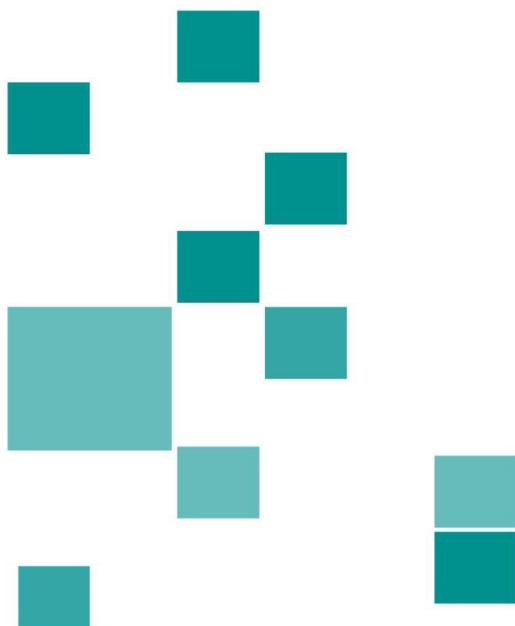




Corporate Health and Safety Policy

Our Values

- **Integrity**
- **Commitment**
- **Accountability**
- **Pride in what we do**
- **Listening and engaging**
- **Creativity and learning**



Executive statement

This Corporate Health and Safety Policy represents a commitment by the Scottish Social Services Council (SSSC) to make sure it applies the highest standards of health, safety and wellbeing at all levels of the organisation and to ensure that health and safety is an integral part of the organisation's management culture. We are committed to developing a positive attitude to health and safety at all levels and encourage active participation from management and staff.

The policy reflects the organisation's aim to go beyond our legal obligations under the Health and Safety at Work etc. Act 1974 and the Management of Health and Safety at Work Regulations 1999. We will do all that is reasonably practicable to achieve these aims.

Managers will demonstrate and promote a positive attitude towards health, safety and wellbeing amongst all staff. Everyone working within the SSSC shares in this responsibility.

The policies and procedures supporting this policy detail the management responsibilities, arrangements and procedures to ensure successful implementation of this overarching policy.

This will include active consultation and participation of staff through the partnership forum and the health and safety committee. We will provide staff with adequate time and resources to contribute to the implementation, monitoring and review of this Corporate Health and Safety Policy and associated policies and procedures.

This policy is central to the management of health, safety and wellbeing within the SSSC. It requires the support and commitment of every member of staff to achieve the benefits of successful health and safety management.

Lorraine Gray
Chief Executive
Scottish Social Services Council

Our health and safety policy statement

As an employer, the SSSC is committed to making sure, so far as is reasonably practicable, the health, safety and wellbeing of all our employees. We also fully accept our responsibility for other persons who may be affected by our work activities. We will ensure that the requirements of the Health and Safety at Work etc. Act 1974, the Management of Health and Safety at Work Regulations 1999, approved codes of practice and other relevant legislation are met at all times.

We will ensure that all processes and systems of work consider health and safety. We will provide adequate resources, levels of supervision and appropriate information, instruction and training to enable staff to work safely.

We will apply the general principles of the Health and Safety Executive's document HSG65 Managing for health and safety. We will use the 'Plan, Do, Check, Act' approach to ensure we effectively manage and monitor our health and safety performance.

Having effective health, safety and well-being policies requires commitment from everyone in the organisation. We are all legally obliged to take reasonable care of our own health and safety, and for the safety of other people who may be affected by what we do, or fail to do, while at work.

Every employee must co-operate with us to enable the SSSC to comply with all statutory duties. We will provide arrangements for employees and their representatives to raise health and safety issues through our health and safety committee, partnership forum and line managers.

We will appoint competent people to assist us in meeting our statutory duties including, where appropriate, specialists from outside the organisation.

Specialist advice on health, safety and wellbeing matters is provided by our corporate facilities, health and safety adviser.

This policy includes our basic organisation and arrangements for managing health and safety. Detailed policies, guidance and arrangements will support this policy and will be set out in separate documents as detailed in Appendix 1.

We will regularly monitor this statement to ensure that we are achieving its objectives. We will review and revise this statement and policy annually, by the health and safety committee and resources committee and whenever necessary, in the light of legislative or organisational changes, making amendments as appropriate in consultation with the partnership forum. The Director of Strategy and Performance (as Chair of the Health and Safety Committee) and the Partnership Forum are responsible for implementing and monitoring delivery of this policy.

Lorraine Gray
Chief Executive
Scottish Social Services Council

Date:

1. ROLES AND RESPONSIBILITIES

1.1 The Council and Resources Committee

The Scottish Social Services Council is committed to establishing effective management systems for occupational health and safety. Council Members will ensure that effective policies, procedures and training are established, with appropriate review mechanisms in place to ensure the effective management of health and safety. All health and safety policies are formally approved for implementation by the Council after appropriate consultation through the Resources Committee. Health and safety is a standing item on the agenda of the Resources Committee.

The Resources Committee will ensure the Chief Executive has the appropriate authority and resources to implement the policy. The Resources Committee will approve an annual health and safety action plan and receive an annual report and regular updates on health and safety performance.

1.2 Chief Executive

The Chief Executive has overall responsibility for ensuring compliance with legislative requirements. This includes, so far as is reasonably practicable, doing the following:

- ensuring the Corporate Health and Safety Policy is kept under review and meets the needs of the organisation
- ensuring adequate finance and other resources are made available to enable the implementation of this policy
- ensuring the commitment and co-operation of staff, through the senior management team and other communication forums within the SSSC
- determining the organisational structure through which this policy is implemented and delegating the responsibility for implementation of this policy
- ensuring those with responsibilities for health and safety are given adequate information, instruction and training to carry out their duties effectively
- appointing competent person(s) to assist the SSSC in overseeing the application and provision of health and safety legislation
- ensuring that health, safety and wellbeing management systems are established and maintained, which include the assessment of risks, effective planning, organisation, control, monitoring and review of the preventative and protective measures necessary to reduce and control the risks
- having the health and safety committee chaired by a member of the

Executive Management Team (EMT)

- having health and safety included as a standing agenda item at the EMT meetings and tabling issues relating to health and safety at least quarterly.

1.3 Executive Management Team

The EMT has, so far as is reasonably practicable, responsibility for the health, safety and wellbeing at work of employees in their respective departments. This will include identifying and determining local strategies and arrangements to support the Corporate Health and Safety Policy. They shall also monitor the progress of the Health and Safety Action Plan, within their departments.

EMT's duties will include responsibility for doing the following within their directorate:

- ensuring the Corporate Health and Safety Policy and supporting policies and procedures are implemented
- detailing the organisation and delegation of responsibilities for this policy
- ensuring adequate finance and other resources are made available to enable the policy to be implemented
- implementing health and safety management systems, through assessment of risk and the effective implementation of preventative measures required to eliminate, reduce or control the risks
- making line managers aware that the responsibility for health, safety and wellbeing is shared, and that they are responsible for the health, safety and wellbeing of employees or others affected by the SSSC's activities
- ensuring that the risks associated with the premises and activities under their control are identified with the aim of eliminating or controlling the risks
- having health and safety as a standing agenda item of the directorate management team meetings. Issues relating to health and safety are tabled at least quarterly.

1.4 Line managers

Line managers are responsible for ensuring the health, safety and wellbeing at work of employees within their respective teams.

Line managers' responsibilities include the following:

- ensuring the SSSC's Corporate Health and Safety Policy and supporting

policies and procedures are implemented for their team

- ensuring that the risks associated within the SSSC's working environments are adequately controlled to minimise the risk of harm to staff and others by undertaking risk assessments and putting appropriate controls in place
- ensuring that employees within their team follow the health and safety policies and procedures applicable to them
- supporting and co-operating with other health and safety duty holders as required
- monitoring the implementation of the policy within their area of responsibility and taking prompt action to report and correct any deficiencies
- ensuring that employees within their team are aware of their responsibilities and promote reporting of accidents, incidents and near misses
- encouraging active participation from their team by consulting employees on health and safety matters and of encouraging suggestions for improvements.

1.5 Employees

All employees are expected to co-operate in the implementation of this policy by doing the following:

- carrying out their duties following the relevant policies and procedures and applying the controls contained within any risk assessment
- taking due care for their own safety and that of others who may be affected by what they do, or fail to do, while at work
- co-operating, so far as is necessary, to enable the SSSC to perform in accordance with our Corporate Health and Safety Policy and health and safety legislation
- using correctly all work equipment provided by the SSSC in line with any statutory requirement or training and instruction they receive to enable them to use the equipment safely
- familiarising themselves with the emergency procedures relevant to their place of work
- bringing to the attention of their line manager any situation they would reasonably consider represents a serious and immediate danger to health and safety
- reporting any accidents or incidents and near misses within one working

day to their line manager

- attending any training required by the SSSC in respect of health and safety.

1.6 Health and safety support

The SSSC will appoint a competent person within the meaning of Regulation 7 of the Management of Health and Safety at Work Regulations 1999.

The competent person is responsible for the provision of advice and guidance, to the SSSC, in undertaking the measures needed to comply with the requirements of relevant health and safety legislation.

The competent person will support the SSSC with its responsibility to monitor the implementation of this policy and take any action necessary to ensure the health and safety of employees and others who are affected by the SSSC's undertaking.

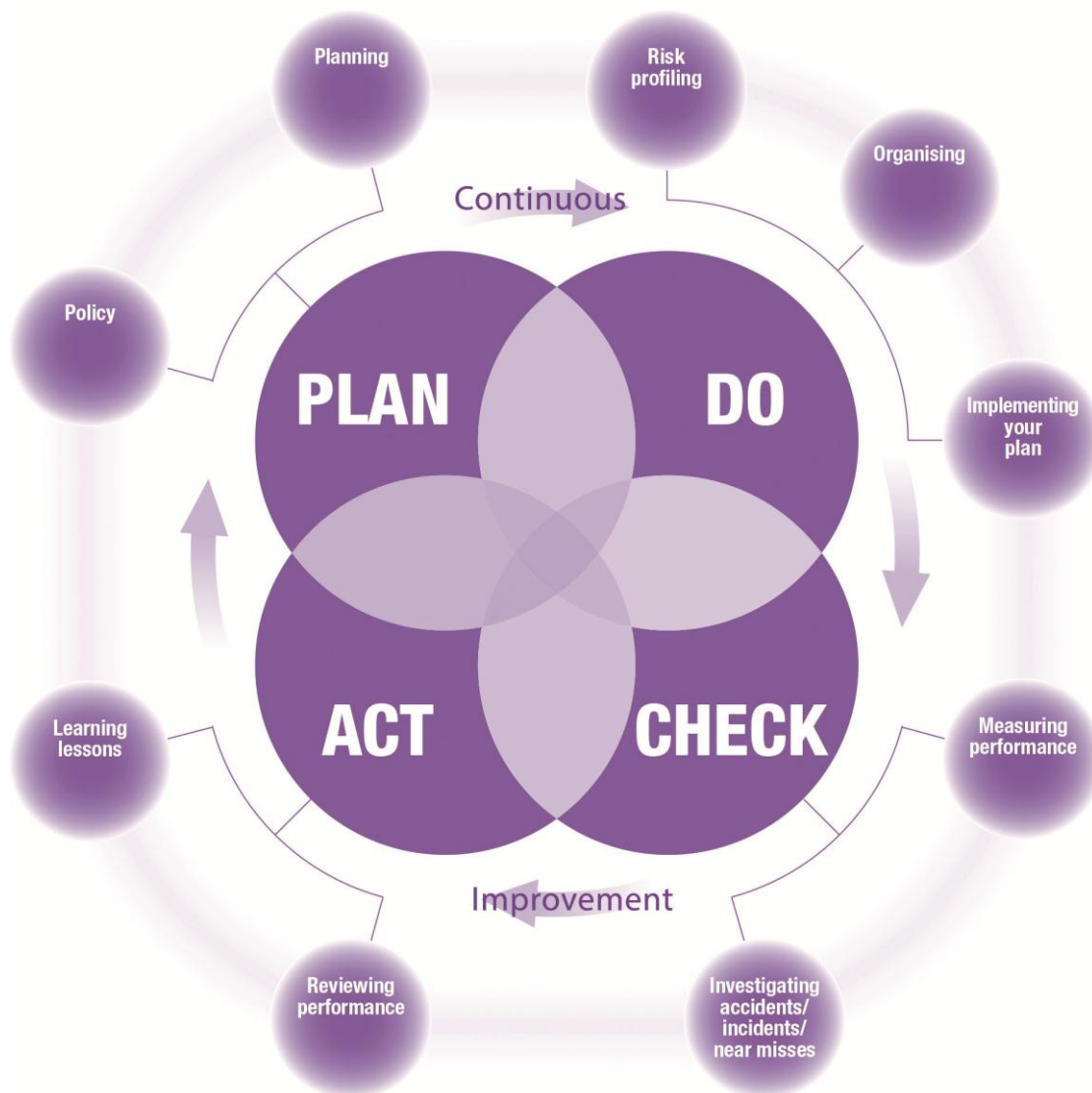
1.7 Trade union safety representation

The SSSC will allow any appointed safety representative time off with pay to fulfil their functions and to undergo health and safety training. Their functions include:

- representing staff about specific matters that will affect their health, safety and welfare
- being involved with risk assessment procedures
- investigating accidents, near misses, and other potential hazards and dangerous occurrences in the workplace
- investigating complaints made by an employee they represent about their health, safety or welfare in the workplace
- presenting investigation findings to management
- inspecting the workplace
- attending health and safety committee meetings as a representative of the staff.

2. ARRANGEMENTS FOR HEALTH AND SAFETY - PLAN, DO, CHECK, ACT

This section of our policy sets out our approach to ensure suitable arrangements are in place to manage health and safety effectively. It is intended to align with the 'Plan, Do, Check, Act' management system framework, as recommended by the Health and Safety Executive in document HSG65 Managing for Health and Safety.



2.1 Plan

Our policy aims to achieve and maintain the highest standards in health and safety. We will allocate responsibilities at appropriate levels within the SSSC.

Our policies, procedures and guidance will set realistic, but challenging objectives for the organisation. These objectives will take account of where we are now, where we need to be and outline how we will reach our objectives in an annual health and safety action plan.

Directors and managers should consider the potential health and safety impacts of their plans and any significant resources that are required to address health and safety issues in their functional area.

We will monitor our progress during the year by identifying key performance indicators and reporting on performance to the appropriate committees.

2.2 Do

We will identify a risk profile for the organisation and ensure suitable and sufficient risk assessments are carried out. At a corporate level, this will be achieved by identifying the high-level risks and recording them in our Risk Register. Directors and line managers are responsible for ensuring risk assessments are carried out and controls implemented in their area of responsibility.

Where appropriate, we will develop generic risk assessments to modify and amend for local circumstances.

2.3 Organising for health and safety

We will allocate health and safety responsibility at appropriate levels within the organisation. We will appoint a competent person and seek appropriate expertise to advise and support us on health and safety matters.

We will ensure that arrangements are in place for open discussion and communication that encourage the development of positive attitudes and behaviours.

2.4 Consultation with employees

We will involve employees and their representatives in the consultation process through trade union safety representatives and the partnership forum, and through discussion and completion of team and specific risk assessments. The involvement of employees will assist in the development of control measures that are both practical and have employee support.

Health and safety will be on the agenda of management and team meetings and we will encourage employees to raise their concerns on any health and safety issues affecting them or their teams, for example, at one-to-ones and team meetings.

We will also encourage employees to raise health and safety concerns with their line manager, safety representative, trade union representative and the corporate facilities, health and safety adviser and assistant. Consultation on any new health and safety initiatives will involve those affected and their health and safety representatives.

2.5 Communication

Good communication is essential to ensure that everyone is aware of their responsibilities, knows the risks associated with their work and can contribute by raising their concerns. We will communicate through, but are not limited to, the following channels:

- health and safety Committee
- the intranet

- yammer
- healthy working lives group
- regular health and safety emails, bulletins and the staff newsletter.

Directors and line managers will ensure employees know where to find health and safety information and set up suitable communication channels within their team, paying particular attention to those members of staff spending periods out of the office. We will make everyone aware of the staff with specific health and safety duties. This will include first aiders, fire and evacu-chair wardens, safety representatives and others with specific responsibilities.

2.6 Co-ordination and co-operation

Where we share premises or engage contractors we will ensure that appropriate arrangements are in place to enable co-ordination of health and safety matters. We will share information on fire safety, first aid and the control of contractors in our areas and include the evaluation of relevant health and safety documents as part of the procurement process. Health and safety issues will be considered in letting or sharing arrangements for our sites.

2.7 Health and safety standards

We will detail our health and safety standards for our activities in health and safety policies, procedures and risk assessments. Management and staff must follow these agreed standards to enable us to meet our legal obligations.

Where teams have specific risks, managers should ensure that they develop their own health and safety procedures, based on risk assessment, with the assistance of the corporate facilities, health and safety adviser.

2.8 Competence and supervision

To ensure all employees are competent to meet their health and safety responsibilities we will provide adequate information, instruction and training. This will include induction training and additional training if they are exposed to new risks or take on additional responsibility.

Managers should provide appropriate supervision and take into account competency of the employees they line manage and identify training and development needs accordingly. The level of supervision will depend on the employee, for example, new employees or young workers may require a higher level of supervision until the manager is satisfied they are meeting their health and safety responsibilities.

Managers will ensure that they record details of employee induction, and of any other, instruction and information on health and safety.

2.9 Check

We will measure our performance to ensure that our plans are implemented. We will check our performance in a number of ways, including:

- carrying out regular health and safety inspections for our areas and participating in joint inspections of shared premises in line with Safety Representatives and Safety Committees Regulations 1977 (as amended) and Health and Safety (Consultation with Employees) Regulations 1996 (as amended)
- carrying out incident and accident investigations
- reviewing attendance rates for short- and long-term absences
- reviewing risk assessments and safety procedures
- having health and safety audits and reviews.

The frequency of inspections is based on a risk assessment. Participation from trade union safety representatives will be invited in inspections and reviews. Trade union safety representatives can also undertake and carry out workplace inspections as required if providing written notice to the employer.

2.10 Act

The information gathered from our reviews will be taken into account when determining future health and safety objectives and plans. We will review the Corporate Health and Safety Policy at least annually to incorporate any organisational changes or changes in legislation or working practices. Directors must ensure that they regularly review their risk assessments and arrangements for health and safety. Health and safety information will be reviewed at least annually to ensure that the names of those given health and safety responsibilities remain current.

Reporting on health and safety performance is necessary to enable us to maintain our standards and identify any potential concerns. We will set performance targets to enable us to measure progress. An annual report will be compiled by the health and safety committee and submitted to Council.

The report will give an overview of performance against our health and safety objectives and targets. It will highlight achievements and identify forthcoming issues or legislative changes that may have an impact on the organisation.

Regular reports from functions will provide information that will be incorporated into the annual report. Functions will be given an opportunity to raise any issues they have identified for inclusion in the Health and Safety Action Plan.

3. 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 (as amended).
- Health and Safety (Consultation with Employees) Regulations 1996 (as amended).

4. RELATED POLICIES

Related policies and supporting arrangements are listed in Appendix 1.