

Health and Safety Management

Agreement on provision of Occupational Safety and Health Services to the Research Complex at Harwell

Aim

The Medical Research Council and the Science and Technology Facilities Council are committed to work together to ensure, so far as is reasonably practicable, the safety of those of their employees who work in close proximity to one another and all others that work under their management or may be affected by their work activities.

Introduction

This agreement sets out the organisation and arrangements for health and safety through which this aim will be achieved. Principally this is through clarification of (i) the policies and procedures to be followed, (ii) the means by which health and safety services will be provided, and (iii) line management structures.

It is the understanding of the two parties that this agreement will meet legislative requirements, principally those contained in the Management of Health and Safety at Work Regulations 1999, in order to achieve the Aim.

Background

The Research Complex at Harwell (RCaH) is a joint initiative of the Research Councils (BBSRC, EPSRC, MRC, NERC and STFC¹) and the Diamond Light Source, to provide new, state-of-the-art multidisciplinary research laboratories on the Rutherford Appleton Laboratory (RAL) site adjacent to the new Diamond third generation synchrotron source and ISIS spallation neutron source. The Complex is managed on behalf of the Research Councils by the MRC.

Responsibilities

The Director of the Research Complex, Professor Simon Phillips, is accountable for its operation to the Chief Executive Officer of the MRC and as such is responsible for the safe operation of all activities within the Complex. While responsibilities may be delegated in part to other managers within the Complex, the Research Complex Director remains ultimately accountable.

To enable the MRC to discharge its responsibilities for managing the Research Complex, the Operations Manager (OM) has delegated day-to-day

¹ Biotechnology & Biological Sciences Research Council, Engineering & Physical Sciences Research Council, Medical Research Council, Natural Environment Research Council, Science & Technology Facilities Council

responsibility for ensuring that all those working within the Complex, including MRC, STFC and resident research groups from other employers, maintain high standards of personal safety and adhere to the agreed work practices. The OM will also ensure, so far as is reasonably practicable, the safety of any visitors to the Complex.

Health and safety management

Notwithstanding the ultimate accountability of the Director and the delegation of management duties and responsibilities, this document reflects the agreement between the MRC and STFC that, in other than exceptional circumstances, the Research Complex will follow STFC SHE codes and that STFC will provide health and safety services to the Research Complex.

The MRC Health, Safety and Security section will support and cooperate with STFC and provide additional support to the Director and staff as appropriate.

Arrangements

1. STFC health and safety codes and arrangements will be followed although the Director will continue to receive MRC policy and guidance. In order to facilitate and maintain the co-operation between employers, the STFC Safety, Health and Environment (SHE) Group and the MRC Health, Safety and Security Management Section will provide each other with copies of all new policy documents and related guidance.

In exceptional circumstances, MRC Policies may include additional or specific requirements for their establishments. In those circumstances, the MRC Health, Safety and Security section will liaise with the Complex and inform the STFC SHE Group.

MRC core staff will assist in the implementation of the arrangements for health and safety management.

2. Advice and guidance on health and safety matters will normally be provided by STFC. The Director and all core staff may also consult the MRC on corporate safety matters.
3. Incidents involving MRC staff will be recorded on the on-line MRC accident reporting system. All incidents will be recorded using the STFC system. As part of its management responsibility, MRC will ensure that all employers of those working in the Complex are informed of any incidents involving their staff.
4. STFC will not differentiate between MRC and any other employee as regards representation on any relevant site health and safety committee or forum. Similarly MRC will not differentiate between any group or individual that works within the Complex with respect to health and safety.
5. Radiation protection advice will be provided by the STFC RPA.

All working within RCaH will comply with the requirements of the relevant certificates of registration and authorisation granted to RCaH under the Radioactive Substances Act 1993, and with STFC arrangements intended to secure compliance with these requirements.

6. The research Complex will follow the STFC site waste disposal and environmental policies.
7. The STFC, as the landlord, and MRC, as the building management employer, will work together to ensure that Fire Risk Assessments are carried out, in place and reviewed under the Regulatory Reform (Fire Safety) Order 2005, and detailed in the STFC fire management code.
8. The STFC policy on the safety-related maintenance of accommodation fixtures will be followed by the Research Complex.
9. STFC will inform MRC Health and Safety and Security Management Section in advance of prearranged visits by any regulatory authority to the Research Complex, and of any issues raised as a result of those visits. The MRC Health, Safety and Security Management Section reserves the right to be in attendance during these visits.

STFC Safety will also inform the MRC Health, Safety and Security Management Section of any other (unplanned) visit by regulatory authorities to the Research Complex and provide a copy of any subsequent report.

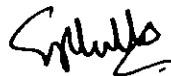
10. MRC Regional Safety Co-ordinators will carry out health and safety management audits within the Research Complex. Final audit reports will be sent by the auditors to the Director and copied to the STFC SHE Group. An improvement plan will be developed by the Director in co-operation with STFC SHE Group and finally agreed with the MRC Regional Safety Co-ordinator. The STFC and MRC corporate safety offices will also receive copies of the plans.
11. Training of MRC staff and visiting workers to the Research Complex will be included in STFC's arrangements for training. The Director has appointed a Unit Safety Coordinator (as part of the duties of the Operations Manager) and may appoint other competent persons to assist them in the discharge of their duties and these persons will also be offered training through the MRC to complement STFC's requirements. Such appointments will not conflict with STFC's overall arrangements for health and safety.
12. The MRC Health, Safety and Security Management Section and STFC SHE Group will meet at least once a year to monitor safety issues relating to MRC Units and staff.

This agreement will be reviewed annually by the MRC Health, Safety and Security Management Section and the STFC SHE team.

Signed on behalf of the **MRC:**

by (Name)

(Position)



S. PHILLIPS

RC&H DIRECTOR

Date

Signed on behalf of the **STFC**:

by (Name)

Paul Hain

(Position)

DIRECTOR, CORPORATE
SERVICES

Date 8 September 2010