



Public Sector Audit Appointments Policy Document

Health and Safety Statement and Policy

Document Control:

Version	Date	Prepared by	Approved by/date	Review Frequency
1.0 (draft)	November 2019	Written and reviewed by Julie Sharp & Sandra Harris		Annually
1.1 (draft)	December 2019	Sandra Harris incorporating JS, SMT and TU comments		
1.2 (final)	January 2020	Incorporating CEO comments	Board approval – January 2020	18 months
1.3				

1. Purpose of Policy

- 1.1 PSAA Board accepts its responsibilities under the provisions of the Health and Safety at Work Act 1974 and all other relevant subsidiary and associated legislation. This Policy outlines accountabilities and affirms PSAA commitment to compliance.

2. General Health & Safety and Responsibilities

- 2.1 Managing health and safety is an integral part of managing the total risks faced by PSAA and are resourced adequately. In particular, PSAA undertakes to meet all its legal obligations regarding health, safety and welfare and, so far as is reasonably practicable working within the LGA License to Occupy, will:
- ensure that all business decisions take account of the health, safety and welfare of staff;
 - maintain safe and healthy working conditions and adequate welfare arrangements;
 - provide adequate control of the risks arising from all work activities;
 - provide for comprehensive staff consultation;
 - provide and maintain safe equipment and safe systems of work;
 - ensure safe handling and use of substances;

- define responsibilities and ensure the competence of staff by providing, as necessary, information, instruction, training and supervision;
 - ensure safe access to and from the places of work;
 - prevent accidents, dangerous occurrences and cases of work-related ill health and investigate, record, report and act upon those incidents that do occur;
 - follow emergency procedures, including evacuation in case of fire or other significant incident. Building evacuation arrangements are established by the LGA through the License to Occupy; and
 - review and revise this policy annually, providing information on PSAA's safety performance in the Annual Report, where necessary.
- 2.2 The overall executive responsibility for health and safety lies with the Chief Executive. The Chief Executive provides quarterly updates on health and safety to the Board, on an exception basis, as part of the Chief Executive's report. The Chief Financial Officer has day to day responsibility for managing health and safety.
- 2.3 The Board and Senior Management Team is committed to achieving the highest standards of health and safety throughout PSAA. We recognise that in certain areas we are reliant upon our contractors, suppliers, consultants and others to maintain appropriate health and safety standards. In particular, PSAA occupies premises owned and maintained by LGA under a License to Occupy.
- 2.4 The Board and Senior Management Team is also committed to complying with the requirements of the Management of Health and Safety at Work Regulations 1999 and other Regulations that apply to PSAA's work activities.
- 2.5 The Senior Management Team will ensure that in accordance with the LGA License to Occupy, assessments of all areas of work activities are carried out regularly, in order to identify hazards, and work to prevent instances of injury, disease and dangerous occurrences arising. Specific focus will be given to the Management Standards for work related stress and associated risk assessments.
- 2.6 The Senior Management Team is also committed to ensuring that the work done by PSAA does not adversely affect the health and safety of any contractors or of members of the public.
- 2.7 The Senior Management Team is fully committed to providing safe and healthy working conditions and adequate welfare facilities for all employees. Mandatory desk assessment training is provided via LGA e-Learning for all members of staff.
- 2.8 PSAA will strive to maintain excellence in health and safety matters and in this respect, employees and others are encouraged to co-operate with the management in all safety matters, to identify hazards and reduce the risk which may exist during work activities and to report any condition which may appear dangerous or unsatisfactory. PSAA will, at all times, consult with the employees on these matters. Staff will be routinely consulted on health and safety matters as they arise through monthly Team meetings, and formally when the Health and Safety Policy is reviewed.

- 2.9 The Senior Management will, so far as reasonably practicable, ensure that PSAA provides adequate financial resources to meet these objectives.
- 2.10 All employees should:
- co-operate with supervisors and managers on health and safety matters;
 - take reasonable care of their own health and safety; and
 - report all health and safety concerns to an appropriate person (as detailed above).
- 2.11 This policy is available to all PSAA employees on the intranet and to other interested parties.

3. Application of Policy

- 3.1 This policy applies to all individuals working for PSAA or on its behalf in any capacity, including employees at all levels, Board members, agency workers or external consultants.

4. Monitoring and Review

- 4.1 This policy and procedure will be reviewed on an annual basis or when there is a change in circumstances, in work practices or the introduction of new legislation. It will be reviewed by the Chief Finance Officer. Any improvements, updates and changes will be subject to approval of the Board and consultation with the Trade Union.
- 4.2 The policy owner is the Chief Finance Officer who will be responsible for its monitoring and enforcement.