

# Safety, Health and Wellbeing Corporate Policy

## Why this Policy matters

We strive to provide a safe and healthy working environment and promote the overall wellbeing of our people and those we work with and who are affected by our work. Effective management of risks to safety, health and wellbeing is essential to prevent injuries, illnesses and accidents, fulfil our legal duties, and enable our employees to thrive and deliver their best work.

Effectively managing health and safety is not just about having a system in place, its success still hinges on the attitudes and behaviours of people in the organisation i.e. our safety culture.

Our approach needs to be balanced and pragmatic, allowing us to say yes to ambitious ideas whilst keeping everyone healthy and safe.

Successful management of health and safety risks will create a safety culture that will enable everyone to be even more creative and ambitious. However, if we are found to have failed to identify and manage risks it could face unlimited fines and extensive reputational damage. We therefore take our responsibilities very seriously.

Everyone has responsibilities under the Health & Safety at Work Act 1974, and all associated regulations. Our Executive team have an overall responsibility to provide a safe environment for employees and the people we work with.

Our Safety, Security and Resilience Team supports, advises and provides guidance on our behalf to achieve our aims, within a strong risk management framework. Our aim is to protect the safety of our employees and the people we work with.

We have standards that our employees must adhere to and guidelines, advice, support and training, helping us to eliminate unnecessary risk and manage those we can't.

You should read the full detail on the [roles and responsibilities for managing health, safety and wellbeing at the BBC](#).

**Signed by Tim Davie**

## Who this Policy applies to

This Policy applies to you if you work for, or represent, the BBC or one of its subsidiaries. This includes, but is not limited to:

- employees, full-time or part-time
- those on a fixed term or temporary contract
- freelancers, contractors or consultants
- volunteers or interns

## Overview

Our approach to safety, health and wellbeing is guided by the following key principles:

- Health and safety is everyone's responsibility. We all have a duty to take care of our own and others' safety and health.
- Line managers have additional responsibilities to implement this Policy, manage risks, and support employee health, safety and wellbeing.
- We take a proactive, preventative approach to identify and control risks before they lead to accidents or ill health.
- We aim to create a strong, positive culture that promotes safety, good health and wellbeing and enables creative ambition.
- When incidents do occur, we report and investigate them to identify root causes and prevent recurrence.

Our Organisation and Arrangements for managing health, safety and wellbeing are detailed on the Governance page of the Safety website [Safety website](#) and set out how we manage health, safety and wellbeing. You may read the [Safety A-Z](#) for more detailed information on how we manage health, safety and wellbeing.

## The essential things you must do or not do

These high-level essential mandatory requirements are the most important for you to understand and follow to meet the Policy objectives.

### Competence:

1. You must complete the relevant safety training for your role, as well as regular refresher training when required e.g. manual handling, use of ladders. Line managers must ensure time and resource is allocated to essential safety training and that people are competent to do the work you're asking them to do.

You must not undertake any high-risk work, such as electrical work or work at height, unless you are trained and authorised to do so.

You may read more information on [mandatory and recommended health and safety training for different job roles](#).

2. You must ensure that anyone you work with or engage to do work on your behalf is competent to manage the safety risks for that work. You must do this before you engage them and address any concerns early on before the work starts.

You may read more information on [working with third parties](#).

### **Control:**

Control means defining responsibilities so no gaps exist and everyone knows their duties.

3. If you are a manager, you must undertake suitable and sufficient risk assessments for your team's activities and implement the identified control measures and monitor their effectiveness. You must record all risk assessments on the Safety Hub platform.

You may access training for Risk Assessment via BBC Academy and you may get further information on [Risk Assessments and the Safety Hub](#).

4. If you are a line manager, you must monitor and review health, safety and wellbeing performance. You must ensure employees are consulted on monitoring visits and findings; this includes engaging with your Union Safety Representatives.

You may read more information in the [Safety Guidelines for Monitoring and Review](#).

### **Co-operation:**

5. You must foster cooperation by holding regular meetings with employees to discuss safety, listen to their opinions, and ensure Union Safety Representatives are consulted.

You may read more about the [arrangements for Consultation and Communication](#).

6. If you are a manager, you must ensure that wellbeing and health are included as part of the risk assessment of the work your team do. You must consider mental health and psychological risk as well as physical safety when risk assessing.

7. You must know the emergency procedures for any location you work in, including what to do in case of fire, and participate in regular drills. You must follow all site-specific safety rules, signage and instructions when working at or any BBC places of work.

You may speak to your line manager to find out the arrangements for the workplaces you will be working in. You may read more about the [Safety Guidelines for Office Safety](#).

The building fire manual will normally be created and maintained by the department responsible for managing the site (typically BBC Workplace) with input from the occupying departments.

#### Communication:

8. You must do your [Workstation Wellbeing Assessment](#). If you have a health condition or disability that could impact your work, you must inform your manager so appropriate adjustments and support can be arranged.

You may read more about the [process for requesting reasonable adjustments and an overview of occupational health services](#).

9. You must report all accidents, incidents and near misses promptly using the online reporting system. Where you are responsible for the work where an incident occurred, you must investigate it thoroughly to find the root cause; there are resources on the Safety website to help you do this.

You may read instructions on [how to report incidents](#).

10. You must consult the relevant Safety or Health team when planning work activities so that you have support from a competent source of advice.