



# Commissioner for Ethical Standards in Public Life in Scotland

## **HEALTH AND SAFETY POLICY**

Date policy adopted: 01/04/2011

Review frequency: 3 years

Date of last review: 24/10/2018 (interim update – change to fire marshal identity)

Date policy must be reviewed by: 29/02/2019

### **Introduction**

This policy supports staff in pursuing good practice and provides a set of guidelines for safe working for themselves and others. The Commissioner is committed to promoting the health, safety and well being of everyone who works in the office, works remotely or who may be affected by his work activities, and to meeting his legal obligations to provide a safe working environment. In turn, all employees are expected to observe all relevant health and safety law. The Commissioner undertakes to provide such information as may be needed for this purpose and to provide training and supervision to his employees in accordance with his legal duties. The Commissioner also accepts responsibility for the health and safety of visitors and others who may be affected by his activities. The allocation of duties and the particular arrangements the Commissioner will make to implement the policy are set out on the following pages.

### **Policy**

The Commissioner will, so far as is reasonably practicable, safeguard the physical and mental wellbeing of all employees who work for or are engaged on activities on his behalf. Due to the nature of Health and Safety risk, it is impractical to list all of the measures that the Commissioner will commit to, to fulfil his duties. However, the Commissioner commits to:

- providing and maintaining a healthy, safe and secure working environment, and ensuring that all that is reasonable and practicable is done to prevent personal injury
- conducting risk assessments where appropriate
- providing appropriate information, instruction, training and supervision, together with safe working methods and procedures
- making provisions for first aid and welfare facilities
- implementing appropriate security arrangements
- ensuring the co-operation of staff in carrying out this policy in a vigorous manner
- ensuring that staff are aware of and accept their individual and collective legal responsibility with regard to the health and safety of themselves and others



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- ensuring that all staff are made aware of the procedures relating to accidents and sickness observing all legal requirements
- ensuring the requirements of the Display Screen Equipment regulations are met

## **Training**

The Commissioner will provide training and retraining where necessary, especially when new working practices or equipment are introduced.

## **Housekeeping**

The Commissioner will:

1. maintain the offices in a safe state of repair, cleanliness and decoration
2. arrange regular checks of fittings, furnishings and services to ensure repairs are dealt with immediately
3. ensure an effective system for receiving and dealing with fault reports
4. maintain high standards of lighting, ventilation and hygiene
5. encourage employees to work to a clear desk policy which promotes security and ensures office cleaners are able to clean.

As part of the Commissioner's lease arrangements, the implementation of housekeeping items 1 through 4 have been sub-contracted to the Scottish Legal Aid Board (SLAB). The Business Manager will take into consideration SLAB's performance in these areas as part of the lease renewal process.

## **Fire**

The Commissioner will:

- take adequate steps for fire prevention in his own office accommodation
- ensure that designated Fire Marshalls take cognisance of the staff and visitors in the office on a given day
- in the event of an evacuation of the building, refer to the acting Fire Marshall to ensure all staff members and visitors are present at the Fire Assembly Point.

The Commissioner will (through delegation of these functions to SLAB):

- take adequate steps for fire prevention in communal areas
- ensure that suitable fire procedures are introduced and maintained
- appoint a Fire Marshall as required
- ensure a notice detailing Fire procedures is displayed on the inside of any door into the main office
- ensure there are regular fire drills and that the alarm systems and other installations are checked and maintained.

## **Health and Hygiene**



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The Commissioner will

- carry out an assessment of first-aid needs and provide appropriate first aid facilities
- appoint a suitable number of trained first-aiders to provide basic first aid treatment where necessary

The Commissioner will (through delegation of these functions to SLAB):

- appoint a suitable number of trained first-aiders to provide advanced first aid treatment where necessary
- ensure a notice detailing First Aid procedures is displayed adjacent to the doors of the main office
- ensure the adequacy and cleanliness of hand-washing and toilet facilities
- provide canteen facilities for staff and visitors, including the provision of cutlery and crockery. Staff who do not wish to use these facilities and choose alternative methods, such as providing their own crockery, do so at their own risk. Visitors will be given access to these facilities as appropriate.

## **Accidents**

The Commissioner will:

- maintain records of accidents
- ensure all accidents, injuries and near misses are investigated to establish the cause and to prevent recurrence
- carry out reporting procedures required by statute and health or other authorities.

## **Employee responsibilities**

Employees are required by law to take all reasonable care of their own safety, and the safety of others who may be affected by what they do, or don't do, at work. To meet these requirements all individuals are asked to comply with the health and safety requirements set out below.

The obligations on individuals engaged in work for the Commissioner are to:

- take reasonable care for the health and safety of themselves, colleagues and others
- establish and maintain safe and healthy practices when working remotely such as from home
- observe safety requirements where these apply to them
- co-operate in measures designed to promote health and safety at work
- advise the Business Manager of any unsafe condition, work practice or work equipment



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- refrain from misusing or interfering with anything provided in the interests of health and safety
- report any faulty or hazardous fixtures, fittings, furniture, or equipment - especially electrical equipment
- immediately report accidents and near misses of any description, no matter how trivial, which occur while an individual is on the premises, to the Business Manager
- report any use of a First Aid box to the Business Manager
- report injuries sustained away from their normal place of work as soon as possible
- refrain from attempting to repair faulty equipment and instead report the fault to the Business Manager who will arrange for it to be repaired or replaced
- never carry out a task they have not been trained to do
- never carry out a task that may be thought to be dangerous
- keep all emergency exits, stairs and corridors free of obstructions, and never to block fire escapes or jam fire doors open
- ensure familiarity with the nearest fire escape route to the work area, and know the fire procedure and assembly point
- ensure that all public rooms are kept as clean and tidy as possible
- make sure that they know how to obtain first aid if required
- advise the Commissioner in the event that they develop a health condition which may necessitate alteration of work for safety reasons (for example pregnancy or a back injury).

## Organisation and arrangements

The overall responsibility for Health and Safety management is vested in the Commissioner. Individual staff members are responsible to the Commissioner for implementing the Health and Safety policy in their area of control and these responsibilities are set out below.

Special responsibility	Name and Job Title
First aid	Basic first-aid - Karen Elder Advanced first-aid - SLAB designated first aider will be provided by contacting reception – see signs on the inside of the main office doors
Reporting and investigating accidents	Karen Elder, Business Manager
Fire safety	Fire Marshalls (Office) – Karen Elder and Fiona Murray Fire Marshalls (Building) - Delegated



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	to SLAB
Safety in the kitchen	Delegated to SLAB
Health and Safety	Karen Elder, Business Manager
Electrical safety	Delegated to SLAB
Hazardous substances	Delegated to SLAB
Checking hazards in the office	Delegated to SLAB
Risk assessments	Ian Bruce, Public Appointments Manager
Health & Safety Committee Representative (SLAB)	Karen Elder, Business Manager

## **Breaches of this policy**

Instances of material non-compliance with this policy will be taken extremely seriously and may lead to disciplinary action and / or termination of any contract between the Commissioner and the individual/s concerned.