatives will be conducted through their participation in the Health, Safety, Employee Wellbeing and Engagement Group. These representatives have functions under the Safety Representatives and Safety Committee Regulations 1977.

Estyn will negotiate with the trade unions for their safety representatives to have appropriate support to enable them to perform their functions properly. This may include consideration of applications for special leave with pay to attend meetings of safety committees, and to attend suitable training courses. Applications to take special leave with pay to attend training courses which may be organised by staff associations or the Trade Union Congress should be submitted by safety representatives via their line manager and Strategic Director to the Human Resources team.

Estyn will also consult with all staff as appropriate in accordance with the Health and Safety (Consultation with Employees) Regulations 1996. Staff will be asked for their views and comments through documents. Staff are also encouraged to report any health and safety concerns they may have and to make suggestions about improving health, wellbeing and safety in Estyn to their safety representatives, the Lead Officer: or the Health, Safety, Employee Wellbeing and Engagement Group.

Monitoring and review

Managers have important responsibilities for day-to-day monitoring of health and safety performance. This policy will be formally reviewed by the Health, Safety, Employee Wellbeing and Engagement Group to ensure compliance with legislation and established procedures at least annually and more frequently as required, for example, to assess the impact of any significant changes in legislation, premises, organisational structures and/or responsibilities, working practices/procedures or technology, as a result of any accident or near-miss investigation, or in the light of any significant audit findings.

Appendix 1: Estyn's Health and Safety Policy Statement

This statement sets out Estyn's key aims and guiding principles in respect of health, safety and employee wellbeing.

As the head of the organisation, I am committed to constantly improving Estyn's standards of health and safety performance so as to safeguard the health, wellbeing and safety at work of Estyn's employees, all other staff working on Estyn's behalf, and of others who may work at or visit Estyn's premises.

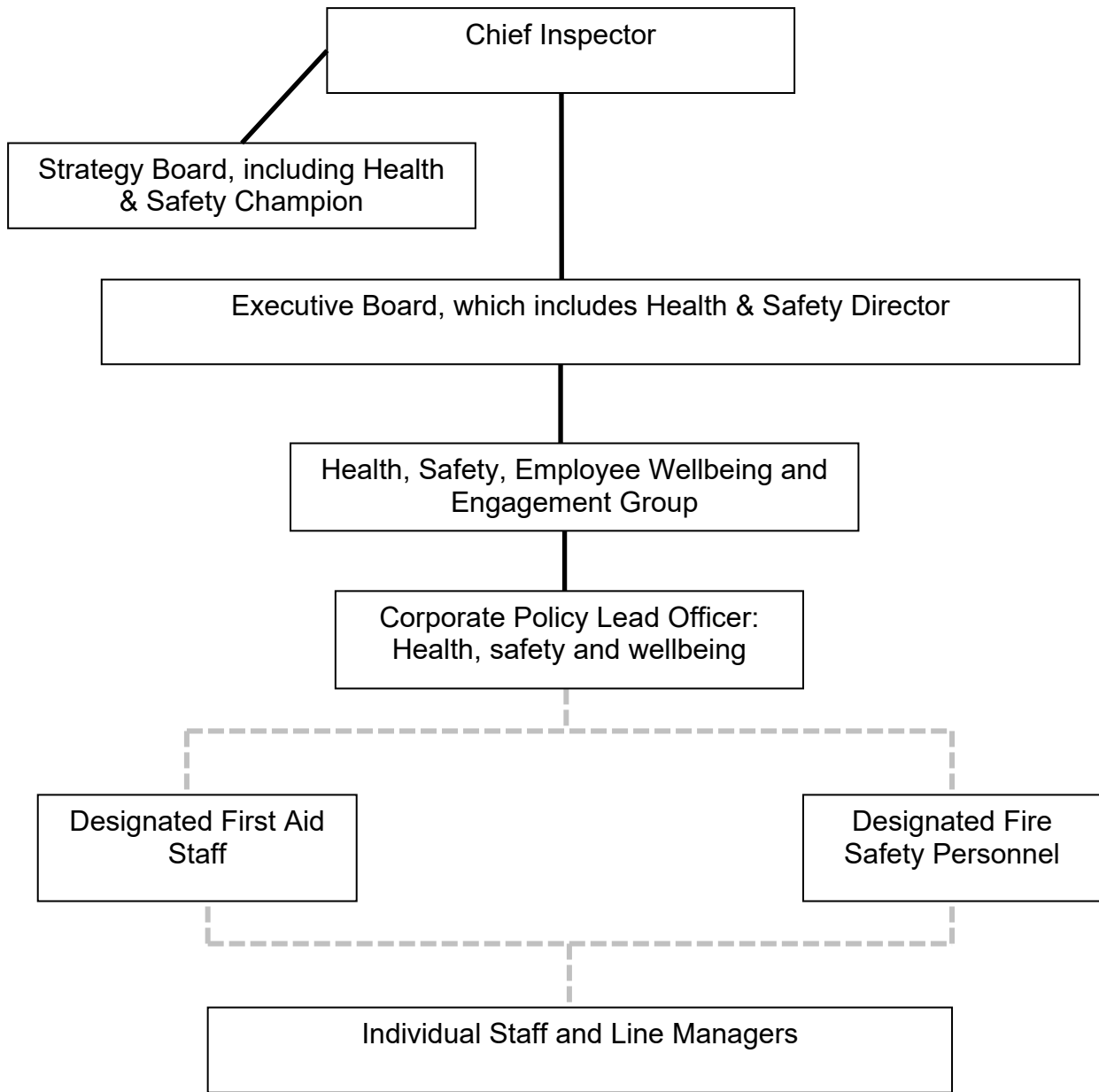
I will take all reasonable steps to ensure that, as an organisation, Estyn will:

- comply with health and safety law
- accept the prime responsibility the Board has for health and safety in Estyn
- clearly define health and safety responsibilities
- reinforce the important responsibility that each staff member has for health and safety, and support staff to meet this responsibility
- ensure that health and safety is fully integrated into the management and decision-making processes within Estyn
- review health and safety management arrangements throughout the organisation, monitor health, wellbeing and safety performance, and constantly seek to make improvements
- devote the necessary resources to health, wellbeing and safety activities;
- provide and maintain safe premises, equipment and procedures
- maintain safe and healthy working conditions and ensure that suitable and sufficient assessments are made of risks to the health and safety of all our staff and others and appropriate control measures implemented to reduce them so far as is reasonably practicable
- provide employees with comprehensive and relevant information on the risks faced at work and the preventative protective measures that control those risks
- ensure that appropriate information, instruction, advice and supervision from competent sources is available to the Board, management and employees to assist them in meeting their responsibilities
- ensure that all employees are competent to do their tasks, and give them adequate training and/or management support
- prevent accidents and cases of work-related ill health so far as is reasonably practicable
- consult employees and their representatives on matters relating to health and safety at work
- promote the health and wellbeing of staff and devote adequate resources to appropriate health promotion activities
- review and revise this policy as necessary at regular intervals

Meilyr Rowlands (HM Chief Inspector) October 2019

Review date: October 2019

Appendix 2: Estyn's Health & Safety Management Structure



Key:

----- Linked personnel

———— Reporting line

Appendix 3: Estyn’s Health and Safety Responsibilities

Key Designated Personnel:

Her Majesty’s Chief Inspector	Meilyr Rowlands
Director of Health & Safety	Phil Sweeney Non-executive director (NED) Health and Safety Champion
Corporate Policy Lead Officer for Health and Safety	Ronnie Alexander
Trade Union Safety Representatives	Glyn Coles
	Sarah Morgan (FDA)
	Zoe Tyler (PCS)

Health, Safety, Employee Wellbeing and Engagement Group:

Director of Health, Safety and Wellbeing	Phil Sweeney
Corporate Policy Lead Officer for Health, Safety and Wellbeing/ Fire Safety manager	Glyn Coles
Employee Engagement Lead Officer/ FDA Safety Representative	Jenny Wagner
PCS Safety Representative	Sarah Morgan
Inspection Representative	Zoe Tyler
Corporate Services staff representative	Sandra Barnard
Inspection representative	Shuna Lovering
<i>Your Estyn</i> editor	Jeff Beecher
	Zoe Grenfell

Fire Safety Manager/ Deputy Fire Safety Manager	Functional responsibility
Glyn Coles / Gina Rathbone	To liaise directly with the emergency services and fire wardens in an emergency situation.

Fire Wardens	Deputy Fire Wardens (reserve)
Ben Thomas	Jonathan Cooper
Michaela Benjamin	Shuna Lovering
Zoe Tyler (PCS union rep)	Gemma Hutton

EVAC chair operators
Dai Williams
Lisa Jordaan
Delyth Knight

First Aiders
Bethan Jones
Dean Andrews
Bethan Skyrme

Mental Health First Aiders		
Phil Sweeney	Lisa Guildford	Gina Rathbone
Jenny Wagner	Bethan Skyrme	Alison Palmer
Sarah Perkins	Jonathan Ackland	Bethan Ackland
Vicky Price	Barnaby Killie	Bethan Jones