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Public Health
Wales

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HEALTH AND SAFETY POLICY

Policy Statement

Public Health Wales is committed to ensuring the health, safety and welfare of its staff and those who are affected by its activities. This policy has been developed in line with the requirements of the Health and Safety at Work etc., Act 1974. The Act provides the legislative framework, and this overarching policy sets out Public Health Wales commitment to health and safety, outlining the arrangements within the organisation including general and specific responsibilities of all staff.

Policy Commitment

This policy aims to:

- outline the requirements of the Health and Safety at Work etc., Act 1974;
- outline the management of Health and Safety arrangements within Public Health Wales;
- minimise the Health and Safety risks within Public Health Wales to all staff and others;
- recognise the obligations imposed under the Health and Safety at Work etc., Act 1974, Section 2(3), to prepare an appropriate policy.

Supporting Procedures and Written Control Documents

[All corporate policies and procedures are available on the Public Health Wales website](#)

- All other organisational Health and Safety policies, procedures and written control documents.
- Risk Management Policy and Procedure

Scope

This policy and any arrangements made under it applies to:

- all persons employed or engaged by Public Health Wales, including part time workers, temporary and agency workers, those holding honorary

contracts and those engaged by the NHS Wales Performance and Improvement

- all service users, visitors and volunteers

Where Public Health Wales provides services with other organisations, including health boards, the policies and procedures of the employing organisation including honorary contract holders will apply. Where appropriate joint working arrangements will be agreed and for shared premises a Service Level Agreement/Memorandum of Understanding or alternative agreement will be in place.

Equality and Health Impact Assessment	An Equality, Welsh Language and Health Impact Assessment has been completed and can be viewed on the policy webpages.
Approved by	Quality, Safety and Improvement Committee
Approval Date	24/02/2026
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Group with authority to approve supporting procedures	Health and Safety Group
Accountable Executive Director/Director	Executive Director for Finance and Operations
Authors	Health and Safety Advisor

Disclaimer

If the review date of this document has passed please ensure that the version you are using is the most up to date either by contacting the document author or [Board Business Unit](#).

Summary of reviews/amendments				
Version number	Date of Review	Date of Approval	Date published	Summary of Amendments
1	n/a	28 June 2012	5 July 2012	n/a
2	11 January 2017	--	--	Changes to the layout of the document to provide a more succinct policy and reflect revised arrangements for management of health and safety.
3	25	27	4	Typographic errors:

	January 2018	March 2018	May 2018	<p>Page 7 Act 197 – 1974 lower case to upper case in bullet points throughout document</p> <p>Page 11 5.28 job title change</p> <p>Appendix 1: addition of new sub group (Building and Environment Group)</p>
4	January 2022	20/07/22	21/07/22	<p>Page 5- Typographic errors and addition of words 'related matters' in 5th paragraph</p> <p>Page 5- change from 'Managers' to all staff</p> <p>Page 5- insert 'and reporting of unsafe practices or conditions'</p> <p>Page 7- Word change from 'persecution' to 'prosecution'.</p> <p>Page 7- word change of 'Organisation' to 'Trust'</p> <p>'Page 8- Typographic errors corrected</p> <p>Page 9- Review date changed from annually to every 3 years</p> <p>Page 9- removal of wording- 'safe staff are our most important asset.'</p> <p>Page 10- Rewording of second bullet point under responsibilities of Director of People and OD</p> <p>Page 11- Additional bullet added under Executive Director of Quality, Nursing and Allied Health Professionals to reflect close working with Lead for Infection, prevention and control.</p> <p>Page 12- Grammatical changes</p> <p>Page 13- Specific wording added to reflect roles of Health and Safety Managers in Screening and Microbiology. Removal of specific reference to Manual Handling training- covered by Moving and Handling Policy</p>

				<p>Page 13- Reference included to access to independent external advice from a Health and Safety consultant if required.</p> <p>Page 14- Removal of wording that states Health and Safety Managers will have direct access to Executive Lead for Health and Safety. This is a historic arrangement and no longer required. Adequate governance structures currently in place.</p> <p>Page 15- Change from People and OD Committee to Quality, Safety and Improvement Committee</p> <p>Page 16- Changes to wording under Health and Safety audits</p> <p>Page 17- Updates made to references under guidance to reflect latest information</p> <p>Page 18- Change from People and OD Committee to Quality, Safety and Improvement Committee and removal of reference to Buildings and Environment Group as no longer exists</p>
5	14 September 2025	24/02/26	01/04/26	<p>Page 1 – Updated Accountable Executive Director/Director and Author</p> <p>Pages 1 & 10 - Updated reference to NHS Wales Collaborative to NHS Wales Performance and Improvement</p> <p>Page 1 – removed reference to Incident Reporting Policy as there is no related Policy for this</p> <p>Page 1 – Updated Risk Management Framework to Risk Management Policy and Procedure</p>

				<p>Page 10 - 5.2.1 Removed reference to Deputy Chief Executive</p> <p>Page 10 - 5.2.1 Changed reference of fire safety report to quarterly health and safety report and removed reference to fire safety as this is covered under health and safety.</p> <p>Page 12 - 5.2.5 added reference to risk management under Senior Managers responsibilities</p> <p>Page 13 - 5.2.6 added responsibility to identify, assess, and control risks under Managers responsibilities</p> <p>Page 16 - Included new Section 6 around Health and Safety Risk Management</p> <p>Page 17 - Rewording section 7.1 Internal monitoring to improve document flow.</p> <p>Page 18 - Rewording of Section 7.2 Health and Safety Audit</p> <p>Page 19 - Added • Health and Safety Executive - Plan, Do, Check, Act - An introduction to managing for health and safety - INDG275 to 11.2 Guidance section</p> <p>Page 21 - updated Public Health Wales Health and Safety reporting structure to include Business Executive Team</p>
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2 Chief Executives Statement of Intent

Public Health Wales is committed to providing safe, effective and supportive services. We believe that our staff are our most important asset and as such we accept responsibility for ensuring, so far as is reasonably practicable, the health, safety and welfare of all employees and of those who may be affected by our activities.

We are committed to excellence and the provision of quality services. It follows that the Health and Safety of those using our facilities, visiting our sites or affected by our actions, is fundamental to the provision of our services.

Public Health Wales believes that an excellent organisation is by definition safe and secure. It therefore follows that caring for all personnel and minimising risks is inseparable from all other Public Health Wales objectives. It recognises that it is essential that there is a safe environment and that all staff are competent, healthy and safe at work.

All employees will be provided with equipment, information, training and supervision as is necessary to implement the Policy and achieve the stated objective.

I, as the Chief Executive regard health and safety management to be fundamental to the delivery of safe and quality services. I therefore accept ultimate responsibility for health and safety related matters and issues. The management of health and safety for Public Health Wales has been delegated to the respective Executive Directors and Senior Managers. However, to ensure that all properties and departments of Public Health Wales comply, many of the duties arising from this responsibility have been further delegated to line managers.

To further maintain and promote the implementation of the Policy and enable employees to function efficiently with regard to health and safety; information, instruction, training and supervision will be provided in accordance with identified needs. It is recognised that health and safety is a key responsibility for all staff and is included in all job descriptions. Effective health and safety management is based on a good understanding of the risks and how to control them. This is achieved through good quality risk assessment and management and with a programme of training based on Public Health Wales Statutory and Mandatory Training requirements.

Whilst overall responsibility to provide and maintain safe and healthy working conditions, equipment and systems of work rests at the highest level of management, every individual has a responsibility to ensure its implementation and reporting of unsafe practices or conditions, so far as is reasonably practicable.

We will fully engage with our staff, and in particular Trade Union appointed Safety representatives, in developing working processes and procedures, and in inspections, audits, and investigations relating to health and safety matters arising from their work activities or in their workplace.

The Trust's Health and Safety objective is to minimise the number of occupational accidents and incidents of ill health and ultimately, to work towards an accident-free workplace.



SIGNED:

DATE: XXXXXX

Tracey Cooper, Chief Executive

3 Introduction

The Health and Safety at Work etc., Act 1974 (The Act) provides the legislative framework to promote, stimulate and encourage high standards of health and safety at work. It places a duty upon the employer to safeguard so far as is reasonably practicable, the health, safety and welfare of all employees, including the provision and maintenance of safe plant and systems of work. In addition to this Act, there are a number of other related laws which have relevance within Public Health Wales. These are also designed to ensure that work is conducted in a safe and healthy manner and environment as much as possible.

The Act requires all employers to prepare a Health and Safety Policy and bring that policy to the attention of all employees.

Compliance with the Health and Safety at Work etc., Act 1974 is a legal requirement. As such, an offence, committed under the Act would constitute a criminal offence and could lead to prosecution, resulting in a fine and/or term of imprisonment.

Although the main responsibilities for compliance with the Act rests with the employer, every employee has a responsibility to ensure that no one is harmed as a result of their acts or omissions during the course of their work.

Employees have a duty under the Act, to take reasonable care to avoid injury to themselves and others and to cooperate with employers and others in meeting statutory requirements. The Act also requires employees not to interfere or misuse anything provided in the interests of health and safety or welfare in pursuance of any specific requirement of any relevant statutory provisions.

4 Policy aims and objectives

The aim of this policy is to outline how Public Health Wales will discharge its statutory health and safety duties to provide a safe environment for service users, visitors, contractors, staff and others who may be affected by the work of the Trust.

The policy aims are to:

- outline the requirements of the Health and Safety at Work etc., Act 1974;
- outline the management of Health and Safety arrangements within Public Health Wales;
- minimise the Health and Safety risks within Public Health Wales to all staff and others;
- recognise the obligations imposed under the Health and Safety at Work etc., Act 1974, Section 2(3), to prepare an appropriate policy.

The policy objectives are to:

- secure the health, safety and welfare of people at work;
- protect service users and people other than those at work against risks to their health and safety arising out of work activities;
- minimise the number of occupational accidents and incidents of ill health and ultimately to achieve an accident-free workplace;
- minimise financial loss as a direct and indirect cost associated with incidents, accidents and occupational ill health;
- establish a culture of co-operation, communication, competency and control for health and safety.

5 Responsibilities

Public Health Wales recognises and accepts its responsibilities for establishing and maintaining, so far as is reasonably practicable, a safe and healthy working environment. This responsibility arises from:

- An ethical responsibility to provide the best working conditions and safe systems of work as far as is reasonably practical.
- Public Health Wales statutory obligations to comply with the Health and Safety at Work etc., Act 1974 and other related legislation.

5.1 Ultimate and Overall Responsibility

5.1.1 Board members

Board Members are collectively responsible for providing leadership and direction on health and safety. Non-Executive Directors will help ensure the organisation gets the right direction and leadership on health and safety matters, they also perform a scrutinising role ensuring the integrity of the process to support the Board's significant health and safety risks.

5.1.2 The Chief Executive

The Chief Executive accepts ultimate overall responsibility for all matters including health, safety and welfare in Public Health Wales. They are responsible for ensuring appropriate health and safety management arrangements are in place, from the Health and Safety Group through to each Directorate/ Division ensuring there is adequate communication, co-operation, competency and control.

Specifically the Chief Executive is responsible for ensuring that:

- the Public Health Wales Health and Safety Policy is implemented and reviewed every three years

- the Board is informed as required on health and safety matters affecting employees and/or the public
- regular update reports, together with an Annual Report are presented to the Board
- there is support for the training and development of staff – monitoring health and safety performance against agreed targets
- a section on Public Health Wales health and safety plans and performance is included within the Annual Report
- health and safety is adequately resourced within Public Health Wales
- health and safety information is effectively communicated throughout the Trust
- there is appropriate financial provision to deliver health and safety responsibilities
- quality initiatives aimed at continuous improvement are supported

5.1.3 Executive Directors and Executive Team Members/ Director of the NHS Wales Performance and Improvement

The Chief Executive will be supported in progressing these responsibilities by the Executive Team and the Director of the NHS Wales Performance and Improvement, and specifically:

5.1.4 Executive Director of Operations and Finance

The Executive Director of Operations and Finance, as Executive Director with responsibility for Health and Safety is responsible for ensuring:

- the Chief Executive is supported in the management of health and safety responsibilities
- that Health and Safety is appropriately managed and resourced
- that a quarterly Health and Safety Report is provided to the Health and Safety Group for escalation to the Quality, Safety and Improvement Committee
- that Fire Safety is appropriately managed
- that business continuity arrangements are in place to respond to major incidents and emergencies

5.1.5 Director of People and Organisational Development

The Director of People and Organisational Development is responsible for ensuring that:

- health and safety responsibilities are included in current job descriptions, training programmes and induction programme

- there is a mandatory Health and Safety training programme, that health & safety is included as part of the corporate induction process and that this provision is appropriately monitored and resourced
- regular reports on stress and mental health well-being are submitted to the Health and Safety Group.
- Joint Negotiation Forum arrangements are in place for the scrutiny and agreement of Health and Safety policies

5.1.6 Executive Director of Quality, Nursing and Allied Health Professionals

The Executive Director of Quality, Nursing and Allied Health Professionals is responsible for ensuring that:

- arrangements are in place for reporting and investigating incidents
- there are adequate links between health and safety and the Infection, Prevention and Control work programmes, where relevant

5.1.7 Executive Team

The Executive Team are responsible for ensuring that:

- the health and safety of staff and service users is embedded across all areas of Public Health Wales
- there are robust arrangements for Health and Safety in place within each Directorate and Division
- there is appropriate support provided to Divisional Directors/ Service Managers in all locations
- there is health and safety performance monitoring/auditing against agreed targets within their respective Directorates/Divisions
- there are nominated facilities leads at each site to provide staff with an identified senior person outside of the management accountability structure to whom concerns can be raised
- the Chief Executive is advised of any issues which require their attention which cannot be resolved locally, or are of organisation wide significance

5.1.8 Divisional Directors and Senior Managers

All Divisional Directors and Senior Managers are responsible for:

- implementing the Public Health Wales Health and Safety Policy in their areas of responsibility
- nominating staff with management responsibility for Health and Safety within their spheres of influence and ensuring that they have

the necessary resources to comply with Health and Safety Policies and Procedures

- ensuring risk management processes are implemented within their directorates, ensuring compliance with statutory requirements and Trust policies.

It is the responsibility of all Divisional Directors and Senior Managers to demonstrate a duty of care and to ensure that they personally maintain a suitable awareness of Health and Safety matters by attending relevant training courses to keep their knowledge up to date.

5.1.9 All Managers

Every Manager is responsible for the health and safety of all persons (including visitors and contractors) who report to their area of responsibility, even when they are not present in the workplace. They are also responsible for any workplace equipment (including ensuring maintenance and servicing) and activities they directly control.

Managers are provided with health and safety information. This will support them in discharging their responsibilities, specifically to:

- to be aware of all the individual staff, activities and working environments under their direct management control
- identify, assess, and control risks in their areas of responsibility, maintain risk registers, document or retain evidence that health and safety arrangements are in place and ensure staff are trained and competent to work safely.
- act as a source of advice and support in helping others meet their health and safety responsibilities
- equip themselves with the tools to undertake self-assessment and risk assessments and health and safety audits
- undertake annual checks for Health and Safety Training through employees annual 'my contribution' and document locally
- ensure that where teams meet, health and safety is a regular item on the agenda
- ensure that health and safety incidents falling within their areas of responsibility are appropriately documented and reported
- investigate incidents where required
- retain the evidence that Health and Safety arrangements are in place
- ensure their staff are made aware at least annually of their responsibilities under the Health and Safety Policy through 'My Contribution'

5.1.10 The Head of Estates and Health and Safety

The Head of Estates and Health and Safety is responsible for:

- ensuring that workplaces meet legal standards/requirements under appropriate legislation and Health Technical Memoranda and providing specialist advice to maintain compliance
- fire safety arrangements including Fire risk assessment and physical fire precautions
- ensuring building defects are rectified
- ensuring specialist advice in relation to, Personal Safety, is available
- monitoring Estates and Health and Safety Performance
- co-operating with landlords, their representatives or managers to ensure so far as is reasonably practical buildings are safe
- facilitating the implementation of the relevant associated policies, including the Incident Reporting Policy
- planning, measuring, reviewing and auditing health and safety activities to ensure so far as is reasonably practical that legal requirements are satisfied and risks are minimised
- providing safe places of work for contractors
- monitoring of contractors health and safety and work performance
- preparing an Annual Report for submission to the People and Operational Development Committee and Trust Board.

5.1.11 Health and Safety Managers

Health and Safety Managers will:

- provide 'competent' health and safety advice to their respective Directorates and Divisions within Public Health Wales
- assist in the review and update of specific health and safety policy and procedures
- ensure where reasonably practicable that Public Health Wales complies with all relevant legislation in matters relating to health and safety of staff
- work with all staff to maintain, monitor, review and audit safe management systems
- work with managers/leads to undertake and review health and safety risk assessments, ensure lessons learnt are captured and acted upon
- ensure that health and safety related training is planned, implemented and monitored effectively
- disseminate health and safety information and reports to appropriate staff

- provide support and advice to the Head of Estates and Health and Safety and the Executive Director of Finance and Operations in the implementation of health and safety policies

Within Screening and Microbiology Divisions, Health and Safety Managers have specific responsibilities to ensure the implementation of the Health and Safety Policy within their respective Divisions.

In the event of additional and independent advice on Health and Safety matters being required, Health and Safety Managers will also have access to an external Health and Safety Consultant arranged through the Estates and Health and Safety Division.

5.1.12 Employee Responsibility

Public Health Wales recognises the important role employees can play in helping avoid accidents and ill health at work. Employees must report all incidents and hazards to their manager as soon as possible.

All employees (for the purpose of this policy this includes all those included within the scope of this policy), have a statutory duty of care, both for their own personal safety and that of others who may be affected by their acts or omissions.

All employees are required to bring to the attention of their managers/leads/supervisor or recognised health and safety staff representative any hazards or specific queries and concerns relating to health and safety in the workplace.

Specifically, all employees are required to:

- co-operate with the employer's safety arrangements
- take reasonable care for their own health and safety
- consider the safety of other persons who may be affected by their acts or omissions
- work in accordance with information and training provided
- refrain from intentionally misusing or recklessly interfering with anything that has been installed/placed/fitted etc. for health and safety reasons to ensure safe work practices
- report to a responsible person without delay any hazardous defects in plant and equipment or shortcomings in the existing safety arrangements
- report all building/facilities defects to the estates department and/or shared services and hosting organisation where appropriate
- report incidents and near misses in accordance with the Incident Reporting Policy

- not undertake any task for which authorisation and/or training has not been given
- to co-operate with the employer so far as is necessary to enable that duty or requirement to be performed or complied with. It is the responsibility of staff to contribute to the carrying out of suitable and sufficient assessment of risk
- undertake identified health and safety training in line with specific roles and responsibilities

6 Health and Safety Risk Management

6.1 Purpose

The purpose of this Risk Management section is to ensure that all risks to the health, safety, and wellbeing of staff, service users, contractors, and visitors are systematically identified, assessed, controlled, and monitored. This supports the Trust's duty of care under the Health and Safety at Work etc. Act 1974, Management of Health and Safety at Work Regulations 1999.

The Trust is committed to maintaining a proactive and systematic approach to managing risk, ensuring that health and safety considerations are fully integrated into clinical and non-clinical activities, service planning, and daily operations.

6.2 Risk Assessment Process

Risk assessments will be conducted in accordance with the Trust's Risk Management Policy and Procedure. They will be undertaken:

- For all new and existing work activities, equipment, and environments.
- When significant changes occur in the workplace or service delivery.
- Following incidents, near misses, or safety alerts.
- Periodically, as part of scheduled reviews and audits.

The process includes:

- **Hazard Identification:** Identifying potential sources of harm to staff, patients, visitors, and the environment.
- **Risk Evaluation:** Assessing the likelihood and severity of harm using the Trust's approved risk scoring matrix.
- **Control Measures:** Implementing the hierarchy of controls to reduce risk to as low as reasonably practicable (ALARP).
- **Recording:** Documenting assessments and control measures.
- **Review:** Regularly reviewing assessments and updating control measures as required.

Risk Control and Escalation

Control measures must be proportionate, effective, and sustainable. Where significant risks are identified, they must be escalated through the Trust's risk escalation procedures, ensuring appropriate oversight by senior leadership and Board committees. Risks will be monitored through directorate and corporate risk registers, aligning with the NHS Wales Risk Management Policy and Procedure.

Training and Awareness

The Trust will ensure that all staff receive appropriate training and information on risk assessment, hazard reporting, and safe systems of work. This includes mandatory induction training, refresher courses, and role-specific training where required. Communication of risk information will be achieved through:

- Directorate and Divisional Meetings
- The Datix Cymru Concerns Management System
- Safety alerts and bulletins

Monitoring and Continuous Improvement

Risk management performance will be monitored through:

- Internal audits and inspections
- External Audits, e.g. HSE
- Incident and near-miss reporting trends
- Lessons learned reviews and root cause analysis
- The Health and Safety Group, Business Executive Team and Quality, Safety and Improvement Committee reporting

Findings will inform policy reviews, procedural improvements, and training needs. The Trust is committed to continuous improvement to maintain a safe environment and support a positive safety culture.

7 Audit Monitoring Arrangements for Health and Safety

Senior Managers, supported by staff health and safety representatives, will conduct monitoring of this policy at specified intervals following implementation. A diagram outlining the Health and Safety reporting structure is shown in appendix 1.

A number of mechanisms exist to measure the success of the policy. These include:

7.1 Internal monitoring

Internal monitoring of Health and Safety within Public Health Wales is the responsibility of Executive Directors and Senior Managers and will be overseen by:

The Health and Safety Group which will consider the effectiveness of arrangements for the day-to-day management of health and safety, including shared learning as a result of incidents. The work of this group will be considered by the Business Executive Team and the Quality, Safety and Improvement Committee.

Specifically on behalf of the Board, the Quality, Safety and Improvement Committee will seek assurance that:

- there is a demonstrable improvement in lessons learnt from incidents
- there is an increased awareness of health and safety across Public Health Wales
- health and safety incidents including The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR) are recognised, themes identified, and mitigation enacted where necessary
- all incidents/accidents are reported using the appropriate incident reporting process
- incidents/accidents are investigated and that actions are fed back to the reporting individual
- lessons are learned from employee litigation claims, with lessons learnt cascaded across Public Health Wales where appropriate
- processes are in place to undertake regular checks of sickness and absence statistics and to identify those absences that are a result of work related injuries/ill health
- records are maintained relating to Staff Health and Safety Training
- recognised staff representatives with responsibility for health and safety are fully involved in health and safety activity

7.2 Health and Safety Audit

All Directors will be required to support Health and Safety audits when undertaken, provide leads designated to assist in line with Public Health Wales Audit protocol, and support the implementation of action plans where they are developed to address any gaps.

8 Resources

Public Health Wales will identify a designated corporate budget for Health and Safety across the organisation, while also recognising it is an integral

aspect of all operational activity. If any additional resources are required, this will be considered as part of the risk management and profiling arrangements within Public Health Wales.

Any additional cost needs will be brought to the Executive Team, Board Committee or Board –if required.

9 Training

Public Health Wales Health and Safety Policy and supporting procedures will be brought to the attention of all new staff at induction. Staff will be provided training as identified for their specific roles and responsibilities which we will be refreshed and updated as required.

All staff will be required to undertake mandatory training relevant to their role.

10 Communication and Implementation

A copy of the Trust Health and Safety Policy and related publications will be accessible via Public Health Wales intranet site.

A register of all Public Health Wales Health and Safety Policies and Procedures will be maintained by the Board Business Unit. They will ensure that all policies and procedures are maintained on Public Health Wales intranet (in line with PHW management of policies, procedures and control of documents).

11 References

11.1 Legislation

- Health and Safety at Work etc, Act 1974
- Management of Health and Safety at Work Regulations 1999
- Safety Representatives and Safety Committees Regulations 1977
- Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013
- Corporate Manslaughter and Corporate Homicide Act 2007

11.2 Guidance

- Health and Safety Executive – Managing Contractors – A Guide for Employers - HSG159
- Health and Safety Executive – Managing for health and safety - HSG65

- Health and Safety Executive – Plan, Do, Check, Act - An introduction to managing for health and safety – INDG275
- Health and Safety Executive/Institute of Directors – Leading Health and Safety at Work - INDG417(rev1)

12 Appendix 1 – Public Health Wales Health and Safety reporting structure

