

# Health and Safety Policy

## Policy Statement of Intent

UK Research and Innovation (UKRI) invests in research and innovation to enrich lives, drive economic growth, create high quality jobs and improve public services across the UK. We work together in innovative ways to deliver an ambitious agenda, drawing on our great depth and breadth of expertise and the enormous diversity of our portfolio. As Chief Executive Officer (CEO), to enable UKRI to perform as an outstanding organisation I require that we maintain the highest levels of Health, Safety and Wellbeing for our employees and all who work with us.

I make the following policy statement for Health and Safety (H&S) in UKRI as I am accountable to the Board on these matters and exercise responsibility on the Board's behalf for meeting the requirements of legislation. In doing this, I emphasize the importance that I attach to the health, safety and wellbeing of all those who deliver UKRI activities, be they employees, contractors, tenants, facility users or others to whom we owe a duty of care, and those who may be affected by our activities. This policy statement is a commitment of my personal leadership in this area. It is to be applied throughout the organisation. To achieve this, I make clear in my letter of delegation to Council Executive Chairs and their Operational Leadership Team (OLT)<sup>1</sup> equivalents, via the [UKRI Delegations Framework](#), that responsibility for H&S, as is set out in this policy, cascades down the line management chain.

I and the Executive Chairs are committed to:

- Maintaining a pragmatic, positive and open culture where health, safety and wellbeing (at work) is recognised by all employees to be a fundamental element in all that we do.
- Complying with, and where possible exceeding, all our legal and regulatory obligations for health and safety in the UK and overseas.
- Maintaining a health and safety management system which sets health and safety objectives and targets. This includes assigning clear health and safety management responsibilities.
- Provide adequate resources necessary to deliver the health and safety management system.
- Identify the hazards and assess the risks created by our activities, and so far as is reasonably practicable, eliminate, control or mitigate against those risks.
- Implementing reasonable adjustments for employees with disabilities as far as reasonably practicable, to ensure that everyone can work safely and effectively.
- Appoint competent people to provide specialist health and safety advice.
- Provide our employees and contracted workers with the information and training necessary for them to carry out their jobs safely.
- Consult with our employees, collaborators and union appointed safety representatives on health, safety, and wellbeing matters.
- Ensure the health and safety of all contractors, tenants, collaborators, facility users and visitors (including visiting scientists and students) to all our locations.
- Support our employees and others in creating a safe and respectful workplace culture, where they feel safe and empowered to challenge respectfully and call out unwanted behaviours.
- Adopt a twenty-four-hour, seven day a week, duty of care for our employees and others working on our stations, ships and in the field and when travelling for work (excluding travelling to and from home to contracted workplace).
- Review our health and safety performance at regular intervals to provide assurance and drive continual improvement.

**Professor Dame Ottoline Leyser, Chief Executive Officer**

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<sup>1</sup> UKRI Chief Finance Officer, Chief People Officer, Chief Information Officer, Chief of Investment Planning and Strategy and Chief Operating Officer



Version Number	Status	Revision Date	Summary of Changes
Version 7.0	Approved	30 September 2024	Health and Safety Policy review and rewrite in new policy format.

## 1. Purpose

- 1.1 This policy sets out the approach to Health and Safety (H&S) across UKRI together with the arrangements and responsibilities for managing Health and Safety. UKRI will maintain a safe and healthy working environment for its employees.
- 1.2 This policy applies to all constituent parts of UKRI (councils, centres, laboratories and institutes) their employees and those working on UKRI sites i.e.:
  - Arts and Humanities Research Council (AHRC);
  - Biotechnology and Biotechnical Sciences Research Council (BBSRC);
  - Economic and Social Research Council (ESRC);
  - Engineering and Physical Sciences Research Council (EPSRC);
  - Innovate UK (IUK);
  - Medical Research Council (MRC);
  - Natural Environment Research Council (NERC);
  - Research England (RE);
  - Science and Technology Facilities Council (STFC);
  - Pan UKRI services and International offices.

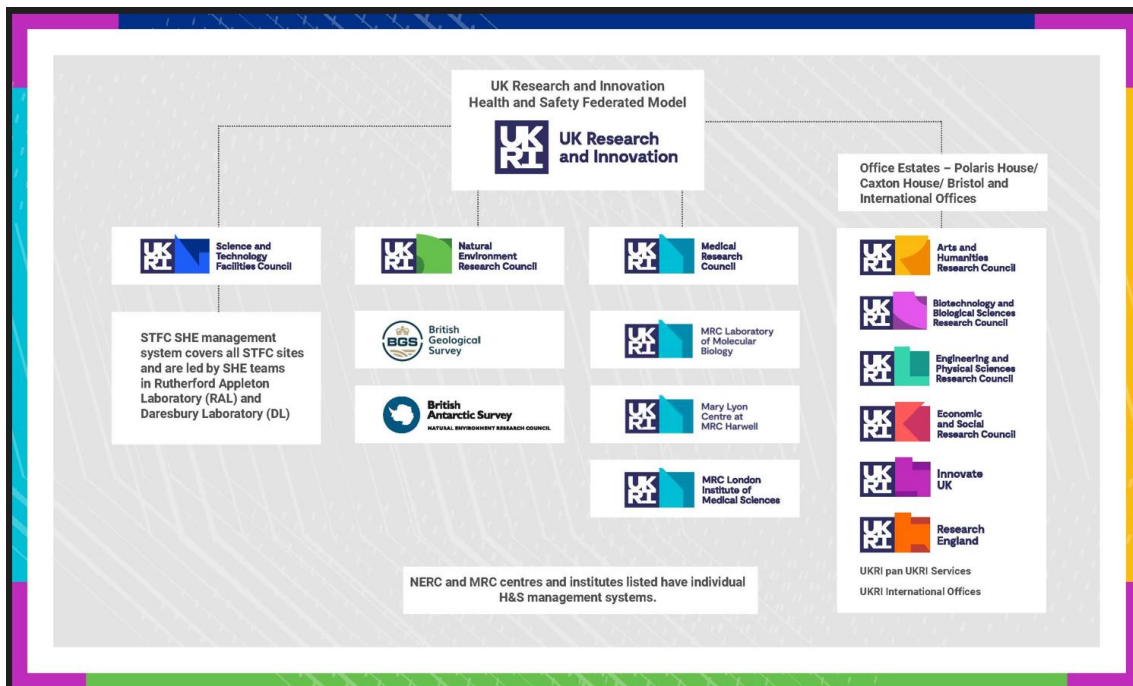


## 2. Arrangements

### Federated Health and Safety Model:

- 2.1 UKRI H&S Management System is based on the Plan, Do, Check, Act Cycle. UKRI is the legal entity for Health and Safety matters and, therefore, has an overarching safety management system in place, supplemented by individual council's and OLT's own arrangements. The documentation for the system consists of:
  - 2.2 Policy – This statement of policy, organisation and arrangements.  
UKRI H&S Codes – Supporting this UKRI policy is a series of codes relating to workplace hazards which identify relevant legislation and published guidance and set out any UKRI specific definitions or requirements.
  - 2.3 Local Arrangements – in addition to the overall H&S framework maintained for UKRI as a single legal entity, management of H&S is the responsibility of Executive Chairs and their OLT equivalents for their respective areas. They are to put in place their own safety management systems to meet their legal duty to ensure the H&S of their employees and that they align with UKRI requirements where they exist. In line with the agreed federated health and safety management structure, common documented H&S management systems can be used where co-location and / or common hazards exist, for example the office-based councils .
  - 2.4 Local H&S arrangements should be initially consulted by employees requiring any advice or guidance on H&S matters.

Figure 1 UKRI Federated Health and Safety Model:





## Co-operation with Others

- 2.5 As an employer, UKRI owes a legal duty of care to our employees for their health, safety and welfare wherever they work (including working at home and travelling for work), and to others who may be affected by our undertaking. To discharge this duty of care, everyone needs to be aware of, understand and comply with their responsibilities under the law and the expectations of the CEO, as set out in this policy statement and reflected in H&S codes and local arrangements. Others include contractors, tenants, facility users, students and visitors who use our estate and were also required to cooperate with us on H&S matters.
- 2.6 Where UKRI personnel work on or attend other's sites we will cooperate with the host organisation's H&S arrangements.
- 2.7 Where UKRI is a shareholder, or has equivalent status, in non-UKRI facilities or sites in the UK or overseas, we will endeavour to ensure that such facilities are operated to local or UK standards, whichever is more stringent; subject to our shareholding influence.

## Employee Consultation

- 2.8 UKRI is committed to consultation with employees on H&S matters not only to meet our legal obligations but also because those at the local level often understand what affects their H&S and what will and will not work in strengthening H&S management arrangements. This forms part of local health and safety consultation across UKRI in line with the federated health and safety management systems that operate. Employee consultation is based on [The Safety Representatives and Safety Committees Regulations 1977](#).
- 2.9 At UKRI, H&S consultation is achieved through the operation of the UKRI Health and Safety Consultation Committee (HSCC) and local health and safety consultation that follows the federated health and safety management arrangements that are in place. As employee engagement should occur at all levels within the organisation, it is for individual Councils (Centres, Laboratories and sites) and OLT, to implement their own arrangements for employee consultation within the framework of the UKRI H&S policy and in collaboration with employees and their Safety Representatives. Local arrangements should be in line with the overall UKRI H&S policy and federated health and safety management structure. If H&S issues are identified that cannot be resolved at a local level then they may be elevated to Health and Safety Management Committee (HSMC) via local arrangements or their equivalent. Ultimately, a UKRI HSCC meeting can be convened.



3. Responsibilities

Role Name	Responsibilities
<b>Chief Executive Officer</b>	<ul style="list-style-type: none"> <li>• exercises responsibility, on behalf of the UKRI Board, for meeting the UKRI’s legal H&amp;S obligations and for resolving any conflict that may arise between the demands of H&amp;S requirements and the demands of UKRI operations.</li> <li>• ultimately responsible for ensuring the provision of competent and sufficient resource to implement this policy.</li> <li>• delegates authority for H&amp;S management across UKRI, via the management chain to individual Council’s Executive Chairs (ECs) and their OLT equivalents who have the responsibility to establish suitable, sufficient and proportionate arrangements, including sufficient access to competent advice, to discharge this UKRI H&amp;S policy for their area of authority.</li> <li>• delegates to the CFO, as the chair of the UKRI H&amp;S Management Committee (HSMC), leadership on Health and Safety matters at UKRI’s Executive Committee (ExCo) to ensure health and safety implications of ExCo decisions are given due consideration and ensure significant HSMC concerns are raised at ExCo.</li> </ul>
<b>Chief Financial Officer</b>	<ul style="list-style-type: none"> <li>• act as the point of focus and lead for the Executive Committee (ExCo) consideration of H&amp;S matters and ensure H&amp;S implications of ExCo decisions are given due consideration;</li> <li>• ensure that an effective UKRI H&amp;S committee structure is established, reporting to ExCo, that ensures the formulation of UKRI wide H&amp;S policy and arrangements and strategic direction on H&amp;S matters;</li> <li>• ensure, via the effective operation of the H&amp;S committee structure, that:               <ul style="list-style-type: none"> <li>○ This H&amp;S policy is regularly reviewed;</li> <li>○ Goals to drive improvement in UKRI H&amp;S performance are established;</li> <li>○ Consultation on UKRI H&amp;S matters is in place;</li> <li>○ UKRI H&amp;S performance is regularly reviewed;</li> <li>○ Assurance on the effectiveness of H&amp;S management is provided to both the ExCo and the Audit, Risk Assurance Committee (ARAC).</li> <li>○ The CFO may delegate these responsibilities when required.</li> </ul> </li> </ul>
<b>Executive Chairs and their Operational Leadership Team (OLT) equivalents</b>	<ul style="list-style-type: none"> <li>• put in place and operate proportionate arrangements, including access to competent H&amp;S advice, to implement UKRI H&amp;S policy within their respective area of responsibility;</li> <li>• deliver H&amp;S management via the management chain, this is to include H&amp;S performance as one element of performance appraisal;</li> <li>• demonstrate their visible and active leadership of H&amp;S, reflecting this both in “what they say” and “what they do” to drive improvement to safety culture;</li> <li>• establish a Health and Safety Consultation Committee, or similar forum, for their area of responsibility to assist in the formulation of and consultation on H&amp;S management arrangements, improvement objectives and review of H&amp;S performance;</li> <li>• receive and, where needed, act on H&amp;S performance information, including the outcomes of audits and incident investigation reports;</li> <li>• ensure adequate resources (time, money and people) are provided to implement UKRI H&amp;S policy;</li> <li>• cooperate with others on H&amp;S matters, particularly where they are located</li> </ul>



	<p>on others' sites, and with the UKRI SHE Lead.</p> <ul style="list-style-type: none"> <li>• shall appoint sufficient competent H&amp;S advisors commensurate (both in terms of number and competence) with the hazard profile of the operations they undertake. Councils or OLT may choose to share such advisors where they are co-located, face common H&amp;S hazards or the specialist nature of the hazard warrants a shared resource.</li> <li>• create a psychologically safe environment where team members feel comfortable and confident, speaking their minds without fear of negative consequences.</li> <li>• Provide assurance to CEO and CFO that health and safety management systems are in place and effective in their area of responsibility.</li> </ul>
<p><b>Managers</b></p>	<ul style="list-style-type: none"> <li>• assess and manage health and safety risks from their activities</li> <li>• confirm that effective controls are in place</li> <li>• ensure employees and contractors working for them understand the risks to which they may be exposed and that they work safely</li> <li>• identify changes and assess their impact for risk to health and safety</li> <li>• Investigate the root causes of incidents and take appropriate corrective and preventative actions</li> <li>• consult employees or their TU Safety Representatives on risk assessments and other H&amp;S related issues; involve them in H&amp;S incident investigation as recommended good practice.</li> <li>• access and follow competent advice from health and safety advisors</li> <li>• monitor, report and review performance</li> <li>• identify and address workplace factors, which can lead to occupational ill health.</li> <li>• support appointed Safety Representatives by allowing them reasonable time to carry out their functions and attend training.</li> </ul>
<p><b>Employees, tenants, students, facility users and contractors</b></p>	<ul style="list-style-type: none"> <li>• understand the health and safety risks from their work activities</li> <li>• understand and follow the controls in place at all times</li> <li>• actively participate in the continual improvement of Health and Safety</li> <li>• report all health and safety incidents for example, accident, near miss, occupational health (physical or psychological) or concerns or improvement using incident reporting portals.</li> </ul>
<p><b>UKRI Safety, Health and Environment (SHE) Lead</b></p>	<ul style="list-style-type: none"> <li>• formulate and propose UKRI H&amp;S strategy, policy and arrangements that constitute the UKRI H&amp;S Management System with operational science councils and office estate H&amp;S Leads</li> <li>• provide competent H&amp;S advice and guidance both corporately and wherever needed within the organisation</li> <li>• manage any UKRI Corporate H&amp;S Risk Register and reviewing this to maintain corporate awareness of H&amp;S risks across the organisation;</li> <li>• work across functions (HR, Legal, Estates etc.) and with Councils to promote and engender a positive safety culture within UKRI;</li> <li>• work with TU Safety Representatives regarding any health and safety issues escalated to UKRI HSMC and HSCC.</li> <li>• have direct access to CEO as required and ensure any major incidents or events are notified to UKRI senior managers.</li> <li>• work in cooperation with other H&amp;S advisors, sharing lessons learned and best practice.</li> </ul>



<b>Health and Safety Advisors</b>	<ul style="list-style-type: none"><li>• ensure a proportionate, coherent, documented H&amp;S management system, meeting legislative and UKRI policy requirements is implemented and maintained;</li><li>• provide advice and guidance to managers to allow them to discharge their H&amp;S responsibilities;</li><li>• collate and report H&amp;S performance information for their respective teams;</li><li>• have direct access to their respective Executive Chair or their OLT equivalent;</li><li>• maintain their professional competence and, where encountering hazards outside of this, coordinate provision of specialist competence;</li></ul>
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### 3.b Roles

<b>Trades Union Safety Representatives</b>	<ul style="list-style-type: none"><li>• in UKRI have partnership agreements with our recognised trades union (TU) who, in accordance with the Safety Representatives and Safety Committees Regulations 1977, are entitled to appoint safety representatives. Safety representatives may represent all employees regardless of their TU membership. The functions of safety representatives are enshrined in law see <a href="#">link</a>.</li><li>• safety representatives, via their activities, have an important contribution to make to the continuous improvement to health, safety and welfare across UKRI.</li></ul>
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## 4. Definitions

**Health, Safety and Wellbeing** – in the context of this policy it is occupational or whilst ‘at work’. This includes when working from home, travelling for work and working at a UKRI or any other location. This does not include travelling to and from your contracted place of work.

**Duty of Care** – UKRI’s duty to protect the occupational health, safety and welfare of their employees and other people who might be affected by our business. We must do whatever is reasonably practicable to achieve this

**Health and Safety management system** – a framework, set of guidelines that helps to manage health and safety in the workplace in a methodical way.

## 5. Reporting and Management Requirements

- 5.1 Governance of H&S management and performance is exercised via the UKRI H&S committee structure. Each are responsible for maintaining their Terms of Reference (ToRs)<sup>2</sup>. The key UKRI H&S committees are:
- 5.2 The UKRI H&S Management Committee (HSMC) – a sub-committee of the UKRI ExCo, the H&S Management Committee sets the direction for H&S management across UKRI, receives and considers performance reports and agrees actions to improve performance and develop the UKRI’s safety culture. The chair of the committee reports to the ExCo and provides information and reports to the ARAC. See [link](#) to the HSMC TORs.
- 5.3 The UKRI H&S Consultation Committee (HSCC) – The committee is constituted to fulfil the

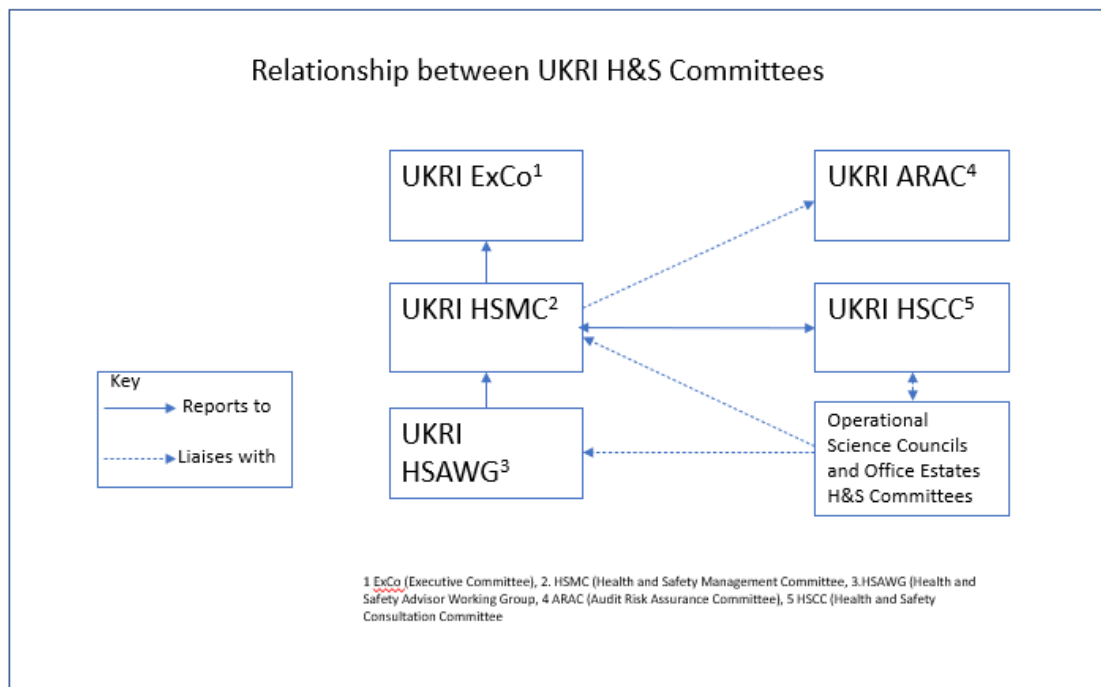


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requirements for the Safety Representatives and Safety Committees Regulations 1977, as amended, to consult with employees' representatives on H&S matters across UKRI. See [link](#) to HSCC TORs.

- 5.4 The UKRI H&S Advisors Working Group (HSAWG) – This Working Group brings together UKRI H&S Advisors to enable detailed review and formulation of arrangements, sharing of experience and best practice, supporting delivery of UKRI H&S initiatives and promote the establishment of a professional H&S community. See [link](#) to HSAWG terms of reference.

<sup>2</sup> Terms of Reference (TOR's) are published on UKRI internal intranet site



## 6. Approval and Review

- 6.1 This policy is subject to review and re-affirmation at least annually, or more frequently as determined by organisational change, legislation or other significant factors, by the UKRI CEO via the H&S governance structure. This policy is to be communicated to all employees and is available via the UKRI website.