

Council Meeting 6 December 2011

Update on Health & Safety at the Health Professions Council

Executive summary and recommendations

Introduction

Following best practice guidelines, The Health Professions Council's internal auditors have recommended that the Council receive an annual report on Health & Safety within HPC.

Decision

The Council is requested to note the document. No decision is required.

Background information

Nil

Resource implications

Nil

Financial implications

Nil

Appendices

Appendix One - Annual report on Health & Fire Safety within HPC

Date of paper

16 November 2011

Appendix One

Annual report on Health & Fire Safety within HPC

The management of Health & Safety for the Health Professions Council's employees and visitors is delegated to the Facilities Manager. The Facilities Manager holds a certificate in Managing Safely from the Institute of Occupational Safety and Health which is appropriate for an office environment as this is considered to be a low risk site.

All permanent employees and those engaged on a fixed term contract are given a full Health & Safety induction within 1 week of commencing employment and this is recorded. A Display Screen Equipment (DSE) risk assessment is also carried out at this time and any actions required are followed up and recorded.

A number of volunteer employees are trained to act as combined Fire & Safety Wardens for the areas in which they are located in within the HPC. These colleagues make up the Fire and Safety Team (FAST). This group meets as required to discuss issues and initiatives. FAST also meet following any planned Fire evacuation.

The Facilities Manager also leads on Fire Safety within HPC and trains any new combined Fire & Safety Wardens in evacuation procedures and how to safely use fire extinguishers. He also liaises with any employees and their line managers who require the development of a Personal Emergency Evacuation Plan (PEEP) and ensures this is circulated to all members of FAST.

In the last 12 months a full Fire Evacuation was carried out and this also coincided with a practise exercise for the nominated First Aiders. This latter part of the exercise was assisted by Mr John Donaghy and a colleague from the London Ambulance Service and the Executive wish to record their gratitude for the time and assistance given. As a result of this exercise, HPC have now purchased a defibrillator and further training on its use is planned.

In the last 12 months we have had two recorded accidents on site. One minor incident was recorded where an employee accidentally pulled a drawer in Park House kitchen onto the head of a colleague. One RIDDOR (Reporting of Injuries, Diseases and Dangerous Occurrences) reportable incident where a Royal Mail operative was taken to hospital having fallen down the entrance steps to Park House.

In January 2012, following a risk assessment carried out by an external body on a task within the Registrations Department, Manual Handling training is planned for the Registration advisors and further training will be provided for other employees if required.