

Swindon Office Department SHE Improvement Plan 2025/26

Document Change Record:

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1.0		Initial draft	Draft submitted to SOSHEMC 14/5/24
1.1		Final version	Sent to Director Programmes for approval

Approval:

Position	Name	Signature	Date
PD Executive Director	Grahame Blair	G A Blair	5/8/25

This document is created annually by the STFC Programmes Directorate to meet the requirements of SC07: SHE Improvement Planning.

<https://staff.she.stfc.ac.uk/Pages/SC07-SHE-improvement.aspx>

Safety, Health, and Environment Improvement (SHE) Plan 2025-26

Programmes Directorate

Background

STFC's duty of care for the health and safety of its employees includes responsibility for staff whilst travelling on business and working at non-STFC sites in the UK and overseas. STFC staff are expected to comply with the site's local procedures, safety codes and policies with respect to health and safety.

As stated in STFC's Strategic Delivery Plan, one of STFC's key objectives is to:

“Operate a modern, sustainable, and effective organisation that supports the development, safety and well-being of diverse staff working across STFC's activities, from governance and administration to the building and running of large, complex machinery with biological, chemical, electrical and radiation hazards.”

STFC expects all staff to demonstrate a proper commitment to its health and safety aims and to take seriously the responsibilities conferred on them in legislation.

“Safety has to remain at the heart of everything we do in the delivery of our world class science programme. Whilst our safety record is good, we must never take this for granted. We are all responsible for our own safety and that of our colleagues. Maintaining our excellent record for safety will continue to be the highest priority for STFC.”

Professor Mark Thomson, STFC Executive Chair

Executive Summary

STFC Polaris House (PH) based staff are in effect tenants on a non STFC site operated by the UKRI [Office Estates Management](#). A consequence of this position is that STFC staff based at PH come under two Health and Safety (H&S) management systems under the same Policy. This does not change the line accountability for the H&S of STFC staff working at PH. and ultimate responsibility for their health and safety lies with STFC Executive Directors and up to our Executive Chair.

UKRI H&S arrangements in PH have been established by [Office Estates Health and Safety](#) who are responsible for providing policy and information to those staff who are based at the Bristol, London and Swindon sites.

As the SO Site Safety Adviser and Departmental Safety Contact, Rose Russell serves as the STFC's representative on the UKRI Office Estates H&S Management Committee ensuring that STFC's interest are maintained.

SO staff are required to familiarise themselves with the [STFC SHE Management Arrangements](#), relevant [SHE codes](#), site specific [emergency procedures](#) and their associated responsibilities. The key hazards and controls are summarised in the [STFC Office SHE Essentials](#).

All STFC PH SHE information is summarised [here](#)

Responsibilities

Health and Safety

Environment

Health and safety in action

To ensure our place of work remains safe, STFC undertakes many activities, including (but not limited to):

- Maintaining a good Safety, Health, and Environment (SHE) management system and providing STFC-wide SHE objectives
- Providing a huge range of SHE training
- Managing health and safety risks
- Managing an occupational health service
- Ensuring all equipment is maintained.
- Ensuring all staff have appropriate personal SHE objectives.
- Undertaking a full programme of Safety Tours at each site

- Reviewing SHE performance across STFC (both quarterly and annually)

The annual Safety, Health and Environmental objectives highlight a few key areas of focus for SHE Improvement over the course of the financial year. Relevant STFC objectives should be built into in annual departmental SHE Improvement Plans and individual's Annual Performance Review (APR) objectives. Guidance on resources available to support ADPRs, in respect to SHE matters, are available on the [SHE website](#).

STFC published its [SHE Objectives for 2025-26](#) in June 2024

2024-25 STFC Health and Safety Objectives

1	Improve Mental Health and wellbeing: - Depts to nominate and train a minimum of 10% of their staff as Wellbeing Allies.
2	Improve COSHH compliance - 100% of LEV users to complete the online training on LEV Systems on Totara. Line Managers to identify all COSHH assessments where RPE is required as an additional control to supplement other control measures, specifying RPE in terms of protection factor and type of filtration required. • 100% of relevant line managers to read the guidance of the selection use and maintenance of RPE. • 100% of relevant line managers and RPE users to complete training on RPE face fit testing (as identified). • 100% of relevant line managers to confirm that 100% of RPE users have been face fit tested (as identified).
3	Improve Contractor Management - 100% of Depts who manage contractors to review SHE Code and submit comments to SHE Group. 100% of departments that use contractors to carry out training needs analysis to correctly identify staff who manage contractors. 100% of staff identified as managing contractors, to undertake relevant training and ongoing coaching, and provide formal CSO appointment and registration on the SHE Directory.
4	Risk Assessment: 100% of moderate/SoPS rated incidents to result in a review of relevant risk assessments. Reviews to be recorded. 75% of line managers to have in-person RA training.
5	Tenants, users, visitors: 100% of these to have completed the relevant site inductions. 75% of staff who manage tenants to complete SHE Tech/Non-Tech course depending on Dept hazard profile

How this relates to Swindon Office

All Swindon Office staff are required to be aware of their responsibilities in relation to the overarching STFC objectives listed above, and the Swindon Office specific objectives outlined below, and have associated objectives (where appropriate) included in their personal job plan and/or development plan for 2025-26.

Hybrid working has increased the risks to those staff who work at home and needs to be controlled (highlighted in both the [UKRI guidance](#) main and STFC own [guidance](#)) therefore staff need to ensure they complete/ review their DSE risk assessments for both on site and home working.

Business travel within the UK and overseas on council business also poses a risk to staff. Guidance on SHE issues associated with travel is provided by [STFC SHE Code 8: Travel on Council Business](#).

The SO SHE H&S Management Committee meet quarterly to review progress under the SHE improvement plan, however senior management should aim to monitor progress and discuss any specific issues within their respective teams.

Key Swindon Office SHE objectives for 2024-25

2025-26 Swindon Office Health and Safety Objectives

All staff	
1	Complete all mandatory SHE training and refresh/complete non-mandatory job specific SHE training as required with the aim of achieving the UKRI and STFC training completion level of 90% by the end of the year.

2	Complete/refresh DSE self-assessments for workstations (at home and on-site), recording them in the UKRI Agile/hybrid System, highlighting any issues or concerns with their work environment and requirements for DSE equipment to their line manager. All staff must have at least one up to date DSE assessment (home and/or office) on the system (these need to be reviewed every 2 years and if the job role changes).
3	Emergency procedures: If regularly working on another UKRI and/or STFC site e.g., RAL/DL/ Caxton House staff need to complete the local site fire training for that site and ensure they are aware of the nearest fire exits and associated meeting points whilst working there.
4	Incident and accident reporting: to ensure all incidents, and in particular 'near misses' are reported into the UKRI Evotix system .
5	Travel safety : All staff should have an awareness of the UKRI Travel Policy and ensure they consider health and safety when travelling on council business. Prior approval must be obtained before the journey and a risk assessment completed as part of the travel plans (SHE Safety Information (stfc.ac.uk)) International SOS : all travellers should download and become familiar with the ISOS Assistance App, which provides direct access to the 24/7/365 support services for travellers in the UK and while overseas including updates on emerging threats near your location. UKRI Office Estates UK travel hub
All line managers	
1	Actively support staff Mental Health and wellbeing: Directors and head of departments to seek volunteers to train as well being allies *
2	Line managers to ensure that all new members of staff are made aware of the information contained within the STFC Polaris House SHE information document.
3	Line managers to utilise the TOTARA reporting tool to regularly check progress and ensure that all staff complete their mandated SHE training in a timely manner. Managers Guide

***in line with STFC Objective No1**

All staff should incorporate these objectives into their Annual Appraisal objectives.

Details

Objective	Plan	Measurements	Who *	When
1. Training Ensure all staff complete and are up to date with mandatory SHE training	All staff: - Attend mandatory training as requested by your line manager, SHE or local Health and Safety team. - All new employees need to complete the online DSE training module and test (85% pass mark) and provide manager with copy of test certificate. Line Managers: - to review previous training with staff and discuss current requirements for their individual roles and, as appropriate, include refresher training on learning and development plans. - Conduct regular checks in Totara to ensure all training is complete and added to personal development plans asap	Data provided by SHE Group showing completion of ALL mandatory training modules at or above 90%	- LM - All staff	Ongoing Quarterly review
2. Workstations Ensure all SO workstations have been assessed by their primary users for Display Screen Equipment (DSE) issues	All staff - Complete separate self-assessments of all personal workstations (at work and at home) and raise any issues with their Line Managers - Please see the specific guidelines for workstations with variable height/standing desks Line Managers - Ensure staff complete self-assessments and ensure issues are dealt with.	- Assessment of workstation(s) completed within 10 days of joining. - Raise issues of concern with LM - Data provided by SHE Group showing ALL self- assessments are complete and up to date	- All staff - LM to ensure actions from assessments are followed up. - LM to review compliance and inform SHE Rep when all complete	Ongoing Quarterly review
3. Emergency procedures	All staff - Undertake PH Annual fire training in Go1. - Note the general site guidelines at _	- Data provided by SHE Group showing ALL self- assessments are complete and up to date. - Check all new recruits complete	- All staff - LM to review compliance *	Ongoing Quarterly review

	https://staff.she.stfc.ac.uk/Pages/Staff/Emergencies.aspx • If regularly working more than 2 days a week on another site, to complete the local fire safety training. • Check the location of exits and meeting points pertinent to where you work.	on induction checklists- for new staff		
4. Mental health and wellbeing	Directors /Line managers • To support Directors in achieving the above	• Data provided by SHE Group	• Directors/ LM to ensure objective included and completed	Ongoing
5. Incident reporting	Line managers to remind staff of the requirement to report: - • Injuries that occur whilst working from home should be reported and UKRI have provided guidance on this. This includes highlighting any incidents of muscular skeletal issues associated with use of DSE equipment and work-related stress. • All accidents/injuries must be reported via the UKRI Evotix Assure Portal.	• Data provided by SHE Group	• LM	Ongoing
6. Overseas travel	Line managers • To ensure they are aware of individuals' travel plans. Staff • Ensure they familiarise themselves with the UKRI Travel Policy and ensure they consider health and safety when travelling on council business. Prior approval must be obtained before the journey and a	• Travel risk assessments recorded in Evotix • All staff follow correct procedures when travelling overseas to mitigate any risks	• LM	Ongoing

	risk assessment completed as part of the travel plans (SHE Safety Information (stfc.ac.uk))			
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Key

ED – Executive Director (Liz Fellman/Grahame Blair | LM – Line Manager(s) | DSC -Richard Curtis (RC)

If you need assistance with a health and safety issue, **please talk to your line management in the first instance**. If they are not available, please contact the PD Departmental Safety Contact, Richard Curtis Rose Russell, or e mail healthandsafety@ukri.org.

In an emergency, please follow the [site-specific emergency procedures](#) and inform your line manager of the incident asap afterwards.

Plan effective from:

Approved by: **Grahame Blair**

Review due:

Review of Swindon Office SHE performance 2024-25

There has been continuing good progress and performance during the past year, key points to highlight:

- There have been no SoPs, injuries or incidents reported during 2024/25 that were reportable to the HSE under RIDDOR. There have also been no non-injury incidents (near misses, environmental incidents, vehicle incidents and fires) reported in year. However, this has highlighted the need to issue a reminder to all staff and encourage them to report incidents no matter how minor.
- There have been no real fire incidents and 2 fire false alarm incidents reported in 2024/25. The last annual planned evacuation took place on 26 June 2023.
- Details of the overall training performance in year are detailed in Table 1 below: -
 - There has been an overall downward trend over the past year.
 - DSE completion have met the required UKRI completion level which is encouraging.
 - The PH annual fire training completions have considerably increased. Ongoing access issues with the UKRI Go1 LMS and the fact that the SO SHE Adviser no longer has access to this data and therefore is currently reliant on individuals notifying her when they have completed this training has impacted.
- A non-technical line managers training took place on 2 October 2023 (12 staff invited, 7 attended).
- As regards defensive driver training; the year-end data from both our hire car providers and Finance colleagues will be used to highlight those individuals that require this training in 2024.
- SHE Group have monitored 'no show' attendance on training courses and recharging the costs where appropriate in accordance with the agreed policy. There have been no charges for Swindon Office in year.

Table 1: Overall training performance as of 31 March 20254

SO Training	20-21	21-22	22-23	23-24	24-25 *	Trend
Induction/ Refresher	40 %	77 %	84 %	77 %		↓
Display Screen Equipment (DSE) Agile	80 %	95 %	98 %	95 %		↓
STFC H&S Management Arrangements	93 %	92 %	96 %	88 %		↓
Asbestos Essentials	88 %	92 %	94 %	86 %		↓
Electrical Safety Essentials	90 %	94 %	95 %	86 %		↓
UKRI H&S Awareness	NA	NA	99 %	NA		
PH Annual Fire safety	55%	80%	24%	69 %		↑

NB: The percentage completion to achieve acceptable compliance set by UKRI/STFC is 90%.

*Staff numbers used based on actual numbers as at 31/3/25 of 92.

Display Screen Equipment self-assessments

Swindon Office	Year					Trend
	19-20	20-21	21-22	22-23	23-24	
	88%	88%	90%	98%	95%	↓

Safety Tours

UKRI Office Estates H&S Team arrange the annual programme of Polaris House site inspections/safety tours and these were all completed in year. There were no issues identified within the space occupied by STFC in Block 4 FFW

Wellbeing

Throughout the year, several staff have benefitted both physically and mentally from taking part in the online exercise classes provided by our occupational health provider TP Health. Additionally, TP Health has provided access to a number of online 5-minute health videos /webinars focussing on both physical and mental wellbeing.

SHE Group has also provided a short online [stress awareness course](#) which staff have been encouraged to attend

UKRI has also established a dedicated [Wellbeing Team](#)

Overall Safety Performance 2023/24

***to note that the tables below do not show 5yrs of data as there has been nothing to report in 2019/20 and in 2023/24**

Final Position 2023-24 SHE Improvement Plan

Objective	Plan	Who	When	Progress
Training Ensure all staff complete and are up to date with mandatory SHE training	All staff: attend/complete required training. New employees to complete DSE Agile training & test and copy completion certificate to LM Line Managers: review previous training ,discuss current requirements ensure all training is completed and added to personal development plans asap	LM All staff	Quarterly review	See training completion data provided within Table 1 above. Target of 90% across all mandated training was not achieved .
Workstations Ensure all SO	All staff :to complete separate self-	All staff LM to ensure	Assessment of	As at 31 March 2024 there were 7 staff are

workstations have been assessed by their primary users for Display Screen Equipment (DSE) issues	assessments of all personal workstations (work and home) and raise any issues with their Line Managers Line Managers □ Ensure staff complete self-assessments and that any issues are dealt with.	actions from assessments are followed up LM to review compliance and inform SHE Rep when all complete	workstation(s) completed within 10 days of joining All DSE assessment to be reviewed post ReStack moves end September	showing as non complete in DSE Agile
Emergency procedures	All staff □ Undertake PH Annual fire training □ If regularly working more than 2 days a week on another site, to complete the local fire safety training □ Check the location of exits and meeting points pertinent to where you work	All staff LM to review compliance *	Ongoing Quarterly review	64 staff are confirmed in date as at 31/3/24. 31 not complete We remain unable to check this data -only LM's have access in Go1 SHE Group have liaised with UKRI to obtain the SCORN for fire training and put into Totara for STFC colleagues however the request was refused.
Mental health and wellbeing	Directors :to review the mental health and wellbeing challenges within their department and enact suitable intervention(s) to address them, with a particular focus on middle management capability to manage mental health and wellbeing and recognising their own health and wellbeing. Line managers to support Directors in achieving the above	Directors/ LM to ensure objective included and completed	Ongoing	Outputs from the SHE culture Pulse Survey was shared with Directors. There were no individual departmental meetings with SHE Group to progress outputs further. A report was submitted to STFC SHE Committee.
Incident reporting	Line managers to remind staff of the requirement to report all injuries that occur whilst working from home including any incidents of muscular skeletal issues associated with use of DSE equipment and work-related stress. All injuries that occur on the Polaris House site must be reported via the UKRI Evotix Assure Portal .	LM	Ongoing	There have been no incidents reported in year

SHE Risk Register

Risk Areas	Assessment of gross risk	Assessment of control effectiveness	Assessment of net risk				
	impact	likelihood			impact	likelihood	
a. i) Mental health and wellbeing	H	H	HIGH	Partly satisfactory	M	M	MED
a. ii) Hybrid Working	M	M	MED	Satisfactory	M	M	MED
a. iii) Use of DSE	M	M	MED	Satisfactory	M	M	MED
a. iv) Travel	M	L	MED	Satisfactory	H	L	MED
a. v) General office areas-slips, trips, falls	M	L	LOW	Satisfactory	M	L	LOW
a. vi) vii) Electrical	M	L	LOW	Satisfactory	L	L	LOW