Health and Safety Policy

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Statement of Intent

Merseytravel recognises and accepts its responsibility as an employer and as a public service provider to ensure, so far as is reasonably practicable, the health, safety and welfare of all its employees, contractors and others who may be affected by the organisation's undertaking.

Merseytravel recognises that health and safety is vital to its operations. Merseytravel is committed to the implementation of Safety Management Systems in line with Health & Safety legislation, guidance and best practice.

The Chief Executive and Directors will seek competent advice from the Business Partner, Health and Safety to ensure that compliance with current and future legislation is achieved as a minimum standard.

Merseytravel believes the commitment to accident prevention and effective Health and Safety Management can enhance business performance, reduce ill health and will prevent unnecessary losses and liabilities. The control of Health and Safety is a key management function and as such, the management will ensure progressive improvement in Health and Safety, by pursuing corporate objectives.

Merseytravel values all its employees, their health, safety and wellbeing. Merseytravel will actively encourage all personnel to be involved in matters relating to Health and Safety. All employees have a legal and moral duty to act responsibly, report defects, deficiencies and foreseeable shortcomings in Health, Safety or Welfare. The Joint Health, Safety & Wellbeing Forum and Safety Committees will act as the main forums for employee consultation, discussion and dissemination of information.

Merseytravel is committed to the risk assessment process, and will provide training, information and instruction of nominated personnel. All general Health and Safety induction training and any identified additional job related Health and Safety training will be given and revised as necessary.

A report on the Health and Safety Performance of the Organisation will be prepared by the Human Resources Business Partner, Health and Safety and presented to the Merseytravel Executive Committee. The Chief Executive and the Executive Directors will conduct management reviews and the will review annually the resources required for effective, efficient, Health, Safety and Welfare management. The overall responsibility for Health, Safety and for success of the Safety Policy and Safety Management Systems rests with the Chief Executive and Director General.

Signed

Frank Rogers
Chief Executive & Director General
**Scope**

The scope of the policy is to ensure health, safety and welfare is managed to a reasonably practicable standard for everything Merseytravel can reasonably control.

**Organisation of Roles and Responsibilities**

For the purpose of Merseytravel's Management of Health and Safety, roles and responsibilities have been allocated at the following levels.

**Definitions**

- **Merseytravel:**
  Merseytravel is the Executive body that provides professional, strategic and operational transport advice to the Liverpool City Region, Combined Authority. It is also the delivery arm of the Combined Authority for transport.

- **Chief Executive & Director General:**
  The individual with overall Health and Safety responsibility.

- **Directors:**
  Those appointed by the Liverpool City Region combined Authority and have a responsibility to ensure Health & Safety responsibilities are managed.

- **Planners:**
  Heads of Service in all areas.

- **Implementers:** All other staff with supervisory responsibilities.

- **Employees:** All remaining staff.

- **Human Resources Business Partner, Health and Safety:**
  An employee directly appointed by Merseytravel and Described as the Business Partner, Health & Safety, as a competent person to give safety advice to Merseytravel, Chief Executive/Director General, Directors and staff.
Contractors: Those officers & organisations appointed by any part of Merseytravel to fulfil a contractual obligation. All Contractors will adhere to all Merseytravel’s Health and Safety Policy, Procedures and Contractors’ Codes of Practice (MTR-SAFE-03-12). The officer responsible for the contract shall ensure that all contract work carried out on behalf of Merseytravel is in accordance with this Code of Practice.

Definitions in Detail

Chief Executive, Director General & Directors

The Chief Executive, Director General and Executive Directors make up the Merseytravel Executive body and it has ultimate responsibility for safety management. This includes the health and safety direction, and for ensuring that legal requirements relating to health, safety and welfare are complied with.

Along with the Chief Executive / Director General, the Directors will review the Safety Management System for the organisation and all other health and safety activities that they control.

The Directors will receive an annual report on the safety performance of the organisation from the Business Partners Health and Safety and ensure effective continual improvements are secured.

The Directors will review annually the resources required for health, safety and welfare and take steps to meet foreseeable needs.

Directors will appoint a Directorate Representative for safety to support their development and maintenance of safety within their individual areas. But no accountability or responsibility will be levied on the Directorate Representative for any failings of this system. The Directorate Representatives are a safety resource and the Director will manage this resource and provide adequate time for the Directorate Representative to fulfil their role. Directorate Representatives are not exempt from responsibility if their normal job role identifies them as Planners or Implementers of this Policy.
Planners

Heads of Service

Heads of Service are accountable to the Chief Executive and Director General through their relevant Directors, for the health, safety and welfare performance of their work area.

In consultation with their respective Directors, Heads of Service will prepare a plan that will identify their specific safety priorities.

Heads of Service will satisfy themselves that legal standards are maintained and where any improvement is necessary, will consult and communicate with the appropriate employees and the Business Partner Health and Safety.

It is the responsibility of Heads of Service to report as soon as reasonably practicable any scheduled or unscheduled visits, to the Merseytravel Directors and Business Partner Health and Safety, from any enforcement body. This includes The Health & Safety Executive (HSE), The Local Authority Environmental Health (EHO), The Maritime and Coastguard Agency (MCA), The Fire Authority and any other enforcement body who can take enforcement action under The Health and Safety at Work (etc.) Act 1974 and any parallel or subsidiary legislation.

Heads of Service will establish formal lines of communication. Heads of Service will define authority roles, responsibility and accountability within their respective Service Areas ensuring that the Safety Management System is effectively implemented and monitored.

Heads of Service will ensure that significant reasonably foreseeable risks are: identified and managed prior to the implementation of significant change in any work process, the commencement of any new work process or the commencement of any business function that could give rise to significant health and safety risks.

Heads of Service will ensure that their staff fully co-operate with the Human Resources Business Partner, Health and Safety with regard to the auditing or any accident investigation required in their respective divisions. Heads of Service will also ensure all accidents are fully investigated using the corporate system.

Heads of Service in conjunction with their support services are responsible for the planning and implementation of the Safety Management System and may only depart from the corporate Safety Management System when there is a specific local justification to do so. Resources will be provided to secure continued measurable health, safety and welfare improvements and review those commitments as necessary.
Heads of Service can appoint Safety Champions to support their development and maintenance of safety within their individual areas. No accountability or responsibility will be levied on the Champion for any failings of this system. The Safety Champions are a safety resource and the head of service will manage this resource and provide adequate time for the champion to fulfil their role. Safety Champions are not exempt from responsibility if their normal job role identifies them as Planners or Implementers of this Policy. Further explanation of Planners duties can be found in the Safety Management System at (MTR-SAFE-03).

**Implementers**

**All other employees with Managerial or Supervisory responsibility**

The roles and responsibilities of Merseytravel staff at this level require key tasks to be performed, as implementers. Implementers will assist Heads of Services with devising and actioning operational plans, management arrangements, risk control systems, workplace precautions and maintain performance standards. They will make provision for the supply of any human resource that is required and the supply of any necessary information. They must supply timely feedback on performance, including successes, failures and any deficiencies in plans, arrangements, systems or precautions, they will also ensure communication and participation at all levels of health and safety activity. Further explanation of Implementers duties can be found in the Safety Management System at (MTR-SAFE-03).

**Health and Safety Champions**

Heads of Service, in line with the wishes of their Director, will have the facility to nominate safety champions to support them in raising the profile of health and safety within their Service area. It is likely that safety champions will not be required for areas where the measured risk is low. Safety Champions will have a critical role in higher risk Service areas where more than one may be required. Head of Services will remain responsible for Health and Safety, even if they nominate a safety champion; the safety champion is only employed to support the Head of Service. It is intended the Safety Champions will report to the Head of Service and where appropriate the Directorate Safety Representative on safety matters. The HR Business Partner, Health and Safety will assist with guidance and co-ordination.
Business Partner, Health & Safety

The Business Partner, Health and Safety will:-

- Ensure that the planners are advised of relevant effects of current and proposed legal requirements concerning health, safety and welfare and will liaise with the appropriate staff on how to put these requirements into practice. Where relevant, the Head of Legal and Committee will be asked to assist.

- Proactively assist planners and implementers in the identification and evaluation of risks involved in the work locations and activities they control. Where required the Human Resources Business Partner Health and Safety will monitor the production of local arrangements and procedures in order that work related risks are controlled.

- Investigate, analyse and record accidents, the results of which will be reported to the joint Health and Safety Forum and the Directors.

- Undertake periodic safety auditing and arrange independent auditing of Merseytravel activities. The results of auditing will be communicated to staff after appraisal by the Chief Executive / Director General and Directors. When audit recommendations have been approved, the Business Partner, Health and Safety will assist planners and Implementers to produce an action plan in order to implement audit findings.

- Produce an annual report for Merseytravel outlining the health and safety performance of the Organisation inclusive of Mersey Ferries, Mersey Tunnels and all subsidiary companies.

Merseytravel Employees

Merseytravel recognises the designated Trade Union Health and Safety Representatives who are elected by their members on an annual basis. The organisation also recognises the role an employee representative can play.

Each Safety Representative shall be responsible for investigating any potential hazards and dangerous occurrences within the workplace and for examining causes of accidents within the workplace. Safety Representatives shall attend meetings of Safety Committees at local level relative to their working area and will carry out Inspections in accordance with Safety Representatives and Safety Committees Regulations 1977 and the Consultation with Employees Regulations 1996.

Safety representatives can investigate complaints made by any employee that he/she represents relating to that employees health, safety and welfare at work and can make recommendations to Merseytravel on general matters affecting the health, safety and welfare of the employees within the workplace. Merseytravel will provide each Health and Safety Representative with reasonable time off to attend meetings and training that is relative to the role. It is the Trade Unions responsibility to notify Merseytravel in writing
when a Safety Representative has been elected and as such the same applies if a Safety Representative stands down or ceases to be employed in the workplace.

All employees have a responsibility to report to their immediate supervisors any incident or accident which has, or might have (near miss) caused injury to persons, including themselves, or damaged property, equipment, material or the environment.

To ensure Merseytravel complies with its statutory obligations, all employees will co-operate with their employer. This includes assistance with accident investigations, health surveillance, health and safety auditing, the requirements set out in training and any other instruction required for their Health Safety and Wellbeing.

All employees will follow the procedures laid down for the jobs or tasks they perform, Employees will use all safety equipment in the correct way, maintain it in good working order and immediately report any deficiencies or defects.

Employees will work in a safe manner, so as not to adversely affect their own or any other persons' health and safety. Any employee may be subject to disciplinary action if he/she fails to carry out safety instructions, fails to co-operate with the employer regarding their safety or wellbeing, recklessly interferes or misuses anything provided in the interest of health and safety.

**Signatures**

**Chief Executive & Director General**

\[signature\]

Frank Rogers

**Director of Corporate Development**

\[signature\]

Liz Chandler

**Director of Resources**

\[signature\]

John Fogarty