



SCIENCE AND TECHNOLOGY FACILITIES COUNCIL

HEALTH AND SAFETY POLICY

1. FOREWORD

“We review and re-issue the STFC Health and Safety policy annually reiterating and reinforcing the principles on which our Health and Safety management systems and performance are based. One of its’ fundamental principles is that H&S is a line management responsibility, for which I as STFC CEO take ultimate responsibility.

The leadership of all STFC managers is a key factor in determining how well we manage safety and fundamental to this is how we choose to use our time – reviewing risk assessments, undertaking safety tours and ensuring staff are competent to undertake their work safely.

Our annual H&S objectives set out what it is important for us to achieve – ensuring these are built into our Departmental SHE improvement plans and APR objectives is the means by which we will all deliver further improvement in safety performance – the ‘golden thread’ for H&S – please ensure you consider these H&S objectives when you undertake your APR.”

Prof. John Womersley, Chief Executive, Science and Technology Facilities Council

Our standards of health and safety management will require us to:

1. Encourage a culture of safe working, believing all injuries, and learning opportunities, near misses, are preventable, but recognise that we cannot anticipate all eventualities;
2. Report, investigate and extract without blame the learning from all health and safety incidents to minimise the potential for their recurrence;
3. Ensure absolute clarity of management responsibility for health and safety in all circumstances ensuring those responsible for the health and safety of others understand and implement these responsibilities for staff, contractors, visiting scientists/facility users and the public, so maintaining our standards of health and safety;
4. Reinforce, at every opportunity, the responsibility for staff to take reasonable care of their own health and safety and for the health and safety of others who may be affected by their activities;
5. Comply with, and as appropriate exceed, the spirit and letter of health and safety laws and regulations of the countries in which we operate, adopting the accepted best practices of comparable organisations;
6. Ensure the health and safety implications of our activities are understood, where appropriate documenting our risk assessment to implement sensible controls necessary to minimise the risks so far as is reasonably practicable;
7. Provide sufficient resources and training to ensure that workplaces are safe and the potential for injury and occupational ill health minimised so far as reasonably practicable;
8. Implement an STFC wide health and safety management system comprising SHE codes which define responsibility for its implementation through line management and competent staff;
9. Regularly review the effectiveness of the management systems’ implementation through audit and inspection, and maintain its effectiveness in the light of legislative change; and
10. Understand the health and safety performance of the STFC, communicating and discussing this with staff, and their representatives, openly driving continuous improvement in health and safety performance.

Professor John Womersley, Chief Executive,
Science and Technology Facilities Council, December 2015

POLICY STATEMENT

2. OVERVIEW

In accordance with the Health and Safety at Work etc. Act 1974 and subsequent legislation, it is the policy of the Science and Technology Facilities Council (STFC) in the UK to provide and maintain, so far as is reasonably practicable, safe and healthy working conditions, equipment and systems of work for its staff, together with effective management of health and safety risks including effective information, instruction, training and supervision.

STFC's duty of care for the health and safety of its employees includes responsibility for staff whilst travelling on STFC business and working at non-STFC sites in the UK and overseas. At such sites STFC staff are expected to comply with the site's local procedures with respect to health and safety. In such circumstances STFC management maintain a responsibility to ensure that the procedures followed afford equivalent protection of individual health and safety, and that, so far as reasonably practicable, staff are not placed at greater risk by working at non STFC sites compared to similar work at an STFC site.

STFC accepts its responsibility for the health and safety of others who may be affected by its undertakings such as visitors to its sites (including facility users from other organisations), contractors, tenants and joint venture companies on its sites, and the general public.

In accordance with the Health and Safety at Work etc. Act 1974 and the Management of health and safety at Work Regulations 1999, as amended, the STFC expects all UK staff to demonstrate a proper commitment to its health and safety aims and to take seriously the responsibilities conferred on them in legislation.

Where the STFC is a shareholder, or has status equivalent to a shareholder, in non-STFC facilities or sites, in the UK or overseas, STFC shall endeavour to ensure that such facilities are operated to contemporary legal requirements and or STFC standards, whichever are more rigorous, subject to its shareholding influence. The scope of application of STFC policy and codes across its diverse responsibilities is shown in more detail in Appendix 1.

3. RESPONSIBILITIES

3.1 STFC Council, Chief Executive and Directors

The STFC Council is ultimately responsible for the health, safety and welfare of all STFC staff and for the health and safety of visitors to STFC sites and others who may be affected by STFC's activities.

The Chief Executive exercises this responsibility on the Council's behalf and has statutory and common law accountability for STFC's compliance with legislation, Environmental and other regulatory Permits etc. and for resolving any conflict which may arise between the demands of health and safety and the demands of STFC operations. The Chief Executive shall ensure that arrangements to fulfil this responsibility are established, operated effectively, monitored and reviewed, and continuously improved in the light of experience and external best practice. The Chief Executive is also responsible for ensuring the provision of adequate resources to implement this health and safety policy.

The Chief Executive shall appoint persons for all STFC sites, with responsibility to monitor and overview safety performance at that site, to monitor the implementation of health and safety policy, including the effectiveness of local emergency procedures, and to bring to the Chief Executive's attention the need for any action to improve health and safety performance. These persons have no general line management responsibility for site health and safety except for staff that report directly to them.

Responsibility for operational health and safety is delegated to Directors and through them to managers, see 3.2 and appendix 2.

3.2 Managers

All managers, including Directors, Group Leaders and Project Managers, are responsible for the health, safety and welfare of the staff within their control, and for the health and safety of their visitors, facility users, contractors, tenants and others. This includes responsibility for the health and safety of staff whilst travelling to and from, and working at non-STFC sites in the UK or overseas.

The principal health and safety responsibilities for managers are:

- Establishing the health and safety culture of their areas;
- Leading by example in demonstrating through their acts and decisions good health and safety practice;
- Identifying and controlling hazards in their work areas using risk assessment;
- Ensuring that staff are competent through the provision of knowledge/training, skills/experience and in attitude/behaviour to carry out their work in a safe manner, and that they know the limits of their competence;
- Implementing the health and safety standards and controls documented in the STFC SHE Management System, legislation, approved codes of practice, etc;
- Providing adequate supervision to control work and the working environment, and appropriate protective equipment to maintain safe and healthy work standards;
- Investigating injuries and learning opportunities, or near misses, in their areas of responsibility to determine root cause(s), and identify and introduce measures to minimise the likelihood of an incident's recurrence;
- Actively involve staff in processes to improve health and safety arrangements and performance, sharing the lessons learnt with others in STFC; and
- Ensuring the routine monitoring of all health and safety management activities through audit and inspection is undertaken and overall health and safety performance reviewed.

3.3 Staff

All STFC staff have a legal duty to take reasonable care of their own health and safety and for the health and safety of others who may be affected by their activities.

The principal health and safety responsibilities for staff are:

- Working safely at all times;
- Assessing the health and safety risks in advance of personal exposure to themselves or others and implementing controls to minimise the risk;
- Wherever possible refrain from undertaking unsafe action, and preventing the unsafe actions of others;
- Using the personal protection equipment provided for any activity in the proper manner;
- Implementing the STFC health and safety management system following all relevant instructions, procedures, codes, guidelines, etc.;
- Reporting to their immediate line manager, and health and safety Advisors, injuries and learning opportunities and any matter likely to present a danger to their health and safety or the health and safety of others;
- Assisting in the investigation of injuries, incidents and near misses, and contributing to the identification and introduction of measures to minimise the likelihood of their recurrence; and
- Co-operating, and consulting, with their management to continuously improve health and safety standards and performance, and sharing best practice between STFC sites.

3.4 Safety, Health and Environment Group

Safety, Health and Environment (SHE) Group and Head of SHE, is responsible for ensuring that there is a coherent and documented SHE Management System and for providing advice and support to line managers in discharging their responsibilities within this system. In the UK where STFC activities are subject to the Ionising Radiation Regulations, 1999, and Environmental Permitting Regulations, 2010, Radiation Protection Advisors (RPAs) and Radioactive Waste Advisors (RWAs) are appointed within SHE Group to advise management on all aspects of radiation protection and disposal. STFC SHE Group's responsibilities are set out in more detail in Appendix 3. SHE Group, through its Director, is responsible for reporting STFC's SHE performance to Council and its Audit Committee, Executive and Operations Board. The Head of SHE Group has direct access to the Chief Executive and Chair of Council should this be required for any reason.

In addition to the SHE Group, specialist health and safety expertise in Occupational Health is available for each UK STFC site.

SHE Group supports a network of Departmental/Establishment Safety Contacts, whose role is to facilitate the implementation of the STFC SHE Management System within their Department/group/site, and to provide advice to local management and STFC SHE Group. Their terms of reference can be found at Appendix 4. Contact details for key staff, and as appropriate their deputies, responsible for undertaking the roles established by the SHE codes can be found in the [STFC SHE Directory](#).

4. ARRANGEMENTS

This Health and Safety policy is implemented by staff through documented SHE codes approved by the STFC SHE Committee, SHE codes embody STFC policies for radiation safety, fire safety, chemical safety etc. Controlled master copies of STFC SHE codes are available to staff through the [SHE website](#) including documentation retention policies for documents established and referenced by the STFC SHE Management System. In addition management may document operating instructions specific to particular equipment or facilities describing required operational controls and which embody and implement the relevant controls described by STFC SHE codes. The key health and safety committees are:

- STFC SHE Committee;
- Laboratory (or Site) Safety Committees;
- Departmental (or Directorate) SHE Management Teams/Safety Committees; and
- Radiation SHE Committee.

Laboratory (or Site) Safety Committees (and Joint Consultative Committees) fulfil the STFC's responsibilities for staff consultation as described in the Safety Representatives and Safety Committees Regulations, 1977. See Appendix 5 for their terms of reference.

5. HEALTH AND SAFETY POLICY REVIEW

This policy document, agreed with trade union representatives, is subject to review and re-affirmation annually by the STFC Chief Executive or more frequently as determined by organisational change, legislation or other significant factors recommended by the Head of SHE Group. The policy is available to all staff through the STFC intranet and other websites.



Professor John Womersley, Chief Executive,
Science and Technology Facilities Council, December 2015

Appendix 1 - Deployment of STFC SHE Policy and Codes across STFC sites, facilities and shareholdings

	Nature of Site	STFC Sites / facilities	STFC SHE		Comments/issues
			Policy	Codes	
1	UK STFC site occupied by STFC staff and others	RAL incl. RCaH DL ROE Chilbolton Observatory TCH	Mandatory	Mandatory	Sites/facilities in this category subject to an STFC annual programme of audits against codes. The Research complex at Harwell (RCaH) is an MRC operated facility in buildings owned by the STFC and located on the RAL site following the STFC SHE Management System. The Royal Observatory Edinburgh (ROE) is owned and operated by the STFC where the UKATC is located. The Institute for Astronomy (IfA) part of Edinburgh University is a tenant of the ROE following the STFC SHE Management System. The Cosener's House (TCH) an STFC site operated by a contracted third party covered by STFC SHE Management System.
2	UK Non STFC site part occupied by STFC staff	Boulby Mine Facility Swindon Office Cockcroft Inst. NERC MST Radar Facility near Aberystwyth	Mandatory	Apply with host site restrictions and limitations (for example fire and emergency management, Legionella, first aid etc)	Sites/facilities in this category to maintain a list of adopted codes - STFC and host site equivalents. Those STFC codes that they adopt subject to an STFC annual programme of audits. STFC Swindon office is a tenant in a shared host site operated by Joint Business Operations Service (JBOS) hosted by the BBSRC, certain SHE responsibilities, for example fire and emergency, are JBOS responsibility. Boulby Mine facility is operated within Cleveland Potash Limited's (CPL's) Boulby Mine and thereby governed by the constraints inherent to CPL's SHE management system. Cockcroft Institute while not an STFC site is primarily occupied by STFC staff and by agreement is considered an extension to the DL site from a SHE Management perspective. MST Radar facility resides on land leased from the University of Wales, Aberystwyth, by NERC who own the facility/buildings but subcontract operation to STFC who operate it through a local subcontractor. In addition the site hosts facilities owned by the Met Office and University of Manchester.
3	Non UK STFC site occupied by STFC staff and others	ING La Palma	Mandatory	Available as guidance - local site codes to meet local legislative requirements	Sites subject to local national SHE legislation. While policy is mandatory detailed code implementation must be tailored to meet local legislative requirements. Sites in this category to maintain their own documented codes meeting the requirements laid out in the SHE policy. Where local legislative requirements fall below UK national standards UK standards should be adopted where practicable. Cross reference table between STFC UK codes and local code equivalents indicating where a specific code is and is not applicable. Sites/facilities in this category subject to biennial audit by SHE Group against a standard pro forma (to be established).
4	Non STFC sites/facilities for which the STFC is a shareholder or has 'shareholder equivalent' status	CERN, DLS, ILL, ESRF, ESO, UK SBS Ltd. and DL and RAL campus joint ventures	No direct relevance except in establishing a benchmark for assessing the strength of local SHE management systems.		As a shareholder the STFC, subject to its level of shareholding or influence, should ensure that the site/facility has an appropriate SHE management system as determined by review of shareholder/management SHE reports and policy.
5	Non STFC sites/facilities (UK and non UK) where STFC staff undertake work	Collaborative partners for example Oxford Uni., SNS etc	No direct relevance except in establishing a benchmark for assessing the strength of local SHE management systems.		The STFC owes a duty of care towards its staff wherever they undertake work (or travel) on STFC business. STFC staff working at non STFC sites must follow the local site SHE management systems. In parallel STFC managers should ensure their staff undertake a risk assessment, mental or documented, of their activities to determine their safety. Such sites may be subject to a mixture of formal and informal review or audit by SHE Group to provide managers with general assurance of a site/facility's safety.

APPENDIX 2: RESPONSIBILITY FOR HEALTH AND SAFETY OF INDIVIDUALS ON STFC SITES

Individual status Examples	Individuals have STFC employment contract or defacto equivalent to work on STFC sites	Individuals have right to work on STFC sites through a tenancy agreement	Individuals have right to work/visit STFC site through a contract with STFC or Tenant	Individuals have right to work /visit STFC sites by invitation from STFC or Tenant		Responsibility for Health and Safety
				To undertake office based work only	To undertake practical science/ technical work	
Staff Staff (full or part time) Secondees Agency staff Fixed term employees Sandwich student STFC PhD Student	Yes	No	No	No	No	STFC Line Manager
Tenant staff	No	Yes	No	No	No	Tenant Line Management
Contractor Contractor Consultant	No	No	Yes	No	No	STFC or Tenant Contract Supervising Officer
Visitor Visitor to site Site tours/School visit Public lectures Open day attendee	No	No	No	Yes	No	STFC or Tenant Host (and/or event organiser)
Resource user Facility User Work experience student Summer student DL Associate Honorary Scientist	No	No	No	No	Yes	STFC or Tenant Host (for example beam line scientist)
Trespasser	No	No	No	No	No	Limited responsibility held by Estates

APPENDIX 3 STFC SHE GROUP TERMS OF REFERENCE

1. to provide up-to-date professional Safety, Health and Environmental (SHE) advice, including radiation safety, and guidance to STFC Council, CEO, Directors, management, employees, tenants, and facility users, and to support them in discharging their responsibility for the implementation of the STFC SHE Management System;
2. to maintain and continue to develop and improve the STFC's documented SHE Management System comprising the policy statement, and SHE Codes and their supporting appendices, on the basis of internal application, audit findings, external best practice, and legislative changes identified through horizon scanning;
3. to audit and/or monitor the effectiveness of the SHE Management System's implementation across the STFC;
4. to maintain accurate SHE records and statistics for the STFC and its component parts. To report and provide regular analysis of this data and make recommendation on the issues it raises;
5. where it is efficient and cost effective to do so, to manage centralised STFC processes to implement SHE Codes, for example lifting equipment and pressurised system registration;
6. where it is efficient and cost effective to do so, to provide general and specialist SHE training for STFC staff, tenants etc.;
7. to facilitate the sharing of SHE information and good practices across the STFC and specifically between STFC laboratories, management and SHE contacts, including reports of injuries, incidents and near misses, and audit findings in order to improve SHE awareness and performance;
8. to undertake and/or assist with investigations/boards of inquiry into selected and/or major SHE incidents to ensure the root cause(s) and actions to minimise the risk of their recurrence are identified;
9. provide a focus for and leadership of SHE management within the STFC amongst those groups with SHE responsibilities, alongside other professionals for example Occupational Health;
10. to act as the primary interface between the STFC and external organisations for SHE issues, for example regulatory bodies: the health and safety Executive (HSE) and Environment Agency (EA), or institutes/laboratories where STFC staff undertake work; and
11. to raise any matters of importance relevant to the SHE Management System's effective implementation within the STFC to the Directors with responsibility for health and safety, and where appropriate to the Chief Executive, directly if necessary.

APPENDIX 4

DEPARTMENTAL SHE CONTACT (DSC) TERMS OF REFERENCE

To facilitate the implementation of the STFC SHE Management System within their Department providing advice to and liaising with local management and STFC SHE Group.

- Contacts are **not** responsible for Departmental safety - this remains with respective Department Director and their management team.
- Direct contact between SHE Group and Departmental staff is actively encouraged, and it is not the role of DSC to act as gateway to the STFC SHE Group.

The role of DSC varies depending on the Departmental SHE hazard profile and variously includes the following responsibilities:

- Understanding the documented STFC SHE Management System and its application/relevance to their Department.
- Maintaining a high level overview of Departmental SHE hazards.
- Acting as a contact within Department for general SHE issues including:
 - Attending Departmental safety meetings, including SHE Committee;
 - Providing appropriate SHE advice to Departmental/site staff;
 - Providing advice and as appropriate participating in the investigation of Departmental SHE incidents and the follow up of any resulting actions;
 - Sharing potential STFC SHE wide learning from incidents through SHE Group; and
 - Reporting to Departmental management local SHE performance and issues;
- Facilitating the communication of STFC SHE information by Departmental line management:
- As appropriate, establishing directly or through others Departmental specific SHE management systems or documentation for example Departmental Safety handbooks or specific safe systems of work or instructions, ensuring that such systems are subject to document control.
- Ensuring that a programme of Departmental Safety/SHE tours is established, ensuring that follow up actions to address corrective or preventive actions are established.
- Facilitating the preparation of an annual review of Departmental/site SHE performance identifying successes, incident trends and actions to maintain and or improve SHE performance – the SHE Improvement Plan.
- Contact within Departments for the STFC SHE Group, other DSCs and SHE committees, including:
 - attendance at STFC SHE network meetings and relevant safety committees;
 - receipt and onward transmission of general SHE communications, for example what why learning posters for local display; and
 - Feeding back issues or concerns, and enquiries from or engagement with regulatory bodies to the STFC SHE Group.

APPENDIX 5

STFC SHE COMMITTEE TERMS OF REFERENCE

Purpose

Reporting to the STFC Executive Board the STFC SHE Committee is responsible for monitoring the capability and performance of the SHE Management System in fulfilling the aims set out in the Health and Safety and Environmental policies, and its objective of continuous improvement in SHE performance. Approving all changes to the STFC SHE policies and SHE codes the committee maintains close links with the STFC Operations Board.

Membership

- Chair: an Executive Board Director of the STFC
- Director with oversight responsibility for SHE at RAL including The Cosener's House (TCH), Chilbolton Observatory and the STFC's underground experimental facility within Cleveland Potash Limited's Boulby Mine, or their nominee
- Director with oversight responsibility for SHE at DL including the Cockcroft Institute, or their nominee
- Director with oversight responsibility for SHE at the ROE, or their nominee
- Management representation for Swindon Office (and the STFC site at La Palma)
- Director Corporate Services, or their nominee
- Director National Laboratories
- On a staggered rotating basis, unless otherwise agreed, two National Laboratories Directors or their nominees (from the following high hazard profile Departments: ISIS; CLF; Technology; ASTeC and RAL Space) and a representative from CSD.
 - Director RAL Space or their nominee:
 - Director ISIS or their nominee:
- Head Safety, Health and Environment Group

The chair and a minimum of 3 senior members is required for quorum.

Specialist input and attendance will be sought as determined by Committee's agenda.

Responsibilities

- To monitor the capability and performance of the SHE Management System in fulfilling the aims set out in this SHE Policy and its objective of continuous improvement in SHE performance;
- To approve all changes to the STFC SHE policy and SHE codes on behalf of the STFC, including amendments to and withdrawal of existing codes and launch of new codes;
- To regularly review the STFC input and output SHE performance at least annually, reviewing injuries/incidents/near misses, audit findings etc;

- To recommend a corporate H&S and Environmental improvement objectives to Executive board for approval, reviewing its implementation.
- To consider and review the SHE culture of the STFC ensuring it is consistent with the objective of continuous improvement in SHE performance;
- Commission, approve and review the findings of a rolling programme of SHE Code Compliance audits, and periodic STFC SHE System audits, ensuring that sufficient resources are made available for their efficient, effective and timely completion; and
- To review and approve SHE submissions to the STFC Corporate Risk Register.

Method of Working

- SHE Committee meetings, of 2 hours duration, shall be timetabled annually in advance on a quarterly basis although further and/or longer meetings may be required depending on the committee's work programme and agenda.
- The SHE Committee secretary shall circulate the meeting's agenda to members a week prior to each meeting, circulate actions agreed immediately after meetings followed by meeting minutes within two weeks. Papers for discussion at meetings will be set up in the SHE Meeting SharePoint site at least one week prior to the meeting.
- The Committee's terms of reference and membership shall be reviewed annually by the SHE committee.

LABORATORY/SITE SAFETY COMMITTEE TERMS OF REFERENCE

The primary role of Laboratory/Site Safety Committees, as distinct from Departmental SHE Committees, is to provide an “independent” source of information and advice to the STFC Chief Executive Officer as to the effectiveness of the management of SHE in a specific geographic location.

The STFC Chief Executive has established and appointed Directors with oversight responsibility for SHE at RAL including The Cosener’s House, Chilbolton Observatory, and Boulby Mine facility, and DL including the Cockcroft Institute, ING, La Palma, JAC, Hawaii, and the ROE to:

“...monitor and overview safety performance at that site, to monitor the implementation of health and safety policy, including the effectiveness of local emergency procedures, and to bring to the Chief Executive’s attention the need for any action to improve health and safety performance.”

Laboratory/Site SHE Committees are one key route through which these Directors exercise this responsibility.

Laboratory/Site SHE Committees are **not** generally the route through which SHE is managed within the STFC except where the Laboratory or Site Safety Committee has the same scope/responsibility as the Departmental Safety Committee, for example on small sites.

Laboratory/Site SHE Committees provide a means by which the STFC meets its responsibilities to consult freely with employee safety representatives – the “Safety Committee” as defined in the ‘Safety Representatives and Safety Committee Regulations’ 1977 and the representatives of employee safety defined in the ‘Health and Safety (Consultation with employees) Regulations’ 1996.

Purpose

Reporting to the Directors with oversight responsibility for SHE, and therein the STFC Chief Executive, Laboratory SHE Committees provide an independent route through which SHE performance is monitored and reviewed.

To promote co-operation and effective communication between employees, managers, facility users and tenants so that effective arrangements to protect their health, safety and welfare, and to support environmental sustainability, can be developed and implemented.

Scope

While the current focus of the STFC is health and safety management, environmental management is included within the remit of this Committee to recognise the increasing importance of this issue and the inherent links between health and safety, and environmental management.

The RAL Laboratory SHE Committee encompasses those activities undertaken under the STFC SHE Management System at the RAL site, the Chilbolton Observatory, the Cosener’s House, and Boulby Mine. The DL Laboratory SHE Committee encompasses those activities undertaken under the STFC SHE Management System at the DL site, and Cockcroft Institute. In both instances this includes the activities of tenants located on these sites where they operate the STFC SHE Management System.

Responsibilities

1. To monitor and review the site safety, health and environmental performance, identifying issues of common concern for the Laboratory to be raised with Departmental SHE Committees, and the Chief Executive.
2. As appropriate to commission any site-wide SHE Management System compliance audits, and house-keeping tours, etc, based upon reported SHE incidents the results of Directorate/Department safety tours, assessment of the major SHE hazards at the Site/Laboratory etc, and to review their outcome.
3. Provide a forum for consultation and discussion of health and safety matters with employee safety representatives and representatives of employee safety.
4. Consider reports from the Health and Safety Executive, Environment Agency and other regulatory bodies in respect of Site/Laboratory SHE matters and action as appropriate through Departmental SHE Committees, STFC SHE Committee and/or the Chief Executive.
5. Promote a positive safety, health and environmental culture in the Laboratory, enabling staff, users, tenants and managers, to contribute to the achievement of the STFC's policy objective of continuous improvement in SHE performance.
6. Sharing good practices and learning with other STFC Laboratory/Site Safety Committees.

Membership and operation

Chaired by the Directors with oversight responsibility for Safety at each site/laboratory and meeting at least twice a year, membership should include:

Recognised trade union safety representatives and 'representatives of employee safety';

Representation from the STFC SHE Group; and

Representatives from each of the Departments based at the Site/Laboratory.

To promote communication between Departmental, Laboratory and STFC SHE Committees it is recommended that Department members are sourced from Departmental Safety Committees, and could include Departmental Safety Contacts.

Papers for discussion at meetings will be set up in the SHE Meeting SharePoint site at least one week prior to the meeting and shared between sites and departments.

DIRECTORATE/DEPARTMENTAL SHE MANAGEMENT TEAMS/COMMITTEES TERMS OF REFERENCE

Purpose

Reporting as appropriate to the Directorate/Department Director the Department SHE Committee provides a focus for the proactive management of Safety, Health and Environmental issues within a department. As a key tool to implement the STFC's SHE Management System it is the responsibility of Directors to determine how these are best structured.

Scope

While the current focus within the STFC is health and safety management, environmental management is included within the remit of these Committees to recognise the increasing importance of this issue and the inherent links between health and safety, and environmental management.

Responsibilities

1. To coordinate SHE within the area, overseeing the deployment of the STFC SHE Management System, resolving issues that arise from its implementation, as appropriate establishing local systems, and providing the necessary assurance to the Director that the STFC SHE Management System is being effectively and efficiently implemented within the area.
2. To monitor and review the safety, health and environmental performance of the Department, promoting the accurate reporting of all SHE incidents and near misses.
3. To commission a coherent programme of SHE Management System Safety/SHE tours etc. for all areas under their responsibility, and to review their outcome, ensuring that follow up actions to address corrective or preventive actions are established and implemented.
4. Based upon the results of tours, audits and incident investigations, develop and review an annual plan to improve the SHE performance for the Department.
5. To identify and report issues of general STFC concern and interest to the STFC SHE Group, Laboratory/Site Safety Committees and STFC SHE committee.

Membership and operation

Chaired by the Director, or a senior manager/division head, membership should be representative of the area's line management. Those parts of a department with significant SHE hazards in particular should be represented. Trade Union or employee safety representatives should be encouraged to attend.

The committee should meet at least quarterly.

The Departmental Safety Contact for an area and a representative of the STFC SHE Group should be members. Others may be co-opted onto the Committee as determined by the SHE challenges faced by a particular Department.

Where an area's activities are geographically split between sites/laboratories SHE should not be differentiated from other management responsibilities in its coherent management. It is recommended that a single SHE Committee is established to ensure that common approaches to SHE management are encouraged across sites, and that learning and good practise sharing between sites is encouraged.

The sourcing of Safety/SHE tour members should include staff from outside an area being visited, to bring fresh eyes and perspectives, agreed on a swop basis between areas.

STFC RADIATION SHE COMMITTEE TERMS OF REFERENCE

Purpose

Reporting to the STFC SHE Committee the Radiation SHE Committee provides a forum to review and improve the effectiveness of ionising radiation SHE controls coherently across the STFC.

Membership

Chair: Head of STFC SHE Group

- Director nominated representatives from each Department and functional representatives where ionising radiation hazards exist, currently ISIS, Technology, CLF, ASTeC, PPD, RAL Space and CSD. In representing Departments Director nominated representatives should consult with and feedback to Department Radiation Protection Supervisors (RPSs) on radiation matters.
- Trade Union Safety Representative, or where this is not possible a Representative of Employee Safety, with a specific interest/involvement in ionising radiation management.
- All STFC Radiation Protection Advisors (RPAs). Also representing CSD's radiological hazards.
- Head STFC Safety, Health and Environment (SHE) Group.

Where attendance is not possible deputies should be provided.

Specialist input and attendance will be sought as determined by Committee's agenda.

Functions

- To establish an overview and focus for ionising radiation SHE management across the STFC, considering annual/quarterly RPA reports for STFC sites;
- To consider and as appropriate propose changes to the suite of radiation management SHE codes for approval by the STFC SHE Committee and implementation across the STFC. In proposing such changes the committee will:
 - Review findings of audits undertaken on the suite of radiation management SHE codes in the Corporate Audit programme; and
 - Review findings of investigations into radiation related SHE incidents as appropriate considering where SHE codes need strengthening;
- To provide a focus for Site and STFC planning with regard to radiation related emergencies and emergency exercises. Ensuring that learning arising from such emergencies and exercises is reviewed and as appropriate built into the SHE management systems and codes; and
- To provide a focus for consideration of management interactions with regulatory authorities in respect of general radiation issues.

Method of working

- Secretariat resource for the meeting procured by the Chair.
- Committee meetings, of 2 hours duration, shall be timetabled annually in advance on a quarterly basis although further and/or longer meetings may be required depending on the Committee's work programme and agenda. Meetings will be timetabled to ensure that sufficient time is available to collate quarterly reports, ideally at the end of the month following the quarter end.
- The Committee's secretary shall circulate the meeting's agenda to members one week prior to a meeting and circulate minutes from meetings within one week of the meeting. Papers for discussion at meeting will be set up in the SHE Meeting SharePoint site at least one week prior to the meeting.
- The Committee's terms of reference and membership shall be reviewed annually by the Committee.