



Wellbeing, Health & Safety Policy

Part 1

Statement

The wellbeing, health and safety of our employees, contractors, volunteers, and people who use our resources is of the utmost importance to Natural Resources Wales, and we will ensure arrangements are in place that aim to ensure that everyone remains healthy, well and injury free. Our Board's role is vital in providing the corporate leadership, and setting the culture to ensure wellbeing, health and safety underpins everything we do.

We are all responsible for, and committed to, improving wellbeing, health and safety. Every individual in the organisation has a personal responsibility to ensure high standards of wellbeing, health and safety are maintained for themselves, colleagues, the people who work alongside us or use our resources and the organisation as a whole. Part 2, of this policy sets out these specific roles and responsibilities, and we will ensure that they are allocated, understood, monitored, fulfilled and supported.

Employers have a primary duty in law to protect their employees from harm while in employment and to provide a comfortable, safe environment in which to perform their contracted duties. We are committed to continually improving wellbeing, health and safety performance in the delivery of our services, and to be amongst the best, we will learn effectively, work together and celebrate our successes. We will identify good practice wherever it exists and use it to drive our performance, undertaking regular monitoring of our performance and revision of our health and safety management system as necessary. We will undertake regular audit and review so that we make properly informed decisions.

Our Roadmap sets out our vision and what we will do to deliver it. Our values and behaviours are about how we will do it and mean that we will be both responsible and accountable for our actions, and will act to keep ourselves and others safe and well. Promoting safe behaviour at work is a critical part of the management of health and safety, because behaviour turns systems and procedures into reality. On their own, good systems do not ensure successful health and safety management, as the level of success is determined by how organisations 'live' their systems. Creating the right culture shall be people driven, not just legislation or management. On an individual basis we will stop and think about the risks before we do something and learn from what we are doing. We will ask ourselves the question - Am I working to keep myself and others safe and well?

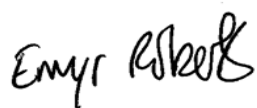
We will ensure our employees are skilled and competent and provide them with appropriate training, support and experience to enable them to work safely and effectively, and to ensure they are confident in the work they carry out.

We are committed to fostering a positive working environment that promotes and protects the physical and mental wellbeing of our staff. We will provide our staff with access to an employee assistance programme that provides appropriate advice and health services. We will provide information to inform and educate, encouraging and helping our staff change their behaviours to make healthy lifestyle choices.

Our leaders and managers will actively promote an open attitude to wellbeing, health and safety issues, encouraging staff to identify and report hazards so that we can all contribute to creating and maintaining a healthy and safe working environment. We will communicate clearly and will involve everyone, including Trade Unions and partners, in developing a positive culture and on all issues affecting wellbeing, health and safety and, in doing so, bring this policy to their attention.

Scope

This policy applies to all NRW employees, our contractors and volunteers.



Dr Emyr Roberts

Chief Executive



Professor Peter Matthews

Chairman

Dated: 1st April 2015

Part 2

Roles and responsibilities

All staff are required to:

- Take personal responsibility for the care of ourselves and others who may be affected by what we do or don't do.
- Co-operate so that Natural Resources Wales complies with legal responsibilities and duties.
- Not to interfere with or misuse anything provided for our wellbeing, health and safety.
- Comply with our management systems and any reasonable instruction and training.
- Use protective clothing and safety equipment that has been provided.
- Immediately report to the line manager any accident or near miss and co-operate in any subsequent review.
- Immediately report to the line manager any work related ill health.

All employees have a legal duty to ensure the wellbeing, health and safety of themselves and others affected by the way in which they perform their duties.

We will do this by:

- Reading and implementing the Wellbeing, Health and Safety Policy statement and all supporting policy, guidance and instructions.
- Stopping and thinking about the risks before we do something, and positively challenging others and responding positively to their challenge.
- Consulting with line managers and/or our Health & Safety Senior Advisors & Wellbeing Advisor and/or Trade Union Representatives when we are unsure or have concerns.
- Keeping ourselves informed of safety instructions and ensuring we are trained and keep records to demonstrate competency.

Leadership Team, Management Team, Team Leaders and those supervising others have the same responsibilities as all staff and they are also required to:

- Be accountable for wellbeing, health and safety matters for all work they manage within their role.
- Ensure employees they manage have a clear understanding of their responsibilities.
- Ensure staff are capable and competent to carry out their work healthily and safely.
- Ensure that work is carried out in accordance with our wellbeing, health and safety management system.
- Review performance and ensure actions are taken to continually improve.
- Ensure that all incidents and work-related ill health are reported, reviewed and lessons learnt.

We will do this by:

- Leading by example, demonstrating exemplary behaviours
- Ensuring that wellbeing, health and safety is an integral part of managing the activities.
- Consulting and engaging to improve wellbeing, health and safety and to ensure a positive reporting and learning culture.

- Providing adequate financial and other resources to ensure that we carry out work in a healthy and safe manner.

Executive Directors have the same responsibilities as Leadership Team, Management Team, Team Leaders & Employees and they are also required to:

- Be accountable to the Chief Executive for wellbeing, health and safety matters for all work they manage within their role.
- Ensure the Wellbeing, Health and Safety Policy Statement is implemented in all decisions.
- Ensure compliance with legislation, policies and guidance.

We will do this by:

- Encouraging and supporting the active participation of staff in improving wellbeing, health and safety.
- Encouraging and facilitating a positive culture.
- Being informed on issues and major incidents.

The Executive Director of Organisational Development and People Management has the same responsibilities as Executive Team, Leadership Team, Management Team, Team Leaders & Employees and is also required to:

- Provide a wellbeing, health and safety strategy that is agreed and reviewed.
- Promote & report wellbeing, health and, safety to the Board, and the Remuneration & Transformation Committee through regular reporting and a full WHS Annual Report.
- Lead on WHS on behalf of the Executive Team.
- Provide and maintain an effective wellbeing, health and safety advisory service.
- Develop and maintain consultation arrangements to encourage the participation of employees.
- Provide support for and Chair the National Wellbeing, Health and Safety Committee.

The Chief Executive has the same responsibilities as a Board Members, Executive Team, Leadership Team, Management Team, Team Leaders & Employees and is also required to:

- Put in place a management structure, and measure and set accountability for performance.
- Set out a wellbeing, health and safety policy.
- Provide the necessary resources.

Board Members have a duty to:

- Oversee the activities of Natural Resources Wales.
- Encourage and facilitate a positive safety culture.
- Board members have corporate and individual responsibility to demonstrate the importance of wellbeing, health and safety by:
 - Showing personal commitment and leadership.

- Ensuring the Executive Team demonstrate visible leadership on wellbeing, health and safety.
- Considering wellbeing health and safety in all discussions and decisions, and to record reasons when decisions are taken which involve any significant degree of wellbeing, health or safety risk.
- Regular review of wellbeing, health and safety policies and performance.

Board members have a legal duty to ensure the wellbeing, health and safety of themselves and others affected by the way in which they perform their duties.

At least one nominated NRW Board member has the additional role of overseeing and challenging the WHS governance process at Board level. The nominated person will act as the 'Board Champion'.

Health and Safety Senior Advisors and the Wellbeing Advisor have the same responsibilities as employees and they are also required to:

- In the case of the Health & Safety Senior Advisors, act as the competent person to enable the organisation to meet the requirements of health and safety law. As an employer, NRW must appoint a 'competent person' to help us meet our health and safety duties. As the 'competent person' they have the necessary skills, experience and knowledge to manage health and safety.
- Advise on all wellbeing, health and safety matters, safety training requirements and safety procedures throughout Natural Resources Wales.
- Provide a serious incident support and review service.
- Collaborate and liaise with wellbeing, health and safety professionals in other organisations to obtain advice & share knowledge.
- Co-operate with external organisations' wellbeing, health and safety officials and enforcement agencies.
- Support an audit programme that monitors statutory requirements and improvements.
- Attend and advise the National WHS Committee and the Regional WHS Forums.
- Prepare an annual report to the National WHS Committee.

Trade Union Representatives have the right to represent their members on wellbeing, health and safety.

- No legal duties are placed on trade union representatives because of their functions and rights. They have no greater liability in law for health and safety breaches than any other employee. The rights are to:
 - Investigate potential hazards and dangerous occurrences
 - Investigate complaints by members
 - Investigate the causes of accidents
 - Inspect the workplace
 - Inspect documents relevant to safety in the workplace
 - Make representations to the employer
 - Represent members' interests in meetings with relevant health and safety enforcement agencies e.g. Health & Safety Executive, Local Authority
 - Receive information from the employer

- Receive information from relevant health and safety enforcement agencies
- Be consulted by the employer about issues relating to wellbeing, health and safety in the workplace
- Attend meetings of safety committees
- Recognised unions are: GMB, PCS, Prospect, UNISON & Unite

Other relevant information

- NRW Governance Framework April 2015
- NRW Wellbeing Health & Safety Strategy April 2015

Contact

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Approval

Approved by National WHS Committee

Version

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For first review in 12 months and then every two years. Amendments will be made sooner where a relevant change in legislation or business requirement occurs and following discussion with the representing Trade Unions.