

# Health, Safety and Wellbeing Policy



The Welsh Parliament is the democratically elected body that represents the interests of Wales and its people. Commonly known as the Senedd, it makes laws for Wales, agrees Welsh taxes and holds the Welsh Government to account.

The Senedd Commission serves the Senedd to help facilitate its long-term success as a strong, accessible, inclusive and forward looking democratic institution and legislature that delivers effectively for the people of Wales.

## Contents

<b>Introduction .....</b>	<b>4</b>
<b>Statement of Intent .....</b>	<b>5</b>
<b>Roles and responsibilities .....</b>	<b>6</b>
<b>Arrangements .....</b>	<b>12</b>
<b>Governance and Assurance.....</b>	<b>26</b>
<b>Trade Unions, Safety Representatives and Employee Consultation .....</b>	<b>27</b>
<b>Health and Safety Training and Awareness .....</b>	<b>28</b>
<b>Further information.....</b>	<b>29</b>

## Introduction

The Senedd Commission (“the Commission”) commits to the provision of a healthy and safe environment for all those who work in and visit the Senedd estate, (both Cardiff and North Wales), as well as any Commission staff who travel or work from other sites (including working from home). This includes a commitment to implement a plan which reflects best practice and is based on the principles of risk control and quality management. The Commission is also committed to its responsibilities for the health and safety of others, such as during engagement with the public throughout Senedd activities.

The purpose of the policy is to encourage the ownership, commitment and compliance at all levels of the Senedd to ensure that legislative requirements for health and safety are achieved and that our health and safety performance is continually improved. This policy works to further the aims of the Commission’s Health, Safety and Wellbeing strategy.

This policy sets out how we will meet our responsibilities under health and safety legislation through a framework of policies and procedures, and how we will provide and promote a safety culture across the Senedd as an essential part of our ambition to be an exemplar employer.

This approach will:

- Address the health and safety implications of the full range of activities of employees;
- Identify the hazards and assess the level of risk;
- Eliminate risk where possible;
- Reduce the effect of those risks that cannot be eliminated.

Under the Health and Safety at Work etc. Act 1974 and the Management of Health and Safety at Work Regulations 1999 the Senedd is required to have a Health and Safety Policy.

This policy applies to all Commission staff (including homeworkers) and building users of the Senedd estate including Members and their Support Staff, self-employed contractors, casual workers, agency workers, volunteers and interns. It also applies to anyone visiting our premises or using our vehicles.

This policy does not form part of employee’s contract of employment or other contract to provide services and the Commission may amend it at any time.

## Statement of Intent

### The Chief Executive's Health, Safety and Wellbeing Statement of Intent

As Chief Executive, I, along with the members of the Executive Board, are committed to ensuring the health, safety and wellbeing of all who attend the Senedd estate, and all Commission staff, whether working on site, from other sites, or from home. This includes all Commission employees, Members of the Senedd, Member's Support Staff, contractors, visitors to the Senedd estate and members of the public who are engaged with throughout Commission activities.

We are committed to both our legal and moral obligations and we see the development of a positive safety culture across the Senedd as an essential part of our ambition to be an exemplar employer.

We must work together, and every individual within the Senedd has a responsibility of ensuring high standards of health, safety and wellbeing are maintained for themselves, colleagues and all visitors. We can do this by providing training and guidance to ensure the necessary levels of confidence and competence to carry out our roles responsibly and safely. We will also provide a framework to establish and review health and safety policies, objectives and guidance across the Senedd through which we will encourage ownership, commitment and compliance at all levels of the Senedd.

I will ensure that legislative requirements for health and safety are achieved and that our health and safety performance is continually improved, including the provision of an organisation Health and Safety Policy and relevant health and safety training.

The following Health, Safety and Wellbeing Policy outlines how we intend to plan, measure and review our commitments in conjunction with our safety management system, and our continuous partnership working with the trade unions and the health and safety representatives to continue to provide a healthy and safe environment for all.

Manon Antoniazzi

Chief Executive and Clerk to the Senedd

## Roles and responsibilities

Employees:

- Every individual has responsibility towards their own health and safety and the health and safety of colleagues and visitors to the Senedd estate.
- All employees must take reasonable care of the health and safety of themselves and others and must co-operate with their managers and colleagues in their efforts to comply with occupational health and safety requirements.
- Take reasonable care of their own safety and for that of others who may be affected by their acts or omissions including members of the public.
- Co-operate with the Commission to meet the requirements of health and safety law and the arrangements as stated in the health and safety policy.
- Not interfere with or misuse anything provided in the interest of health and safety.
- Report defects in work equipment and/or unsafe workplace conditions to their manager and/or the Estates and Facilities Management help desk for remedial action.
- Observe all reasonable instructions, whether written or verbal, given to ensure personal safety and the safety of others.
- Report any situation that could create a serious or imminent risk to the health and safety of themselves or any person whilst at work.
- Be sensibly and safely dressed for their particular working conditions.
- Conduct themselves at all times in an orderly manner in the workplace and refrain from any horseplay.
- Use all safety equipment and/or protective clothing provided by the Commission as instructed, and report any loss or defect to their manager without delay.
- Acquaint themselves with all equipment, processes, materials and substances used and draw attention of their line manager to any processes, equipment, materials or substances they are not trained to use.
- Follow all safe systems of work and safe working practices.

- Maintain their workplace in a tidy state, putting materials away, storing them correctly and co-operating in good housekeeping practice.
- Report all accidents to their manager whether injury is sustained or not.
- Attend relevant health and safety training courses.
- Be familiar with the arrangements for first aid, emergency evacuation procedures and the location of fire alarm points and emergency equipment relevant to their working area(s).
- Failure to comply with this policy may be treated as misconduct and dealt with under our Disciplinary Procedure.

HR Service Area (including HR Ops and the Health, Safety and Wellbeing Team):

- Ensure that procedures are in place to audit and monitor the extent to which the health and safety management system is being implemented and the effectiveness of the system.
- Ensure that an effective health and safety management programme is prepared annually.
- Ensure an annual health and safety report is presented and discussed at Executive Board.
- Ensure adequate numbers of competent persons are appointed as necessary to give advice, guidance and assistance on health and safety matters to management and staff.
- The Head of HR is responsible for chairing termly the Health, Safety, Wellbeing and Safeguarding Committee and ensuring effective communications with Executive Board members.
- HR Service Area processes personnel documents including Occupational Health appointments and health surveillance. For Commission staff, details of this can be found in the Staff Privacy Notice.
- Liaising with Members and Support Staff where applicable to access HR services such as Occupational Health appointments.

- Processing incident reports and undertaking incident investigations to reduce the likelihood of reoccurrence.

Estates and Facilities Management (EFM) Service Area:

- Must ensure they understand the specified requirements for EFM in the Commission's corporate Health, Safety and Wellbeing Policy.
- Ensure there are systems developed and implemented, for the selection, management and control of competent contractors for all building works or maintenance activities.
- Arrangements exist for the safe maintenance and inspection of the fabric of the Senedd estate.
- Ensure fire safety across the Senedd estate is monitored including fire risk assessments and emergency evacuation drills.

Heads of Service:

- Must familiarise themselves with the Commission's corporate Health, Safety and Wellbeing Policy.
- Ensure they understand the specified requirements and are implementing these requirements in their area of responsibility.
- Ensure that all managers are trained in and understand their health and safety responsibilities
- Ensure that employees are adequately trained to perform the tasks required, and are made fully aware of all known hazards that exist, as well as the arrangements that have been put in place to mitigate those hazards.
- Ensure that a safe and healthy environment is maintained, and that all work is carried out in accordance with appropriate statutory regulations and codes of practice, which are regarded as the absolute minimum standard.
- Ensure that all necessary work equipment is in safe condition and that safe access to and egress from places of work is always maintained.
- Ensure that employees and others under their control receive induction and job training to enable them to work safely.



- Ensure that all accidents involving personal injury, or ill health, or near misses are investigated; more serious accidents to be investigated in conjunction with the Health, Safety and Wellbeing Team.
- Ensure that remedial action is taken to prevent a recurrence of accidents, incidents and near misses.
- Ensure that procedures for accident reporting and investigation are complied with.
- Refer to their Directors in case of any breach of statutory regulations or unsafe practice.

### Directors:

- Familiarise themselves with the Commission's Health, Safety and Wellbeing Policy (this policy).
- Ensure they understand the specified requirements and are implementing these requirements in their area of responsibility.
- Ensure that all Heads of Service, managers and employees are trained in and understand their responsibilities to competently fulfil their health and safety duties.
- Allocate resources to ensure that health and safety objectives and targets can be met.
- Consult Heads of Service, managers and employees to ensure methods are adopted for promoting health and safety at work, providing arrangements for their participation in the development of such measures and co-operating with managers and employees to amicably resolve health and safety issues.
- Ensure the health and safety management arrangements within their areas are formally monitored and reviewed at least annually.
- Promote an interest in, and an enthusiasm for health and safety matters and setting a high personal example with regard to health and safety standards throughout the Commission.
- Nominate a member of their staff to co-ordinate health and safety activities within their Directorate.

### Chief Executive:

- Prepare and issue a statement of intent on the Commission's approach to health and safety in the workplace.
- Deliver the health and safety intentions as articulated in the statement of intent in the Health, Safety and Wellbeing Policy.
- Review the Policy Statement and re-affirming it every 3 years.
- Ensure that the Commission has appropriate and effective health and safety policies in place which are supported at all levels within the organisation.
- Tasking management with implementing the health & safety policy within their areas of control and to an extent appropriate to the level of risk.
- Setting the Commission's health and safety objectives.
- Ensure that pertinent health and safety issues are considered and debated at board level.
- Ensure appropriate finance and other resources are allocated to meet the Commission's commitments to health and safety.
- Ensure that senior management are trained in, and are fully aware of, their health and safety responsibilities.
- Monitor health and safety and reviewing performance.
- Engage the active participation of employees in improving health and safety.
- Ensure an annual health and safety report is presented to and discussed by the Executive Board.

### Contractors:

- Arrangements for the management of contractors is outlined further in the Arrangements section under Contractors.
- All contractors working in or under the direction of the Commission are under a legal obligation to ensure that their work is conducted in such a way as to minimise the risks to themselves and others who may be affected by their work. They are also expected to comply with relevant statutory and Commission requirements. Failure to do so may be considered grounds for terminating a contract.

- Responsibility for ensuring that contractors who are employed by the Commission are competent and are supervised to the degree necessary to ensure that work is carried out to an acceptable standard of safety, lies with EFM. EFM will ensure that they are provided with information about any possible risks to their health and safety and the steps they should take to avoid such risks. It is therefore of great importance that effective cooperation, coordination and liaison exists between the Commission and its contractors so that each can be made aware of the needs of the other and the work is undertaken safely and is appropriately managed. If contractors are observed to be working in a manner which endangers themselves or others an approach should be made in the first instance to EFM.

Building users including Members and their Support Staff, self-employed contractors, casual workers, agency workers, volunteers and interns:

- Adhere to on site health and safety arrangements across the Senedd estate.
- Not interfere with or misuse anything provided in the interest of health and safety.
- Follow reasonable instruction from their Senedd contact including, but not limited to, information relating to first aid and emergency evacuation.
- Report incidents, near misses or defects to the Senedd Commission via their Senedd contact or by notifying the Health, Safety and Wellbeing Team.

## Arrangements

In line with Health and Safety Executive guidance for policies<sup>1</sup>, the practical arrangements for health and safety are outlined below.

### Risk assessments

The Management of Health and Safety at Work Regulations 1999<sup>2</sup> require employers to make a suitable and sufficient assessment of the risks to employees and any others that may be affected by their undertaking, and to record the significant findings.

The Health, Safety and Wellbeing Team assist Departments to complete risk assessments including advising on reasonable control measures.

Risk assessments must be reviewed periodically and following:

- A significant change in Commission personnel
- A significant change in the nature of the Commission's activities
- Any accidents, incidents or near misses
- Changes in legislation, guidance or best practice

Commission risk assessments apply the general principles of prevention<sup>3</sup> including avoiding risks where possible and evaluating the risks which cannot be avoided.

---

<sup>1</sup> Prepare a health and safety policy: How to write your policy – Health and Safety Executive (HSE): <https://www.hse.gov.uk/simple-health-safety/policy/how-to-write-your-policy.htm#article>

<sup>2</sup> The Management of Health and Safety at Work Regulations 1999 Regulation 3 Risk assessment: <https://www.legislation.gov.uk/uksi/1999/3242/regulation/3/made>

<sup>3</sup> The Management of Health and Safety at Work Regulations 1999 Regulation 4 Principles of prevention to be applied: <https://www.legislation.gov.uk/uksi/1999/3242/regulation/4/made>

---

Risk assessments will take into consideration protected characteristics including age, disability, pregnancy and maternity, race, religion and sex under the Equality Act 2010.

## **Accidents, incidents and near misses**

All incidents, however minor, must be recorded. The individual involved in the incident, or someone acting on their behalf, must complete an Incident Reporting Form<sup>4</sup> without delay. Individuals may include Commission staff, Members and their Support Staff, self-employed contractors, casual workers, agency workers, volunteers, interns or visiting members of the public.

Incidents include:

- accidents: an event that results in injury or ill health
- near misses: an event not causing harm, but has the potential to cause injury or ill health
- undesired circumstances: a set of conditions or circumstances that have the potential to cause injury or ill health, e.g. untrained staff carrying out manual handling activities.

The Health, Safety and Wellbeing Team will investigate the incident and liaise with all parties involved including interviewing individuals affected, witnesses, first aiders and line managers.

Where necessary the Health, Safety and Wellbeing Team will inform the Health and Safety Executive (HSE) via the RIDDOR reporting procedures of any injury, dangerous occurrence or occupational disease for which notification is required under Reportable of Injuries, Diseases and Dangerous Occurrences Regulations 2013 ("RIDDOR")<sup>5</sup>.

---

<sup>4</sup> Senedd Commission Incident Reporting Form:

<https://forms.office.com/Pages/ResponsePage.aspx?id=KVHcOAw0FEWKBE6O8ncVZPfHgg1x8RIPkAMiiTtDnJIUNEZQOE45QkdKNIRUNKICQ0ZYWjRJRtNGTSQIQCNOwcu&wdLOR=cE5041F47-8DCB-4C88-93D6-6FAC77E2ABB4>

<sup>5</sup> The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013:

<https://www.legislation.gov.uk/uksi/2013/1471/contents/made>

---

The main objective of accident, incident and near miss reporting is to facilitate thorough investigation and reduce the likelihood of reoccurrence.

## **First aid**

The Health, Safety and Wellbeing Team are responsible for the management of first aid across the Senedd estate. The First Aid Policy gives details of the arrangements for the first aid rooms and kit, first aiders, and training.

## **Fire safety**

The Estates and Facilities Management (EFM) Team are strategically and operationally responsible for fire safety procedures across the Senedd estate. There are suitable and sufficient fire precautions in place including annual fire risk assessments, weekly fire alarm tests and regular checks of fire extinguishers, fire alarms, escape routes and emergency lighting. Necessary arrangements have also been developed and implemented for effective fire, bomb or other emergency evacuation, including the appointment of trained fire wardens.

All building users should familiarise themselves with the fire safety instructions, which are displayed on notice boards and near fire exits in the workplace.

If you hear a fire alarm, leave the building immediately by the nearest fire exit and go to the fire assembly point shown on the fire safety notices. Do not stop to collect belongings or use any lifts. Fire wardens will assist in the evacuation of the building and you must follow their instructions. Do not re-enter the building until told to do so.

If you discover a fire do not attempt to tackle it unless it is safe and you have been trained or feel competent to do so. You should operate the nearest fire alarm and, if you have sufficient time, call reception and report the location of the fire.

Nominated individuals will be trained in the correct use of fire extinguishers.

Individuals should notify their line manager, EFM or Senedd contact if there is any reason (for example, impaired mobility) that might impede their evacuation in the event of a fire. A personal emergency evacuation plan ('PEEP') will be drawn up and brought to the attention of the relevant fire wardens and colleagues working in your vicinity.

## **Stay Safe**

The Security Team are responsible for security across the Senedd estate including implementing Stay Safe procedures.

All Commission staff, Members of the Senedd and Members' Support Staff receive Stay Safe training by the Security Team. Stay Safe follows the principles of Run, Hide, Tell<sup>6</sup> and highlights the importance of moving away from danger and assisting those around them who may need help to move away from danger.

Security Team present Commission specific security information to all new starters at corporate induction including the Senedd estate security protocols, such as the importance of security passes and escalating any concerns to the Security Team such as suspicious behaviour or unattended packages.

## **Electricity at work**

EFM are responsible for managing electricity at work across the Senedd estate including regular inspection and testing of fixed installations and facilitating Portable Appliance Testing (PAT) on site to ensure the Commission complies with the Electricity at Work Regulations 1989<sup>7</sup>.

Individuals given electrical equipment as part of their roles should carry out regular visual inspections of any electrical equipment they use, as far as is reasonably practicable to do so, and must immediately report any defect, or suspected defect, to EFM to respond accordingly. Under no circumstance should individuals try to repair any electrical equipment themselves.

## **Ionising Radiation**

Security and EFM are jointly responsible for ensuring the Senedd Commission is compliant with the Ionising Radiations Regulations 2017<sup>8</sup>. This includes statutory obligations such as registration, Radiation Protection Supervisors (RPS), restricting exposure to as low as reasonably practicable, maintenance, contingency plans, training and monitoring.

---

<sup>6</sup> Run Hide Tell A5 Leaflet:

<https://www.npcc.police.uk/StaySafeAssets/FINAL%20MPS168715%20Run%20Tell%20Hide%20A5%20Lflt%20Blk%20Eng%20v3.pdf>

<sup>7</sup> The Electricity at Work Regulations 1989: <https://www.legislation.gov.uk/ukSI/1989/635/contents/made>

<sup>8</sup> The Ionising Radiations Regulations 2017: <https://www.legislation.gov.uk/cy/ukSI/2017/1075/contents/made>

## **Control of Substances Hazardous to Health (COSHH)**

The Commission is committed to complying with requirements under the Control of Substances Hazardous to Health (COSHH) Regulations 2002<sup>9</sup> including preventing and controlling exposure to substances hazardous to health.

### **Substances hazardous to health**

---

There are documented controls in place for the management of hazardous substances used by staff or contractors during Senedd activities, including a COSHH process for the documentation of safe use and storage of substances hazardous to health used on the Senedd Estate. These controls are outlined in respective risk assessments for such activities.

### **Cleaning materials**

---

EFM manage the Commission's cleaning contracts and ensure that cleaning contractors have access to lockable storage on site. Cleaning contractors hold their own risk assessments for cleaning materials and equipment used.

## **Waste management**

The Commission's waste management programme is managed by EFM. These waste management streams include, but are not limited to, general waste, recyclables and clinical waste.

## **Housekeeping**

Good housekeeping across the Senedd estate is of the utmost importance. Waste materials must not accumulate during any work activity. Access routes should be kept clear of waste materials at all times.

---

<sup>9</sup> The Control of Substances Hazardous to Health Regulations 2002:  
<https://www.legislation.gov.uk/uksi/2002/2677/contents/made>



## Legionella

The Estates and Facilities Management Team are responsible for managing legionella risks across the Senedd estate and facilitate a range of control measures to reduce the risk of legionella through the use of on site contractors.

## Contractors

All contractors working across the Senedd estate or under the direction of the Commission have a legal obligation to ensure that their work is conducted in such a way as to minimise the risks to themselves and others who may be affected by their work. They are also expected to comply with relevant statutory legislation and Commission requirements.

The Estates and Facilities Management Team are responsible for ensuring that building maintenance contractors retained by the Commission are qualified and competent to undertake the work required. EFM will ensure that they are provided with information regarding any possible risks to their health and safety including the steps they should take to avoid or minimise such risks.

Contractors undertaking work for other Senedd activities are managed by the respective Commission Service Area including, but not limited to, ICT, AV and broadcasting contractors.

If any contractors are observed to be working in a manner which endangers themselves or others, building users should notify the respective Commission Service Area in the first instance and complete an Incident Reporting Form<sup>4</sup> without delay.

## Visitors

The Commission is committed to ensuring that, as far as is reasonably practicable, all necessary actions are taken to ensure the health and safety of all visitors on the Senedd estate or involved in Commission activities.

The Venues Team are responsible for visitor safety whilst on the Senedd estate. Health and safety information is available to visitors upon entry including details on emergency evacuation and first aid procedures.

For visitors attending the Senedd estate past security barriers, pass holders are responsible for accompanying them at all times and must escort them around and out of Senedd buildings.

For any Commission activities taking place off site, the Service Area organising this is responsible for ensuring the health and safety of all involved including Members and their Support Staff, self-employed contractors, casual workers, agency workers, volunteers, interns and members of the

public. It also applies to anyone visiting our premises or using our vehicles. The Health, Safety and Wellbeing Team will support Service Areas to risk assess these activities to ensure appropriate control measures are in place.

## Health surveillance

Human Resources (HR) are strategically and operationally responsible for the health surveillance contract for Occupational Health available to Commission staff, Members of the Senedd and their support staff.

The Commission is committed to complying with requirements under Regulation 6 of the Management of Health and Safety at Work Regulations 1999<sup>10</sup> including ensuring employees are provided with appropriate health surveillance identified as necessary.

Further information on health surveillance and Occupational Health can be found in the Attendance Management page<sup>11</sup> on the Policy Hub.

All employees receive a pre-employment questionnaire that is reviewed by Occupational Health. Further health surveillance is role dependent e.g. audiometry, spirometry.

## Noise

The Commission is committed to complying with requirements under the Control of Noise at Work Regulations 2005<sup>12</sup> including assessing the risk to Commission staff's health and any impact noise may have on other building users. Further details on the arrangements for controlling noise at work are outlined in the Corporate Risk Assessment (CRA).

---

<sup>10</sup> The Management of Health and Safety at Work Regulations 1999 Regulation 6 Health surveillance: <https://www.legislation.gov.uk/uksi/1999/3242/regulation/6/made>

<sup>11</sup> Attendance Management: <https://cynulliad.sharepoint.com/sites/cmn-policy-hub/SitePages/Attendance-management.aspx>

<sup>12</sup> The Control of Noise at Work Regulations 2005: <https://www.legislation.gov.uk/uksi/2005/1643/contents/made>

---

## Vibration

The Commission is committed to complying with requirements under the Control of Vibration at Work Regulations 2005<sup>13</sup> including assessing the risk to Commission staff's health and any impact vibration may have on other building users. Further details on the arrangements for controlling vibration at work are outlined in the Corporate Risk Assessment (CRA).

## Display Screen Equipment (DSE)

The Commission is committed to complying with requirements under the Health and Safety (Display Screen Equipment) Regulations 1992<sup>14</sup> including providing eyesight tests as outlined in the Eye Test Policy<sup>15</sup>. This includes any working environment where staff are required to use DSE, including on the Senedd estate, at home, or any other working environment.

All new employees are given training and information on correct Display Screen Equipment (DSE) workstation set up including how to maintain a good posture, the importance of taking breaks and how to adjust their chairs at their Commission induction.

For DSE self-assessments, the Commission has procured an online system. This system enables Commission staff to undertake self-assessments, read guidance on correct DSE set up and escalate issues requiring further action such as the purchasing of specialist equipment. If, as a result of completing an online self-assessment there is a requirement for in person DSE assessment, the Health, Safety and Wellbeing Team will facilitate this. Any queries regarding DSE can be sent to [wellbeingdse@senedd.wales](mailto:wellbeingdse@senedd.wales)

---

<sup>13</sup> The Control of Vibration at Work Regulations 2005:

<https://www.legislation.gov.uk/uksi/2005/1093/contents/made>

<sup>14</sup> The Health and Safety (Display Screen Equipment) Regulations 1992:

<https://www.legislation.gov.uk/uksi/1992/2792/contents/made>

<sup>15</sup> Policy Hub – Eye tests: <https://cynulliad.sharepoint.com/sites/cm-n-policy-hub/SitePages/Eyecare.aspx>

## Mental Health and Wellbeing

Human Resources (HR) holds strategic responsibility for mental health and wellbeing initiatives across the Commission. The Health, Safety and Wellbeing Team works with the HR Operations Team as well as the Organisational Development and Learning Team to ensure that appropriate provisions are made to facilitate meaningful conversations for employee mental health and wellbeing including the Mental Health Policy<sup>16</sup>, Mental Health Toolkit<sup>17</sup> and associated templates.

Occupational Health appointments are available for Commission staff, Members and their Support Staff and the Employee Assistance Programme (EAP)<sup>18</sup> provides a variety of services including 24/7 emotional and practical support for issues at home or work available online, and via a Freephone number 24 hours a day, 365 days of the year.

MINDFUL<sup>19</sup> is the Mental Health and Wellbeing Workplace Equality Network at the Senedd and was established in 2017. The network exists to support Commission staff, Members and their Support Staff across the organisation who have been affected by any mental health condition or who are supporting anyone suffering from a mental health illness. The network is open to individuals who have been affected by mental health and in need of support and we encourage people to join who have an interest in raising awareness of mental health in the workplace.

## Children and young people

The Commission recognises its extended duty for ensuring health and safety of children and young people when on Senedd estate, or when participating in Commission activities. This extended duty must be taken into account by staff involved to any extent with the supervision or control of children and young people and when undertaking risk assessments.

---

<sup>16</sup> Policy Hub – Mental health: <https://cynulliad.sharepoint.com/sites/cmn-policy-hub/SitePages/Mental-Health.aspx>

<sup>17</sup> Mental Health Toolkit: <https://cynulliad.sharepoint.com/sites/cmn-hr/SitePages/wellbeing-mental-health-toolkit.aspx>

<sup>18</sup> Employee Assistance Programme: <https://cynulliad.sharepoint.com/sites/mem-sta/SitePages/Employee-Assistance-Programme.aspx>

<sup>19</sup> MINDFUL: <https://cynulliad.sharepoint.com/sites/mem-sta/SitePages/Equality-mindful-home.aspx>

---

The Health, Safety and Safeguarding Manager supports Service Areas to risk assess activities involving children and young people.

The Commission have a range of policies and procedures to protect and support children and young people available from the safeguarding page<sup>20</sup> on the Policy Hub, as well as general safeguarding advice on the internal safeguarding pages<sup>21</sup>.

Members are responsible for writing and implementing their own safeguarding policies and procedures for constituency offices and have been provided with safeguarding guidance<sup>22</sup> to do so.

## **Lone working**

The Health, Safety and Wellbeing Team are responsible for the management lone workers across the Commission including ownership of the Lone Working Policy<sup>23</sup> available from the Policy Hub. The Health, Safety and Wellbeing Team undertake lone working risk assessments which include supporting Service Areas to identify lone workers and implement control measures to eliminate or reduce the risk to lone workers.

The Security Team are responsible for supporting Members of the Senedd and their Support Staff with lone working arrangements including training and information on lone working safety devices.

---

<sup>20</sup> Policy Hub – Safeguarding: <https://cynulliad.sharepoint.com/sites/cmn-policy-hub/SitePages/Safeguarding.aspx>

<sup>21</sup> Safeguarding (Commission staff): <https://cynulliad.sharepoint.com/sites/cmn-hr/SitePages/Safeguarding-Home-Page.aspx>

<sup>22</sup> Safeguarding (Members): <https://cynulliad.sharepoint.com/sites/mem-wwc/SitePages/Safeguarding.aspx>

<sup>23</sup> Policy Hub – Lone working: <https://cynulliad.sharepoint.com/sites/cmn-policy-hub/SitePages/Lone-working.aspx>

---

## Driving for work

The Health, Safety and Wellbeing Team offer training and information on driving for work for Departments including the importance of holding the relevant driving license, insurance including driving for business use and maintaining vehicles in a safe manner.

Guidance for parking<sup>24</sup> is available, together with the Accessible Car Parking Policy<sup>25</sup>.

All drivers must adhere to all speed limits and one way systems implemented on site for their own safety and the safety of other users of shared spaces.

## Personal Protective Equipment (PPE)

Personal Protective Equipment (PPE) will be specified and provided by the Commission and the relevant PPE must be worn at all times whilst carrying out work activities. The Commission will undertake all work activities to comply with the Personal Protective Equipment at Work Regulations 1992<sup>26</sup>. Training and information on the correct use of PPE will be made available to staff.

For individuals who, as a result of a protected characteristic, require alternate PPE, discussions should take place between themselves and their line manager to action accordingly. The Health, Safety and Wellbeing Team are able to advise on further options for PPE under these circumstances.

Failure to wear the appropriate PPE or intentionally damaging PPE may be treated as misconduct and dealt with under our Disciplinary Procedure.

---

<sup>24</sup> Parking: <https://cynulliad.sharepoint.com/sites/mem-te/SitePages/Parking-index.aspx?web=1>

<sup>25</sup> Policy Hub – Accessible reserved parking spaces: <https://cynulliad.sharepoint.com/sites/cmn-policy-hub/SitePages/Accessible-reserved-parking-spaces.aspx>

<sup>26</sup> The Personal Protective Equipment at Work Regulations 1992: <https://www.legislation.gov.uk/ukSI/1992/2966/contents/made>

---

## New and expectant parents

The Commission will carry out specific risk assessments where an employee notifies their line manager of pregnancy in line with Regulation 16 of the Management of Health and Safety at Work Regulations 1999<sup>27</sup>. Such assessments will consider the individual's duties, the equipment and materials present, working conditions and working hours. Where it is deemed that a risk to the new or expectant mother or unborn baby is present, suitable controls will be introduced and monitored throughout the pregnancy and early parenthood. The New and Expectant Parent Risk Assessment<sup>28</sup> is available for all new and expectant parents to use with their line manager, which includes consideration of adaptations to uniform requirements, or other equipment. HR Ops are responsible for the management of this process.

## Young workers

As outlined by the HSE, a young person is anyone under 18 and a child is anyone who has not yet reached the official minimum school leaving age (MSLA) of 16.

Under Regulation 19 of the Management of Health and Safety at Work Regulations 1999<sup>29</sup>, an employer has a responsibility to ensure that young people employed by them are not exposed to risk due to lack of experience, being unaware of existing or potential risks and/or lack of maturity.

The Commission will:

- Risk assess all work activities and potential work activities involving young people;
- Ensure the work is necessary for their training;

---

<sup>27</sup> The Management of Health and Safety at Work Regulations 1999 Regulation 16 Risk assessment in respect of new or expectant mothers: <https://www.legislation.gov.uk/uksi/1999/3242/regulation/16/made>.

<sup>28</sup> Policy Hub – Maternity leave: <https://cynulliad.sharepoint.com/sites/cmn-policy-hub/SitePages/Maternity-leave.aspx>

<sup>29</sup> The Management of Health and Safety at Work Regulations 1999 Regulation 19 Protection of young persons: <https://www.legislation.gov.uk/uksi/1999/3242/regulation/19/made>.

---

- Ensure the young person is properly supervised by a competent person at all times;
- Reduce the risk to the lowest level so far as is reasonably practicable;
- Prohibit certain activities where higher risks are identified; and
- Not allow the young person to operate any machinery or equipment without proper supervision and training.

The Commission will consider whether the work the young person will do:

- Is beyond their physical or psychological capacity;
- Involves harmful exposure to substances that are toxic, can cause cancer, can damage or harm an unborn child, or can chronically affect human health in any other way;
- Involves harmful exposure to radiation;
- Involves risks of accidents that cannot be reasonably recognised or avoided by young people due to their insufficient attention to safety or lack of experience or training; or
- Has a risk to health from extreme cold, heat, noise or vibration.

## **Management of transmissible of illness / infection including Covid-19 / flu / other viruses or infectious diseases**

### **Covid-19**

---

The Health, Safety and Wellbeing Team are strategically and operationally responsible for the management of Covid-19 in the workplace. This includes reviewing suspected or confirmed Covid-19 exposure cases, provide advice and guidance on Covid-19 specific risk control measures and responding to legislative changes.

Consideration is given to Commission staff with underlying health conditions, or those who live with or care for individuals with underlying health conditions, to manage exposure to Covid-19, and these individuals will be able to have individual risk assessments / occupational health referrals to identify any risk control measures specific to the individual.

### **Flu**

---

The Commission is committed to reducing the risk of ill health from the flu to employees and will operate either a reimbursement scheme for flu vaccinations or hold on-site flu clinics annually. For employees unable to attend on-site flu clinics, other provisions will be made.



## **Manual handling**

The Commission is committed to complying with requirements under the Manual Handling Operations Regulations 1992<sup>30</sup> including taking appropriate steps to reduce the risk of injury to Commission staff during manual handling activities.

All new employees are given information on manual handling at their Commission induction. Where reasonably practicable, the Commission will avoid the need for staff to undertake manual handling operations. If staff are required to undertake manual handling operations, they are provided with manual handling training via the Organisational Development and Learning Team.

## **Working at height**

EFM and the Health, Safety and Wellbeing Team are both responsible for ensuring working at height across the Senedd estate is appropriately managed as required by the Work at Height Regulations 2005<sup>31</sup>.

---

<sup>30</sup> The Manual Handling Operations Regulations 1992:  
<https://www.legislation.gov.uk/ukSI/1992/2793/contents/made>

<sup>31</sup> The Work at Height Regulations 2005: <https://www.legislation.gov.uk/ukSI/2005/735/contents/made>

## **Governance and Assurance**

### **Health, Safety, Wellbeing and Safeguarding Committee**

The Health, Safety, Wellbeing and Safeguarding Committee meets on a termly basis with the remit:

- To keep under review the measures taken to ensure, so far as is reasonably practicable, the health, safety and wellbeing of all those who work in, visit or engage with, the Commission.
- To promote cooperation between all stakeholders in identifying, developing and implementing health, safety and wellbeing control measures.
- To involve and consult Commission staff and representatives on health, safety, wellbeing and safeguarding matters.

### **Audit**

The Commission will periodically audit its health and safety management system. TUS will be informed when safety audits are planned and invited to participate. Results from the programme of safety audits will be monitored, and matters of importance arising from health and safety audits will be considered through the review process.

The review process will ensure that audits have been produced correctly and cover all appropriate aspects. The results will be analysed and prioritised to form the basis of an action programme.

## Trade Unions, Safety Representatives and Employee Consultation

- In accordance with regulations under the Health and Safety at Work etc. Act 1974 and employment law, the recognised Trades Union within the Commission have appointed safety representatives to represent the interests of employees on health and safety matters.
- Employee consultation on health and safety matters is formally carried out through the Health, Safety, Wellbeing and Safeguarding Committee. The Commission seeks to engage managers and employees in all aspects of managing health and safety and invites suggestions and comments.

## Health and Safety Training and Awareness

- The health and safety training needs of employees and contractors are to be identified and suitable and sufficient training, in response to the findings of risk assessments and audits, to be conducted. The Health, Safety and Wellbeing Team, along with the Organisational Development and Learning Team audit the training records to ensure that the procedures are being adhered to.
- Health and safety knowledge, capabilities and requirements must be taken into account before appointment or allocation of personnel to a new or different job role, or location. Suitable training is to be provided to meet the needs of the individual and be updated periodically in response to change.
- Training arrangements and course content must be appropriate to the needs of the Commission, be cost effective and be presented in a professional manner.
- A record will be kept of all relevant health and safety training received by employees. Line managers will ensure that the relevant information is provided to ensure that the record is kept up to date.
- All policies can be viewed via the Policy Hub<sup>32</sup> which can be access by all staff via the Intranet.

---

<sup>32</sup> Policy Hub: <https://cynulliad.sharepoint.com/sites/cmn-policy-hub>.

## Further information

For more information please contact [wellbeing@senedd.wales](mailto:wellbeing@senedd.wales)