



EUROPEAN MEDICINES AGENCY  
SCIENCE MEDICINES HEALTH

6 September 2012  
EMA/65832/2011  
Executive Director

## Health and Safety

POLICY/0004

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### 1. Introduction and purpose

It is the policy of the European Medicines Agency (the Agency) to provide a safe and healthy working environment for all staff, visitors, consultants, contractors, suppliers and any other persons authorised to be on the Agency's premises. It is the duty of the Executive Director to ensure that the requirements of the Health and Safety at Work etc. Act 1974 and other relevant legislation are observed. Management has the responsibility to implement measures to meet these legal requirements. An active health and safety culture throughout the Agency is essential for the achievement of adequate control over risks in the workplace. The support and co-operation of management and all staff at the Agency are required to achieve the objectives of this policy.

The purpose of this policy is to set the Agency's objectives in terms of health and safety as well as to explain the organisation and arrangements in place to achieve them.

### 2. Scope

This policy applies to all staff and contractors working for the Agency and all persons working within its demised premises.

### 3. Definitions

Not applicable.



## 4. Policy statement

### Section 1

The objectives of the Agency's health and safety policy are to:

- Provide standards of health, safety and welfare which comply with the requirements of the Health and Safety at Work etc. Act 1974, the Management of Health and Safety at Work Regulations 1992 and other relevant legislation.
- Maintain a safe and healthy working environment and safe systems and methods of work.
- Regularly identify all foreseeable hazards, assess risks within the Agency and take appropriate actions to reduce the risks to all staff.
- Prevent accidents and cases of work-related ill-health.
- Provide and maintain safe plant and equipment.
- Develop safety awareness amongst all staff and to make them aware of their individual responsibilities.
- Ensure all staff are competent to perform their tasks and provide them with suitable information, instruction and safety training. This should also be extended to contractors, delegates and visitors, as appropriate.
- Ensure compliance with statutory duties by the appointment of a competent person with responsibilities for health and safety within the Agency.
- Consult staff on matters relating to workplace health, safety and welfare through the Health and Safety Group.
- Communicate relevant health and safety information through the intranet, the Fire, Health and Safety microsite, notice boards, training courses and through briefings and information packs for new starters.

All staff, visitors and contractors have a duty to:

- Work safely and efficiently and comply with any instruction, information and training in accordance with all health and safety procedures (such as safe systems of work) and statutory obligations.
- Assist in the prevention and investigation of accidents.
- Report accidents, incidents, circumstances and faults which have led to or may lead to injury or danger for themselves or others and to record details in the accident book.
- Contractors are reminded of their duties under the Health and Safety at Work etc. Act 1974 and other relevant legislation. They must abide by the health and safety policies and procedures of both the Agency and their employer. Failure to do so may result in sanctions. They must respond promptly to requests from the Agency to take measures to prevent the health and/or safety of staff and other persons being affected.

## **Section 2 - Organisation and Arrangements for Carrying out the Policy**

1. In meeting its statutory obligations, the Agency has vested in the Executive Director responsibility for the management of health and safety. Heads of Unit assist the Executive Director in the execution of his duties, although it is Heads of Sector, Section Heads and their support staff who have prime operational day-to-day responsibility for ensuring the health, safety and welfare of personnel. In addition, management is responsible for meeting the requirements identified in the Agency's specific health and safety procedures that are designed to support and implement the general health and safety policy statement, thereby facilitating the proper management of risk.
2. The organisational arrangements, as they relate to lines of communication and levels of responsibility are detailed below.

### **a) The Executive Director is responsible for:**

- i) Setting the health and safety standards and objectives throughout the Agency with input from the Fire, Health and Safety Adviser and the 'Competent Person' (System Concepts Ltd.).
- ii) Ensuring appropriate financial resources are allocated to health and safety issues.
- iii) Keeping the health and safety policy and procedures under review.
- iv) Reviewing the Agency's health and safety performance.

### **b) Heads of Unit are responsible to the Executive Director for:**

- i) Implementing the Agency's health and safety policy and procedures.
- ii) Identifying and allocating health and safety responsibilities to Heads of Sector.
- iii) Monitoring and reviewing the effectiveness of the Agency's health and safety activities, its health and safety policy and procedures, and for ensuring that appropriate action is taken within a reasonable time-scale.
- iv) Ensuring that policies and procedures are adhered to at an operational level, throughout their areas of responsibility.

Where staff report directly to a Head of Unit, by analogy the Heads of Sector and Section Heads' responsibilities apply.

### **c) Heads of Sector are responsible to their Head of Unit for:**

- i) Identifying health and safety responsibilities for their sector.
- ii) Ensuring that consistency of approach to health and safety issues is achieved throughout their area of responsibility.
- iii) Stipulating that every new starter is allocated a welcome partner to assist in their orientation, e.g. location of fire exits.
- iv) Ensuring that new staff and contractors take part in mandatory health and safety training organised by the Fire, Health and Safety Adviser. This includes sending all new starters to a health and safety briefing.
- v) Ensuring that sector-specific risk assessments and safe systems of work are available for staff and contractors, where relevant.

- vi) Arranging adequate numbers of fire marshals on their floor to ensure the safety of their staff.

**d) Section Heads are responsible to their Head of Sector for:**

- i) Ensuring that the day-to-day running of their areas of responsibility takes account of sound health and safety principles.
- ii) Ensuring that safe systems of work and procedures for work carried out in their section are prepared on the basis of a risk assessment and are regularly reviewed and kept up-to-date.
- iii) Allocating staff to identify potentially hazardous activities and create risk assessments and safe systems of work, with advice, if required, from the Fire, Health and Safety Adviser.
- iv) Allocating supervisors (or equivalent) where appropriate for health and safety duties and responsibilities.
- v) Identifying the health and safety training needs of their staff based on the tasks they perform (e.g. manual handling). Ensuring that staff with training needs attend the relevant courses/refresher courses organised by the Fire, Health and Safety Adviser.
- vi) Liaising with their Head of Sector, where limited resources may present difficulties in meeting the health and safety standards set.

**e) Supervisors (or equivalent) are responsible to a Section Head for:**

- v) Ensuring that any deficiency is flagged-up to their Section Head.
- vi) Identifying hazardous and potentially hazardous work activities and arranging the appropriate preparation of risk assessments.

**f) The Fire, Health and Safety Adviser** provides support to staff and management on fire, health and safety matters with advice from the Competent Person.

The Fire, Health and Safety Adviser's responsibilities are to:

- i) Chair the Health and Safety Group and liaise with its representatives.
- ii) Keep all levels of management and the Health and Safety Group informed of statutory requirements (and changes to them), and advise them of action it may be necessary to take to meet such legislative demands.
- iii) Advise staff and managers on the development and revision of risk assessments and safe working practices.
- iv) Arrange necessary training, including new starter training for staff.
- v) Advise staff and managers on Display Screen Equipment (DSE) related matters and arrange risk assessments for all staff and contractors who are DSE users.
- vi) Prepare an annual report on the Agency's health and safety performance.
- vii) Take part in accident investigations, in co-operation with other staff and the Health and Safety Group.
- viii) Act as the Agency's Incident Controller during fire evacuations and drills.
- ix) Arrange annual fire risk assessments.
- x) Monitor compliance with the requirements of this policy and supporting procedures.

- xi) When necessary, escalate any important issues, which have not been addressed using the normal escalation levels, to the Executive Director.

The Fire, Health and Safety Adviser's assistant provides support with the above and covers this function in his absence.

### **g) Head of Sector, Infrastructure Services is responsible to the Head of Administration for:**

Ensuring that the workplace is maintained in a safe and healthy condition in addition to the Heads of Sector responsibilities.

### **h) Health and Safety Group**

The Health and Safety Group meets regularly for the purpose of reviewing the measures taken to ensure the health, safety and welfare of the Agency's staff and others engaged in legitimate activities on its premises. Management consult the Health and Safety Group regarding any issues which may have health and safety implications for the Agency's staff, e.g. changes to working practices, new equipment, new IT systems, etc. The group promotes co-operation between management and staff as well as the instigation, development and execution of measures to ensure health, safety and welfare at work. The work of the group is an essential element in the development of a positive and progressive approach to health and safety and the advancement of the Agency's safety culture. A senior manager attends each meeting.

### **i) Health and Safety Group Representative responsibilities are to:**

- i) Familiarise themselves fully with the Agency's health and safety policy, as well as other supporting policies and procedures.
- ii) Take part in Health and Safety Group meetings, representing their colleagues and presenting to them information gathered from meetings. When unable to participate, they should be replaced by their alternate.
- iii) Increase staff awareness of and improve attitudes to health and safety issues and obtain staff co-operation in the development of safe working practices.
- iv) Assist with the development of risk assessments.
- v) Liaise with management and the Agency's Fire, Health and Safety Adviser, in accident investigation and safety audits.
- vi) Report personally, or endeavour to ensure that other staff report, any hazardous or potentially hazardous situation, any defects with regard to the working environment and ensure that immediate hazards are dealt with promptly.
- vii) Familiarise themselves with the action required in cases of emergency such as those related to fire, accidents or security.
- viii) Attend training to ensure their knowledge of health and safety matters is of a sufficient standard.

## **j) Individual members of staff shall:**

- i) Adhere at all times to all health and safety procedures, safety information, instruction and training provided.
- ii) Bring to the attention of their line manager any hazards or defects identified with regard to the working environment.
- iii) Report all accidents and near misses by entering them into the Accident Book and assist with the investigation of accidents.
- iv) Have a duty of care for their own health and safety and for other persons who may be affected by their actions, or lack of action.
- v) Co-operate with the Agency and the Fire, Health and Safety Adviser in order to enable them, or others (e.g. the fire brigade), to comply with any duty or requirement imposed by the Health and Safety at Work etc. Act 1974 and other relevant legislation.
- vi) Take part in the drafting of risk assessments for work activities they are involved in, where required.
- vii) Not intentionally or recklessly interfere with or misuse anything provided in the interests of health, safety or welfare.
- viii) Report any symptoms of discomfort, condition or illness, which could affect their work or be aggravated by their work, to their manager to ensure that arrangements can be made to support them and enable them to work safely. Where use of Display Screen Equipment is affected, the Health and Safety Adviser or a DSE Assessor must also be informed.
- ix) Assist visitors and delegates in the event of an evacuation or other emergency procedure.

## **k) Contractors**

Contractors are reminded of their duties under the Health and Safety at Work etc. Act 1974 and other relevant legislation. They need to abide by both the Agency's and their company's health and safety policies and will follow the Agency's procedures. Failure to do so may result in disciplinary action. The Agency's staff in charge of the contract will monitor compliance.

Contractors must respond promptly to requests from the Agency to take measures to prevent the health or safety of persons on its premises being affected.

## ***Individual Policies and Procedures - Documents and Safe Systems of Work***

The Agency has developed a number of specific health and safety policies and procedures that are designed to support and implement the general health and safety policy statement. These include:

- First aid
- Accident/incident reporting
- Fire safety and evacuation
- The use of Display Screen Equipment (DSE)
- Stress at Work / Stress – Guidance for Staff
- Smokefree policy

A full list and copies of the current version of all policies and procedures can be found on the Fire, Health and Safety microsite on the intranet.

The documents identify the health and safety standards to be attained, who is to do what, when, and specific results to be achieved. They identify the performance standards set and connect individual responsibilities to required output, with the achievement of objectives being based on specific tasks, the results of which are measurable.

It is not, however, practicable to set the standards for all activities centrally and the following are examples of where managers, with advice from the Fire, Health and Safety Adviser, may be required to set their own performance standards:

- a) Procedures for dealing with potential problem areas such as good housekeeping, effective inspection and maintenance of plant and equipment, such as electrical equipment.
- b) Procedures for introducing equipment or processes and for examining the health and safety aspects before a new project is undertaken.
- c) Procedures for dealing with risks such as suspect packages and noise.
- d) The safe systems and methods of work for maintaining the fabric and services of buildings.

The Health and Safety Law poster is displayed in the kitchenette on each floor of the Agency.

### ***The Management of Risk at Sector and Section Level***

The proper management of risk at sector and section level requires the production of risk assessments, safe systems of work and, where required, rules and procedures (if work activities are not already covered elsewhere). This identifies areas of potential risk and clarifies the process by which activities are performed so that they can be carried out safely.

Properly conducted risk assessments are an essential feature of the proper management of risk. All staff are required to adhere to Agency policies and procedures, as well as to safe systems of work. They should bring any instances where this may not be possible to the attention of the appropriate level of management at the earliest opportunity, in order that effective remedial action may be taken.

### ***Monitoring and Reviewing the Policy***

The implementation of this policy is formally monitored at an Agency level during health and safety audits. Completed audits are placed on the agendas of the Heads of Unit meeting and the Health and Safety Group. Audits are also entered into the Agency's audit tracking system. The policy and supporting procedures are formally reviewed at regular intervals, at periods not exceeding twelve months.

A copy of the full policy is made available to all staff members and in-house contractors and published on the intranet and on the Health and Safety notice boards around the Agency. The policy will be available to all visitors and external contractors on request.

## **5. Related documents**

Health and Safety Information

Comprehensive information, including copies of Health and Safety Executive publications relating to all subjects likely to be relevant to the Agency's activities, are available for reference on the Fire, Health and Safety website (link below) or from the Fire, Health and Safety Adviser.

[http://emeaplus/EMEAPlus\\_WebsiteNew/FireHealthSafety/FireHandS\\_index.htm](http://emeaplus/EMEAPlus_WebsiteNew/FireHealthSafety/FireHandS_index.htm)

## 6. Changes since last revision

- Section 2 – re Contractors: Failure to do so may result in sanctions (was “disciplinary action”).
- Section 2 – f) Fire, Health & Safety Adviser: has been amended to include a reference to advising managers (in addition to staff) on the development and revision of risk assessments and safe working practices. Another amendment: prepare an annual report.
- Section 2 d) responsibilities of Section Heads: the following two changes have been made:
  - ii) The following has been added to the sentence: and are regularly reviewed and kept up-to-date.
  - v) A new responsibility has been added: Identifying the health and safety training needs of their staff based on the tasks they perform (e.g. manual handling). Ensuring that staff with training needs attend the relevant courses/refresher courses organised by the Fire, Health and Safety Adviser.
- Section 2 j) responsibilities of staff: an additional responsibility for staff has been added: assist visitors and delegates in the event of an evacuation or other emergency procedure.
- The signatory has been changed to the Executive Director (from the Deputy Executive Director).
- Individual Policies and Procedures - Documents and Safe Systems of Work: Manual Handling was removed as it had been included in error.
- Miscellaneous typographical changes.

London, 04-Sep-12

*Signature on file*

Guido Rasi

Executive Director