



**Natural  
Environment  
Research Council**

# **Health and Safety Management Arrangements**

## 1.0: Statement of Intent – Natural Environment Research Council (NERC)

UKRI through the NERC Executive Chair, management and staff are committed to achieving and maintaining a high level of Health and Safety (H&S) at work, complying with relevant legislation and continuously seeking to improve our management of H&S. We will strive to provide the effective management of H&S risks at all workplaces and fieldwork sites and ensure co-operation and coordination between management, staff and others. We will discharge our H&S duty of care and legal obligations to students and other non-UKRI personnel who are involved with or may be affected by our activities.

NERC will produce clear procedures and guidance to comply with the UKRI H&S Policy and supporting Health and safety Codes. These will be regularly reviewed and improved, covering UKRI staff and other persons under NERC control wherever they work and will ensure a consistent approach that is in line with statutory and UKRI requirements. H&S is a line management responsibility within NERC and UKRI.

These aims will be met within NERC Centres and Head office by implementing and maintaining a safety management system that will include:

- Assigning clear management responsibilities
- Planning safety activities and setting clear objectives for improving H&S performance
- Eliminating or reducing risks by implementing appropriate, effective control measures
- Identifying hazards associated with activities undertaken and ensures that the risks are minimised as far as reasonably practicable
- Appointing suitable competent persons
- Providing appropriate information, instruction, training and supervision
- Regularly reviewing and monitoring our H&S management and performance
- Providing suitable occupational health support and, where necessary, health surveillance
- Learning from experience to continuously improve our H&S best practice
- Promulgating best practice by sharing experiences between UKRI research centers and other external organisations
- Providing and maintaining effective routes of consultation and open channels of communication with our employees and others who are affected by this policy
- Co-operating and co-coordinating activities with other employers who share the same workplace
- Gaining accreditation to ISO 45001:2018 in all NERC research centres

It will be ensured that there are adequate resources for the implementation of these arrangements.

Signed:

A handwritten signature in black ink, appearing to read "D Wingham", enclosed within a thin black rectangular border.

**Professor Sir Duncan Wingham, NERC Executive Chair**

## 2.0: ROLES AND RESPONSIBILITIES

The UKRI Board is ultimately accountable for the health, safety and welfare of all UKRI employees and for the H&S of others who may be directly affected by UKRI's activities. (Ref UKRI H&S Policy). The responsibility for UKRI's compliance with legislation and other regulatory permits is exercised on its behalf by the UKRI Chief Executive Officer

The UKRI CEO has delegated the responsibility for H&S management through the line management chain to the NERC Executive Chair

To ensure that the aims set out in the statement of intent are effective in promoting a safe and healthy workplace the following organisational arrangements have been established and responsibilities assigned within NERC.

These arrangements only apply to the NERC centres;

- British Antarctic Survey
- British Geological Survey
- NERC Head office

### 2.1 NERC Management Board and Executive Chair

The NERC Management Board (NMB) is ultimately responsible for health and safety performance within NERC. The NERC Executive Chair has a leadership role and a duty to ensure NERC's activities support UKRI's H&S obligations and that NERC Management Board members, Centre Directors and other senior managers take due account of H&S when making their management decisions.

The Executive Chair will

- a. Demonstrate a visible and active commitment to H&S issues both by what they say and by what they do
- b. Ensure appropriate arrangements for managing H&S within their Council are devised
- c. Task their Centre Directors to achieve a high standard of H&S performance
- d. Provide their Centre Directors with clear objectives for H&S performance.
- e. Monitor the H&S performance of their Centre Directors in respect of their responsibilities
- f. Ensure adequate resources both in personnel and material are made available within NERC
- g. Ensure NMB regularly reviews H&S performance and safety is a standing item on the agenda for NERC Management Board (NMB), Centre Assurance Board (CAB) meetings and the NERC Assurance Board (NAB)

## 2.2 Chief Operating Officer

The NERC Chief Operating Officer (COO) is the NMB member appointed by the Executive Chair, with responsibility for H&S policy and assurance, recognising that the actual management of health and safety is via the line management chain. The COO will act as the 'champion' for NERC H&S at NERC board level. The NERC COO will be a member of both the UKRI H&S Management Committee and the UKRI H&S Consultation committee and chair the NERC Safety Management Team. The NERC H&S Advisor will report to the COO.

## 2.3 Centre Directors and Nominated Senior managers

All NERC Centre Directors are responsible for health and safety performance within their areas of responsibility as detailed in the UKRI H&S policy. In particular taking a lead role in ensuring that a positive H&S culture is promoted and maintained within their areas of responsibility. Nominated Senior Managers will be appointed by each research centre and NERC Head Office with assigned responsibility for overseeing H&S in their part of the organisation. The Nominated Senior Managers with responsibility for H&S will ensure that the strategic importance of a positive H&S culture is understood and that UKRI Policy and Codes are implemented and followed as appropriate.

## 2.4 Managers

*A line manager is "any member of staff who supervises at least one other member of staff or co-worker or manages a significant area of work".*

All line managers must:

- a. Demonstrate a visible and active commitment to H&S issues both by what they say and by what they do
- b. Identify and assess hazards associated with the operations and activities for which they are responsible, and that appropriate precautions have been put in place for all activities under their control, wherever their staff maywork
- c. Consult with staff and co-operate with peers to enable a positive safety culture to be promoted and maintained throughout the organisation, ensuring safety training needs are identified for their staff and safety courses attended
- d. Be accountable to their line manager for H&S issues under their control
- e. Ensure all injury incidents, occupational ill health, and non-injury incidents are investigated and reported to the Centres' H&S advisor to ensure that UKRI can meet the statutory timescales for reporting under the Reporting of Injuries Diseases and Dangerous Occurrences Regulations 1995 (RIDDOR), MAIB or CAA regulatory reporting
- f. Ensure appropriate remedial action is taken following incident investigations and learning opportunities are identified and shared
- g. Implement recommendations for improved control of risk and other remedial actions as agreed with senior managers, H&S advisors and other competent staff

- h. Have any H&S responsibilities described in their job plan / description, and if required be assigned specific objectives on these in their appraisal process if they fulfil an important safety role.
- i. Ensure safety monitoring checks are carried out and cooperate with any audit programs
- j. Review H&S performance in their area of control and identify areas for improvement

## 2.5 Staff

All staff, including managers, must:

- a. Take reasonable care of their own H&S and the safety of other persons who might be affected by what they do, or don't do; to co-operate with their employer on H&S issues and not interfere with or misuse anything provided in the interest of H&S;
- b. Co-operate with their management to undertake risk assessments and continuously improve H&S standards and performance, and sharing best practice across NERC.
- c. Use machinery, equipment, dangerous substances and safety devices (including personal protective equipment) safely, properly and report any defects, failure or loss
- d. Comply with the requirements of risk assessments and report to their manager as soon as possible if they consider a risk assessment's review or modification is necessary
- e. Report accidents, incidents, near misses, dangerous occurrences, occupationally related illnesses and occupational health problems to the locally recognised system
- f. Attend safety training as required
- g. Inform their manager, appointed competent person or appointed safety representative of any concerns about H&S
- h. Have any H&S responsibilities described in their job description and if required be assigned specific objectives on these in their appraisal process if they fulfil an important safety role.

## 3.0 ORGANISATIONAL ARRANGEMENTS

### 3.1 Safety Management team (SMT)

The SMT is comprised of the Nominated Senior Managers with responsibility for H&S from NERC research centres and should they choose, representatives from the National Capability Provider organisations. The NERC Safety Management Team (SMT) is responsible for the management and planning of H&S across NERC in line with H&S legislation and UKRI H&S policy and Codes.

SMT will support and resource training opportunities, safety networking and opportunities for sharing experience across NERC centres and NCPs

The SMT will: advise and assure the Executive Chair, NMB and the Centre Directors on H&S, including

- a) Review and comment on H&S performance
- b) Raise H&S issues to NMB and, where necessary to the Centre Directors
- c) Set corporate H&S objectives and review performance
- d) Review and approve the NERC cross centre audit program
- e) Review and update the management arrangements for safety within NERC
- f) Provide direction for NERC safety advisors and Safety Management Group
- g) Review significant injury and non-injury incidents
- h) Review and comment on UKRI H&S Codes.

### 3.2 Safety Management Group (SMG)

The NERC SMG is comprised of the full-time professional H&S Advisors from NERC centres and Head Office, and should they choose, the H&S advisors from the National Capability Provider organisations. The NERC Safety Management Group (SMG) is responsible for advising the SMT on the implementation of UKRI H&S policy and safety codes. In addition, the SMG is to advise the SMT on the development and maintenance of the corporate management arrangements for H&S. It will also check legal and policy compliance through the corporate audit program, plan improvements, monitor performance, review significant incidents, review the audit programme, identify and implement NERC corporate H&S training.

### 3.3 Centre Assurance Boards (CABs)

The NERC Centre Assurance Boards (CABs) meet at least annually to provide assurance to the EC, part of which will be the H&S performance of the centre including reporting on serious H&S risks and responses to, or prevention of, serious or reportable occurrences. The COO, who is the assigned NERC Director with responsibility for H&S has the right to attend CAB meetings and request such information or explanations necessary fulfil the responsibility. Where NERC requires actions by head office, BAS or BGS, this will be communicated directly and implementation reviewed via the next CAB or SMT meeting. Where NERC wishes to encourage improved performance from its national capability or commercial partners it will do so via the individual relationship frameworks and agreements.

### 3.4 NERC Assurance Board (NAB)

The NERC Assurance Board provides independent challenge and experienced advice and assists with providing reassurance to Council on NERC H&S issues and performance. It will also provide UKRI and UKRI ARAPC with assurance that NERC has robust H&S assurance processes and procedures, whilst not replicating the responsibilities of ARAPC.

### 3.5 Centre Safety Committees

Local safety committees will be established in each research centre and Head Office and are an important element in meeting the need for consultation with employees and must:

- a. Monitor all aspects of the H&S arrangements for the area and activities within their remit
- b. Consider reports from safety advisors, other specialist advisors and (where relevant) other safety committees
- c. Provide the normal route for discussion and consultation on H&S matters between management and employee representatives
- d. Consider and make recommendations for improvements in H&S arrangements in their area
- e. Meet at least twice a year.

### 3.6 Corporate Health and Safety Advisor

The NERC Corporate H&S Advisor is the appointed competent person for NERC, reporting to the COO and:

- a. Acts as the NERC competent person and 'Head of Profession' for H&S but does not directly manage the centre H&S advisors
- b. Advises and assists directors, managers, safety professionals and staff on H&S
- c. Oversees the implementation and development of the safety management arrangements for H&S
- d. Provide or source training for NERC managers and directors on H&S matters
- e. Provides corporate auditing of NERC's H&S performance to provide assurance to the NERC Exec Chair, NERC Council, NMB, NAB and UKRI H&S Committee
- f. Chairs the NERC Safety Management Group
- g. Supports the NERC Safety Management Team
- h. Is a member of the UKRI H&S Advisors Committee, UKRI Safety Management Committee and the UKRI H&S Consultation Committee
- i. Provides a quarterly comprehensive performance reports to NERC and UKRI
- j. Develops a NERC internal H&S audit program and undertake audits of NERC and where required UKRI H&S management systems
- k. Provide early notification of any H&S matters that might have an impact on UKRI e.g. changes in external regulatory / legislative environment and appropriate incidents, accident trends and rates
- l. Keep the NERC COO and the UKRI H&S Committee advised of enforcing authority attention and action



m. Liaise with the UKRI Head of H&S

### 3.7 Centre H&S Advisors

Are appointed as competent persons for each centre advising the senior appointed person for H&S within their centre. They comprise both full time safety professionals and part time Local Safety Advisors (LSAs) and:

- a. Provide competent and informed advice for management and staff
- b. Establish and administer the safety management system for their area of responsibility
- c. Investigate and keep records of accidents, incidents, near misses, dangerous occurrences, occupationally related illnesses and occupational health problems
- d. Ensure details of reportable events as required by legal codes are submitted to the relevant regulatory authority and information provided to local management, NERC Corporate H&S and Safety Representatives
- e. Supply management and the senior H&S advisor with information and trends on H&S performance
- f. Keep management informed of good practice and proposed legislation
- g. Advise managers on the development of policy, procedures and guidance
- h. Help management to carry out audits and inspections
- i. Take part in local centre H&S committee meetings and NERC SMG/LSA meetings
- j. Attend UKRI H&S Advisors Group meetings
- k. Work with managers to promote awareness of H&S throughout their sphere of influence
- l. Issue a prohibition for any work areas they believe to be unsafe
- m. Help represent their part of the organisation in any dealings with the health safety regulatory and enforcing authorities
- n. Liaise with the NERC Corporate H&S Advisor.

### 3.8 Centre Safety representatives

Safety Representatives are appointed by recognised trade unions to represent employees on H&S matters under the Safety Representatives and Safety Committees Regulations 1977 and are consulted in discussions on issues that affect the H&S of staff. They have representation on the local safety committees and the UKRI H&S Consultation Committee. It has been agreed that for the purposes of consultation on H&S matters under the H&S (Consultation with Employees) Regulations 1996, appointed trade union safety representatives will represent all staff across NERC research centres and closely related research institutes. NERC will have representation on the UKRI H&S Consultation Committee.

### 3.9 Other persons working under NERC control

Students and other persons who are not employees but work under the direct control of NERC staff will be treated in the same way as if they were employees under the H&S at Work Act 1974. They will be afforded the same protection and have the same responsibilities for their own and other person's H&S as other NERC employees.

### 3.10 Contractors, collaborators and consultants.

Other parties who are working on NERC premises such as contractors, visiting scientists, collaborators and consultants but who are not NERC employees and are not working under the direct control of NERC will be informed of the high standards required of them in relation to H&S.

They will be expected to follow local NERC Safe Systems of Work where agreed as appropriate, receive local training/induction and will provide risk information on their work activities to NERC as required.

## Part 3: NERC OPERATIONAL PROCEDURES and STANDARDS

The minimum standards for H&S which are expected to be applied in NERC centres are contained in the UKRI H&S Policy, supporting UKRI H&S Codes and NERC Corporate Procedures. These standards do not apply to researchers and or organisations in receipt of NERC funding.

Individual NERC research centres will establish their own safety arrangements within the spirit and intent of the UKRI H&S Policy and Codes. They may also devise their own specific H&S policies (as required by ISO45001), procedures and guidance which provide more specific direction and reflect their own particular organisational arrangements, activities and risks.

Where UKRI H&S Codes do not yet exist, NERC will continue to apply existing corporate procedures or may develop new procedures and standards. These will be added to, updated and reviewed periodically.

An organisational chart (Appendix A) giving details of the organisational structure, senior management appointees and safety advisors for each NERC research centre and National Capability Provider will be posted on the NERC website. This chart will be regularly updated.

These management arrangements will be regularly reviewed and kept up to date in light of any significant changes to organisational structure, legislation or operational conditions.

## Part 4: Reporting H&S Performance for NERC

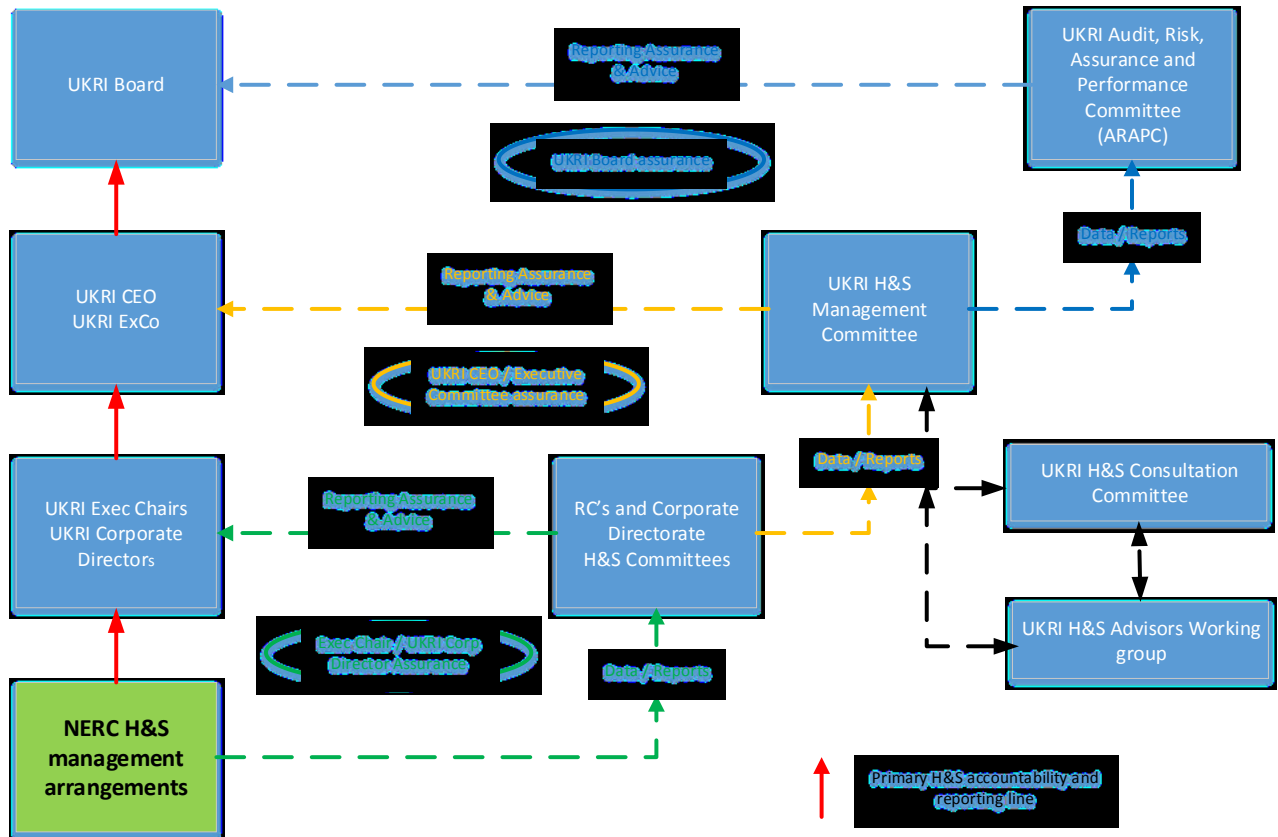
NERC is required to report performance to UKRI ExCo via the UKRI Head of H&S on a quarterly basis with the Q4 report forming an annual summary. Reporting is on a financial year basis.

To achieve this each NERC centre will provide quarterly performance reports to the NERC Corporate H&S Advisor. These can be in the form of a quarterly report or three individual monthly reports covering the quarter. The NERC Corporate H&S Advisor will produce a combined quarterly report, in the format required by UKRI, from both centres which will be reviewed at NERC SMT and presented to NMB prior to submission to UKRI.

Note – NCPs will not contribute to the NERC quarterly report as they have separate reporting and assurance routes.

# Appendix A – H&S Organisation charts

UKRI Organisational Chart



# NERC Organisational Chart

