View results

Respondent

16 Anonymous

61:19
Time to complete

1. Name of Organisation

UKSBS

2. How many members of staff are employed in the organisation?

750

The value must be a number

3. How many locations do you have staff based in?

3

The value must be a number

4. How many individuals directly employed by your organisation have Health and Safety management responsibilities (include both FE and part time)?

57

The value must be a number

5. How many individuals directly employed by your organisation have a formal qualification in H&S?

2

The value must be a number

6. How many contractors are involved in delivering Health and Safety for your organisation?

2

The value must be a number

7. How many individuals within your organisation have a role in implementing or championing health and safety – this should include individuals who have a role to "champion" Health and Safety in their work area or represent a team.

42

Strategy

8. Do you follow a formal Health and Safety management system (e.g. ISO 45001)? If so, please give more detail below.

- ○ Yes
- ◉ No
- ○ Partially Met

9. Comments

The company follows ISO27001. The standard includes physical entry and protecting against physical and environmental threats.

10. Have you been formally certified as complying with that standard?

- ◉ Yes
- ○ No
- ○ Partially Met

11. Comments

External auditors will undertake a certification review against the new ISO standard in November 2024.

Policy

12. Does your organisation have a clear written policy for Health and Safety at work signed, dated, and communicated to all employees?

- ◉ Yes
- ○ No
- ○ Partially Met

13. Comments

Our Health & Safety Policy is published on the company intranet.

14. Do your accounting officer and senior board regularly review Health and Safety and treat it as a serious priority to be treated equally with other delivery priorities?

- (●) Yes
- ( ) No
- ( ) Partially Met

15. Comments

The health and Safety policy is reviewed annually by the UKSBS Board. The Audit Committee receive an annual retrospective Health & Safety report and an annual mandatory training report.

16. Are your accounting officer and senior board committed to continuous improvement in Health and Safety (reducing the number of injuries, cases of work-related ill health, absences from work and accidents)?

- (●) Yes
- ( ) No
- ( ) Partially Met

17. Comments

Causes of absence from work are reviewed monthly by the Executive Team and included in Board reporting.

18. Has a named senior director been given overall responsibility for implementing Health and Safety?

- (●) Yes
- ( ) No
- ( ) Partially Met

19. Comments

The Chief Executive Officer (CEO) and a director of UKSBS is the primary lead for Health & Safety and ensures arrangements are established, operated effectively, monitored, and improved in the light of experiences and external good practice. The CEO must also ensure the provision of adequate resources to implement the Health & Safety Policy.

20. Does your Health and Safety Policy encourage the involvement of employees and safety representatives in Health and Safety?

- (●) Yes
- ( ) No
- ( ) Partially Met

21. Comments

All employees must take reasonable care of their own health and safety and for the health and safety of others who may be affected by their work activities. Employees are required to follow all relevant procedures, codes of practice and guidelines and must report any matter likely to present a health and safety danger.

22. Does your Health and Safety Policy commit the accounting officer and senior board to implementing regular Health and Safety improvement plans?

- ○ Yes
- ○ No
- ◉ Partially Met

23. Comments

Lessons learned are implemented.

24. Does your Health and Safety Policy include a commitment to ensuring all employees are competent so that they can do their job properly without risks to Health and Safety?

- ◉ Yes
- ○ No
- ○ Partially Met

25. Comments

The Company undertake to ensure that our employees, visitors, and contractors are provided with the appropriate awareness, training, and supervision – at all our office locations and when working remotely.

26. What are the key health and safety risks within your organisation?

Low level office based risks. Our DSE provision is mature and this has been extended to home working..

27. Do you produce an annual Health and Safety Report?

- ◉ Yes
- ○ No

28. Comments

The UKSBS Audit Committee receives an annual Health & Safety Report. It provides the Committee with an overview of the Company's Health and Safety arrangements for the period 1 April 2023 to 31 March 2024. The Audit Committee provides assurance to the Board on the effectiveness of the Company's Health and Safety controls, systems, and procedures.

Organising - Control

29. Has responsibility for Health and Safety been allocated at all levels throughout the organisation?

- (●) Yes
- ( ) No
- ( ) Partially Met

30. Comments

The Company will be represented on relevant health and safety committees, ensuring full consultation with Trade Unions and employees. The Board will formally approve the Company's Health and Safety Policy and receive assurance from the Company's Audit Committee on the effectiveness of the Company's health and safety controls, systems, and procedures. The Chief Executive Officer (CEO) is a Board member and leads on health and safety within the Company - ensuring that health and safety arrangements are established, resourced, operated, monitored, improved, and reported. The Company Secretary acts on behalf of the CEO in overseeing health and safety arrangements. The CEO and Company Secretary are responsible for making executive decisions regarding health and safety for the Company and will be supported by the Senior Leadership Group. Supported by the Health & Safety Lead, the Company Secretary will also: • Deliver UK SBS health and safety policies. • Ensure adequate accident reporting and investigations – including improvements based on lessons learned. • Ensure that health and safety training is undertaken. Leadership Groups All managers must ensure that health and safety standards are achieved within their areas of responsibility through ensuring that: • They lead by example on good health and safety practice. • Employees under their control are informed of the building evacuation procedures on the first day of employment. • Employees under their control receive the necessary training for them to work safely – including attendance at relevant site induction meetings. • Personal Emergency Evacuation Plans (PEEPS) are in place, where necessary, for employees under their control. • Employees under their control are capable of operating equipment correctly. • Employees under their control comply with health and safety policies. • Employees under their control are encouraged to report anything that they believe to be a health and safety risk. • Assistance is provided on all health and safety matters including risk assessments, inspections, and accident investigations. People All employees, full or part-time, agency or contractors, have a responsibility to take reasonable care of themselves and others and to co-operate fully with managers to achieve a healthy and safe working environment. Employees must: • Set a personal example, especially to junior members of their department. • Report any actual or potential health and safety problems (which they are not able to easily rectify themselves) to their manager. • When visiting outside organisations on Company business, comply with any specific health and safety requirements pertaining to those organisations. • Work safely and efficiently, carrying out all work in the prescribed manner. • Use equipment correctly, including any safety equipment provided. • Inform new employees of hazards involved in their working area. • Pass Health & Safety mandatory and additional training by the completion deadline.

31. Has everyone assigned health and safety responsibility been fully trained?

- (●) Yes
- ( ) No
- ( ) Partially Met

32. Comments

The Health & Safety Lead has a IOSH Managing Safely certificate (No. 1044-PH100 9448) and is booked on a refresher course on Thursday 4 July 2024.

33. Are health and safety specialists/subject matter experts used where appropriate to help deliver key health and safety initiatives and targets? If so, please give detail below.

- (●) Yes
- ( ) No
- ( ) Partially Met

34. Comments

AM Health & Safety Ltd provide DSE assessments and have provided ad hoc DSE and manual handling courses.

Organising - Competencies

35. Has the knowledge, experience, training and skills needed to carry out all tasks safely been assessed and delivered?

- (●) Yes
- ( ) No
- ( ) Partially Met

36. Comments

There is Health & Safety training for new Line Managers. DSE, manual handling and risk assessment training is available online.

37. Are all new employees given a health and safety induction and adequately trained and instructed in the work they will undertake?

- (●) Yes
- ( ) No
- ( ) Partially Met

38. Comments

Health and Safety training is included in site and Corporate Inductions.

39. Comments

Not applicable.

40. Are your health and safety needs reassessed during organisational changes and is the safety of staff considered due to the changes?

- (●) Yes
- ( ) No
- ( ) Partially Met

41. Comments

For example, Block 1, Polaris House relocation to Block 2: TU and employees were consulted with the changes. Following the move, floor walks of the relocated employees were undertaken by AM Health Ltd and recommendations taken forward.

Organising - Cooperation

42. Do you consult with employees and safety representatives on issues that affect their Health, Safety and Wellbeing at work?

- (●) Yes
- ( ) No
- ( ) Partially Met

43. Comments

Consultation is undertaken as and when required with employees and TUs. Potential hazards are communicated through the intranet, weekly update email and team briefs.

44. Do you have an active Health and Safety Committee, chaired at an appropriate senior level and at which employees are represented from all areas of the organisation including trade unions?

- ( ) Yes
- ( ) No
- (●) Partially Met

45. Comments

The Company is represented on relevant Landlords' health and safety committees and escalations are made to the People Team for coordination with the Trade Union.

46. Do you involve your workforce and trade unions in preparing Health and Safety plans, reviewing performance, undertaking risk assessments, preparing Health and Safety rules and procedures and accident/incident investigations?

- ( ) Yes
- ( ) No
- (●) Partially Met

47. Comments

Our Workforce and TU are not involved in reviewing Health & Safety performance.

48. Do you have arrangements in place for cooperating and coordinating with contractors and employment agencies working on site i.e. health and safety induction?

- (●) Yes
- ( ) No
- ( ) Partially Met

49. Comments

All contractors and agency workers are required to undertake Health & Safety induction, DSE training, manual handling training, where appropriate, and fire training if they work from a site once a month.

Organising - Communication

50. Is Health and Safety discussed regularly at team meetings and local management meetings?

- (●) Yes
- ( ) No
- ( ) Partially Met

51. Comments

Health and Safety training and issues are discussed at Weekly team meetings, using a brief provided.

52. Do you provide clear information to all staff about the hazards and risks and control measures in their workplace?

- (●) Yes
- ( ) No
- ( ) Partially Met

53. Comments

The sites' landlord, GPA, provide Health & Safety.

54. Are senior managers and the senior board approachable on Health and Safety issues?

- (●) Yes
- ( ) No
- ( ) Partially Met

55. Comments

The Company Secretary is the Health & Safety Lead's Line Manager. The Company Secretary is extremely approachable and has direct access to the CEO and Board.

56. Are staff encouraged to discuss and voice Health and Safety concerns?

- (●) Yes
- ( ) No
- ( ) Partially Met

57. Comments

As well as Line Manager engagement, there is a formal Whistleblowing email.

58. Do the accounting officer, senior board members and senior team leaders demonstrate their commitment to Health and Safety through leadership and setting a good example?

- (●) Yes
- ( ) No
- ( ) Partially Met

59. Comments

The Executive Team complete all training and role model Health, Safety and Wellbing.

Planning and Implementing

60. Is a system in place to identify hazards, assess risks, and eliminate or control them?

- (●) Yes
- ( ) No
- ( ) Partially Met

61. Comments

There is a mature DSE training and assessment framework for identifying hazards to office workers.

62. Is a system in place for planning and scheduling Health and Safety measures and prioritising them and any identified actions?

- ( ) Yes
- (●) No
- ( ) Partially Met

63. Comments

This is a low risk environment and planning is undertaken on a needs basis.

64. Are there arrangements for agreeing measurable Health and Safety improvement targets with senior boards and are owners assigned for identified actions with timescales for completion?

- ○ Yes
- ◉ No
- ○ Partially Met

65. Comments

66. Does your procurement team take Health and Safety into consideration and add scored health and safety questions to Invitations to Tender (ITT) and Pre Qualifying Questionnaires (PQQ) for procurement exercises your department runs where appropriate?

- ◉ Yes
- ○ No
- ○ Partially Met

67. Comments

UKSBS adopt clients' policy on procurement and incorporate requirements. UKSBS ask pass/fail questions as part of the standard Selection Questionnaire (SQ) on H&S. Scored questions regarding H&S may be included by the customer if particularly relevant to the requirement/specification. If ICS, DSIT, DESNZ procurement policy changes on H&S then we would look to reflect that in the SQ we use for procurements we run on their behalf.

68. Do you take proper account of Health and Safety issues when implementing or changing ways of working?

- ◉ Yes
- ○ No
- ○ Partially Met

69. Comments

70. Do you have Health and Safety rules, safe systems of work and procedures covering any significant risks in day to day work?

- ◉ Yes
- ○ No
- ○ Partially Met

71. Comments

• Accident Reporting • Car Parking • Display Screen Equipment • Driving • Homeworking • Hybrid Working • Lone Working • Personal Emergency Evacuation Plan (PEEPs) • Smoking • Young Workers

72. Is there a system in place for dealing with serious and imminent dangers and emergencies?

- (●) Yes
- ( ) No
- ( ) Partially Met

73. Comments

All sites have emergency evacuation plans.

74. Do you set standards against which Health and Safety performance can be measured?

- ( ) Yes
- (●) No
- ( ) Partially Met

75. Comments

Measuring Performance

76. Do you have arrangements for monitoring progress with implementation of Health and Safety, and measure the extent to which targets and objective set under these plans have been achieved?

- ( ) Yes
- (●) No
- ( ) Partially Met

77. Comments

78. Do you have arrangements for active monitoring that involve checking to ensure all control measures are working properly and being followed?

- ( ) Yes
- (●) No
- ( ) Partially Met

79. Comments

80. Do you have arrangements for reporting and investigating accidents, incidents, violence and aggression, near misses and hazardous situations?

- (●) Yes
- ( ) No
- ( ) Partially Met

81. Comments

We report using Evotix.

82. Where contracts are awarded to third party organisations or contractors that can affect the health, safety and wellbeing of staff, are these contracts monitored to complete your Due Diligence and Duty of Care responsibilities?

- (●) Yes
- ( ) No
- ( ) Partially Met

83. Comments

This would be within terms and conditions (as needed) that are flowed down to third parties. It would then be the responsibility of the Contract Manager/owner to follow up on this and not Procurement.

84. Do you regularly analyse incidents and near misses to improve the Health and Safety system and culture?

- (●) Yes
- ( ) No
- ( ) Partially Met

85. Comments

Audit and Review

86. Do you have regular audits of your safety management system carried out by competent external auditors?

- ○ Yes
- ◉ No
- ○ Partially Met

87. Comments

88. Do you use information from performance monitoring and audits to review the Health and Safety management system?

- ○ Yes
- ◉ No
- ○ Partially Met

89. Comments

90. Do you regularly review how well the objectives in Health and Safety improvement plans have been met, and in what timescales?

- ○ Yes
- ◉ No
- ○ Partially Met

91. Comments

92. Do you analyse the information from your performance measurements to identify key priorities for the future?

- ○ Yes
- ◉ No
- ○ Partially Met

93. Comments

94. Do you benchmark against other similar organisations?

- ○ Yes
- ◉ No
- ○ Partially Met

95. Comments