

**SCOTTISH ENTERPRISE
HEALTH AND SAFETY POLICY**

Version 10.00

EXTERNAL

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Approved

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CHIEF EXECUTIVE'S POLICY STATEMENT

As Chief Executive of Scottish Enterprise (SE), I am the Accountable Officer and ultimately responsible for ensuring that we comply 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.

Along with the Executive Leadership Team (ELT), I recognise that we have an important responsibility in promoting and ensuring the health, safety and wellbeing of all our employees at work and others who may be affected by working alongside us.

All of us within Scottish Enterprise 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.

Therefore, the focus of this policy is to provide systems and procedures which create a safe environment for everyone who works in, and visits our premises and to positively promote good health and safety practices amongst all staff members across our organisation.

To do this we will create and maintain a positive health and safety culture which secures your participation and recognises legal health and safety requirements as a minimum standard.

For any Health and Safety (H&S) Policy to be successful, we need your full support and commitment to achieving good health and safety standards.

Our key aim is to achieve 'Zero Accident/Zero Harm' in all our activities and workplaces. In order to achieve this, we are **all** required to:

- Work in a way that ensures our own safety and that of others
- Adhere to any policy or guidance document designed to ensure a safe place and work practices
- Not interfere with or misuse any item or equipment supplied for health and safety purposes
- Use any equipment provided to us for our personal safety as instructed
- Report accidents or events that have led, or may lead, to injury to persons, or damage to property or equipment
- Assist with investigations of accidents and dangerous events to prevent a recurrence
- Take care of our own health to ensure our continued wellbeing at work
- Co-operate fully with the staff responsible for managing health and safety across the organisation
- Proactively address any health and safety issues you may see on a day to day basis on a 'See it, Sort it' basis

To make sure we always comply with best practice and current legislation for health and safety, this policy will be reviewed annually. I ask that you play your part by reading and understanding the policy document and becoming familiar with any supplemental health and safety guidance notes.



Steve Dunlop
Chief Executive
June 2018

2. RESPONSIBILITIES

• Delegated Responsibilities for Health and Safety within Scottish Enterprise

2.a ALL EMPLOYEES

Whilst at work, it is the duty of every staff member, irrespective of his/her job title or position to:

- Take reasonable care for their own health and safety and that of others who may be affected by his or her acts or omissions at work.
- Ensure they 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](#)
- Co-operate with those responsible for the management and delivery of SE's health and safety and with any person 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'.

In addition, SE requires all staff to:

- Freely report any concerns they may have regarding health and safety to their People Manager or any other senior person
- Make themselves familiar with and observe all policies and instructions on health and safety issued by SE
- Be aware of relevant emergency action plans and/or evacuation requirements and act accordingly
- Report all accidents, incidents, near misses and road traffic accidents occurring to them whilst at work or during the course of employment (including breakfast/evening/overnight events being attended to in an official capacity) through SE's online Accident and Incident reporting system, including incidents that have the potential to cause injury or impair health and damage to property.
- Ensure they undertake and attend appropriate health and safety training to the required frequencies
- Ensure that as a new member of staff, that they undertake the online Health and Safety, Display Screen Equipment and Fire Safety modules within 10 working days of start date. To also ensure they complete the local health and safety Induction on the first day of employment at their nominated office.
- Operate the highest standards of housekeeping within their work area and keep emergency routes and equipment unobstructed at **all** times
- Not intentionally, or recklessly, interfere with or misuse anything provided in the interests of health, safety or welfare
- Not indulge in behaviour which may endanger the health and safety of themselves or others
- Take heed of any instructions and/or training given on the use of office equipment or safety device
- Wear the correct personal protective equipment (PPE) and clothing wherever the wearing of such protection is specified. Where it is not specified, staff must consider the hazards before entering an area and obtain the correct PPE (in line with the guidance on the SE Intranet)

- Upon discovering a hazard, take immediate temporary action, wherever possible, to make the hazard safe (for example taking faulty equipment out of use, labelling hazards, cleaning up minor spillages etc) and report the existence of the hazard- this is to support a 'See it, Sort it' approach.
- 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 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). 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.

2.b ALL PEOPLE MANAGERS

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

- All SE health and safety policies and associated health and safety guidance notes are adhered to by their direct reports.
- They 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](#)
- 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](#) and work towards a culture of 'Zero Accident/Zero Harm'.
- All accidents, incidents, near misses and road traffic accidents occurring to their direct reports whilst at work or during the course of employment (including evening/overnight events being attended to in an official capacity) are reported through SE's online Accident and Incident reporting system, including incidents that have the potential to cause injury or impair health and damage to property.
- Direct reports receive and attend appropriate health and safety training to the appropriate frequencies
- New members of staff undertake the online Health and Safety, Display Screen Equipment and Fire Safety modules within 10 working days of start date. They must also ensure New Starts complete their local Health and Safety Induction on their first day of employment at their nominated office.
- Direct reports adopt safe working practices and systems of work, particularly in the case of the young, the inexperienced and disabled persons.
- They 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.
- Actively support the delivery of any health and wellbeing programmes by encouraging organisation wide staff participation in activities and campaigns delivered to support these.
- Ensure that the highest standards of housekeeping are maintained within their work area and ensure that all emergency routes and equipment are unobstructed at **all** times.
- 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.

- Co-operate with those responsible for the management and delivery of SE's health and safety policy and with any person upon whom a statutory duty or requirement is imposed.
- 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)
- Further support and guidance on ensuring that these measures are maintained can be requested through any member of the SE Health and Safety Team.

2.c SCOTTISH ENTERPRISE LEADERS

For the purposes of this policy, the term 'leader' refers to staff that are members of the Executive Leadership Team (ELT) and/or are members of the SE Leadership Group.

These are staff at Grade 3 and above, and they may have delegated health and safety responsibilities from the Chief Executive or individual ELT members. They will be the person accountable to the CEO and ELT member for health and safety matters relating to their respective areas of responsibility.

All SE Leaders are required to:

- Be responsible for embedding a positive safety culture and integrating health and safety with other management systems at all level of SE
- Set a clear leadership example and promote a high degree of health and safety awareness
- 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](#)
- Ensure the implementation of SE's health, safety and welfare procedures within their operational area
- Ensure that SE health and safety policies and associated guidance notes are adhered to by their direct reports
- Ensure that all accidents, incidents, near misses and road traffic accidents whilst at work or during the course of employment, such as evening/overnight events being attended to in an official capacity, are reported through SE's online Accident and Incident System including incidents that have the potential to cause injury or impair health and damage to property. That any corrective actions identified through investigation to prevent a re-occurrence are implemented as soon as possible
- Actively support the delivery of any health and wellbeing programmes by encouraging organisation wide staff participation in activities and campaigns delivered to support these.
- Provide assistance, support and information to the SE Health and Safety Manager 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.
 - Also, to ensure that where individuals have been assigned health and safety responsibilities within their Directorate that this is co-ordinated with the Health and Safety Manager to ensure that they suitably support delivery of the safety management system
- Ensure that, where required for operational projects, appropriate budgets are available for health and safety purposes

- Assist, where necessary, in the process to ensure that a staff member from the office location is appointed as the Office Health and Safety Co-ordinator

2.d HEAD OF FACILITIES MANAGEMENT AND PROCUREMENT

The Head of Facilities Management and Procurement has responsibility for the delivery of all Facilities Management (FM) safety matters across SE. In addition, the Head of Facilities Management and Procurement will:

- Inform the Managing Director- People, Health and Safety Committee and if appropriate, the ELT about any significant failures or breaches to this policy and the outcomes of any investigations
- Provide the Health and Safety Committee with an Annual Report summarising levels of health and safety performance and providing reassurances to the Health and Safety Committee that health and safety is being effectively managed across all parts of SE.
- Ensure that SE occupied and unoccupied corporate premises are appropriately maintained and that all statutory inspections are carried out
- Ensure that there are appropriate budgets available for health and safety purposes for both staff and premises
- Ensure that appropriate health and safety arrangements are in place to cover internal office relocation changes
- Ensure that there are sufficiently and suitably trained staff to deliver and manage health and safety
- Ensure that FM staff at all levels support all health and safety activities and initiatives
- Ensure that all SE occupied sites meet the requirements of the Equality Act 2010

2.e HEAD OF HR OPERATIONS

The Head of HR Operations is responsible for:

- Ensuring the induction of all new members of staff take place.
 - An Induction Checklist for new staff requires that site health and safety induction takes place during the new start's first day.
 - To assist with this process, there are health and safety induction guidelines for People Managers to ensure that all key information is covered during this site induction.
- Ensuring that People Development notifies new starts of the requirement to undertake the online Health and Safety, Display Screen Equipment and Fire Safety modules which must be completed within 10 working of days of taking up post
 - Progress and results are monitored by the Health and Safety Team who will follow up with individuals who fail to complete the course or fail the assessment.
- Ensuring the Occupational Health of employees by managing referrals to, and the resulting recommendations of, the Occupational Health Provider, ensuring that best practice is adhered to at all times.
- Providing the SE Health and Safety Committee with a quarterly update on issues relating to occupational health matters.

2.f HEALTH AND SAFETY MANAGER

- The Health and Safety Manager, reports directly to the Team Leader- Office Services and Corporate Governance.
- The Health and Safety Manager (and team) provides the corporate overview of health and safety matters for the organisation as a whole and ensures that health and safety matters are co-ordinated and managed in line with legislation and best practice
 - This function includes, but is not limited to, providing an advisory, monitoring (via audits/inspections) and development service across all areas of the organisation
- Specific responsibilities include:
 - Developing, maintaining, monitoring and improving key safety techniques to ensure there is an effective safety management system
 - Providing, reviewing and updating all SE's safety documents, including this statement of policy and relevant standards and procedures
 - Reporting on health and safety issues and SE's safety performance to the Health and Safety Committee
 - Auditing, monitoring and reviewing SE's safety performance
 - Ensuring health and safety requirements are considered as part of the tender and evaluation process where considered appropriate
 - Identifying more 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
 - Undertaking, monitoring and reviewing the reporting, investigation, and follow up of incidents, where appropriate
 - Escalating significant issues to the Head of Facilities Management and Procurement where appropriate
 - Ensuring that internal health and safety training is co-ordinated with People Development
 - Providing appropriate training and support to the Health and Safety Co-ordinators

2.g DIRECTOR OF BUSINESS INFRASTRUCTURE

The Director of Business Infrastructure has delegated health and safety responsibilities for the Property Portfolio and for infrastructure development projects where responsibility for health and safety issues have not been passed on to lease holders or the Head of Facilities Management and Procurement.

The Director of Business Infrastructure will:

- Ensure that practices and management are in line with the overall SE Health and Safety Policy and best practice (which includes co-ordination with the SE Health and Safety Manager to ensure consistency across SE)
- Ensure that there are appropriate management systems and procedures in place to assess and audit

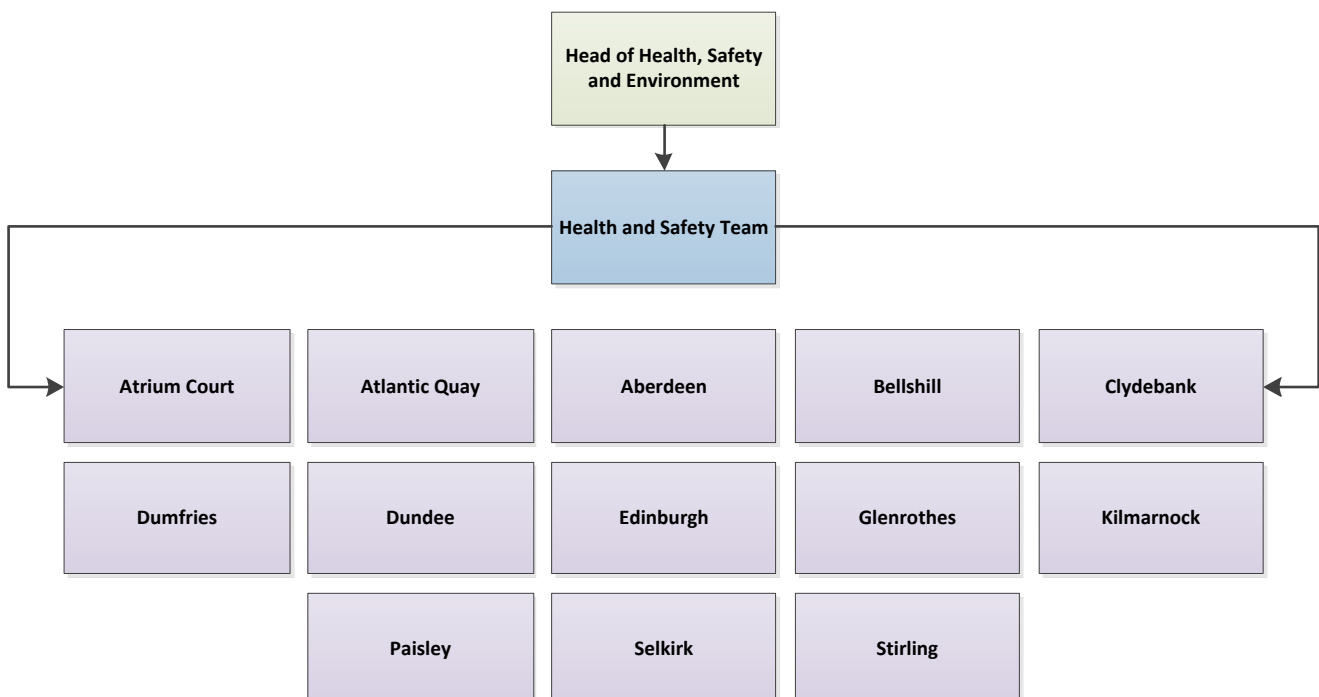
- Provide adequate reports and detail of remedial actions taken to the Health and Safety Committee to confirm that health and safety matters are being effectively managed by SE and third parties contracted to manage the portfolio on our behalf
- The Director of Business Infrastructure will provide the Health and Safety Committee with a quarterly update on health and safety issues affecting the property portfolio and infrastructure development projects

Details of how the Property Portfolio is managed in terms of health and safety can be found in [Appendix C](#).

3. SUPPORTING SAFETY MANAGEMENT WITHIN SCOTTISH ENTERPRISE

3.a HEALTH AND SAFETY CO-ORDINATORS - All Offices

- All SE and SDI offices must have a Health and Safety Co-ordinator. The appointment of this member of staff will normally be a member of the local Office Services Team however those at Grade 3 and above are asked to assist in this appointment where this may not be possible. The main activities of the Health and Safety Co-ordinator are, but are not limited to:
 - Providing a focus for Health and Safety at an office level
 - Filtering and dealing with straightforward requests for health and safety advice
 - Carrying out a basic health and safety walkabout of the premises on a frequency agreed by the SE Health and Safety Manager
 - Completion and return of the Office Health and Safety checklists within 10 working days of request from SE Health and Safety Team
 - Resolving simple health and safety enquiries and issues at an office level
 - Liaising with the Health and Safety Manager and Health and Safety Adviser on health and safety matters and other initiatives



3.b HEALTH AND SAFETY COMMITTEE

- The ELT recognises the need for SE to have appropriate systems and procedures in place to ensure good health and safety management across the organisation.
- To assist both the SE Board and ELT in meeting these responsibilities, the Health and Safety Committee has been established. The terms of reference and membership of the committee can be found at Appendix A.

3.c EMPLOYEE SAFETY REPRESENTATIVES

- SE will co-operate fully in the appointment of safety representatives via its recognised trades unions as required by the Safety Representatives and Safety Committees Regulations 1977. SE will encourage proportionate trades union representation at the Health and Safety Committee.
- SE will inform and consult as needed with recognised safety representatives through the Joint Consultation and Negotiation Committee (JCNC).

4. MANAGEMENT ARRANGEMENTS

- **Managing Health and Safety within SE**

Scope

This policy covers all SE staff and office locations in the UK and SDI offices worldwide.

4.a ACCIDENT/INCIDENT REPORTING AND INVESTIGATION

- 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.
 - Copies of the reports and subsequent investigations and actions taken will be held electronically by the Health and Safety Team
- 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.
- 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.

4.b COMMUNICATION AND CONSULTATION

- SE will consult in appropriate timescales on Health & Safety matters, particularly with regard to:
 - The introduction of any measure that will affect the health and safety of employees
 - The arrangements for appointing/nominating persons to assist SE in complying with relevant legislation and to assist in its emergency procedures
 - The provision of relevant information as required under health and safety legislation
 - Any planning and organisation of relevant health and safety training required to be provided to employees.

- SE formally informs and consults with employees through their elected Safety Representatives via JCNC.
- It is SE's intention that any 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 carried out by the Employee Communications & Engagement Team.
 - 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.

4.c DRIVING FOR WORK

SE takes the view that all individuals 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.

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.

All staff driving for work must:

- 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

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.

Driving any vehicle on SE business without complying with this policy will be deemed as a breach of this policy and may result in disciplinary action.

Individuals will not be allowed to claim work-related mileage for any periods of non-compliance with this policy.

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.

UK Based Staff

- To be permitted to drive on SE business whether it's the intention to claim motor mileage or not, staff must at all times comply with this policy and be registered on the SE Approved Drivers List.
 - To be on the approved driver's list staff must undertake the licence and vehicle documentation checks to verify their eligibility to drive, these checks are carried out by a third-party provider.
 - Details on how to register and documentation can be found [here](#).

Any change in circumstances for those staff which could result in their 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.

- In these circumstances staff 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 and are eligible to drive on SE business.
- To verify their compliance with this policy staff may be required to provide further documentation checks.
- Failure to advise of any change in circumstance or to continue to drive on SE business when there has been a change in circumstance which may result in the inability to comply with this policy may result in disciplinary action.

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.

Health Conditions - All Staff

Drivers 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)

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

Where drivers 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

Where drivers have any condition that requires the cessation of driving, then the appropriate HR Business Partner and People Manager must be notified.

Work activities will then be reviewed to help support the driver in undertaking their normal work activities

Many illnesses and medication can affect the ability to drive safely. Where drivers 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. A019 - Fitness to Drive gives guidance on this matter to enable a safe decision to be made.

Health Conditions- UK Based Staff

In addition to the above, where UK based drivers have any of the conditions listed in Appendix 1 of A019- Fitness to Drive, they must review the online guidance where required and notify the DVLA of this (in line with the associated guidance)

4.d EMERGENCY PREPAREDNESS AND RESPONSE

- 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:
 1. Business Continuity arrangements
 2. Site specific First Aid arrangements
 3. Site specific Fire precautions and emergency evacuation
 4. Site specific Security arrangements

- 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. 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
- 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

4.e EVENTS IN EXTERNAL VENUES- DUE DILIGENCE

- All events which are organised and managed by SE, which are held in an external venue will require a 'due diligence' check to be carried out. The responsibility in co-ordinating this check lies with the SE staff member organising the event.
- The Health and Safety Team will provide all the necessary support and the event organisers should contact a member of the Health and Safety Team if this is required.

4.f HEALTH AND WELLBEING PROGRAMMES

- SE as an employer 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. All staff are encouraged to assist and support those staff members appointed in achieving this goal.

4.g USE OF MOBILE PHONES WHILST DRIVING

- 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
- SE prohibits the use of any 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.
- SE will not supply hands-free or Bluetooth equipment which allows mobile technology to be used in vehicles.

4.h MONITORING, REVIEW AND REACTIVE RESPONSE

- All aspects of SE's undertaking are subject to monitoring and detailed Health and Safety audits. These will be based on sound risk management principles.
- All SE UK offices will be audited on a 2-year cycle. If any site receives a poor report it will be audited again within a 12-month period.
- All offices (UK and Overseas) are subject to regular Health and Safety Inspections. The results of those which SE are responsible for are collated by SE Health and Safety and reviewed for action.
 - For UK offices, these are completed monthly by our local Office Services Team
 - 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
 - For all other offices that are non-FCO, then the checklists are completed by local H&S contacts.

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

4.i RISK ASSESSMENT

- SE will ensure that there is an appropriate system for identifying, assessing and controlling risk. In developing these procedures, SE 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.
- The Health and Safety Team will assess and prioritise remedial actions to ensure compliance with legal requirements. Copies of completed risk assessments will be kept by the Health and Safety team for recording purposes and made available to the relevant employees exposed to the identified risks.
- 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.

4.j SMOKING POLICY

- 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.
- 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 environments.
- Smoking is only allowed in designated areas as determine 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 individuals are responsible for ensuring this policy is 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 Manager.
 - 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 manager notified.
- All individuals must comply with landlord/managing agent's rules on smoking restrictions in locations where they have responsibility for the premises. Where SE is the landlord/managers of a shared building, all other tenants will be advised to follow this policy.
- 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.
- 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.
- Properties and sites within the Business Infrastructure Property Portfolio must also comply with the legislation detailed within this policy.

- Whilst the legislation referred to is applicable in Scotland, similar legislation may not be in force in our overseas offices. It is recommended that the provisions identified in this policy be implemented in these locations as applicable and in line with local legislation.
- Advice on smoking cessation can be found here
 - [Can Stop Smoking](#)
 - [Health Scotland](#)
 - Your local GP surgery

4.k TRAINING- HEALTH AND SAFETY

- It is SE's policy to invest in the development of all employees, including health and safety related training.
- All health and safety training will be planned and organised with the involvement of relevant stakeholders. Requests for health and safety training must be channelled through the People Development Team.
- [Health and Safety Training Matrix](#) details the key health and safety training requirements for the organisation and the timescales for refresher training which must be followed by all individuals.

4.l TRAINING- HEALTH AND SAFETY INDUCTION- NEW STAFF MEMBERS

- 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.
- 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.
- The following must therefore be implemented fully for all new staff (full/part time or temporary):

Local Induction

- Staff will be instructed in the local health and safety procedures such as fire, first aid and security arrangements for their office base.

Scottish Offices

- The responsibility for providing this information and training will be carried out by the local Office Services staff in conjunction with the new staff member's People Manager. A record of this training is to be signed by the new staff member and forwarded to the Health and Safety Team.

Overseas Offices

- The responsibility for providing this information and training will be carried out by the local office Health and Safety contact
- Completion will be reviewed as part of the Health and Safety Checklists completed for each office
- A record of this training is to be signed by the new staff member and forwarded to the Health and Safety Team.

Online Induction Training

- In addition to the above all new staff will be required to complete the online Health and Safety Induction training (via SE Academy) within 10 working days of their start date.
 - If not completed within 5 working days, a reminder e-mail will be sent. If not completed within 10 working days, it will be escalated via the People Manager. Further non-compliance will be reported to the relevant Health and Safety Committee representative for action.

- All new starters are to complete the following as part of their induction training
 - H&S Awareness for All Staff- via the Civil Service Learning platform
 - H&S Awareness for Managers (People Managers only)- via the Civil Service Learning platform
 - Basic Fire Safety for All Staff- via the Civil Service Learning platform
 - DSE Workstation and Assessment- via the British Safety Council platform
- Access to these is through the [SE Academy](#) intranet site.

4.1.i Contractors Health and Safety Induction

- All contractors are required to undertake the relevant aspects of the Local First Day Induction. Those within SE who are responsible for hiring Contractors are responsible for ensuring that this occurs for the office location that they will primarily be working out of.
- Where Contractors are working out of multiple SE offices, then they must be advised by the SE individual responsible for their appointment to make themselves aware of local arrangements (i.e. fire evacuation, welfare facilities and first aid arrangements)
- The local induction training is mandatory and failure to complete this training within the timescales may result in disciplinary action being taken.

4.m TRAVEL SECURITY

- 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.

4. n WORKSTATION ASSESSMENTS- DSE

- 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 DSE Regulations, SE accepts that all employees who use a PC/laptop as part of their work activities are 'users' as defined in the approved code of practice.

New Staff

- All new staff must undertake the online DSE training and self assessment package as part of their induction programme, prior to significant periods of DSE work being undertaken.
 - Where any issues are raised in the assessment, this will be discussed with the member of staff by a member of the Health and Safety Team and where necessary, a one to one assessment completed to address the issue.
- 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.

Existing Staff

All existing staff must complete the online DSE training and assessment package every two years (in line with the [Health and Safety Training Matrix](#), to ensure that individuals have sufficient knowledge to set up their workstations appropriately to the environment they are working in.

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 via the online module.

- Any staff member who may have ongoing concerns with their workstation, or have identified health concerns, should contact a member of the Health and Safety Team.
 - They will advise and arrange for the staff member to access and undertake the online Workstation Assessment training package (if not already done or a significant time has elapsed since initial completion).
 - If issues still remain, the Health and Safety Team will carry out a reassessment of their workstation assessment.
 - From this assessment, any identified remedial actions e.g. adjustment or improvements to the workstation will be implemented including any occupational health referrals which will be flagged to the HR Customer Team.
- On occasion, individuals may work in other locations outwith the office on company business. As such, the principles contained within the online DSE assessment training and associated guidance on the SE intranet must be put into effect by each individual when they work at a non-SE desk location.

4.o LONE WORKING IN SE PREMISES

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)

Lone working is to be avoided at all times where possible. Full guidance on how to manage Lone Working can be found in the [SE UK Premises Security Policy](#)

4.p REMOTE WORKING

- There may be occasion where individuals choose to work from other locations whilst undertaking SE business. In these instances, all individuals must ensure:
 - They are working in an environment appropriate for task in hand
 - Appropriate supervision and monitoring arrangements have been agreed with the People Manager
 - The principles of the guidance within the online DSE training and assessment package are followed and that the guidance in [A042 -Setting up your Workstation at Outwith the Office](#) is followed (if working from the home environment)
 - That equipment being used for company business is visually inspected, is in good condition and free of visible defects

4.q YOUNG PERSONS

- 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.
- People Managers must ensure that any person under the age of eighteen who joins their team as an employee, work placement or for work experience has an YP Assessment completed **prior** to the young person starting within the Directorate or team.
 - Under no circumstances should any YP be brought onto SE premises without this assessment being carried out and signed off.
 - Where this rule is ignored the young person will be asked to leave the building.
 - Further information on the Young Person Risk Assessment and procedure can be found [here](#).

- 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. However, if there is an emergency childcare issue this must be discussed and agreed between the staff member and their People Manager and local SE Office Services/Health and Safety Mailbox notified of the requirement.
 - Colleagues are reminded that in the event that children are brought into the workplace, 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.
 - 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).

4.r PERSONAL PROTECTIVE EQUIPMENT (PPE)

- 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.
- As a minimum, items must conform to the industry standards as laid out in the PPE guidance on the SE Health and Safety Intranet page. The SE policy is that provision of items will be based upon 'reasonable quality'. Items may be procured to a standard outwith that which is suggested in the guidance provided that it still meets the required standards.
- Any PPE provision must be approved by the individual's People Manager. The cost of these items is to be met by the individual Business Unit.
- If items are considered necessary that are outwith the standard list provided, then the SE Health and Safety Team is to be contacted prior to procuring this to ensure that the risks that require such are minimised where possible and the appropriate equipment is recommended.

4.s FIRST AID

- 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.
- Each premises in which SE staff are located will have clear information as to what the first aid arrangements are for that local office including key personnel.
- In areas that SE has responsibility for, we will ensure that a suitable number of trained first aiders are in place
 - 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.
 - 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.

For SE offices (which are deemed to be low risk for the purposes of calculation), first aid provision is as 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

- Where SE co-locate in overseas offices (i.e. Foreign and Commonwealth Office), first aid provision may be provided by the main occupier of the premises.
- 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 as set out in the Health and Safety (First Aid) Regulations 1981
 - Monitoring of the first aid equipment will be undertaken during the Monthly/Quarterly H&S Inspection Checklist process.
- 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](#)
 - Looking after the first aid equipment and ensuring that containers are restocked when necessary
- Approved First Aiders will receive a 4-weekly payment of £10.27 payable from the date of the successful completion of training.
- 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.

5. 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

TERMS OF REFERENCE FOR THE HEALTH AND SAFETY COMMITTEE

1. Purpose

The main purpose of the Health and Safety Committee (the Committee) is to review and monitor the health and safety policies and activities of Scottish Enterprise (SE) on behalf of the Executive Leadership Team (ELT).

The Committee may investigate any SE activity that relates to health and safety.

The Committee will have access to such officers and employees of SE and to independent consultants and advisors, and to such information respecting SE as it considers necessary in order to perform its duties and responsibilities.

2. Composition and Operations

The committee shall be quorate with 4 members being present which must include an SE Leader. The composition of the committee is made up of senior representatives for the following areas:

• Chair	Managing Director-People
• Depute Chair and People Services	Head of-FM & Procurement
• Chief Financial Officer	CFO Representative
• HR	HR Representative
• Operations Representatives	Business Infrastructure Representative x 2
	International Representative
	Company Growth/Investment Representative
• Customer Operations	Customer Operations Representative
• Strategy & Sectors	Strategy & Sectors Representatives x 2
• Union Representation	PCS Representative
• Secretary	PA to Managing Director-People
• Health and Safety Management	Officers to the Committee x 2 (Facilities Governance- Team Leader)

3. Duties and Responsibilities

Committee Members shall:

- Provide a strategic overview of health and safety matters across the organisation
- Engage with respective Business Unit colleagues to ensure that significant health and safety issues requiring discussion are raised at the Committee at an appropriate level
- Provide a liaison role between the respective Business Unit and the SE Health and Safety Manager to assist with/escalate issues/concerns raised at a local level
- Consider the risks associated within their Business Unit, raise significant issues that may impact on the Business Unit/wider SE organisation and consider practical means for implementing improvements

The Committee shall:

- Approve, review and monitor SE's health and safety policy, associated guidance and activities on behalf of the ELT;
- Review quarterly update reports from Health and Safety, HR and Business Infrastructure
- Encourage, assist, support and counsel management in developing short and long-term policies and standards to ensure that the principles set out in the SE Health and Safety Policy and guidance notes are being adhered to and achieved;
- Periodically review health and safety compliance issues and incidents to determine, on behalf of the ELT, that SE is taking all necessary action in respect of those matters and that SE has been duly diligent in carrying out its responsibilities and activities in that regard;
- Review results of health and safety audits and management's activities to maintain appropriate internal and external systems and procedures;
- Ensure that principle areas of health and safety risk and impacts are identified and recommend that resources are allocated to address these;
- Ensure that the SE's management are kept abreast of their duties and responsibilities related to the scope of this Committee;
- Investigate, or cause to be investigated, any extraordinary negative health and safety performance where appropriate.

4. Accountability and Governance

ELT and the Board shall receive bi-monthly Health and Safety reports for review and discussion as required.

Chair- SE Health and Safety Committee

Appendix B

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](#) 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 SE's CEO, and Managing Director-People, as indicated in this Health and Safety Policy

- 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. Mitigation of Liabilities

- Monthly 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.
- 6 Monthly and 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.
- 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.
- All SE and SDI offices have a Health and Safety Co-ordinator.
- 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 C

Business Infrastructure- Health and Safety Management of the Property Portfolio

The following is a summary of the arrangements that Business Infrastructure has in place to comply with relevant statutory legislation

Current Arrangements Existing Land and Buildings

Day to day management of the majority of the property portfolio is undertaken by a Managing Agent. The current managing agent is Colliers International, who are:

In the main, the Managing Agent is responsible for:

- Vacant buildings and sites
- Common areas of multi-tenure properties that SE has title to and property interests where SE is the lessee

The Portfolio Risk Assessment is completed annually or as appropriate if there is a change in circumstances. The assessment is completed jointly by Colliers International and the Property Portfolio team. Properties are divided into two categories reflecting the degree of risk / priority assessed.

- High Risk- examples are:
 - multi-tenure buildings with common areas and plant (e.g. Nine building at Bioquarter)
 - sites with a large public footfall and history of accidents (e.g. Balloch Riverside)
- Low Risk- examples are:
 - areas of land in rural locations with no known hazards / infrequent public intrusion

Inspection and Monitoring

High Risk Sites

- Currently inspected annually by S2 Partnership- specialists in health and safety consultancy in commercial property sector

Low Risk Sites

- Inspected biannually by the Managing Agent

The recommendations from inspections are reviewed by Colliers International and Scottish Enterprise at the monthly management meeting. Colliers International and the S2 Partnership review the recommendations at a quarterly meeting.

Fire Evacuations reports are reviewed by Colliers International and Scottish Enterprise at the monthly management meeting. Significant high-risk items which have not been resolved satisfactorily within a 3-month period are included in the quarterly reporting to the health and safety committee.

Project Activity

Business Infrastructure Project Managers are responsible for compliance with health and safety requirements relating to their projects including any properties which are excluded from the main portfolio managing agent contract.

Projects can be as varied as surveys, utility/road infrastructure, demolition, new build, decontamination, dredging and quayside provision. Specialist health and safety knowledge is required to be procured to ensure compliance and is acquired on an individual project basis by the Project Manager.