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	Owner: Chief Executive
	Authorised by: AMT

PART 1

SCOTTISH ENVIRONMENT PROTECTION AGENCY GENERAL STATEMENT OF HEALTH AND SAFETY POLICY

SEPA will take all reasonably practicable steps to ensure the health, safety and wellbeing at work of its employees and all other persons who may be affected by its undertaking.

SEPA is committed to the objective of continually improving health and safety performance in the delivery of its services.

This standard will be achieved by:

- a) creating and maintaining a positive health and safety culture which ensures the commitment and participation of all employees;
- b) meeting its responsibilities to employees, other persons and to the environment in a way which recognises that legal requirements are the minimum standard;
- c) adopting a planned and systematic approach to the implementation of SEPA's Health and Safety Policy to ensure:
 - i) the provision and maintenance of plant and systems of work that are, so far as reasonably practicable, safe and without risks to health;
 - ii) arrangements for ensuring, so far as is reasonably practicable, safety and absence of risks to health in connection with the use, handling, storage and transport of articles and substances;
 - iii) the provision of such information, instruction, training and supervision as is necessary to ensure, so far as is reasonably practicable, the health and safety at work of its employees and other persons;
 - iv) any place of work under SEPA's control must provide safe access and egress, without risks to health, so far as is reasonably practicable; and
 - v) the provision and maintenance of a working environment for employees that is, so far as is reasonably practicable, safe, without risks to health, and adequate as regards facilities and arrangements for their well being at work.

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- d) identifying and assessing the risks associated with all undertakings of SEPA with the aim of eliminating or controlling the risks, so far as is reasonably practicable;
- e) allocating resources to meet the requirements of SEPA's Health and Safety Policy;
- f) planning for health and safety, including the setting of realistic short and long term objectives, deciding priorities and establishing adequate performance standards;
- g) monitoring and reviewing performance on a regular basis to ensure that high standards are maintained; and
- h) maintaining an effective system of joint consultation with trade union appointed safety representatives and, where elected, non-trade union representatives of employee safety, as appropriate, and providing safety representatives with appropriate resources to enable them to carry out their functions.

The effectiveness of this policy relies on all employees accepting responsibility for its implementation and adhering to the relevant policies, procedures and standards.

Signed:

Date:

Chief Executive

James C. Curran

14 May 2012

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PART 2

THE ORGANISATION AND RESPONSIBILITIES FOR HEALTH AND SAFETY

This Health and Safety Policy is supported by directorate Health and Safety Policies. Safe systems of work will be implemented across the Scottish Environment Protection Agency (SEPA) as a result of an effective health, safety and risk management process

1. The Board

The Board of SEPA has responsibility for establishing the overall strategic direction of the organisation.

- 1.1 In fulfilling this duty, the Board will ensure that the highest standards of corporate governance and social responsibility are observed, and in particular those relating to the health, safety and wellbeing of SEPA staff and all others who may be affected by its activities.

2. Chief Executive

- 2.1 The Board expects the Chief Executive, as an Agency Board member, to review regularly, and report back on, the significant risks faced by the Agency and to ensure and support the continual development and implementation of appropriate systems to manage all risks related to health, safety and wellbeing.
- 2.2 The Chief Executive also has prime responsibility for achieving the aims set out within this Policy, thus ensuring the health, safety and wellbeing of all SEPA staff whilst at work. This responsibility extends to any other individuals who may be affected by activities undertaken by SEPA in pursuance of its statutory undertakings.
- 2.3 This obligation includes specifying and resourcing the structures and mechanisms for organising, planning, measuring, reviewing and auditing health and safety, and ensuring that occupational health, safety and wellbeing is given due consideration when setting and revising SEPA's strategic direction and organisational priorities.

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3. Designated Director - Special responsibility for Health and Safety

- 3.1 To assist the Chief Executive in the execution of his responsibilities, and as a champion for health and safety, the Director of Operations has been appointed as the member of the Agency Management Team (AMT) responsible for health, safety and welfare.
- 3.2 As such, the Director is delegated to ensure that health and safety management systems are developed, documented and implemented, and is required to advise the Board accordingly.

4. Health and Safety Advice and Assistance

- 4.1 The Chief Officer Organisational Development has overall responsibility for ensuring that advice on matters relating to health, safety and wellbeing at work is provided to SEPA.
- 4.2 The Chief Executive's Department, Organisational Development health and safety unit, as competent persons will provide support, guidance and advice to Directorates.

5. SEPA Agency Management Team (AMT)

- 5.1 As the key health and safety policy makers and planners, all members of the SEPA Agency Management Team have a collective responsibility to:
- monitor progress towards achievement of detailed annual health and safety implementation plans produced to deliver the corporate health, safety and welfare objectives in support of the corporate Health and Safety Policy and SEPA's Health and Safety Strategy;
 - establish management arrangements, risk control systems and workplace precautions along with performance standards to manage risk;
 - ensure effective management, participation, consultation and co-operation arrangements are in place between directorates to facilitate mutually beneficial health and safety relationships with employees, trade unions, suppliers, contractors and client organisations;

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- allow for and resource the provision of the specialist competent health and safety support needed to ensure effective implementation of SEPA's health and safety policies and procedures;
- set priorities for health and safety performance across SEPA, and ensure the availability of adequate resources in terms of time, support and financial allocation;
- receive, review and act upon reports on health and safety performance within SEPA; and
- demonstrate positive health and safety behaviours by personal example at all times.

6. Members of the Agency Management Team (AMT): Individual Directorial Responsibility

6.1 In addition to the responsibilities noted above for the SEPA Agency Management Team as a whole, the individual members of the AMT are also responsible to the Chief Executive, and hence the Board, for health, safety and wellbeing management and performance within the areas over which they have direct managerial control.

6.2 Within their own areas of control, they will:

- develop and maintain directorate-specific health, safety and wellbeing management arrangements which support the commitment to achieving a positive health, safety and wellbeing culture for all of their staff.

6.3 These management arrangements will be designed to:

- provide, and allow for suitable and effective means of communication and co-operation relating to health, safety and wellbeing;
- plan for and implement health, safety and welfare objectives through the organisational planning system, in support of the SEPA Health and Safety Strategy;
- incorporate health and safety objectives into senior managers' personal development plans, for downward cascading throughout their directorate;

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- monitor the progress of health and safety objectives established within local Unit plans;
- develop and ensure there are in place, job specific health and safety competencies relevant to work undertaken by staff, and ensure implementation and monitoring;
- plan for and provide adequate resources to ensure effective management of health, safety and welfare;
- support and promote health and safety monitoring programs, in particular benchmark auditing of health and safety performances, and the annual health and safety management system review; and
- ensure the production of a written annual report on health and safety performance within their Directorate. This should also contain an action plan for the coming financial year with pertinent directorate objectives and performance indicators. This report and its contents could also form part of the directorates annual operating plan/ business plan

7. Head of Procurement, Facilities and Estates

7.1 The Head of Procurement, Facilities and Estates will be responsible for the health and safety aspects of the property fabric/infrastructure of SEPA, with the exclusion of field/operational assets such as marine survey vessels, small boats, weirs, gauging stations, laboratory facilities and specialist IS systems. In particular, they will be responsible for:

- ensuring there is sufficient property protection in place in relation to fire risk and that these systems are maintained and serviced;
- ensuring the mechanical and electrical services for SEPA buildings comply with the relevant standards and health and safety legislation;
- ensuring that safety-related reactive maintenance is carried out promptly in accordance with engineering surveys / reports;
- ensuring that systems for legal compliance and management are in place with regards to SEPA properties to include for example, asbestos, legionella, electricity at work and gas supplies;

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- ensuring that all contractors appointed to carry out work on SEPA's behalf are assessed for health and safety competence prior to contract award and that appropriate risk assessments and method statements are in place for all such works prior to site activities commencing;
- ensuring that the on-site health and safety performance of all contractors is monitored appropriately (this may be through liaison with local management where Facilities are not on site) and that all incidents relating to contractors are reported via the SEPA incident reporting system; and
- ensuring that, where SEPA is the client, that the obligations under the Construction (Design and Management) Regulations are initiated and fulfilled.

8. All Managers and Supervisors

8.1 These officers will be responsible, so far as is reasonably practicable for:

- implementing the corporate Health and Safety Policy within their areas of control and ensuring that all relevant statutory requirements are met;
- developing a positive attitude to health and safety amongst their staff by visibly demonstrating their commitment to improving the health and safety performance of SEPA;
- assisting their directorate in preparing such reports as are necessary to evaluate their health and safety performance
- ensuring that all employees in their area of control are made aware of the corporate Health and Safety Policy and the procedures for ensuring its implementation;
- detailing the organisation in their area of control through which the policy will be implemented and, where necessary, allocating specific health and safety responsibilities to key personnel;
- arranging for:
 - (i) the assessment of risks identified within their area of control;
 - (ii) action to be taken to eliminate or control the risks, so far as is reasonably practicable; and

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(iii) the establishment of procedures identified by risk assessment as required to deal with situations presenting serious and imminent danger and ensuring that a sufficient number of competent person are nominated to implement those procedures;

- ensuring that prompt and appropriate action is taken to remedy any defects and or deficiencies reported to them or their staff;
- ensuring that systems of work operating in their area of control are safe and without risk to health;
- ensuring that information on all relevant safety matters is supplied to employees under their control, in particular, information about hazards which may be encountered in the course of their duties and precautions which must be taken to avoid them;
- ensuring adequate arrangements which meet or exceed the relevant statutory provisions are made for the consultation and involvement of employees; and
- ensuring the investigation and reporting of incidents/accidents including near misses, dangerous occurrences and instances of industrial disease involving personnel working under their control in accordance with the current system

9. All Employees

9.1 All staff within SEPA are expected to contribute positively to its successful management of health, safety and wellbeing.

9.2 To achieve this, all staff are therefore responsible for:

- safeguarding the health and safety of themselves and others whilst undertaking activities on behalf of SEPA;
- drawing to the attention of line managers or section leaders any incidents or unsafe conditions which exist and where reasonably practicable, taking measures to reduce and remove that risk;

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- actively seeking advice from Line Managers or Section Leaders when they are unsure of the safety of any work-related activity, or when unsure of any health and safety requirements for work being undertaken on 'client premises';
- co-operating with SEPA in the management of risk and the establishment of a positive health and safety culture; and
- never intentionally or recklessly interfering with or misusing anything provided for them or others in the interests of health, safety or welfare.

PART 3

ARRANGEMENTS

The following arrangements can be tailored to meet the specific requirements of the directorate concerned. If necessary, they can be further developed with the support of the Health And Safety Unit.

1.0 Safety Culture

1.1 Leadership, Commitment and Involvement

Leadership and commitment are critical to the success of the health and safety management system within SEPA and require the involvement of everyone. Visible leadership and commitment of management at all levels is an essential component to create the required positive health and safety culture. Managers must:

- set a personal example;
- communicate the importance of health and safety considerations into business decisions;
- put health and safety on the agenda of all meetings where it has a legitimate purpose;
- encourage employees to suggest health and safety performance improvement measures;
- reward positive behaviours and the achievement of health and safety objectives; and
- take disciplinary action where considered appropriate for breaches of safety guidelines, procedures and rules.

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1.2 Communication

SEPA recognises that employees have an important contribution to make to the overall organisational health and safety culture. SEPA will ensure that health and safety is an integral part of the management system, and seek to develop a positive attitude to health and safety amongst employees by:

- visibly demonstrating a clear commitment to improving health and safety performance by setting and monitoring measurable objectives;
- promoting co-operation and consultation across directorates by identifying common work interfaces and sharing and agreeing best practice;
- ensuring the communication and dissemination of necessary health and safety information throughout SEPA and confirming understanding and acceptance of the information; and
- securing the competence of employees by including health and safety information within the recruitment process and systematically identifying and providing appropriate training.

1.3 Safety Representatives

Safety representatives appointed by recognised trade unions are entitled to inspect work places every three months and, if necessary, more frequently. These inspections can be accompanied by an appropriate management representative.

Safety representatives appointed by recognised trade unions will be allowed to inspect any statutory document which the directorates are required to maintain. On request, they will also be given information necessary to carry out their functions as defined under the Safety Representatives and Safety Committees Regulations 1977.

Directorates will consult the relevant safety representatives in accordance with the current SEPA policy.

1.4 Health and Safety Training

Health and safety training is an important factor in the reduction of accidents and prevention of ill health. Directorates will actively support training by providing the necessary resources and organisation to carry out such training. All new employees will receive an induction course. Where health and safety training needs are identified by a Directorate, suitable training can be arranged through Organisational Development and can be requested through My Development. All health and safety

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training courses available are included within the Health and Safety Training Catalogue available on Q-Pulse.

The Health And Safety unit can also provide bespoke health and safety training on request, at times and locations suitable to the directorates' requests within the exigencies of the service.

2.0 Planning and Implementation

2.1 Corporate Health and Safety implementation Plan / Directorates Annual Health and Safety Plan and Report

The Chief Executive will ensure, through the Chief Officer Organisational Development, that a corporate Health and Safety Implementation Plan is in place which will achieve and support effective health and safety management systems across the SEPA.

Directorates will prepare an annual Health and Safety Plan outlining pertinent directorate health and safety objectives, which are measurable, with realistic timescales for their accomplishment. These objectives can be developed in consultation with the Chief Executive's Department, Organisational Development Health and Safety unit.

All health and safety plans must be regularly monitored and reviewed by appropriate groups within the directorates. They should also be discussed at the National Health and Safety Committee. Health and safety plans for the coming year must form part of the annual directorate health and safety report. (As stated in section 6; this report and plan could also form part of the Directorates annual operating plan / business plan).

2.2 Risk Identification

2.2.1 Significant Risks

SEPA recognises that directorates require to implement an effective risk control strategy to minimise employees and service users exposure to significant risks. Detailed below is a list of the most significant risks that are inherent to SEPA:

- musculoskeletal disorders;
- work related stress (this can be influenced by non work related stress);
- working at heights;
- lone working;
- occupational driving;

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- violence and aggression (including acts relating to a physical or psychological condition);
- slips, trips and falls;
- working on or near water;
- chemicals; and
- contractors working on SEPA premises.

Directorates must identify all significant service related health and safety risks in addition to those listed above.

3. Active Monitoring

3.1 Audits

An audit is a systematic examination of the health and safety management systems in place, including implementation of policies, procedures, training and safety awareness of staff.

The Chief Executive's Department, Organisational Development Health and Safety unit will actively monitor the implementation of SEPA's Health and Safety Policy and Plan. This will be achieved by auditing the health and safety management systems within directorates over a 3 year period relevant to their risk profile, and on an agreed timescale.

3.2 Inspections

An inspection is the physical examination of the workplace including tools and equipment. Safety inspections, preferably joint management and union safety representative's inspections shall be undertaken within all directorates as part of their health and safety plan and to support the audit programme.

A SEPA-wide health and safety inspection programme has been developed over a rolling 3 year period. All premises have been assigned a risk rating, and this will determine the inspection frequency undertaken by the Health and Safety unit.

To ensure health and safety standards are maintained, directorates should have arrangements in place to undertake inspections of their premises, on an annual basis by trained staff using the agreed format.

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3.3 Re-active monitoring

3.3.1 Accident and Incident Analysis

Accidents and incidents (including near misses) at the following levels of severity will be analysed by the Chief Executive's Department, Organisational Development Health and Safety unit and the National Health and Safety Committee involving employee representation, with a view to determining and where possible eliminating the causes of:

- major injury/dangerous occurrence;
- lost time accidents of 7 days or more;
- emerging patterns or trends;
- work related ill health and diseases; and
- any other reported incident which is considered significant.

4.0 Supplementary Policies and Guidance

This Health and Safety Policy is supplemented by specific policies and related guidance.

Supplementary policies and guidance are available from the Health and Safety unit and are available on Q-Pulse.

5.0 Policy Review

The Chief Executive's Department, Organisational Development Health and Safety unit shall monitor this policy for its effectiveness.

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

Any changes or amendments to this policy will be done in consultation with the trade unions and employees where appropriate.

This policy and any revision of it will be drawn to the attention of every employee of SEPA.

6.0 Visitors and Contractors

Whilst on SEPA premises, all visitors and contractors must co-operate and comply with SEPA health and safety policies and procedures in addition to discharging their own individual responsibilities for health and safety and comply with any pre-approved method statements. Visitors will be the responsibility of their SEPA host.

