

**SCOTTISH ENTERPRISE
HEALTH AND SAFETY POLICY**

Version 12

**Effective Date:
January 2020**

LIVE

Contents

- 1) Statement of Intent
 - 2) Responsibilities
 - a. ELT
 - b. Chief People Office and CEO Office
 - c. Director of People
 - d. Director or Place
 - e. All People Managers
 - f. All Employees
 - g. Head of Health, Safety and Environment
 - h. Health and Safety Manager
 - i. Overseas Offices
 - 3) Supporting Safety Management within Scottish Enterprise
 - 4) Health and Safety Committee
 - 4.1 Current H&S Committee Members
 - 5) Management Arrangements
 - 5.1 Accident, Incident and Near Miss Reporting
 - 5.2 Communication and Consultation
 - 5.3 Driving for Work
 - 5.3.1 General Requirements
 - 5.3.2 Medical Conditions and Use of Medication
 - 5.3.3 Use of Mobile Phones
 - 5.4 Emergency Preparedness and Response
 - 5.5 Events in External Venues- Due Diligence
 - 5.6 Monitoring, Review and Active Response
 - 5.7 Risk Assessment
 - 5.8 Smoking Policy
 - 5.9 Health and Wellbeing Programmes
 - 5.10 Health and Safety Training
 - 5.11 Travel Security
 - 5.12 Display Screen Equipment/Workstation Assessments
 - 5.13 Lone Working in SE Premises
 - 5.14 Remote Working
 - 5.15 Young Persons/Children on Site
 - 5.16 Personal Protective Equipment (PPE)
 - 5.17 First Aid
 - 5.18 Animals in the Office
 - 6) Personal Data and Privacy
- Appendix A-** Health and Safety Accountability and Liabilities (inc Board Members)
- Appendix B-** Document Information and Revision History

CHIEF EXECUTIVES STATEMENT OF INTENT

Scottish Enterprise (SE) is fully committed to meeting its responsibilities under the Health and Safety at Work etc. Act 1974 and will comply with its duties under the Act. We will ensure, as far is reasonably practicable, the health, safety and welfare at work of all employees and others who may be affected by our activities, with a particular focus on promoting a positive safety culture with zero accident/harm by;

- the identification of risk within our operations and opportunities for mitigating this
- the provision of safe plant, equipment and systems of work
- the safe use, handling, storage and transport of articles and substances
- the provision of any required information, instruction, training and supervision
- a safe place of work, with safe access and egress
- a safe working environment with adequate welfare facilities
- the provision of health surveillance where necessary
- providing adequate resources, including competent advice where needed
- consulting on matters of health, safety and well-being as required

As Chief Executive, I am the Accountable Officer and ultimately responsible for ensuring that SE complies with all relevant Health and Safety legislative requirements and that appropriate systems and procedures are in place to allow SE to maintain, monitor and continually improve our overall health and safety performance.

The allocation of duties regarding safety matters and the particular arrangements that we have made to implement the policy are set out in the procedural documents within our health and safety management system.

All of us within SE have a responsibility for the health, safety and wellbeing of ourselves and others, as they relate to the activities we undertake, and it is important that we all understand our role and responsibilities in achieving this.

I, my fellow executive members and our Board are dedicated to this policy and the implementation and maintenance of the highest standards of health and safety across the business. We expect all workers, contractors, suppliers, visitors and others to share this commitment and work together to achieve it and in doing so we will work to prevent ill health and injury.

To ensure that this policy reflects current and changes to legislation, the policy and statement will be reviewed annually.



Steve Dunlop
Chief Executive
January 2020

2. RESPONSIBILITIES

Details of the overall SE Management Structure can be found [here](#)

2.A EXECUTIVE LEADERSHIP TEAM (ELT)

Delegated authority and accountability for Health and Safety within SE on an operational and delivery level lies with SEs CEO (Steve Dunlop) and is discharged through the four Managing Directors of

- CPO and CEO Office
- Scottish Economic Development
- Business Services and Advice and
- International Economic Development and Group Strategy

ELT responsibilities are detailed below:

<p>Be responsible for embedding a positive safety culture and integrating health and safety with other management systems at all level of SE</p>	<p>Set a clear leadership example and promote a high degree of health and safety awareness</p>
<p>Ensure that staff under their management control, understand their individual health and safety responsibilities, including the duty of care and liabilities as laid out in the SE Safety Management System</p>	<p>Ensure the implementation of SE's health, safety and welfare procedures within their operational area</p>
<p>Ensure direct reports report all accidents, incidents, near misses and road traffic accidents occurring to them whilst at work through SE's online Accident and Incident reporting system and actions identified through investigation to prevent a re-occurrence are implemented</p>	<p>Provide assistance, support and information to the SE Health and Safety Team and Health and Safety Committee as requested to ensure that health and safety within SE can be effectively managed within the organisation and that our obligations are discharged, whether for staff, premises or work activities.</p>
<p>Actively support the delivery of any health and wellbeing programmes by encouraging organisation wide staff participation in activities and campaigns delivered to support these.</p>	<p>Ensure that where individuals have been assigned health and safety responsibilities within their Directorate that this is co-ordinated with the Health and Safety Team to ensure that they suitably support delivery of the safety management system</p>
<p>Ensure that SE health and safety policies and associated guidance notes are adhered to by their direct reports</p>	<p>Ensure that, where required for operational projects, appropriate budgets are available for health and safety purposes</p>

2.B CHIEF PEOPLE OFFICE (CPO) AND CEO OFFICE

The Chief People Officer has delegated responsibility from the CEO for ensuring health and safety matters within SE are effectively delivered.

CPO and CEO Office responsibilities are detailed below:

<p>Set a clear leadership example and promote a high degree of health and safety awareness</p>	<p>Ensure that there are appropriate budgets available for health and safety purposes for both staff and premises</p>
<p>Highlight to the CEO/Board/ELT any significant H&S matters that requires senior involvement and awareness in delivery or support</p>	<p>Ensure that there are sufficiently and suitably trained staff to deliver and manage health and safety</p>
<p>Influence the strategic direction of health and safety at ELT and Board level- including risks resulting from planned organisational changes (change management)</p>	<p>Ensure that any significant accidents, incidents or near-misses are reported to ELT/SE Board (as appropriate) in a timely manner and that appropriate resources are available to investigation and reporting</p>

2.C DIRECTOR OF PEOPLE

The Director of People has responsibility for the co-ordination of safety matters across SE.

Director of People responsibilities are detailed below:

<p>Inform the CPO and CEO Office, Health and Safety Committee and if appropriate, ELT about any significant failures or breaches to this policy and the outcomes of any investigations</p>	<p>Ensure that any significant accidents, incidents or near-misses are reported to CPO and CEO Office in a timely manner and that appropriate resources are available to investigation and reporting</p>
<p>Ensure that there are sufficiently and suitably trained staff to deliver and manage health and safety</p>	<p>Ensure that there are appropriate budgets available for health and safety purposes for both staff and premises</p>
<p>Ensure provision of an Annual H&S Report (and Quarterly Board Report) summarising levels of performance and providing reassurances that health and safety is being effectively managed across all parts of SE.</p>	<p>Ensuring the provision of occupational health intervention is suitably resourced, effectively managed and reported on at appropriate levels to allow improvement programmes to be targeted.</p>

2.D DIRECTOR OF PLACE

The Director of Place is responsible for ensuring that the delivery of health and safety across the Property Portfolio is effectively managed, mainly through the Property Managing Agent(s) contract(s) or by Project Managers on construction and Development sites and co-ordinating this with the Head of Health, Safety and Environment (who has overall responsibility for SE H&S) and the overall SE strategy.

Director of Place responsibilities are detailed below:

<p>Ensure that practices and management of the portfolio are in line with the overall SE Health and Safety Policy/best practice</p>	<p>Ensure arrangements are in place to assess and audit the health and safety compliance of all the SE Property Portfolio ensuring adherence to applicable health and safety legislation and best practice</p>
<p>Provide adequate reports and detail of remedial actions taken to the Health and Safety Committee and Head of health, Safety and Environment to confirm that health and safety matters are being effectively managed by SE and third parties contracted to manage the portfolio on our behalf</p>	

2.E ALL PEOPLE MANAGERS

People Managers are responsible for the day to day management of health, safety and welfare matters for their area of responsibility.

People Manager responsibilities are detailed below:

Ensure all SE health and safety policies and associated health and safety guidance notes are adhered to by their direct reports.	Understand their roles and their individual health and safety responsibilities, including the duty of care and liabilities as a People Manager as laid out in the SE Safety Management System and work towards a culture of 'Zero Accident/Zero Harm'.
Co-operate with those responsible for the delivery of SE's health and safety and those upon whom a statutory duty or requirement is imposed.	Ensure direct reports receive and attend appropriate health and safety training to the appropriate frequencies
Assist the Health and Safety Team where their direct reports require a workstation, maternity risk assessments or any other risk assessment agreed by the ELT and Health and Safety Committee.	Ensure direct reports adopt safe working practices and systems of work, particularly in the case of the young, the inexperienced and disabled persons
Ensure direct reports operate the highest standards of housekeeping within the work area and keep emergency routes and equipment unobstructed at all times	Ensure direct reports report all accidents, incidents, near misses and road traffic accidents occurring to them whilst at work through SE's online Accident and Incident reporting system
All members of their team have actively engaged with the Driving for Work process prior to driving for work purposes and become approved drivers (unless they have specifically opted out with People Manager approval)	Ensure new members of staff undertake the online induction training within 5 working days of start date and complete the local health and safety Induction on the first day of employment.
All visitors and contractors, who may be subject to risks from our activities, are made aware of these risks and of the appropriate health and safety arrangements and controls in place	Actively support the delivery of any health and wellbeing programmes by encouraging organisation wide staff participation in activities and campaigns delivered to support these.
Request further support and guidance on ensuring that these measures are maintained through any member of the SE Health and Safety Team.	

2.F ALL EMPLOYEES

Employee responsibilities are detailed below:

Take reasonable care for their own health and safety and those who may be affected by our acts or omissions at work.	Understand roles and responsibilities as laid out in the SE Safety Management System
Co-operate with those responsible for the delivery of SE's health and safety and those upon whom a statutory duty or requirement is imposed.	Comply with SE health and safety policies and associated guidance notes.
Works towards a safety culture of 'Zero Accident/Zero Harm'.	Freely report health and safety concerns to their People Manager/any other senior person
Observe all policies and instructions on health and safety	Be aware of relevant emergency action plans and/or evacuation requirements
Report all accidents, incidents, near misses and road traffic accidents occurring to them whilst at work through SE's online Accident and Incident reporting system	Undertake and attend appropriate health and safety training to the required frequencies
New members of staff are to undertake the online induction training within 5 working days of start date and complete the Local Health and Safety Induction on the first day of employment.	All visitors and contractors, who may be subject to risks from our activities, are to be made aware of these risks and of the appropriate health and safety arrangements and controls in place
Not intentionally, or recklessly, interfere with or misuse anything provided in the interests of health, safety or welfare or indulge in behaviour which may endanger themselves or others	Wear the correct personal protective equipment (PPE) and clothing wherever the wearing of such protection is specified. Where it is not specified, consider the hazards before entering an area and obtain the correct PPE
Operate the highest standards of housekeeping within their work area and keep emergency routes and equipment unobstructed at <u>all</u> times	Upon discovering a hazard, take immediate temporary action, wherever possible, to make the hazard safe and report this is to support a 'See it, Sort it' approach.
Actively engage with the Driving for Work process prior to driving for work purposes and becoming approved drivers (unless they have specifically opted out with People Manager approval).	Take heed of instructions and/or training given on the use of office equipment or safety devices

2.G HEAD OF HEALTH, SAFETY AND ENVIRONMENT

The Head of Health, Safety and Environment is responsible for the operational oversight of delivery of the safety management system.

Head of Health, Safety and Environment responsibilities are detailed below:

Influence the strategic direction of health and safety at ELT and Board level- including risks resulting from planned organisational changes (change management)	Ensure ELT members are aware of their H&S liabilities and responsibilities, ensuring implementation of SE's health, safety and welfare procedures within their operational area
Provision of clear and targeted H&S reporting at a senior organisational level, to allow informed decision making.	Set a clear leadership example and promote a high degree of health and safety awareness within the organisation
Promotion of cross- departmental working at a senior level in line with the SE H&S Strategy and SMS	Development, roll-out, monitoring and reporting on progress against a clear H&S Strategy
Advise on and provide H&S resources with SE to meet legal/other obligations and ensure suitable competencies are in place	Development, implementation and monitoring of progress against KPIs and H&S objectives to meet legal compliance obligations commensurate with organisational risk
Providing a focus for the ongoing Integration of SE operational areas into the Safety Management System	Drive improvement and compliance of the Safety Management System within SE at a senior level

2.H HEALTH AND SAFETY MANAGER

The Health and Safety Manager (and team) provides the operational overview of health and safety matters for the organisation, ensuring H&S matters are co-ordinated and managed effectively.

Health and Safety Manager responsibilities are detailed below:

Developing, maintaining, monitoring and improving key safety techniques to ensure there is an effective safety management system	Providing, reviewing and updating SE's safety documents, including this statement of policy and relevant procedures, guidance and forms
Reporting on health and safety issues and SE's safety performance to the Head of Health, Safety and Environment	Ensuring health and safety requirements are considered as part of the tender and evaluation process where considered appropriate
Undertaking, monitoring and reviewing the reporting, investigation, and follow up of incidents, where appropriate	Identifying efficient and effective ways of delivering health and safety across the organisation
Providing advice on the effectiveness of office emergency plans and procedures	Disseminating information within SE on statutory requirements codes of practice and internal standards relating to safety
Ensuring that internal health and safety training is delivered effectively	Escalating significant issues to the Head of Health, Safety and Environment
Auditing, monitoring and reviewing SE's safety performance	Ensure appropriate training and support to the Health and Safety Co-ordinators is provided
Implement and monitor the new start induction process	Development of an effective H&S communications plan

2.1 OVERSEAS OFFICES

The Geography Directors have responsibility for ensuring that SE Colleagues and those working on behalf of SE are working in a safe environment and that they follow the applicable health, safety and welfare arrangements that apply to them.

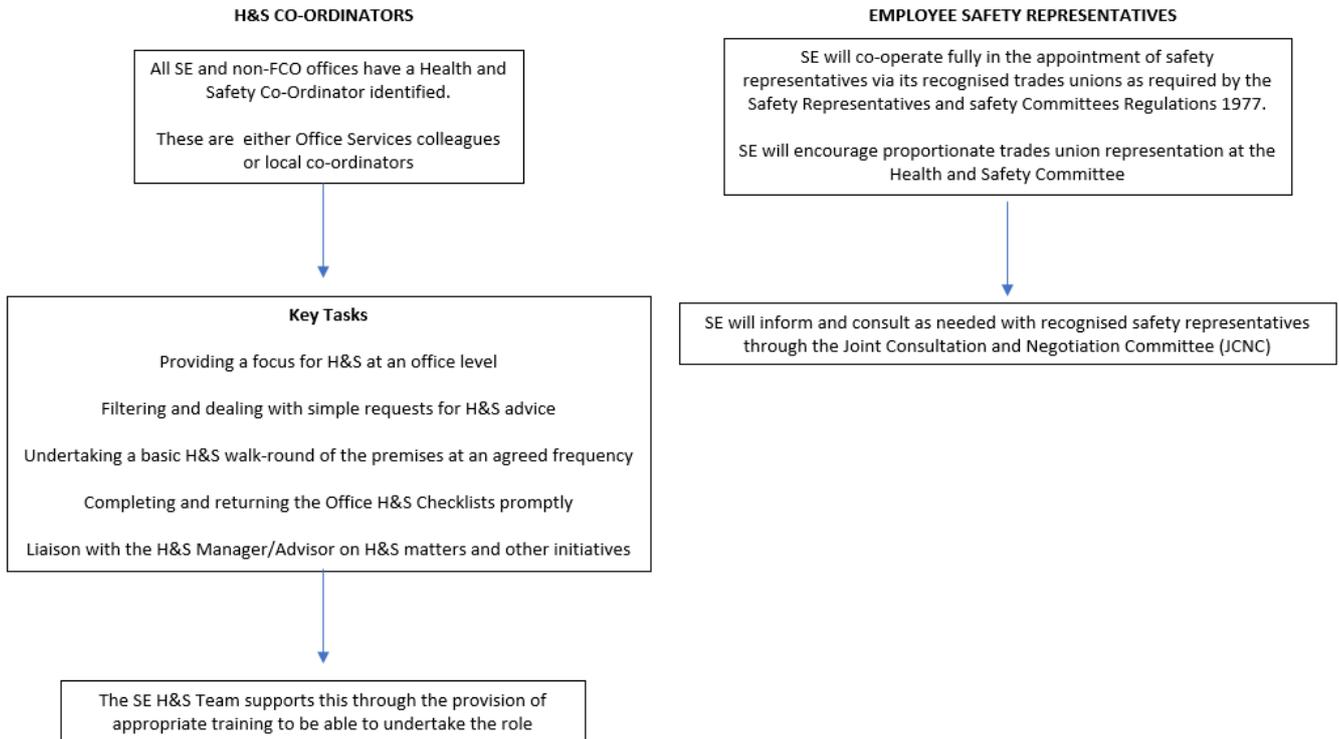
Where individuals are operating under the Foreign and Commonwealth Office (FCO) platform, some of the areas below will be delivered by the FCO.

SDI Leadership responsibilities are detailed below:

Ensuring that new starts receive a Local Office H&S Induction	Ensuring individuals have an awareness of the SE travel policy- including the requirement to complete Travel Angel training and the travel risk assessment process.
Ensuring individuals undertake and complete any required health and safety training within the required timescales	Ensuring there is a designated H&S Contact for each location and that relevant workplace H&S checks are completed.
Ensuring individuals are aware of emergency procedures as is relevant to their location	Ensuring appropriate individual assessments are completed, such as DSE, Young Persons and Expectant Mother assessments

Ensuring individuals are aware of the accident/incident reporting process via the SE Accident and Incident System

3. SUPPORTING SAFETY MANAGEMENT WITHIN SCOTTISH ENTERPRISE



4. HEALTH AND SAFETY COMMITTEE

A Health and Safety Committee is in place to help agree and steer health and safety policy and other arrangements within the organisation.

The Committee will be made up of representatives to cover the operational areas under which SE works as well as well as employee representatives as required (i.e. Trade Union).

Meetings will be held 4 times per year.

The main roles of the Committee are:

- To inform, challenge and guide the strategic and operational direction of Health & Safety
- To act as an advisor and counsel to the SE Board in fulfilling its responsibilities in relation to Health, Safety, including Occupational Health
- Be an advocate for fostering and shaping a vibrant SE health & safety culture, championing through the delivery of regular communications within the operational area and geographical reach
- Establishing links between Staff and the Committee
- Hosting Skype & Learn sessions within the operational areas, facilitated by the Health & Safety team
- Ensuring Health & Safety is a standard agenda item at team meetings
- Sharing insights and perspective through a blogs or Yammer pieces

4.1 Current H&S Committee Members

Role	Operational Representatives
Chair	Representative — CPO and CEO Office
Depute Chair	Representative — Int. Economic Development and Strategy
Union Representation	Representative — Business Services and Advice
Officer to Committee	Representative — Place
Secretary	Representative — Scottish Economic Development
	Representative

5. MANAGEMENT ARRANGEMENTS

Scope

These arrangements cover all SE staff and office locations in the UK. For SDI offices co-locating with the Foreign and Commonwealth Office (FCO), they will be subject to the FCO H&S arrangements locally.

5.1 ACCIDENT, INCIDENT AND NEAR MISS REPORTING

Policy	Who
All accidents, incidents, near-misses, dangerous occurrences and road traffic accidents occurring at work or during work-related activities (e.g. attending evening events on SE business), that result in, or could have resulted in injury to staff, a member of the public, or damage to property must be reported immediately using the SE Online Accident and Incident reporting system.	All Staff
All events occurring as above on the Property Portfolio are to be reported via health.safety@scotent.co.uk <ul style="list-style-type: none"> - Any events considered to be RIDDOR events are to be raised with the SE H&S Team prior to submission to the enforcing authority for review and agreement of submission 	Contract Managers within Place Directorate

Guidance

SE operates a 'no blame' culture whereby all accidents, incidents and ill-health are reported without prejudice.

The basis for starting an investigation will be when the event is reported to the SE online Accident and Incident reporting system or if the SE H&S Team is notified immediately following an event.

SE H&S Team

Copies of the reports and subsequent investigations and actions taken will be held electronically by the Health and Safety Team on the Online Accident and Incident Reporting System

All accident reports resulting in injury and, or, damage to property or equipment, will be investigated with a view to finding the root cause and incidental failures, and to learn lessons and take improvement actions where appropriate.

Line management including union representatives may be engaged in this process.

Statutory reporting to relevant authorities will be submitted by the SE Health and Safety Team.

- For RIDDOR events on the BI Property Portfolio, these will be reported by the Managing Agent(s) or Project Manager for Construction and Development sites..

5.2 COMMUNICATION AND CONSULTATION

Policy	Who
SE will consult in appropriate timescales on Health & Safety matters, particularly with regard to: <ul style="list-style-type: none"> - The introduction of any measure that will affect the health and safety of employees - Arrangements for appointing/nominating persons to assist compliance with relevant legislation and to assist in its emergency procedures - Provision of relevant information as required under health and safety legislation - Planning and organising relevant health and safety training required 	ELT/H&S Committee/ H&S Team

Guidance

SE formally informs and consults with employees through their elected Safety Representatives via JCNC.

On specific operational health and safety matters at Directorate level, the responsibility for consultation rests with the Head of Department that is responsible and/or other delegated Team Leaders, ensuring this links to the overall strategic direction.

SE H&S Team

Communication on all health and safety matters should reach all levels of the organisation and be as transparent and informal as possible to encourage genuine involvement by all staff.

Where more formal communication is required, the method and responsibility for this will be supported by the Employee Communications & Engagement Team.

5.3 DRIVING FOR WORK

5.3.1 General Requirements

Policy	Who
All individuals who drive for work purposes must be an approved driver or have formally opted out of the process (with their People Manager's approval) as confirmed by the SE H&S Team	All staff
<p>All staff driving for work must:</p> <ul style="list-style-type: none"> • Hold a valid driving licence for the vehicle being driven and the territory in which they are based; • Ensure that the vehicle is adequately insured, and that the insurance has cover for business use; • Ensure that the vehicle is roadworthy and that all appropriate documentation as applicable to that territory is valid and maintained <p>UK Staff- these documents must have been validated and deemed suitable/compliant by SE (through it's third party supplier) before individuals drive for work purposes</p>	All staff
People Managers must ensure that where new staff are required to drive on SE business as part of their role, that their direct reports actively engage in this process as part of the new start induction process, before any business driving occurs.	People Managers
Individuals will not be allowed to claim work-related mileage for any periods of non-compliance with this policy.	All Staff
All road traffic accidents which happen whilst a staff member is driving for work must be reported through SE's online Accident and Incident reporting system.	All Staff
Any change in circumstances which could result in the inability to comply with any element of this policy such as, but not limited to, their vehicle no longer being deemed as road worthy, driving licence being revoked/restricted due to legal or medical issues or insurance cover lapsed must be notified to health.safety@scotent.co.uk immediately.	All Staff
Failure to advise of any change in circumstance or continuing to drive on SE business when there has been a change which results in the inability to comply with this policy may result in disciplinary action.	All Staff
Driving any vehicle on SE business without complying with these requirements will be deemed as a breach of policy and may result in disciplinary action.	All Staff

Guidance

SE takes the view that all individuals that require to drive for work purposes and therefore must engage with the Driving for Work process, unless they specifically opt-out following discussion and agreement with their People Manager.

Where any aspect of the policy cannot be complied with, individuals must refrain from driving for work until they have received confirmation from SE Health and Safety Team that they comply with the terms in this policy

- To verify this, individuals may be required to provide further documentation checks.

All Staff

Driving for work is where any employee/seconded drives to any location as part of their role within SE that is not to/from home to base office location regardless of frequency e.g.

- driving from one SE office to another SE office
- driving on SE business to a destination to meet colleagues, customers or partners
- driving to a parking/drop off point at an airport, rail station or other location as part of an onward journey on SE business
- driving an SE leased vehicle
- driving a hire car/van being rented for business use
- driving to a work location that is not the normal base office from their home

Commuting directly to and from a staff member's normal place of work (base office) is **not** included in this definition

SE H&S Team

Driver checks (allowing individuals to become approved drivers) will be managed and reported on to ensure compliance with the policy. Those who do not meet requirements will be informed that they must refrain from driving on business until the issues have been resolved.

A list of approved drivers will be maintained by the team, with details regularly provided to SE Finance for mileage expense claims.

5.3.2 Medical Conditions and Use of Medication

Policy	Who
Approved drivers must cease driving immediately in the event that medical conditions prevent this (as notified by the DVLA) or a driving licence has been suspended or revoked.	All Staff
Individuals are responsible for ensuring that they do not drive if they are not fit to do so, and that they report any condition that affects their ability to drive safely to their employer, and if necessary, to local enforcement authorities (e.g. DVLA)	All Staff
Where individuals have been advised not to drive by either a trained medical professional or enforcing authority, such as DVLA, then all driving for work activities must cease immediately and until such time as passed fit for driving by the appropriate body	All Staff
Where individuals have a condition that requires the cessation of driving, then the appropriate HR Business Partner and People Manager must be notified.	All Staff
Where individuals have an illness/condition or are taking medication that may affect the ability to drive safely (that is not notifiable to an enforcement authority and does not require official cessation) then they must consider temporarily using other means of transport for work purposes	All Staff

Guidance

It is important to note that notification will not necessarily result in a withdrawal of the right to drive and will be dependent on individual circumstances.

Work activities will be reviewed to help support individuals undertaking their normal work activities during this period.

Many illnesses and medication can affect the ability to drive safely (including over the counter medicines) and so individuals are expected to use discretion to determine if they are fit to drive or not.

5.3.3 Use of Mobile Phones

Policy	Who
SE prohibits the use of <u>any</u> mobile phones whilst driving on SE business, regardless of the type of technology installed in the vehicle. This includes use of hands-free or Bluetooth technology. Any use of this may be subject to disciplinary action.	All Staff
SE will not supply hands-free or Bluetooth equipment which allows mobile technology to be used in vehicles.	All Staff
Any individual caught by the Enforcing Authorities using these items will be responsible for any fines/legal action taken against them	All Staff

Guidance

It is illegal to use a hand-held mobile telephone while driving. This includes:

- making and receiving calls
- accessing voice mail
- text messaging
- using a PDA/Blackberry or any similar hand-held electronic device

5.4 EMERGENCY PREPAREDNESS AND RESPONSE

Policy	Who
Individuals must fully co-operate in all emergency plans and evacuations, whether planned or unplanned, and follow the instructions given	All staff
Individuals must make themselves aware of local emergency procedures (e.g. fire procedures, security arrangements, first aid facilities)- this includes at premises being visited as part of an SE work-related event.	All staff
Guidance	
<p>SE has, in line with good practice, developed, and will keep under review, plans and procedures to prepare for reasonably foreseeable emergency situations. These are currently detailed under separate procedures and guidance covering:</p> <ul style="list-style-type: none"> - Business Continuity - Site specific First Aid - Site specific Fire precautions and emergency evacuation - Site specific Security <p>Planning for any other contingencies which do not threaten life, or health or safety, such as loss of buildings through adverse weather, power loss or IT systems fall under the SE Incident Management Plan</p>	
SE H&S Team	
<p>It will be ensured that suitable and sufficient staff are identified at each SE office to fulfil the role of Incident Managers/Fire Wardens, Evac Chair Handlers, First-Aiders and as office Emergency Keyholders.</p> <p>Where there is a shortfall in numbers, arrangements will be taken to identify volunteers to fill these positions. If there are insufficient/no volunteers, mitigation measures will always be taken to ensure that the risk to staff is as low as is practicable</p> <p>Scottish Offices- A site Emergency Information Folder will be held on site detailing the process for dealing with specific emergency events (e.g. suspicious packages, protests)</p>	

5.5 EVENTS IN EXTERNAL VENUES- DUE DILIGENCE

Policy	Who
All events which are organised and managed by SE, which are held in an external venue, requires a 'due diligence' check to be undertaken	All staff
SE Events Team is to maintain a current list of approved venues	Events Team
Individuals are to use venues from the approved list- if a planned venue is not on the list then due diligence checks are to take place, with the information reviewed by the Events Team/H&S Team before approval	All staff
Guidance	
<p>The responsibility in co-ordinating due diligence checks for new venues lies with the individual organising the event- this requires completion of the due diligence form and request for any further documentation/information required.</p>	
SE H&S Team	
<p>Prior to a new venue being added to the Approved List, review of the due diligence checklist and associated information/documentation is to take place with confirmation provided to the Events Team that it can be added.</p> <p>Ensure that additional resources are identified/in place for premises that provide space only (e.g. fire extinguishers, procedures for evacuation)</p>	

5.6 MONITORING, REVIEW AND ACTIVE RESPONSE

Policy	Who
All SE Scotland offices will be audited on a 2-year cycle for H&S Compliance and Accessibility, and annually for Fire Safety (via Fire Risk Assessment review)	H&S Team
All SE Scotland offices will be subject to a Monthly H&S Inspection check by the local Office Services Teams	H&S Team
Overseas Offices (non FCO co-location) will be subject to a Quarterly H&S Inspection check by local contacts appointed by the H&S Team.	H&S Team

Guidance

All aspects of SE's undertaking are subject to monitoring through Health and Safety audits

Audits, internal inspections, complaints, investigations, fire drills etc, will produce action points or plans which will be escalated appropriately to ensure compliance with SE's legal responsibilities and ensure that a high standard of health and safety management is maintained throughout the organisation.

For overseas offices where we are located within Foreign and Commonwealth Office (FCO) premises, these are undertaken by the FCO as part of their health and safety monitoring

SE H&S Team

An annual schedule of appropriate audits and inspections is to be prepared

Outcomes from audits and inspections are to be collated onto a master tracker to ensure that appropriate remedial action is undertaken and to allow trend analysis and reporting to take place.

5.7 RISK ASSESSMENT

Policy	Who
Only those who have completed IOSH managing safely or the SE H&S Team risk assessment training are permitted to undertake risk assessments	All staff
Assessments completed by non-H&S Team persons must be provided to the H&S Team for initial review	All staff
Assessments are to be completed using the methodology identified in the SE Risk Assessment Procedure	All staff
A Health and Safety Risk Register is to be in place identifying the key risks to the organisation and areas for improvement to mitigate this risk. - This will be reviewed regularly by the SE Health and Safety Committee.	H&S Committee

Guidance

We will ensure that there is an appropriate system for identifying, assessing and controlling risk. In developing these systems, we will seek to integrate risk assessment with other aspects of line management.

SE will comply with the Management of Health and Safety at Work Regulations (1999) by appointing responsible people to carry out assessments of our activities to identify significant risks to employees or property and to outline any remedial actions required including reducing the risk to acceptable levels.

SE H&S Team

Assess and prioritise remedial actions to ensure compliance with legal requirements.

Copies of completed risk assessments are to be kept for recording purposes and made available to the relevant individuals exposed to the identified risks.

Office risk assessments are to be published on the H&S Hub with communications provided to each site

5.8 SMOKING POLICY

Policy	Who
SE operates a no smoking policy in all its offices at all times (including the immediate areas surrounding the front and back doors of offices and directly outside windows), to ensure that employees, visitors and contractors work in a smoke free environment.	All Staff
Smoking is only allowed in designated areas as determined by SE or the landlords of the premises we occupy. - Smoking shelters will not be provided by SE (although designated shelters provided by landlords can be used)	All Staff
This policy is to be brought to the attention of anyone found smoking within any of the areas restricted above. - Any breaches must be reported to their People Manager or the SE Health and Safety Team - Any visitors/contractors found to be in breach of this policy are to be asked to leave the premises immediately and the SE H&S Team notified.	All Staff
All individuals must comply with landlord/managing agent's rules on smoking restrictions in locations where they have responsibility for the premises (including overseas offices) - Where SE is the landlord/managers of a shared building, all other tenants will be advised to follow this policy.	All Staff
Where an approved driver is using a car to convey other SE staff as part of SE business activities, smoking is not permitted during that journey.	All Staff
Staff undertaking visits to non-SE premises (including domestic premises on SE business) should take measures to minimise exposure to smoke. - Where the local smoking policy is not being adhered to, this must be notified to your host.	All Staff
Properties and sites within the Place Property Portfolio must also comply with the legislation detailed within this policy.	Place

Guidance

This policy is to meet the requirements of the Health and Social Care (Scotland) Act 2005, the Prohibition of Smoking in Certain Premises (Scotland) Regulations 2006 and the Safety and Health of Pregnant Workers Directive (92/85/EEC). For the purposes of this policy, 'smoking,' means the use of cigarettes, pipes, cigars, e-cigarettes, vapes and any other similar item/device.

Advice on smoking cessation can be found here

- [Can Stop Smoking](#)
- [Health Scotland](#)
- Your local GP surgery

5.9 HEALTH AND WELLBEING PROGRAMMES

Policy	Who
All staff are encouraged to assist and support those staff members appointed in delivering these programmes	All staff

Guidance

SE is fully committed to the wellbeing of its staff and as an organisation will follow the requirements and targets of identified health and wellbeing programmes deemed applicable to the organisation.

5.10 HEALTH AND SAFETY TRAINING

Policy	Who
<p>Individuals are to complete the local H&S induction process for their office base on their first day (covering safety procedures such as fire, first aid and security arrangements)</p> <ul style="list-style-type: none"> - This includes contractors, temporary staff and those undertaking work experience 	All New Starts
<p>Scottish Offices</p> <p>The local induction process is to be managed by local Office Services staff</p> <ul style="list-style-type: none"> - A record of this training is to be signed by the new staff member and forwarded to the H&S Team. 	Office Services
<p>Overseas Offices</p> <p>The local induction process is to be managed by the local office Health and Safety contact (for FCO offices, this will be via the FCO representative)</p> <ul style="list-style-type: none"> - A record of this training is to be signed by the new staff member and forwarded to the H&S Team. 	Overseas H&S Contacts
<p>Contractors/Temps</p> <p>Contractors/Temps are required to undertake the Local Induction Training</p> <ul style="list-style-type: none"> • Additional information on H&S matters will also be provided. 	Contractors/ Temps
<p>All new staff are required to complete the online Health and Safety Induction training (via SE Academy) within 5 working days of their start date:</p> <ul style="list-style-type: none"> ○ H&S Awareness for All Staff ○ Basic Fire Safety for All Staff ○ DSE Workstation and Assessment 	All New Starts
<p>The local and online induction training is mandatory and failure to complete this training within the timescales may result in disciplinary action being taken.</p>	All New Starts
<p>Individuals are to undertake health and safety training as identified by the SE Health and Safety Team to the frequencies identified.</p>	All Staff

Guidance

SE is committed to ensuring that its staff receive adequate information, instruction and training to enable them to work with minimum risk to their own, or other people's health and safety. It is SE's policy to invest in the development of all employees, including health and safety related training.

An important element in achieving this is the internal health and safety induction programme which, if carried out properly, will ensure essential information is transmitted and instil a positive attitude to health and safety in all new members of staff

SE H&S Team

Overseas Induction- Completion of the site induction process will be reviewed as part of the Health and Safety Checklist process for each office

If online induction training is not completed within 5 working days, a reminder e-mail will be sent and escalated via the People Manager. Further non-compliance will be escalated further.

The SE H&S Team will assist in identifying required training requirements for the organisation. All health and safety training will be planned and organised with the involvement of relevant stakeholders with reasonable timescales commensurate with organisational needs.

Contractors/Temps

Ensure that Contractors/temps have received suitable information on H&S matters relevant to their employment by SE

5.11 TRAVEL SECURITY

Policy	Who
<p>All staff travelling outwith Scotland or their Geography location must comply fully with the travel and security procedures which are detailed on the SE Travel page.</p>	All staff

5.12 DISPLAY SCREEN EQUIPMENT/WORKSTATION ASSESSMENTS

Policy	Who
Individuals must complete the online DSE training and assessment package every 3 years to ensure they have sufficient knowledge to set up their workstations appropriately to the environment they are working in.	All staff
Where there is a significant change to the normal workstation or working practices prior to the refresher date then individuals are to complete a new workstation assessment/refresh their knowledge via the online module	All staff
When working in any location (including those outwith the office) individuals must put the principles contained within the online DSE assessment training and associated guidance on the SE intranet into practice	All staff
Individuals who may have ongoing concerns with their workstation, or have identified health concerns, are to initially review the information in the DSE training into practice. Should this not resolve the matter then contact health.safety@scotent.co.uk to arrange one to one intervention	All staff

Guidance

SE will, so far as is reasonably practicable, ensure that existing and new IT equipment and associated furniture is provided in accordance with the Display Screen Equipment (DSE) Regulations.

For the purposes of the Regulations, all employees are 'users' as defined in the approved code of practice.

It is acknowledged that due to the flexible way in which we work, individuals may not be assigned a specific workstation. It is not expected that an assessment is required for each workstation that is used- rather that one is completed for a general set-up within the office the individual is based, and the principles of the training/guidance are implemented when setting up the workstation. See also- [A042 -Setting up your Workstation at Outwith the Office](#)

SE H&S Team

Ensure all individuals are enrolled on the online DSE training and assessment system and monitor completion

Monitor completion of new starts to ensure they complete DSE training and assessments within 5 days. Escalate non-completion via People Manager

Undertake one to one assessments where individuals have tried to resolve issues themselves and provide specialist equipment as identified. Recommend Occupational Health intervention as required (in liaison with HR)

5.13 LONE WORKING IN SE PREMISES

Policy	Who
Lone working is to be avoided at all times where possible. <ul style="list-style-type: none"> Refer to the guidance on how to manage Lone Working in the SE UK Premises Security Policy 	All Staff

Guidance

Lone working is any situation where an individual finds themselves working in isolation from other individuals.

For example, this could be working alone in an office, working alone on a different floor from other colleagues in a building or working in an area visually separated from others. It can also be working in isolation in a location away from the office where there are no other individuals (e.g. derelict/vacant site)

5.14 REMOTE WORKING

Policy	Who
Ensure the working environment is appropriate for task in hand	All Staff
Appropriate supervision and monitoring arrangements are to be agreed with the People Manager <ul style="list-style-type: none"> This will include updating Outlook calendars with location/duration 	All Staff
Equipment being used to be visually inspected, in good condition and free of visible defects prior to use	All Staff

Guidance

Where individuals choose to work from other locations whilst undertaking SE business, this constitutes remote working.

5.15 YOUNG PERSONS/CHILDREN ON SITE

Policy	Who
<p>Individuals must ensure that any person under the age of eighteen who joins their team as an employee, work placement or for work experience has a Young Persons Assessment completed prior to the young person starting within the Directorate or team.</p> <ul style="list-style-type: none"> Initial information is to be provided on the appropriate form to health.safety@scotent.co.uk 	All staff
<p>Under no circumstances should any Young Person be brought onto SE premises without this assessment being carried out and signed off.</p> <ul style="list-style-type: none"> Where this rule is ignored the young person will be asked to leave the premises. 	All staff
<p>SE has appropriate policies for dealing with emergency childcare, and as such, it shouldn't be necessary for colleagues' children to come into the workplace.</p> <ul style="list-style-type: none"> Colleagues are reminded that in the event that children are brought into the workplace, for instance for a visit during maternity or paternity leave, they are responsible for their safety, including in the event of an emergency evacuation. They must also ensure that any equipment (e.g. prams, buggies) are stored appropriately and do not block evacuation/circulation routes. Direct supervision of the child must be in place at all times Colleagues must also consider the potential disruption to colleagues in the office area and that children are to remain supervised at all times (including in common areas such as receptions, break-out areas and waiting areas). Colleagues bringing children into the office (as per the first bullet point) must make themselves known to Office Services on arrival 	All Staff

Guidance

SE will ensure by means of risk assessment and supervision that Young Persons (YP) are protected at work from any risks to their health and safety.

- This includes school and other initiatives where young people may be in the workplace or accompanying employees as they go about their duties.

SE H&S Team

Review Young Persons assessment information, assess and provide relevant assessment/communications to the individual responsible for the young person for dissemination.

Notify Office Services to arrange Onsite Induction

5.16 PERSONAL PROTECTIVE EQUIPMENT (PPE)

Policy	Who
SE will provide all appropriate PPE to those individuals who, as part of their operational requirements, are required to work in areas where such may be needed. This will be at no cost to the individual	SE
All PPE provision must be approved by the individual's People Manager, after consultation with the SE H&S Team (to ensure that the item is suitable for intended use and inherent risks are reviewed and mitigated where possible)	People Manager
The cost of basic but functional ('reasonable quality') PPE (identified by the SE H&S Team) will be met through the SE H&S Budget	H&S Team
The cost of PPE outwith the standard suggested by the SE H&S Team is to be met by the Operational Teams	Operational Teams
All PPE procured by operational teams is to be notified to the SE H&S Team (via health.safety@scotent.co.uk) for recording purposes	All staff

Guidance

As a minimum, items must conform to the relevant British and/or industry standards. PPE should always be checked by the user before use to check for damage. Items that are damaged should be replaced as soon as possible.

SE H&S Team

Record provision of PPE, to include who provided to, date of issue and item type.

Advise users on relevant British/Industry Standard items are to conform to.

5.17 FIRST AID

Policy	Who
SE will ensure that suitable first aid arrangements are in place to cover SE activities, staff and premises, and will extend this coverage to include any visitors on SE premises, so far as is reasonably practicable.	H&S Team
Each premises in which SE staff are located will have clear information as to what the first arrangements are for that local office including key personnel.	H&S Team
In areas that SE has responsibility for, we will ensure that a suitable number of trained first aiders are in place <ul style="list-style-type: none"> All first aiders will require to undertake the full 3-day HSE approved First Aid at Work Course (with 2-day refresher upon certificate expiry (or local equivalent) Local Office Services staff will receive the 1-day Emergency Aid course, delivered by the SE H&S Team. 	H&S Team
Where events occur outwith normal working hours (e.g. evening events), an appointed person will be nominated to take charge during the event in co-ordinating any emergency response required	H&S Team via Events team notification
Approved First Aiders will receive a 4-weekly payment of £10.27 payable from the date of the successful completion of training.	HR

Guidance

SE offices are deemed to be low risk for the purposes of calculating the number of first aiders required

Note- for Overseas offices where the Foreign and Commonwealth Office are the main occupants, first aid arrangements may vary from the below.

Type of Business	Staff numbers at SE Location	Minimum First Aid Provision
Office	Fewer than 50	At least 1 first aider (or emergency first aid trained individual) or appointed person for overseas offices
Office	50-100	At least 2 First Aiders
Office	Over 100	One additional first aider for every 100 staff employed

First Aiders who have undergone the training identified are deemed to be acting in the course of their employment in the event that first aid is provided, and as such is not deemed personally liable for the first aid they provide at work.

First Aiders have the following responsibilities:

- Responding promptly to all requests for assistance
- Summoning further help if necessary
- Looking after the casualty until recovery has taken place or further medical assistance has arrived
- Recording details of any treatment provided using the First Aid Treatment Record
- Helping to look after the first aid equipment and ensuring that containers are restocked when necessary

In areas that SE has responsibility for, we will ensure that appropriate levels of first aid equipment are maintained

- First Aid kits will be available in each office, with contents meeting the minimum requirements of the Health and Safety (First Aid) Regulations 1981
- Monitoring of the first aid equipment will be undertaken during the H&S Inspection Checklist process.

SE H&S Team

Ensure a current list of first aid personnel is maintained.

Notify HR of any changes to the list of personnel

Provide budget for first aid supplies and order replenishment

Monitor certificate expiry dates and remind people to do refresher

5.18 ANIMALS IN THE OFFICE

Policy	Who
Animals are not permitted to be brought into SE offices, unless they are assistance animals.	All staff

6.0 PERSONAL DATA AND PRIVACY

Whenever personal data of staff is processed under activities regulated by this Policy, such processing will be done in accordance with our Data Protection Policy (including, where relevant, the additional policies and guidance referred to in it) and our Internal Privacy Notice which can be accessed [here](#) or on request from the [HR Customer Delivery Team](#).

Appendix A

Health and Safety Accountability and Liabilities (inc Board Members)

Whilst all individuals within the organisation have a general responsibility for health and safety (as detailed in the Health and Safety Policy Statement, Responsibilities section and Sections 2 and 7 of the Health and Safety at Work Act), there are those at a more senior level that will have additional duties of care and liabilities.

The [SE Safety Management System](#) clearly defines these duties of care and the liabilities that individuals will have at a senior level. These are also covered as part of the SE Board Induction process.

a. **Accountability and Delegated Authority**

Delegated authority and accountability for Health and Safety within SE on an operational and delivery level lies with SEs CEO (Steve Dunlop) and is discharged through the four MDs of the CPO and CEO office, Scottish Economic Development, Business Services and Advice and International Economic Development and Group Strategy

- It is through this Policy that assurance on the effective management of health and safety matters is provided to the Board.
 - The current governance process does not require that Board members be involved in health and safety operations.
 - SE's Audit Committee approves an Internal Audit Strategy and an Internal Audit Plan each year.
 - The frequency with which each area of the business is audited is reviewed each year based upon risk. Health and Safety is currently audited every three years.

b. **Liabilities of SE Board Members**

In terms of SE Board member liabilities, it is recognised that Board Members may have a personal as well as corporate liability (potentially as a result of their action/inaction)

Personal Liability

- Health and Safety at Work Act 1974 (Sec 37)

'Where an offence...committed by a body corporate is proved to have been committed with the consent or connivance of, or to have been attributable to any neglect on the part of, any director, manager, secretary or other similar officer of the body corporate or a person who was purporting to act in any such capacity, he as well as the body corporate shall be guilty of that offence...'

Corporate Liability

- Corporate Manslaughter and Corporate Homicide Act 2007 (Sec 1)

From an organisational perspective, guidance/decisions made at Board level may introduce a liability as below.

'An organisation...is guilty of an offence if the way in which its activities are managed or organised

a) causes a person's death, and: b) amounts to a gross breach of a relevant duty of care owed by the organisation...'

c. **Overseas Offices**

FCO Platform Offices

Under the Memorandum of Understanding from the FCO, the Heads of Mission are responsible for the health and safety of those within that mission.

However, SE, and therefore Senior Managers/Directors, will still have a duty of care (and therefore liability) for its staff in ensuring that FCO health and safety processes and procedures are being followed.

Non-FCO Offices

Where SE occupies offices that are not under the FCO platform, then the liabilities and accountability as detailed above (section a and b) will apply,

Non-FCO Offices- Subsidiary Companies

Where SE occupies offices that are occupied as an SE subsidiary company (i.e. Scotland Europa and SCTR), then the SE Directors on the Boards of those companies will have the liabilities and accountability as detailed above (section a and b).

Subsidiaries
Scotland Europa
SCTR

List of FCO and Non-FCO Offices

FCO Occupied Offices				Non-FCO Offices	
Location	Country	Location	Country	Location	Country
Accra	Ghana	Lyon	France	Boston	USA
Al Khobar	Saudi Arabia	Madrid	Spain	Brussels	Belgium
Barcelona	Spain	Melbourne	Australia	Dusseldorf	Germany
Beijing	China	Milan	Italy	Houston	USA
Berlin	Germany	Munich	Germany	London	UK
Berne	Switzerland	Mumbai	India	San Jose	USA
Calgary	Canada	New Delhi	India	Stavanger	Norway
Copenhagen	Denmark	Paris	France		
Chicago	USA	Shanghai	China		
Dublin	Ireland	Taipei	Taiwan		
Dubai	UAE	Tokyo	Japan		
Guangzhou	China	The Hague	The Netherlands		
Hong Kong	China	Toronto	Canada		
Hyderabad	India				

d. Mitigation of Liabilities

- Quarterly Health and Safety Board reports are provided to highlight key information across accidents, incidents and near misses, together with any other significant issues that require to be raised.
- The Health and Safety Committee reviews and monitors SE's health and safety policies and activities via quarterly meetings. Each Business Unit and SE's recognised Trade Union is represented.
- Annual Health and Safety Reports are provided to the Health and Safety Committee and the Annual Health and Safety Report is provided to the Executive Leadership Team and the Board.
- Regular review and updating of the Health and Safety Policy (and communications of changes to the organisation) takes place.
- A dedicated, professionally qualified Health and Safety Team is responsible for supervising all safety aspects of SE occupied offices in the UK and for providing an advisory, monitoring and development service to all other areas of the organisation.
- An appointed H&S contact is in place for each office we occupy.
- SE co-operates fully in the appointment of safety representatives via its recognised Trade Unions as required by the Safety Representatives and Safety Committee Regulations 1977.

In terms of the governance we have in place, it is unlikely that individual SE Board members will be in a position where a lack of knowledge of significant health and safety concerns or a lack of assurance that such is being effectively managed should create a liability. However, Board Members should act/advise appropriately where significant issues/concerns have been escalated to that level.

Appendix B- Document Information and Revision History

Version Control

This document is controlled by SE H&S Manager who holds the master copy.

Amendments

Version	Date	Author	Description	Status
11.00	Jan 19	Head of H&S	<ul style="list-style-type: none"> Statement of Intent Updated 	Approved
12.00	Sep 19	H&S Manager	<ul style="list-style-type: none"> Change of format Additional section relating to animals on site- 5.18 Update to PPE Section- 5.16 Updates to responsibilities sections to reflect organisational structure- 2.0 <ul style="list-style-type: none"> Review of Director of Place- 2.d Addition of Head of HS&E- 2.g New responsibilities for Overseas Offices (2.i) Update to H&S Committee Members Update to RIDDOR requirements- 5.1 Update to risk assessment section- 5.7 Update to training section- 5.10 Update to DSE- 5.12 Update to Appendix A- liabilities for overseas offices Update to Children in the Workplace- 5.15 	Approved

Assigned Personnel

Role	Assigned To
Authoriser	Health and Safety Committee
Reviewer	H&S Manager
Authors	Health and Safety Manager Head of Health, Safety and Environment

Review/Approval

Action	Version	Date	Approved By	Comment
Review of Updates	12.00	Sep 19	H&S Committee	
Final Approval	12.00	Sep 19	Head of H&S Committee	

Date of Next Review

Date	Responsible Person
August 2020	Health and Safety Manager