

Everyone's Responsibilities

Health and Safety is everyone's responsibility and we all need to be aware of what our obligations are as laid out in the Health, Safety and Risk Management Policy. This document details everyone's individual responsibilities.

Chief Executive Officer, Executive and Divisional Directors ("Policy Makers"):

The CEO, Executive and Divisional Director community have overall responsibility for ensuring that health and safety is effectively defined and operated within Nationwide.

- The CEO will approve and endorse the Health, Safety and Risk Management Policy.
- Ensuring that appropriate strategies are in place to implement the policy into general business activity and divisional business plans.
- To positively be involved with and to promote health and safety.

The executive team have delegated authority to the Group Health and Safety Committee for:

- The devising and on-going development of the Nationwide Group Health, Safety and Risk Management Policy.
- The planning, measuring, reviewing and auditing of health and safety policy and procedures.
- Identifying a structure for implementing, reviewing and developing policy and supporting plans to support the organisation including new or revised procedures.
- To ensure that performance is regularly reviewed.

Divisional Director - Group Services will additionally have responsibility for making and approving health and safety to the Executive Committee.

Heads of and Senior Executives ("Planners"):

- To ensure that individual operational and business area plans support and comply with the Nationwide overall health, safety and risk management policy objectives.
- Establishing management arrangements, risk control systems and workplace precautions together with appropriate health and safety

performance measures, e.g. Group Procurement to ensure that the procurement process is inclusive of health and safety requirements.

- Ensuring that appropriate specialist advice is obtained to help ensure that plans are appropriate to departmental risk and aid their implementation.
- Where you are the most senior employee in your location, you are deemed to be the 'responsible person' with regard to the implementation of fire precautions.
- Ensure the participation and involvement of employees and their Representatives in the planning, implementation and delivery of health and safety.
- Keep up to date with changes in health and safety legislation and good practice revising plans accordingly.
- Governance and Risk, Property and Corporate Services, Employee Relations and Human Resources have specific responsibilities for producing detailed plans to achieve Corporate health and safety objectives.

Managers/Supervisors/Team Leaders ("Implementers"):

- Implementing all policies relating to fire, health and safety matters.
- Ensure that all activities are adequately risk assessed and generic risk assessment checklists completed. Review all assessments annually or in the event of change.
- Ensuring that adequate resource, both physical and human is available to ensure that employees work safely.
- Ensuring a safe and healthy working environment in their area by following safe systems of work and effective procedures and practices.
- Engage all employees in health and safety through annual compliance requirements and discussing regularly as part of business operations.
- Where you are the most senior employee in your location, you are deemed to be the 'responsible person' with regard to the implementation of fire precautions.
- Regularly reviewing work routines to ensure that working practices, use of machinery and general housekeeping are consistent with the highest standards of health and safety.
- Monitoring the effective operation of all equipment and/or machinery in their control and ensure all necessary actions are taken to maintain such equipment in as safe condition.
- Taking disciplinary action against any employee for whom they are responsible, who persistently disregards safe systems of work that are to ensure the health and safety of themselves and others.
- Ensure that all employees receive appropriate and timely training, information and guidance to enable them to perform their role

safely and comply with the health, safety and risk management policies.

- Ensuring all accidents/incidents/near misses are recorded on the [Accident Report Form](#), they are investigated and remedial action taken where appropriate to eliminate the hazard.
- Taking corrective action within specified timescales, following a visit by an Environmental Health Officer (EHO), Fire Officer (FO), Property and Corporate Services and the Nationwide Group Staff Union (NGSU), where risks have been identified. EHO and FO reports must be sent to the Health and Safety mailbox for reply.
- Provide periodic feedback to senior managers on health and safety related issues.
- Provide timely feedback to senior managers on deficiencies in plans, standards, procedures and systems.
- Working with the NGSU designated Safety Representatives.
- Where responsible for third party supplier relationships you must ensure that there is appropriate co-operation, the sharing of policies procedures and guidance together with appropriate performance reviews.

All Employees are responsible for:

- Taking care of your own health and safety and that of others who may be affected by what you do or do not do.
- Co-operating fully with Nationwide in its efforts to comply with health and safety legislation.
- Promptly reporting to your Line Manager any real potential health and safety hazards and resolving where appropriate, e.g. contact Property Services ['Help Online'](#) 2.
- Not intentionally or recklessly interfering with or misusing anything provided in the interests of health and safety.
- Adopting and continuing to use any system of work which is laid down to ensure your health and safety or any other persons.
- Making full and proper use of any personal protective equipment required to be worn.
- Acquainting yourselves with the actions to be taken in the event of an emergency at your place of work and, when needed, follow them.
- Carrying out your work in a manner which ensures that the workplace remains in a clean and tidy condition.
- Taking action to eliminate or reduce to an acceptable level risk arising from any hazard within your control.
- Ensuring any injury sustained at work is reported to a First Aider or Appointed Person.
- Reporting the circumstances of any accident, near miss or incident in which you are involved or witness to your Line Manager and where appropriate to the Chief Safety Officer.

- You and your Line Manager must observe the special guidance provided if you are a new or expectant mother.
- Those of you who are Appointed Persons, First Aiders or Fire Wardens have additional responsibilities outlined on the intranet.

In order to create an environment in which you work safely and without risks to your health, you must accept an appropriate level of responsibility for your actions. Failure to comply with the above or any aspect of the Health, Safety and Risk Management policy may render you liable to disciplinary action.

A number of employees also have specific responsibilities for health and safety; these include:

Operational Risk Officers

- Promoting health and safety compliance across their teams and ensuring operational issues are discussed in team and departmental meetings.
- Regularly reviewing health and safety performance of their teams, reporting areas of non-compliance or risk to Heads of and Senior Managers.

Risk Assessment Co-ordinators

- To ensure that appropriate risk assessments are in place and regularly reviewed.
- To ensure that your team or department have a process in place, to consider health and safety risks as part of any projects.
- To carry out departmental audits every two years using standard checklist and report findings to departmental managers and Operational Risk Officers.
- To act as a point of contact, communication and liaison on health and safety matters.
Where necessary, escalate health and safety matters to your Line Manager.

The Chief Safety Officer - has been formally appointed to provide competent health and safety assistance as required by Regulation:

- Formulating and developing of health and safety policies.
- Promoting a positive health and safety culture to secure the effective implementation of the health, safety and risk management policy.

- Planning for health and safety including the setting of objectives and deciding on priorities.
- Identifying hazards, assessing risks and identifying suitable means of control.
- Implementing plans and monitoring control measures using active and reactive techniques.
- Reviewing performance and the auditing of health and safety management systems.
- Working with NGSU and its Safety Representatives and to consult on the implementation of H&S Policy and Procedure via the Group H&S Committee.

Health, Safety and Well-being Managers and Consultants - these are specialist employees in Governance and Risk, Property and Corporate Services, Employee Relations and Human Resources:

- Maintain adequate information systems on safety management practice and relevant health and safety legislation.
- Research and interpret legislation, procedures and practices to ensure compliance with legislation.
- Establish and maintain adequate and appropriate measurement and auditing tools to review compliance with legislation.
- Maintaining the procedures for recording, reporting, investigation and analysis of accidents, incidents and cases of ill health.
- Establishing and maintaining adequate and appropriate active monitoring and auditing systems.
Consulting with the Union on a regular basis on health and safety matters.
- Advise on the identification of hazards, assessing risks and the provision of suitable controls.
- Establish professional relationships at all levels in the organisation and outside (Benchmarking, HSE, professional bodies etc.)
- Support the health and safety committee structure with the agreement of the NGSU.

Document Control

SUPERSEDED DOCUMENTS

Responsibilities dated 19th March 2009

VERSION HISTORY

| Version | Date | Comment |
|---------|------------|--------------------------|
| 1.0 | 28.03.2012 | Approved version |
| 2.0 | 05.03.2013 | Department names changed |

CHANGES SINCE LAST VERSION

- More detail added following RoSPA Audit with additional roles included.
- Business Services changed to Property and Corporate Services, Governance and Risk and Employee Relations added.

ISSUE CONTROL

Owner: Chief Safety Officer

Approver: Strategic Health and Safety Group