

# HYWEL DDA UNIVERSITY HEALTH BOARD



## Health & Safety Policy

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Brief Summary of Document:	The Chief Executive gives a general statement and outlines the organisational arrangements for the management of health and safety within Hywel Dda University Health Board.
Scope:	This policy is applicable to all HDUHB staff, agency staff, locums, volunteers, contractors and others.
To be read in conjunction with:	156 - Risk Management Strategy & Policy 514 – Management and Investigation of Incidents Policy 608 – Risk Management Framework 674 – Risk Assessment Procedure All HDUHB Health and Safety Policies and Procedures

Owning Committee	Health & Safety Committee
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Executive Director:	Mandy Rayani	Job Title	Director of Nursing, Quality and Patient Experience
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Reviews and updates		
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1	New Policy	21.1.2014
2	Revised	25.8.2015
3	Full Review	6.3.2019
4	Full Review	13.9.2021

### Glossary of terms

Term	Definition

Keywords	Health, Safety, Risk Management
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# HYWEL DDA UNIVERSITY HEALTH BOARD

## 1. SECTION 1

### 1.1. INTRODUCTION AND POLICY STATEMENT

It is the policy of the Hywel Dda University Health Board (HDUHB) to make sure that in delivering patient care/public care and other services that the health, safety and welfare of everyone is not harmed in any way.

Health and Safety law requires the HDUHB to implement arrangements as necessary, to ensure effective planning, organisation, control, monitoring and review of safety control measures. However, the HDUHB is not just concerned with preventing accidents and ill health but also with positive health promotion for its staff, patients and general public.

The HDUHB recognises its duty to its employees and will do everything that is reasonably practicable, in relation to:

- Providing and maintaining machinery, equipment and appliances that are safe;
- Providing and maintaining safe systems of work (procedures);
- Safe arrangements for handling, storage and moving objects and substances;
- Providing information, instruction, training and supervision necessary for their health and safety;
- Maintaining a safe place of work and access to and exit from it;
- Providing and maintaining a safe and healthy working environment.

Employees must take reasonable care of themselves and others who may be affected by what they do, or do not do. They must also co-operate with the HDUHB so that the organisation can comply with all health and safety duties placed upon it.

Section 2 of this policy deals with the organisation/structure and Section 3 deals with its general arrangements. This policy will be reviewed every three years (or when required by changes in health and safety law or working practices).

### 1.2. SCOPE

This policy is applicable to all HDUHB staff, agency staff, locums, volunteers, contractors and others.

### 1.3. AIMS

The policy aims are to:

- Outline the management of health and safety within HDUHB through the written statement, the organisation and the arrangements.
- To minimise the Health and Safety risks to all staff, patients and others.
- Recognise the obligation imposed under the Health and Safety at Work etc. Act 1974, Section 2(3), to prepare an appropriate policy.

### 1.4. OBJECTIVES

- To secure the health, safety and welfare of people at work.
- To protect patients and people other than those at work against risks to their health and safety arising out of work activities.
- To minimise the number of occupational accidents and incidents of ill health.
- To establish a culture of co-operation, communication, competency and control for health and safety.

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## 2. SECTION 2 – ORGANISATION FOR HEALTH AND SAFETY (RESPONSIBILITIES)

### 2.1. ORGANISATION

The HDUHB is the body responsible for ensuring compliance with health and safety legislation and its Board will monitor health and safety performance and will be informed of current issues by the Chief Executive.

### 2.2. CHIEF EXECUTIVE

The Chief Executive has overall responsibility to ensure that HDUHB complies with health and safety legislation and guidelines and for the organisational arrangements necessary to achieve these aims and will keep the Board assured of health and safety compliance. The Chief Executive will delegate strategic health and safety management to an Executive Director. The Chief Executive also delegates to General Managers and Service Heads, the effective day to day management of health and safety within their areas of responsibility.

### 2.3. DIRECTOR OF NURSING, QUALITY AND PATIENT EXPERIENCE

The Director of Nursing, Quality and Patient Experience is the Executive Lead with responsibility for Health and Safety. The main responsibilities of this post are to determine overall policy including the organisational development needs of HDUHB. Included in this role is monitoring and review of the health and safety status and the taking of appropriate action where deficiencies are identified.

This post shall not have specific responsibility for the management of health and safety within each Service but will be responsible to the Chief Executive for:

- Determining overall health and safety strategy including the organisation arrangements, policies and instructions necessary to produce high standards of health and safety performance and compliance with legislation, guidelines and strategies;
- The co-ordination of health and safety arrangements for the HDUHB;
- The dissemination of relevant safety information to General Managers or Service Heads as appropriate;
- Advising on suitable provision for training required by managers and staff where health and safety issues affect the whole HDUHB;
- The provision of advice as necessary to General Managers or Service Heads and Senior Managers on aspects of health, safety and welfare;
- Assisting the HDUHB in co-ordinating and targeting its health and safety budget;
- The monitoring and review of the overall health and safety performance and activities of the HDUHB and reporting the situation to the Chief Executive.

### 2.4. HEAD OF HEALTH, SAFETY AND SECURITY

The Head of Health, Safety and Security is accountable to the Senior Manager with delegated responsibility for Health and Safety and has other responsibilities including:

- Assisting the HDUHB in maintaining and further developing its health, safety and welfare policies;
- Providing support and advice to all members of staff on matters relating to health and safety;
- The review of safety legislation, guidelines and information sources to maintain the health and safety knowledge of the HDUHB.
- Ensuring regular health and safety audits of the HDUHB are undertaken and a report is presented to the Executive Lead with any necessary recommendations.

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- Notifying the Health and Safety Executive (HSE) when accidents or incidents occur that are deemed reportable under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR).

The Head of Health, Safety and Security is assisted in the completion of his duties by the Health and Safety Manager and the wider Health, Safety and Security team.

### 2.5. GENERAL MANAGERS AND SERVICE HEADS

General Managers and Service Heads are responsible for all aspects of health and safety of staff, patients and others in areas where they provide a service or under their control. This includes compliance with legislation and the following:

- The effective management of health, safety and welfare;
- The implementation of HDUHB policies and the development and implementation of health and safety/risk management arrangements for their departments;
- The identification, assessment and control of risk, in line with the HDUHB's Risk Management Procedure;
- Ensuring that equipment, premises and systems of work are safe; so far as is reasonably practicable;
- The provision of information, instruction, training and supervision to staff and others, as appropriate;
- The investigation of accidents and incidents, taking appropriate corrective action to prevent a recurrence and reporting details promptly;
- The prompt contacting of a member of the Health, Safety and Security Team should an accident or incident within their area of control require reporting under RIDDOR;
- Monitoring and review of health and safety performance.

### 2.6. EMPLOYEE'S DUTIES

All employees are required to:

- Take reasonable care to ensure their own health and safety and that of others who may be affected by what they do, or do not do;
- Observe all instructions applicable to the work being performed or area where they are working. Where staff or trainees are required to work away from their wards/departments; the local rules of the area visited and any codes of practice appropriate to the work performed, must be observed;
- Co-operate with the HDUHB in complying with all health and safety duties placed upon it;
- Bring to the attention of persons in charge all incidents, including accidents, occupational ill health, assaults and hazards in the workplace, including any defects and/or deficiencies that they become aware of in buildings, equipment, plant, machinery or furniture and systems of work;
- Use equipment provided in the interests of health, safety and welfare and ensure that this equipment is not misused;
- Use any personal protective equipment supplied, keep it in good order and request replacements or repair when necessary.

### 2.7. DUTIES OF 'OTHERS'

Others may include contractors and volunteers etc. who must:

- Take reasonable care to ensure their own safety and that of others, who may be affected by what they do, or do not do;
- Observe all the instructions applicable to the work being performed or area where they are working, including local rules and codes of practice;

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- Co-operate with the HDUHB in complying with all health and safety duties placed upon it;
- Bring to the attention of persons in charge all incidents, including accidents, occupational ill health, assaults and hazards in the workplace, including any defects and/or deficiencies that they become aware of in buildings, equipment, plant, machinery or furniture and systems of work;
- Use equipment provided in the interest of health, safety and welfare and ensure that this equipment is not misused;
- Use any personal protective equipment supplied and keep it in good order and request replacements or repair, when necessary.

The HDUHB also values the health and safety concerns which are raised by others, such as patients, visitors, volunteers, the public etc. This input will assist the HDUHB to comply with its health and safety responsibilities.

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## 3. SECTION 3 – ARRANGEMENTS FOR HEALTH AND SAFETY

### 3.1. ARRANGEMENTS AND GENERAL PROVISIONS

#### **Publicity of this Document**

Copies of the Health & Safety Policy shall be kept on the HDUHB's internet site and the Health and Safety Webpage will have a link to this document. General Managers and Service Heads will be responsible for informing all staff within their areas of responsibility, as to its location and ensure that staff are aware of their responsibilities.

#### **Health & Safety Policies, Procedures and Guidance Documents**

Where practicable, specific Corporate Health and Safety Procedures will be developed for use throughout the HDUHB and will be subordinate to this Health & Safety Policy. These will be kept on the Approved Corporate Written Control Documentation page of the HDUHB Internet site. For example, the Health and Safety approved policies and procedures include:

- Manual Handling;
- Display Screen Equipment and Workstation Assessment;
- Lone Workers;
- Violence and Aggression;
- CCTV;
- Workplace Slips, trips and falls;
- Control of Substances Hazardous to Health (COSHH);
- New and Expectant Mothers;
- First Aid at Work;
- Latex.

Many Estates and Facilities Management and Infection Prevention policies and procedures are also closely linked to Health and Safety including:

- Asbestos;
- Confined Spaces;
- Fire Safety;
- Electrical (LV);
- Exposure Management including Needlestick (Sharps) Injuries;
- Personal Protective Equipment (PPE) Policy;
- Water Safety;
- Severe Weather Gritting;
- Smoke Free Policy.

### **3.2. RISK ASSESSMENT/PROFILING**

The continuing assessment of the risk to the health and safety of all persons is an important part of the management of health and safety. General Managers and Service Heads are responsible for ensuring that suitable and sufficient assessment of risks are undertaken and appropriate control measures implemented, whenever risk cannot be eliminated.

Information on the prioritisation of risk is given in the HDUHB's Risk Management Written Control Documentation including:

- 156 Risk Management Strategy & Policy;
- 608 Risk Management Framework;
- 674 Risk Assessment Procedure.



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## 3.3. HEALTH SURVEILLANCE

The HDUHB has access to an Occupational Health Department whose function is to provide a range of services for employees including pre-employment health checks.

The Occupational Health Service also provides health surveillance for specific work activities and can be arranged via the individual's line manager or self-referral procedures. The Occupational Health Department has its own policies, which are available for reference.

## 3.4. CONSULTATION – COMMUNICATION OF SAFETY INFORMATION

A Health and Safety Committee (see 3.8) exists to not only formally provide assurance of health and safety compliance to the Board, but also, to formally consult and communicate with staff side Trade Union organisations with regard to health and safety arrangements.

Any alteration in work practice, environment or other features which may change the risk must be brought to the attention of all persons who may be affected. In addition, legislation requires that Safety Representatives must be given information which would assist them in discharging their functions. Depending upon the circumstances this may be achieved by providing them with a copy of documentation, verbal communication or by discussion in a formal situation such as the Health and Safety Committee.

## 3.5. INFORMATION, INSTRUCTION, TRAINING & SUPERVISION

### Safety Information and Documentation

All instructions and documentation (including risk assessments) will be reviewed on a periodic basis to confirm that they are still valid.

### Information

Managers will provide employees with comprehensible and relevant information on:

- The risks to their health and safety as identified in risk assessments;
- The preventative and protective measures needed to be used;
- The procedures for serious and imminent danger e.g. fire emergencies.

### Training

It is recognised that training and awareness plays a vital role in achieving high standards of safety performance. All staff joining the HDUHB will be given a brief introduction to health and safety as part of their corporate induction programme.

Managers and persons with supervisory responsibility must ensure that their staff receive sufficient training as to the hazards and risks of the activities that they perform and environments where they work. This training must include the protective and preventative measures to be taken. Care must be taken to confirm with the employee that any training or information received has been understood and where practicable this information must be recorded.

Training will include action to be taken in the event of serious or imminent danger.

Where there have been changes in working arrangements, equipment or anything that could create new or different risks, then a new risk assessment should be undertaken to determine any requirement for additional training.

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Appropriate refresher training for staff should be undertaken, as required. This may not necessarily require formal training sessions but may be facilitated by managers or persons with supervisory responsibility discussing safety issues with their staff.

Where training is given the training must take account of the competence and capabilities of the employee with regard to health and safety including the employee's physical and mental capabilities and their level of training, knowledge and experience.

Health and safety training shall normally be given during normal working hours for the employee.

### **Manager's Health and Safety Induction**

All managers, whether newly appointed or promoted internally into a managerial position, must undertake the Manager's Health and Safety Induction training course. The purpose of the course is to provide managers with an understanding of their responsibilities under the Health and Safety at Work Act 1974 and associated statutory instruments (regulations), ACOPs and guidance and their practical application in the workplace. Upon completion of the course managers will be competent to:

- Apply the principles of risk assessment to all aspects of their area(s) of responsibility;
- Complete Workplace Inspections to identify the hazards within their workplace;
- Undertake suitable and sufficient investigations into incidents.

### **"Day One" Induction Training**

Managers must ensure that "Day One" general health and safety information is given to all new and temporary employees, agency, bank staff and contractors etc. on their first day working in a particular area i.e. a specific ward.

## **3.6.EMPLOYEES AND OTHERS**

### **Employees Working in the Community or Areas Not Controlled by HDUHB**

There are many circumstances where employees of the HDUHB work in environments in which the HDUHB cannot exercise direct control over the actual working conditions or the risks that may be present to health, safety and welfare. This may occur where the premises are owned by a different employer or by a third party such as is the case with staff working in the community. Staff must take special care for their own health and safety and comply with guidance issued applicable to the work performed or location where they become aware of any risks to their own health and safety or other persons such as the patient being visited.

Though there is more emphasis on employees protecting themselves this does not relieve the Manager of the person concerned from taking appropriate action to minimise any risks that may be present. After evaluation, these risks may require additional training needs, provision of equipment etc. These arrangements must be recorded in health and safety documents issued by the Directorates or Departments involved.

It should be noted that under the Management of Health and Safety at Work Regulations employees shall be permitted to leave their place of work in the event of serious or imminent danger unless there are adequate written arrangements to deal with the circumstances. For instance, staff working in the community may not be in a position to visit certain patients due to the condition of their premises or other risks that may be present. Where it is necessary for employees to cease work appropriate arrangements must be made to ensure that all persons are not placed in danger due to other factors (such as the withdrawal of that service) and the

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reason for the failure to perform normal duties must be brought to the attention of the Manager responsible immediately. This should also include situations where employees of HDUHB work in premises owned by another employer. In general, policies must be prepared by specific Departments giving general guidance on the action to be taken by the employee in these situations.

### Temporary Workers

Temporary workers shall be given sufficient information on the risks that may be present in the area(s) in which they may be employed and steps to be taken to minimise those risks, including information on health surveillance if necessary. They should be given adequate instruction for safe methods of work and the correct use of protective clothing. Steps must be taken to ensure that temporary workers have the necessary training and expertise required to work without significant risk to themselves or any other persons.

### Contractors

All contractors engaged by the HDUHB shall abide by their own health and safety statutory obligations.

Contractors and others will be given sufficient information about the risks that working in the HDUHB may create. This information would also include incident reporting procedures and action to be taken in the event of serious or imminent danger (including details of designated HDUHB staff with specific responsibilities in these situations). In the same way they are obligated to inform the HDUHB of any risks that they may create, or become aware of, which may affect contractors/HDUHB employees, premises or persons using our services.

### Safety of Other Persons

A prime concern of the HDUHB is the duty of care that it has to persons who come into contact with our services such as patients and those who use our premises, including visitors, volunteers and others who may be affected by its acts or omissions. Care must be taken at all times to ensure that appropriate action is taken to eliminate or minimise the risks (to an acceptable level) to all persons.

### 3.7.CO-ORDINATION BETWEEN EMPLOYERS

Where staff are required to work in premises owned or operated by another employer, there must be adequate co-ordination between the parties involved. This could include:

- Joint risk assessments;
- Exchange of information on risk;
- Training;
- Joint procedures.

Similar arrangements also apply where other employers' staff work on HDUHB premises.

### 3.8.HEALTH AND SAFETY COMMITTEE

The Health and Safety Committee is responsible for assuring the HDUHB that the organisation is in compliance with health and safety legislation and guidance and that the safety of patients, staff and others is managed effectively.

Additionally, the purpose of the Health and Safety Committee (HSC) is to:

- Provide assurance around the HDUHB arrangements for ensuring the health, safety, welfare and security of all employees and of those who may be affected by work-related activities, such as patients, members of the public, volunteers, contractors etc.
- Provide advice on compliance with all aspects of health and safety legislation.

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For the operational responsibilities of the HSAC please refer to the Committee's Terms of Reference.

## **3.9.ROLE AND FUNCTION OF SAFETY REPRESENTATIVES AND THE HSAC**

Staff Safety Representatives include trade union appointed Safety Representatives and Employee Representatives. The HDUHB shall treat both categories on an equal basis to satisfy the requirements of the Safety Representatives and Safety Committee Regulations 1977 and the Health and Safety (Consultations with Employees) Regulations 1996.

Staff Safety Representatives and the HSC function to assist the HDUHB to improve safety performance and are used as a method of communication and consultation on health and safety issues. Safety Representatives and the HSC are encouraged to participate in all areas of safety including safety audits of defined areas. The aims and the objectives of the committee are to promote co-operation between the HDUHB and its employees and to provide consultation on a range of health and safety matters. Where appropriate, the committee will make recommendations to senior management with a view to improving health and safety performance.

The main function of Safety Representatives is to help to maintain high standards of health, safety and welfare for staff and compliance with legislation. Their function is advisory and the key management responsibility for safety remains with each Service Director.

Safety Representatives must be given sufficient time and facilities for them to be able to efficiently discharge their functions.

The functions of the Staff Safety Representatives include:

- To investigate potential hazards and dangerous occurrences in the workplace;
- To examine the causes of accidents;
- To investigate complaints relating to health, safety and welfare;
- To make representations to the employer about (i) and (ii) above, and about general matters affecting health, safety and welfare at the workplace;
- To carry out inspections;
- To represent employees in consultations with enforcing authority's inspector;
- To receive information from inspectors;
- To attend safety committee meetings;
- To have time off with pay to perform his functions and to attend training.

## **3.10. REPORTING OF INCIDENTS**

The HDUHB has a comprehensive policy detailing the method for reporting accidents and dangerous occurrences, near misses etc. Employees are required to report all accidents, incidents including assaults, occupational illness and dangerous occurrences etc. in order to protect both the safety of staff and all persons who may be affected by HDUHB activities. Managers and supervisory staff must take appropriate steps to eliminate hazards or control risks to an acceptable level. Refer to 514 Management and Investigation of Incidents Policy.

## **3.11. COMPETENT PERSONS**

**HDUHB Sources for Professional Advice include:**

- Head of Health, Safety and Security;
- Health & Safety Manager;

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- Violence and Aggression Case Manager;
- Security and Case Manager;
- Health, Safety & Security Officers;
- Occupational Health and Wellbeing Service;
- Infection Prevention Team;
- Moving and Handling Team;
- PAMOVA Team (including PBM);
- Estates Operational Compliance Manager & Officer;
- Head of Fire Safety Management and Fire Safety Advisors.

### **Other Bodies able to give advice:**

Other bodies are also able to give advice, both inside and outside the National Health Service such as:

- NSW Shared Services Partnership – Facilities, Legal & Risk, Welsh Risk Pool;
- Welsh Government;
- Health and Safety Executive;
- Employment Medical Advisory Service;
- Local Authorities;
- Medical Physics - Radiation Protection and Laser Safety Advisers.

### **3.12. MONITORING, REVIEW, AUDIT**

#### **Monitoring and Review**

Monitoring and review of health and safety performance is a Service Director and departmental responsibility and will be undertaken by the appropriate managers.

#### **Internal Audit of HDUHB Safety Performance**

The Executive Lead shall audit the overall health and safety performance of the HDUHB. This shall be in conjunction with the Departmental Managers. This audit will consider:

- the overall health and safety performance;
- the effectiveness of management arrangements;
- Safety training, communication and information issues;
- Safety strategy implications;
- Risk assessment.

Results of this audit shall be made available to the Health and Safety Committee.

#### **External Audit of HDUHB Safety Performance**

Other organisations/authorities may also audit the HDUHB's management of health and safety. These include:

- Health and Safety Executive;
- Environment Agency;
- Health Inspectorate Wales;
- Fire Authority.

#### **Audit**

Though Safety Representatives are permitted to undertake periodic audits and inspections of the workplace this does not relieve a manager from his responsibilities. If Safety Representatives work locally it is recommended that managers should perform audits in conjunction with these persons. Where such arrangements exist these audits should be

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performed at an appropriate frequency and the results of these audits and any follow-up action recorded. Results of these audits may also be made available for consideration by the Health and Safety Committee.

Where practicable the safety audit may consider the overall safety performance of the area under examination or specific safety issues such as compliance with legislation i.e. COSHH, manual handling, accident reporting procedures etc.

### Other Methods

Incident/Accident statistics for the whole HDUHB will be collected and made available to Departmental Managers the Health and Safety Committee and Safety Representatives on a regular basis.

### 3.13. FURTHER INFORMATION

The following reference sources have been used in the compilation of this Health & Safety Policy:

- The Health and Safety at Work etc. Act 1974;
- All subordinate health and safety legislation (see relevant law below for examples of law relevant to this policy);
- HSE Approved Codes of Practice (ACOPs);
- HSE Guidance;
- EU Directives.

Selection of relevant law:

- Control of Substances Hazardous to Health Regulations 2002 (as amended)
- Management of Health and Safety at Work Regulations 1999
- Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013
- Safety Representatives and Safety Committees Regulations 1977
- Health and Safety (Consultations with Employees) Regulations 1996
- Workplace (Health, Safety and Welfare) Regulations 1992
- Health and Safety (First Aid) Regulations 1981
- Provision and Use of Work Equipment Regulations 1998
- Lifting Operations and Lifting Equipment Regulations 1998
- Personal Protective Equipment at Work Regulations 1992
- Construction (Design and Management) Regulations 2015
- Health and Safety (Safety Signs and Signals) Regulations 1996
- Manual Handling Operations Regulations 1992
- Ionising Radiation Regulations 2017
- Work at Height Regulations 2005
- Confined Spaces Regulations 1997
- Control of Asbestos Regulations 2012

Further information is available on the HSE website:

<http://www.hse.gov.uk/>