

# Corporate Health and Safety Policy

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## Foreword

This Health & Safety policy represents a commitment by Social Care and Social Work Improvement Scotland (Care Inspectorate) to ensure its standard of health, safety and welfare is provided at all levels of the organisation and to ensure that Health and Safety is an integral part of the overall management culture. We are committed to developing a positive attitude to Health and Safety amongst our workforce.

The policy reflects the legal obligations placed upon the Care Inspectorate by the Health and Safety at Work etc. Act 1974 and the Management of Health and Safety at Work Regulations 1999.

Managers are responsible for demonstrating that they encourage a positive attitude towards Health, Safety and Welfare amongst all employees and people who use services we inspect and regulate and their carers who visit our premises. Everyone working within the Care Inspectorate shares in this responsibility.

The policy is supported by specific and underpinning health and safety policies and procedures. These detail the management responsibilities, arrangements and procedures in place to ensure successful implementation of this overarching policy.

This document is central to the management of Health, Safety and Welfare within the Care Inspectorate. It requires the support and commitment of every member of staff to achieve the benefits of successful Health and Safety Management. To this end, I commend this document to you.



Jacquie Roberts  
Interim Chief Executive  
Care Inspectorate

## **Health and Safety at Work Statement**

The Care Inspectorate is committed to ensuring, so far as is reasonably practicable, the health, safety and welfare of its employees. We fully accept our responsibility for our employees and other persons who may be affected by our activities. We have taken steps to ensure that the requirements of the Health and Safety at Work etc Act 1974, the Health & Safety Regulation 1999 and other relevant statutory duties including the public sector equality duties are met at all times.

It is the duty of management to ensure that all processes and systems of work are designed to take account of health and safety and are properly supervised at all times. This is met by appropriate health and safety planning underpinned by appropriate risk assessment programmes.

Facilities and arrangements will be in place to enable employees and their representatives to raise issues of health and safety.

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

We will give each employee information, instruction and training as is necessary to enable them to work safely.

Every employee must co-operate with us to enable the Care Inspectorate to comply with all statutory duties.

If our health, safety and welfare policies are going to work, everyone in the Care Inspectorate needs to be committed to them. Every one of us has a legal obligation to take reasonable care for 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. Specialist advice on health, safety and welfare matters is provided by the HR Adviser (Health & Safety).

Full details of the organisational arrangements for health and safety will be set out in separate documents which will include:

- Health and Safety Risk Assessment Policy (including reference to violence and aggression)
- Display Screen Equipment Policy
- Stress Management Policy
- Smoking Policy
- Manual Handling Guidance
- Loneworking Guidance (including reference to violence and aggression)
- Driving Guidance
- Guidance on First Aid
- Emergency Evacuation Procedures
- Accident and Incident Procedures

We regularly monitor this statement to ensure that the objectives are being achieved. We review and revise it where necessary, in the light of legislative or organisational changes.

A handwritten signature in black ink that reads "Jackie Roberts". The signature is written in a cursive style with a large initial 'J' and 'R'.

Chief Executive

Date: 24 June 2011

## **1. ORGANISATION AND RESPONSIBILITIES**

### **1.1 The Board**

Members of the Board are committed to the importance of effective policies, procedures and training being established, with appropriate review mechanisms being in place to ensure the effective management of health and safety within the Care Inspectorate. All Health and Safety policies are formally approved by the Resources Committee. The Board will receive an annual report and regular updates on health and safety performance.

### **1.2 Chief Executive**

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

- Ensuring adequate finance and other resources are made available to enable this Policy to be implemented.
- Ensuring the commitment and co-operation of staff, via the senior management team and other communication forums within the Care Inspectorate.
- Determining the organisational structure through which this policy is implemented and delegating the responsibility for implementation of this policy.
- Appointing competent person(s) to assist the Care Inspectorate in overseeing the application and provision of Health and Safety legislation.
- Ensuring the establishment and maintenance of health, safety and welfare management systems which includes the assessment of risks, effective planning, organisation, control, monitoring and review of the preventative and protective measures necessary to reduce and control the risks.

### **1.3 Directors**

Directors are, so far as is reasonably practicable, responsible for ensuring the health, safety and welfare at work of employees in their respective functions. In particular, they:-

- Ensure the implementation of the Corporate Health & Safety Policy and supporting policies and procedures.
- Detail the organisation and delegation of responsibilities within the area of their responsibility through which this Policy is implemented.
- Ensure adequate finance and other resources are made available to enable the policy to be implemented.
- Implement Health and Safety Management Systems, which ensure the assessment of risk and the effective planning, organisation, control, monitoring and review of the preventative measures required to eliminate, reduce or control the risks.
- Bring to the attention of line management that the responsibility for health, safety and welfare is shared, and that they are accountable for the health, safety and welfare of employees or others who may be affected by the

- Ensure that the risks associated with the premises and activities under their control are identified with the aim of eliminating or controlling the risks, so far as is reasonably practicable.
- Have the health and safety function as part of the agenda of the senior management team. Issues relating to health and safety are tabled at least quarterly.
- The key tasks of Directors are;
  - determining health and safety policies in support of this corporate health and safety policy
  - establishing strategies and the overall health and safety plan to implement and integrate policy
  - monitoring progress of health and safety plans

#### **1.4 Partnership Forum**

Local partnership representatives will work together with local offices in regards to:

- Risk Assessment
- Display Screen Equipment Assessments
- Accidents & Incidents
- Health and safety learning requirements
- Premises Inspection results and action plans
- Results from audits
- Any other health and safety issues

Other health and safety issues to be discussed could include:

- Introduction of measures which may substantially affect the health and safety of employees
- Arrangements for nominating persons to implement emergency procedures
- Provision of health and safety information required under the relevant statutory provisions
- Provision of health and safety training required under the relevant statutory provisions
- The health and safety consequences of new technologies introduced into the work place

Any minutes of local partnership meetings should be forwarded to the Human Resources Adviser, Health & Safety and any national issues escalated to the National Partnership Forum.

The Care Inspectorate will provide such facilities and assistance as the Safety Representatives may reasonably require to undertake their function.

## **1.5 Health & Safety Support**

The Care Inspectorate is advised on health, safety and welfare at work matters by the HR Adviser (Health & Safety) who is the competent person within the meaning of Regulation 7 of the Management of Health and Safety at Work Regulation 1999.

The HR Adviser (Health & Safety) is responsible for the provision of advice and guidance, to the Care Inspectorate, in undertaking the measures needed to comply with the requirements and prohibitions imposed by relevant statutory health and safety provisions.

The role of the HR Adviser (Health & Safety) is to support the Care Inspectorate 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 may be affected by the Care Inspectorate's undertaking.

## **1.6 Line Managers**

Line Managers are responsible for ensuring the health, safety and welfare at work of employees in their respective teams. Line Managers should:

- Ensure the implementation of the Care Inspectorate's Corporate Health & Safety Policy and supporting policies and procedures for their team.
- Ensure that the risks associated within the Care Inspectorate's working environments have had controls put in place to minimise the risk of harm to staff and visitors.
- Ensure that employees within their team follow the health and safety policies and procedures available to them.

## **1.7 Employees**

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

- Acting with 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 Care Inspectorate to perform any duty or to comply with any arrangement, as a result of Health and Safety legislation which may be in force.
- Using correctly all work equipment as provided by the Care Inspectorate in accordance with any statutory requirement or training and instruction they receive to enable them to use the equipment safely.
- Bringing to the attention of their line manager any situation they would reasonably consider represents a serious and immediate danger to health and safety.

## **2.0 ARRANGEMENTS**

The following arrangements will be implemented where necessary and will be expanded and developed to meet specific requirements. This should be done in consultation with the HR Adviser (Health & Safety).

### **2.1 Health & Safety Policies and Procedures**

To enable the provision of a framework to meet and implement health and safety legislation, within the Care Inspectorate, specific policies and supporting procedures will be agreed.

### **2.2 Health and Safety Planning**

Health and safety planning is an integral part of the overall Human Resources strategy. A corporate health and safety plan will be prepared by the HR Adviser (Health & Safety) annually and will be available to the Board and Executive Team.

Local health and safety plans will be derived from the corporate health and safety plan annually. The objectives within the local health and safety plan will relate to the national health and safety objectives. These local safety plans will be created in conjunction with local partnership representatives which will identify specific local health and safety objectives with realistic timescales.

### **2.3 National Health and Safety Forum**

A national health and safety forum will be established to allow for national health and safety discussion. It is thought that a national agenda will reflect arrangements put in place through this policy. It is intended that local partnership representatives will attend these meetings. A national agenda is thought to include:

- National premises inspection results and action plans
- National Risk Assessment completion statistics and action plans
- Audit results and outcomes
- Display Screen Equipment assessment performance
- National accident and incident statistics and trend analysis
- Overall health and safety performance
- Health and safety learning requirements
- A review of health and safety plans
- Any other health and safety issues

### **2.4 Risk management**

The Executive Team will ensure that a health and safety management strategy, which pursues progressive improvements leading to reduction in injury and ill health, is incorporated within the overall Risk Management Strategy of the Care Inspectorate.

The Risk Assessment process will manage risks by examining the tasks which staff undertake. The process of recording significant risks to these employees

and will also introduce effective control measures.

Assessments, as a minimum, will meet the general requirements of the Management of Health and Safety at Work Regulations 1999. The requirements for assessment contained in other more specific legislation.

The assessments will be reviewed as necessary by the HR (Health & Safety) and the significant risks recorded.

The risk assessment process will identify whether measures need to be applied to reduce or maintain the risks to an acceptable level. Such measures must, as a minimum, ensure that the standards required by current health and safety legislation are met. Additional guidance to assist in meeting the standards can be used such as;

- The Care Inspectorate's health and safety policies and procedures
- Existing Health and Safety Executive's approved codes of practice
- Health and Safety Executive guidance

## **2.5 Monitoring**

The effectiveness of the Care Inspectorate Health and Safety Policy will be monitored in the following way:-

Accident/Incident reporting and analysis

- There are systems in place for the reporting, recording and analysis of all accidents and incidents, with a view to determining and eliminating their causes.
- Investigations will be conducted, where appropriate, in order to determine potential breaches of statutory obligations or internal policy / procedures. These identify, where appropriate, additional preventative and protective measures.

Measuring Performance

- Premises inspections, Risk Assessments and health and safety audits will be carried out in Care Inspectorate premises and the resulting action plans addressed by each individual office in conjunction with local partnership representatives.
- The HR Adviser (Health & Safety) will formally monitor the premises inspections and risk assessments completed through an internal audit programme.

## **2.6 Reviewing performance**

The HR Adviser, Health & Safety, will prepare an annual report evaluating the health and safety performance of the Care Inspectorate. The annual report will make reference to the following areas:

- Health and Safety performance for the previous year
- Measuring Performance statistics

- Health and Safety Learning & Development
- Health and Safety Planning for the coming year.

The annual report will be submitted to the Board in September of each year.

## **2.7 Training**

The Care Inspectorate recognises that formal health and safety training is a significant factor in accident prevention. The Management of Health and Safety at Work Regulations 1999 place a duty on the Care Inspectorate to provide employees with adequate health and safety training upon;

- their recruitment – basic health and safety training
- transfer or change of responsibilities
- introduction of new work equipment or alteration of current equipment
- introduction of new technology or alteration of existing equipment
- introduction of new systems of work or alteration of current systems

This training must;

- be repeated periodically where appropriate
- be adapted to take account of any new or changed risks
- take place during working hours

Training should be based upon an evaluation of the skills and competencies required to carry out tasks safely and subsequent matching of these skills and competencies to those charged with carrying out the task.

## **2.8 Emergency arrangements**

Where situations present serious and imminent danger procedures will be established in accordance with Regulation 8 of The Management of Health and Safety at Work Regulations 1999. Where appropriate, these procedures will contain specific action for the evacuation of disabled persons. These arrangements include the role and responsibilities of persons nominated to assist in implementing such procedures.

## **2.9 Consultation with Employees**

The Care Inspectorate's Trade Union partnership agreement ensures that staff are consulted with. This is done through the local and national partnership forums on any health and safety issues and also when new policies and procedures are produced or existing policy and procedures revised.

## **2.10 Contractors**

The Care Inspectorate will monitor the activities of contractors to ensure that the risks presented to employees and to visitors are minimised.

All contractors are assessed in terms of health and safety and only contractors who can demonstrate their ability to meet the standards set by the Care

Inspectorate are employed.

An approved list of contractors is maintained will be kept under review by the Facilities Adviser.

Contractors who fail to meet satisfactory health and safety standards are removed from the approved list. This responsibility lies with the Facilities Adviser and the Human Resources Manager.

## **2.11 Supplementary Policies and Guidance**

The Corporate Health and Safety Policy will be supplemented by a number of specific policies and related procedures which will be reviewed and updated as appropriate.

## **2.12 Presentation and Review**

This policy and any revision will be drawn to the attention of every employee of the Care Inspectorate.

The contents of the documents produced under this policy are brought to the attention of all employees for whom the contents are relevant.

This policy and accompanying documentation will be reviewed, and, where necessary revised, on a three yearly cycle unless an earlier revision is prompted by changes in legislation or procedures etc.