PRESCRIPTION PRICING AUTHORITY

STATEMENT OF GENERAL HEALTH AND SAFETY

The Authority recognises and accepts its responsibility to provide and maintain a safe and healthy working environment for all its employees, whilst at work, so far as is reasonably practicable. Also, to ensure that all other persons are not exposed to risks to their health and safety arising from the Authority's undertakings.

It should be recognised that the term 'health' encompasses an individual's physical, emotional and psychological wellbeing.

References to the 'Authority' throughout this policy are to be read as including Members and Directors of the Management Board

The Authority accept full responsibility for the management of health and safety throughout the Authority and rank it equal with all other managerial functions.

The Authority will take all necessary steps to implement their legal duties and to prevent so far as is reasonably practicable, personal injury, damage or loss, including:

- *the provision and maintenance of plant and systems of work that are safe and without health risks;*

- *arrangements for security safety and freedom from health risks in the use, handling, storage and transport of articles of substances;*

- *Provision of information, instruction, training and supervision necessary to secure health and safety;*

- *maintenance of a place of work which is under the control of the Authority and all means of access and egress in a safe state and without health risks; and*

- *provision and maintenance of a working environment that is safe and without health risks, including arrangements for the welfare of employees at work.*

The Authority will provide competent technical advice on all occupational health and safety matters where necessary to enable all line managers and supervisors to carry out their delegated duties.

In carrying out this policy, the Authority will satisfy itself that:

- Acts, Regulations, Approved Codes of Practice, Guidance Notes and European and British Standards relating to health, safety and welfare are regarded as minimum requirements;

- information is provided to all employees about matters affecting their health, safety and welfare at work;

- joint consultative arrangements are developed for the mutual promotion and maintenance of standards to ensure the continued health and safety of employees;

- health and safety factors are taken into account when new methods of work, new processes or new premises are being planned and when changes to existing methods, processes or premises are being considered; and

- training is provided for all employees as required.

The Authority will cooperate fully with safety representatives appointed by recognised independent trade unions in promoting health and safety at work throughout the organisation. Such representatives will be provided with opportunities for training, with sufficient information and adequate facilities to enable them to carry out their functions effectively. The Authority will also cooperate in the continuation of the National Safety Committee and Divisional Committees in accordance with agreed constitutions and functions.

The Authority accept that good communications are important in the management of health and safety and expect the full cooperation of all employees to enable it to fulfil its statutory and common law duties.

The Authority would remind every employee that it is his/her duty whilst at work:

- to take reasonable care for health and safety of him/herself and of other persons, including members of the public, who may foreseeably be affected by his/her acts or omissions at work;

- as regards any duty or requirement imposed on the Authority by or under any of the relevant statutory provisions, to cooperate with the Authority to enable that duty or requirement to be complied wit;

- not to intentionally or recklessly interfere with or misuse anything provided for the purpose of health and safety in pursuance of statutory requirement;

- to inform his or her supervisor, manager or the Authority of any work situation which might present a serious or imminent danger; and

- to inform his or her supervisor, manager or the Authority of any shortcomings in the health and safety arrangements within the Authority.

The Health and Safety policy will be reviewed from time to time by the Authority's Safety Adviser so as to keep it up to date. This policy will be brought to the attention of all employees, all contractors coming onto the Authority's premises and undertakings and all other relevant persons.