

Health, Safety and Wellbeing Policy

Owned and maintained by:	Human Resources
Date checked/created:	June 2015
Next review date:	June 2017

Introduction

This document sets out the occupational health, safety and welfare arrangements for all of Audit Scotland's employees and is applicable to contractors, visitors and members of the public who may be affected by the work activities of Audit Scotland.

Statement of Intent

The management of Audit Scotland recognise that they have a duty under the Health and Safety at Work Act and associated legislation to ensure that all reasonable precautions are taken to provide and maintain working conditions that are safe, healthy and comply with all statutory requirements and codes of practice. Audit Scotland recognises that this duty applies wherever our staff are required to work. To support the application of our intent Audit Scotland will, so far as is reasonably practical, pay particular attention to:

- Providing and maintaining safe systems of work.
- Providing information, training and supervision to ensure the health and safety at work of employees and others.
- Controlling the place of work and maintaining it in a safe condition.
- Providing safe means of access to and exit from the place of work.
- Undertaking assessments to identify health and safety risks, informing employees and others of any identified risk and where practical take action to eliminate or control such risks.
- Carrying out work place inspections to aid compliance with health and safety regulations.
- Consulting and communicating with all staff on matters affecting health, safety and welfare in the workplace.
- Ensuring that, as far as is reasonably practical, clients are aware and take cognisance of Audit Scotland's occupational health, safety and welfare policy.
- Ensuring that, as far as is reasonably practical, clients provide a safe working environment for Audit Scotland Staff when on their premises.

- Carrying out regular reviews of the occupational health, safety and welfare policies and procedures ensuring that they continue to meet the requirements of legislation and the organisation.

Organisation and Responsibilities

The Auditor General for Scotland as the accountable officer has ultimate responsibility for the administration and implementation of Audit Scotland's arrangements to comply with the Health and Safety at Work Act and associated legislation. In order to ensure that sufficient resources are available, responsibility for administration, implementation and monitoring of the occupational health, safety and welfare policy and procedures is delegated as follows:

Executive

The Chief Operating Officer is the executive responsible for the implementation, administration and monitoring of health, safety and welfare policy and procedures in the organisation.

Health and Safety Officer (HSO)

The HSO reports to the Chief Operating Officer. The HSO's responsibilities cover the maintenance of safety records, investigation of accidents and dangerous occurrences, providing accident statistics, preparation of health, safety and welfare policy and procedures and keeping a watching brief on changing legislation.

The HSO will also provide advice and guidance to managers and staff on matters relating to health, safety and welfare at work. Unless otherwise intimated the HR&OD Manager of Audit Scotland will take on the responsibilities of the HSO. As at June 2015, this person was David Blattman.

Assistant Health and Safety Officers

Audit Scotland will appoint Assistant Health and Safety Officers who, for this part of their work, will report and be accountable to the HSO. The HSO will make such appointments and ensure that suitable training is provided to the officers so that they can fulfil their role. Typically, the Assistants will be members of the HR&OD team, the Business Support Manager and the Facilities Management Manager.

Directors, Assistant Directors and Managers

Managers at all levels have the responsibility to provide leadership and to promote responsible attitudes towards health, safety and welfare at work of all staff. They will:

- Ensure that all new staff, including temporary staff, are given general induction training and any specific safety instructions relevant to their role. All new members of staff **MUST** be shown the location of first aid boxes, fire exits and fire fighting equipment on commencement of employment. Managers should physically walk the fire routes with new staff.

- ensure new staff also complete the health and safety induction on-line training package and questionnaire available from the New Starters section of the intranet (Human Resources/New Starters).
- Ensure that all staff, including temporary staff, for whom they are responsible are aware of and have access to the organisations health, safety and welfare policy and procedures.
- Keep up to date with Audit Scotland's health, safety and wellbeing policy and procedures.
- Ensure that good housekeeping standards are applied.
- Assist the HSO in investigating accidents and dangerous occurrences as required.
- Carry out regular health and safety checks of areas where their staff are working including clients premises.
- The Assistant Director nominated by the relevant Director is deemed to be the responsible person for their office and will ensure the implementation of all Audit Scotland's occupational health, safety and welfare arrangements.

Employee responsibilities

All employees have a duty under the Health and Safety at Work Act for the health, safety and welfare of themselves and others, including members of the general public who may be affected by what they do or fail to do at work. It is the duty of all employees to co-operate with Audit Scotland in its compliance with the Health and Safety at Work Act and associated legislation. All staff are therefore required to:

- Take reasonable care to prevent any injury or damage to their own and others health, safety and welfare at work.
- Work in accordance with Audit Scotland's occupational health, safety and welfare policy, procedures and training on its own or client's premises.
- Report to their manager, the HSO or health and safety representatives any situation that may present a risk to the health, safety and welfare of themselves or others.
- Report all accidents to their manager.
- Ensure that any equipment or facilities provided in the interest of health, safety and welfare is not damaged or abused in any way.
- Comply with client's health and safety arrangements when on their premises.
- Read, understand and retain relevant documentation provided by Audit Scotland in the interests of health, safety and welfare at work.

Arrangements

Reporting accidents

There is a separate policy covering accidents which outlines the procedures which are to be adopted when any employee, visitor, members of the public or contractor experiences an accident, near miss or dangerous occurrence on Audit Scotland's premises or when engaged in business-

related travel during the course of their employment or activity. See our staff handbook: <http://ishare/handbook/Handbook/Forms/healthandsafety.aspx>.

All reported accidents and “near miss” reports will be reviewed by the Health, Safety & Wellbeing Group and the HSO will provide an annual report to the Chief Operating Officer at the end of each financial year. This will be provided to Audit Committee of Audit Scotland. In the event of a serious incident and at the discretion of the Chief Operating Officer, a special report will be made to the Audit Committee at the earliest opportunity.

First aid

During the induction programme employees will be introduced to the First Aider and shown the location of first aid equipment. The names of qualified First Aiders and how to contact them are given on local notice boards (along with First Aid box locations) and on the intranet site (see Health and Safety, First Aid information).

Staff should ensure they are aware of the first aid arrangements at their work location and when working on client’s premises.

Fire safety

Employees have a duty to conduct their operations in such a way as to minimise the risk of fire. This involves keeping combustible materials separate from sources of ignition and avoiding unnecessary accumulation of combustible materials. In leased premises the building landlord may be responsible for the provision and maintenance of fire prevention and fire alarm equipment.

All employees have a duty to report immediately any fire, smoke or potential fire hazards to their manager, and to operate the fire alarm. If you discover a fire:

- Ring the fire alarm.
- Leave the building and proceed as above.
- Fire Wardens and Fire Incident Controllers are allocated at each of our Audit Scotland locations and receive fire safety training.

All employees must know their evacuation route and assembly point in case of fire or other emergency. Details of fire plans, assembly points, fire wardens and fire incident controllers are available on the intranet site (and on signs at your location). If you hear the fire alarm:

- Immediately leave the building by the nearest fire exit.
- Do proceed calmly to your assembly point.
- Report to your floor's fire warden so you can be accounted for.
- Wait for further instructions.
- Do not delay to put away papers or to collect personal belongings.
- Do not attempt to use the lifts.

Fire exits are clearly labelled and located at strategic points throughout the workplace. Fire doors are designed to slow the spread of fire and smoke throughout the workplace. Fire doors are to be kept closed at all times and must never be blocked, jammed or tied open and exit corridors must never be locked, blocked or used as storage space.

Fire extinguishers are located at strategic points throughout the workplace. Employees are expected to tackle a fire themselves only if trained and it would pose no threat to their personal safety to do so. If the situation is dangerous or potentially dangerous, the employee should activate the alarm and evacuate the building immediately.

Emergency evacuation procedure

In the event of the fire alarm being activated or in any other emergency situation (such as a bomb scare), all employees must leave the building by the nearest available exit and assemble at the designated assembly point. Practice fire drills will be conducted at regular intervals, at least annually, to ensure employee familiarity with emergency evacuation procedures, or in accordance with the landlord requirements.

Smoking

Audit Scotland operates a non-smoking environment in all its offices. Please see our separate policy within the staff handbook (<http://ishare/handbook/Handbook/Forms/healthandsafety.aspx>). Disciplinary action may be taken against staff that fail to comply with this arrangement.

Mobile phones

A line manager or director is authorised to request that an individual should receive an Audit Scotland mobile phone. For example, it may be deemed as necessary for any employee that has an operational or strategic need e.g. those expected to be on-call, lone workers (health and safety issues), travelling on a frequent basis or where access to a pooled phone or use of a personal phone is considered to be inappropriate.

Many staff do not want to carry a personal phone and a business phone. As a result, staff may use their personal phone and claim expenses for any calls relating to Audit Scotland business, where the costs can be clearly identified. Staff must submit a detailed list of the calls containing the costs of each call, date and time as part of any expenses claim.

In the event that a phone is lost, stolen or damaged, the Helpdesk must be notified immediately by raising a Support Works ticket, stating who the replacement phone is for, their cost centre code, their existing mobile number and a delivery address. They will then cancel the existing phone and a replacement will be ordered and a sum equivalent to the cost of the phone will be billed to your cost centre.

Mobile phones and other hand-held electronic information and communication devices should only be used in a car when you are parked safely and legally. You must not use your device at any other time, including when you are stopped in traffic. Mobile phones, etc must not be used whilst driving.

For the avoidance of doubt, the organisation will not reimburse individuals for any fines, costs, etc that may be imposed in the event that they are prosecuted for any driving offence as a result of using a mobile phone whilst driving.

Failure to comply with this policy (whether or not such failure leads to an accident or prosecution) may lead to formal disciplinary action being taken under the organisation's disciplinary procedure.

Risk assessments

Risk Assessment is a tool to help manage safety. Risk assessments shall be completed for all activities where there is significant risk to employees and generic risk assessments for all job roles across Audit Scotland are held within Human Resources. Risk Assessments should be reviewed whenever there is any major change in working processes or changes to individual circumstances, for example new and expectant mothers or relating to a specific medical issue or disability.

Manual handling operations

It is the policy of Audit Scotland to reduce the risk of manual handling injuries and provide guidance on the measures that should be taken to ensure safe lifting and carrying. Please see our separate Manual Handling Policy in respect of this within the staff handbook (<http://ishare/handbook/Handbook/Forms/healthandsafety.aspx>).

Display screen equipment

It is the policy of Audit Scotland to comply with the law as set out in the Health and Safety (Display Screen Equipment) Regulations 1992 (as amended in 2002). Please see our separate Eye Care Policy within the staff handbook (<http://ishare/handbook/Handbook/Forms/healthandsafety.aspx>).

Workplace inspections

Regular formal workplace inspections are carried out annually for all Audit Scotland base locations. In addition, inspections will be conducted in the relevant areas whenever there are significant changes in the nature and/or scale of our operations. An annual inspection will be undertaken by an external health and safety expert, and a report will be made available to local management, the HSO and the health, safety and wellbeing group. Workplace inspections will also provide an opportunity to review the continuing effectiveness of the policy and to identify areas where revision of the policy may be necessary. Please see our separate workplace inspection statement (<http://ishare/healthsafe/SitePages/Workplace%20Inspections.aspx>).

Commitment to Health, Safety and Wellbeing

Audit Scotland has prepared this policy to demonstrate the commitment of the Board to providing a safe and healthy working environment for all staff and to meeting its statutory obligations.

Audit Scotland is committed to working in partnership with its staff and their representatives to ensure that safe systems of work are established and maintained. To this end a Health, Safety Wellbeing (HSW) Group has been formed to promote co-operation between management and

employees in the development and implementation of measures to ensure the health, safety and welfare at work of employees and other who may be affected by the work of Audit Scotland. Further details about the HSW group and its terms of reference can be viewed within [ishare \(http://ishare/healthsafe/SitePages/Home.aspx\)](http://ishare/healthsafe/SitePages/Home.aspx).