



# **Health and Safety Policy**

**CIRECO & Fife Resource Solutions LLP**

**Version 1.1**

**2022**



## Contents

Health & Safety Statement .....	2
Company Introduction .....	3
Our Mission.....	3
Systems Approach.....	5
Organisation and Responsibilities in Health & Safety .....	6
Arrangements .....	12
1. Employee Welfare .....	12
2. Employee Consultation.....	12
3. Employee Health Surveillance.....	12
4. Employee Training, Instruction and Supervision.....	12
5. Risk Assessment and Safe Operating Procedures .....	13
6. Competent Advice or Specialist Help .....	13
7. Accident, Incident and Near Miss Reporting Procedures .....	13
8. Drugs, Smoking and Alcohol .....	14
9. First Aid .....	14
10. Fire Safety and Emergency Procedures .....	14
11. COSHH .....	15
12. Manual Handling.....	15
13. Electrical Safety .....	15
14. PPE .....	15
15. Monitoring, Audit, Inspections and Review .....	15
16. Company Vehicles, Use of Personal Vehicles for Company Business .....	16
17. Asbestos .....	17
18. Working at Height.....	17
19. Provision and Use of Work Equipment.....	17
20. Procuring Equipment .....	17
21. Display Screen Equipment.....	18
22. Property Compliance, Housekeeping and Waste Management.....	18
23. Welfare Facilities.....	18
24. Lone Working .....	19
25. Control of Contractors and Visitors .....	19
Amendments and Reviews.....	19

## Health & Safety Statement

As the Chief Operating Officer, I believe Safety, Health, and Environmental Quality are the fundamental values of our company. I will ensure that these values are at the core of all our operations, they will be part of future growth strategies to ensure our exceptional SHEQ standards are maintained. Our safety, health and wellbeing focused culture will ensure that our employees, our co-workers and the environment will be protected from risk.

To meet our objectives, we must ensure we adopt the following standards;

- All employees and interested parties will be made aware of the SHEQ policy and our commitment to it as an organisation.
- There will be active visual leadership at all levels of the company who will promote the values of the SHEQ standards to enhance the positive culture throughout the organisation. Our core belief of "We Do More" shall be the driving force in seeking continual improvement.
- We will promote open communication and consultation with all employees, trade union representatives, and interested parties to ensure the core values of the company are understood and adhered to.
- We will ensure that a safe and controlled work environment is provided for all employees and interested parties to prevent, minimise or eliminate exposure to risk.
- We will invest in our current and future employees by training and coaching them to develop and enhance their skills, knowledge and abilities for the future of the business.
- Ensure the values of the SHEQ policy are communicated and understood in role profiles, company communications and documentation.
- When developing, implementing and carrying out our processes we will always consider compliance with current legislation, approved codes of practice and guidance from authorised bodies to be the minimum standard.
- Investigate all undesirable situations, incidents and near misses so that we can implement the lessons learned and prevent future reoccurrences.
- We will be proactive in implementing safety controls across the company, adapting to changing industry standards and ensure we are at the forefront for safety in the waste management industry.
- Adopting to legislative changes, investing in new technology and equipment to ensure our environmental impact remains as low as possible.
- All contractors, partners, economic operators and consultants must share and demonstrate the same level of commitment to our occupational health, safety, welfare and environmental standards.
- Our health, safety and environmental standards will be actively monitored, assessed and evaluated under a proactive approach to ensure compliance and identify areas of improvement.

With these standards and a proactive approach, I believe the company, our employees and our co-workers will succeed in enhancing the positive culture across the business for safety, health and wellbeing because "We Do More".

Robin Baird  
Chief Operating Officer  
Date: December 2022

Document No.	Revision	Revision Date	Page	Author	Approved By
FRS/Policy/02a	1	01/12/2022	Page 2 of 20	D. Goodenough & S. Gillespie	R Baird

## Company Introduction

### Our Mission

#### **Two companies one shared purpose**

To deliver best value sustainable waste and resource management services on behalf of Fife Council and to make Fife the resource management hub for Scotland.

#### **The circular economy in action.**

#### **Who are we?**

We are a Fife Council company formed as an "Arms Length External Organisation" (ALEO) where Fife Council are a 99.99% shareholder.

We have a board to govern and direct the company consisting of three Fife Councillors, a Fife Council Finance Partner and a Fife Council Legal Partner and three externally appointed board members.

The ALEO was established in 2014 to provide services to Fife Council while utilising council assets to expand the provision to 3rd parties, with the aim of increasing external income.

#### **Why we are here?**

It was clear that as legislation continued to change rapidly and markets for recyclable materials became ever more complex the Council had four distinct options to consider:

Continue to externally procure processing, disposal and treatment contracts;  
Link up directly with the private sector through long term PFI type contracts for key material streams in order to create processing infrastructure within Fife;  
Outsource the whole disposal function to the private sector; and  
Create an ALEO to retain employment, value and control of the key functions whilst enabling the flexibility to work within the rapidly changing market and legislative framework.

The ALEO enables Fife Council to retain the same level of service while reducing the available budget. In effect protecting key services across Fife.

#### **Our resources & capabilities**

We employ over 200 people within Fife to undertake these activities and handle over 220,000 tonnes of waste and recyclable materials per year.

We operate: Material Recovery Facilities; an Anaerobic Digestion Plant, Aerobic composting operations, 11 household waste recycling centres, around 300 multi-material recycling points, fuel production, landfill gas recovery, combined heat & power plant, district heating, active landfill sites, closed landfill sites, leachate treatment facilities and all the associated logistics and business operations.

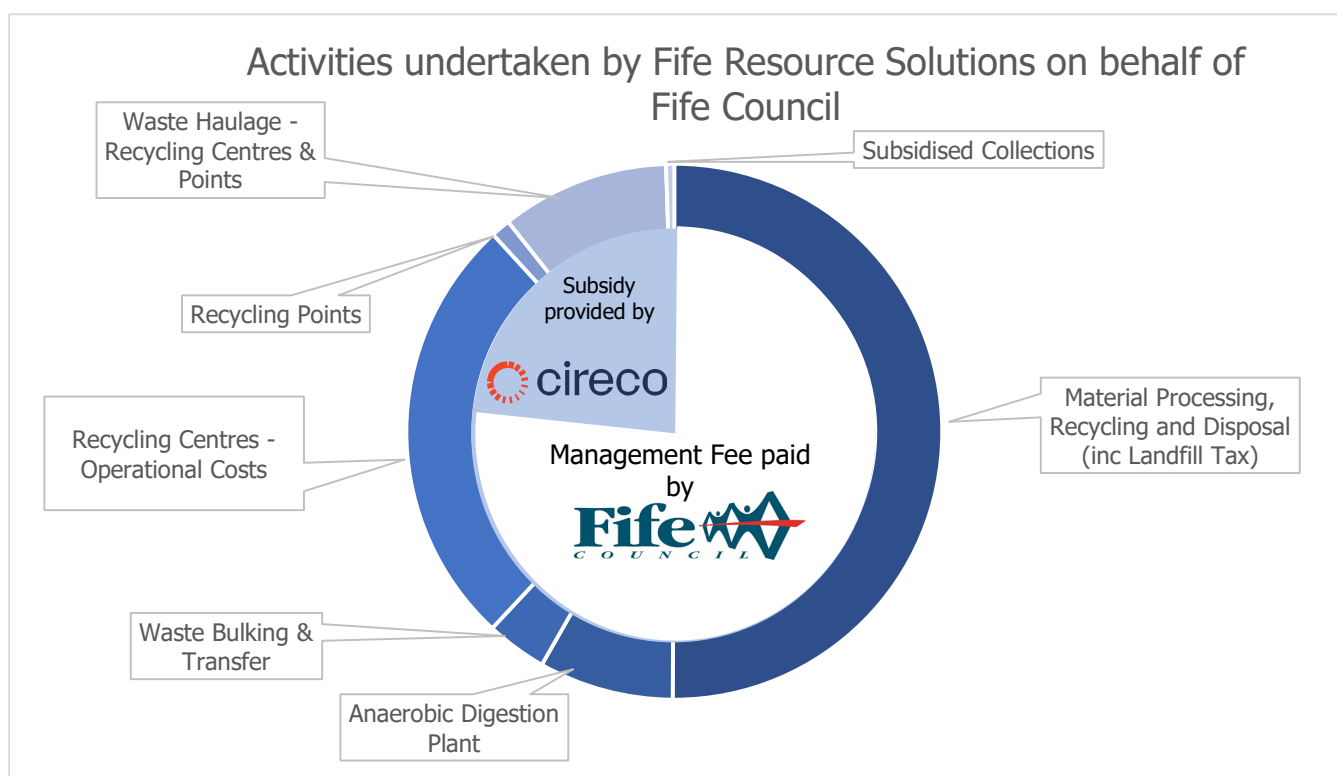
Our Cireco Commercial Operations business unit is in place to provide high quality waste management and resource services to commercial and domestic clients in order to generate and grow external revenue streams to support Fife Council. Helping the council and external clients in creating sustainable solutions to the challenges they face.

#### **What we are tasked to deliver**

The services we deliver, and plant/facilities we operate would cost considerably more to operate than Fife Council has the budget to provide. Fife Council provide a management fee to Fife Resource Solutions in the full knowledge that the operating cost of the services delivered are higher. This means that the company, through the efficient operation of services provided by FRS and the commercial & contracting activities of Cireco, has to deliver an operating profit to subsidise Fife Council's budget, protecting other key services operated by Fife Council from further budget reductions.

Document No.	Revision	Revision Date	Page	Author	Approved By
FRS/Policy/02a	1	01/12/2022	Page 3 of 20	D. Goodenough & S. Gillespie	R Baird

We work to generate the operating profit required through a combination of utilising capacity within our processing facilities, undertaking commercial work and having the ability to interact directly with recyclate markets to ensure the best value possible is derived from the outputs from our processing facilities. All this activity helps to support jobs and key service delivery for Fife Council. The following chart represent the split of activities undertaken by Fife Resource Solutions, on behalf of Fife Council, and how the work carried out by Cireco ensures that all of the services required are fully funded.



## Systems Approach

Our proactive approach to health, safety and environmental compliance demonstrates our dedication to our employees, contractors and other stakeholders. This minimises the risk to people, the environment, the company and Fife Council. It helps to prevent incidents, enhance morale and ensure the company operates efficiently and effectively within an ever-evolving sector.

The company approaches all operations with health and safety at the core. This creates a uniform approach between management systems and behavioural aspects across the organisation. As a part of our approach to standardisation across the Quality, Safety, Health and Environmental aspects of our operations we have adopted the "Plan, Do, Check, Act" approach to ensure we commit to maintaining a positive proactive and visible approach to health and safety in all of our undertakings.

With health and safety management as a core element in business planning, an open, honest and collaborative approach is used to ensure we take recognition of the valuable inputs to achieving a safe and healthy working environment from all stakeholders. The management of business risk is incorporate into our forward and contingency planning approaches.



Having achieved accreditation for ISO 9001 (Quality), ISO14001 (Environment) we are moving towards seeking ISO45001 accreditation to demonstrate our continued commitment to health and safety as an integral part of our standardised approach to continual improvement and development throughout or operational activities.

Document No.	Revision	Revision Date	Page	Author	Approved By
FRS/Policy/02a	1	01/12/2022	Page 5 of 20	D. Goodenough & S. Gillespie	R Baird

## Organisation and Responsibilities in Health & Safety

This policy sets out the information, guidance and compliance requirements for all employees of FRS/Cireco. The statement and the associated policy together with the steps required with regards to implementation and operation support the requirements of Section 2(3) of the Health & Safety at Work etc. Act 1974.

FRS/Cireco through its Chief Executive Officer and Board ensure that the safeguarding of health, safety and wellbeing is a key priority and requirement for all aspect of the company operations. As a Fife Council company we ensure that our policy closely mirrors the council's Health & Safety Management Framework, but recognises the unique aspects of our place in the Resource Management sector.

Due to the nature of our work it is not only employees we have to safeguard but members of the public and other stakeholders. A safe environment has to be created for all those engaged in or affected by our activities. It is essential that this ethos is integral to all areas of our business and it is vital that all of our line managers, advisors and employees are aware of their duties and responsibilities placed on them, with respect to Health & Safety, and that they carry out these duties diligently.

### **Chief Executive Officer**

The Chief Executive has ultimate responsibility to ensure that all elements of the company's Health & Safety Management Systems are implemented and maintained. Service Managers will support the Chief Executive in discharging this duty. The Chief Executive and Service Managers will lead by example, supporting the development of a culture of positive behaviours and compliance, enabling continuous improvement in our health and safety management and performance. This goal of continuous health and safety improvement will be applied within FRS/Cireco, encouraged and nurtured across our wider undertakings with other stakeholders, partners, Voluntary Groups and Contractors.

The Chief Executive will also:

- Maintain a sufficient level of understanding of health and safety within the organisation and ensure the Health & Safety Policy is reviewed, amended and reflects the current undertaking of the business on, at least, an annual basis
- Ensure sufficient competent health and safety advisory resource is maintained
- Ensure resources and personnel are in position to positively influence and maintain health, safety and welfare provisions
- Ensure a "Framework of Service Responsibilities" is completed and maintained by Service Manager for each recognised activity area under their responsibility
- Ensure that "Framework of Service Responsibilities" documents are subject to at least annual review in conjunction with the relevant Service Manager, confirming that all Section Manager and Person in Control nominations remain accurate, relevant and complete.
- Inform the Board of Directors and Elected Members of safety matters across the business
- Provide guidance to the Board of Directors on the safety performance of the business
- Direct (via nominated Service Managers as appropriate) the company's Health and Safety Forum and Service Forum.
- Ensure business processes, tenders and future business plans incorporate health and safety at the core

Document No.	Revision	Revision Date	Page	Author	Approved By
FRS/Policy/02a	1	01/12/2022	Page 6 of 20	D. Goodenough & S. Gillespie	R Baird

## **Service Managers**

Service Managers will ensure that they maintain a direct involvement in the development and maintenance of the safety management system and will:

- Establish and maintain sufficient resources (including competent employees, equipment and workplaces) to maintain safe operating procedures
- Lead by example in matters of health and safety compliance, promoting high standards of safety, welfare and occupational health
- Measure compliance with the safety management system via regular audit, monitoring and review
- Ensure health and safety performance is a regular feature at management meetings
- Ensure all matters of significant non-compliance (whether arising from accident investigation, audit, competent report, or intervention by the Health and Safety Executive) are promptly brought to their attention and monitor appropriate corrective actions to completion in good time
- Maintain adequate systems of communication and consultation with employees and employee groups to enable key messages and safety instructions to be promptly delivered and to enable the views, concerns, and opinions of employees about health and safety matters to be brought to the attention of Senior Management Team
- Identify business risks, quantify them and ensure resources are available for remedial action to be implemented
- Maintain business risk management and contingency planning documents for their service areas
- Undertake a visual proactive approach to health and safety across the business
- Ensure competent employees are in position, provide training, instruction and supervision relevant to their work activities.
- Continually seek improvement across the organisation and hold health and safety as a priority
- Ensure compliance with all legislative aspects of health and safety to promote a positive safety culture
- Ensure all relevant strategy, budget pressure or implementation papers presented to the company's Senior Management Team and Board include a balanced consideration of health and safety risk issues.
- Provide all employees within their service with the necessary information, instruction, training and supervision necessary to enable them to discharge their individual safety responsibilities and to carry out their tasks in a safe manner.
- During the recruitment process, ensure any health and safety responsibilities outlined for the post are to be documented and communicated to the candidates.
- Ensure that there is sufficient emergency planning including first aid cover within each of the services locations covering all shifts and activities.
- Provide adequate occupational health surveillance and monitoring in relation to the risk presented to employees.
- Ensure the above principles and values are embedded at all levels of the Organisation.

## **Team Managers & Lead Officers**

Team Managers and Lead Officers will, within their area of responsibility:

- Integrate good health and safety management with business decisions.

Document No.	Revision	Revision Date	Page	Author	Approved By
FRS/Policy/02a	1	01/12/2022	Page 7 of 20	D. Goodenough & S. Gillespie	R Baird



- Make sure that all employees under their control are familiar with relevant local health and safety arrangements.
- Ensure the principles of effective health and safety management are applied to all aspects of their section's activities, including existing, changing or emerging work practices and methods of service delivery
- Identify and manage health and safety risks via sensible and proportionate controls
- Make sure that safety procedures are considered when designing, buying and using all new plant and equipment.
- As required, access and follow competent advice on health and safety matters
- Comply with all relevant Company Health & Safety Policy, Procedure and Guidance documents
- Establish and maintain sufficient resources (including competent employees, with high quality training, equipment and workplaces) to maintain safe systems of work
- Measure and review compliance with appropriate elements of the safety management system via regular performance monitoring data (workplace safety inspections, safety tours, targets set by standards or procedures, accident data)
- Ensure all significant shortcomings and non-compliance (whether arising from accident investigation, audit, competent report, performance measurement or intervention by the Health and Safety Executive) are promptly brought to the attention of the appropriate Service Manager and company Health & Safety Advisor
- Ensure that all non-compliance issues and accident investigation findings are addressed by appropriate corrective action
- Share lessons learned with others within the Service, and where appropriate bringing those lessons to the attention of other Services via the company's Senior Management/Extended Management Team and other cross-service Working Groups
- Lead by example in matters of health and safety compliance, promoting high standards of safety, welfare and occupational health
- Maintain effective systems of communication and consultation with all employees and employee groups to enable key messages and safety instructions to be promptly delivered and to enable the views, concerns and opinions of employees about health and safety matters to be gathered for consideration by the Senior Management Team
- Strive for continuous improvement in health and safety performance
- Ensure effective compliance for specific areas of responsibility allocated within their Service
- Ensuring all contractors are vetted with regard to health and safety competence to minimise the risks to all who may be affected by their activities or omissions and undertake continuous monitoring and assessment of contractors' health and safety performance

### **Health and Safety Advisor**

Health & Safety Advisors will:

- Ensure compliance with all legislative aspects of health and safety to promote a positive culture
- Liaise with senior management and employee's regarding health and safety matters and performance
- With the designated Service Manager develop health & safety strategies for the organisation
- Advise on the interpretation and application of health and safety legislation and guidance.
- Investigate the cause and circumstances of serious accidents and incidents.
- Develop health and safety standards.

Document No.	Revision	Revision Date	Page	Author	Approved By
FRS/Policy/02a	1	01/12/2022	Page 8 of 20	D. Goodenough & S. Gillespie	R Baird

- Develop training programmes and advise and support managers in the risk assessment process, the creation of safe operating procedures and the review of such documents.
- Establish and maintain effective communications with employees and employee representatives
- Undertake safety performance monitoring.
- Develop and implement Emergency & Fire Safety Procedures
- Conduct safety audits and inspections on site and items of plant or equipment.

### **Operational Supervisor**

Operational Supervisors will ensure that they maintain direct involvement in the implementation of the safety management system and will:

- Ensure that all those undertaking operational activities under their control receive the appropriate instruction, training and supervision
- Establish and maintain effective communications with employees
- Scheduled maintenance on plant, vehicles and equipment
- Report shortcomings to their line manager and Health & Safety advisor
- Record all accidents incidents and near misses.
- Contribute towards and coordinate the implementation of risk assessments and safe operating procedures.
- Conduct safety audits and inspections on site activities, property, assets and items of plant or equipment.
- Make sure that all employees under their control are familiar with relevant local health and safety arrangements.
- Set up and maintain within their area or responsibility a safe, healthy working environment.
- Make sure safe operating procedures, significant findings arising from risk assessments and the necessary control measures are brought to the attention of employees.
- Ensure that operating practices in their area of responsibility are safe and without risk to health and safety
- LI Audit and monitor their own health and safety arrangements, verifying control measures are working effectively, taking whatever remedial actions necessary where concerns are identified.
- Audit and monitor their own health and safety arrangements, verifying control measures are working effectively, taking whatever remedial actions necessary where concerns are identified.
- Make sure that safety procedures are considered when designing, buying and using all new plant and equipment.
- Make sure that investigations are carried out for accidents and incidents in their area of responsibility.
- Carry out safety inspections (including housekeeping) to identify hazards; and make sure that all employees, including safety representatives, are able to carry out their responsibilities and encourage them to work with managers to promote an attitude of safe working across the company.

Document No.	Revision	Revision Date	Page	Author	Approved By
FRS/Policy/02a	1	01/12/2022	Page 9 of 20	D. Goodenough & S. Gillespie	R Baird

## **Employee**

All employees and those operating on behalf of FRS/Cireco will be expected to cooperate in the implementation of this health and safety policy by:

- Acting with due care for their own safety and that of other who may be affected by something they do or their omissions
- Cooperate with and participate in, so far as is necessary, any activity that will assist the council in complying with any requirements as a result of health and safety legislation. This includes the need to participate in Health and Safety Training.
- Using correctly all work items, equipment and machinery in accordance with the training and instruction received.
- Not to intentionally interfere with or misuse anything provided in the interests of health, safety or welfare.
- They abide by any instruction, direction and procedure
- Report all accidents, incidents and near misses. Cooperate with your employer during investigation proceedings.
- Cooperate with their employer in all matters relating to health, safety and welfare arrangements. Highlight short fallings in safety across the business.

## **Joint Trade Unions**

The importance of employee involvement and the role played by Trade Union representatives appointed under The Safety Representatives and Committees Regulations 1977 is recognised by the company. The appointment of employee representatives and/or trade union representatives will be encouraged. Assistance will be provided to those representatives so they can reasonably carry out their functions. Health & Safety committees are encouraged and will meet at intervals determined appropriate to the needs of the employees, the service function and the requirements of the representatives and the company.

## **In summary**

The management structure is designed to complement effective arrangements for health and safety management. The Chief Executive Officer holds overall responsibility for health, safety and welfare of their employers and those who may be affected by our undertakings. Elected Members and non-political board members liaise with the Chief Executive Officer at Board Meetings, all board members must demonstrate competence and an understanding of the health & safety arrangements of the organisation.

Compliance operations are strategically built into the organisational structure to enforce the commitment of all employees and the significance of the legal and moral requirements obligated on all staff members.

Health, safety and environmental compliance is assessed and measured via the Compliance Team, who support all of the management teams across the company and associated employee representatives regarding advice, changes and improvements to safety systems and/ or procedures.

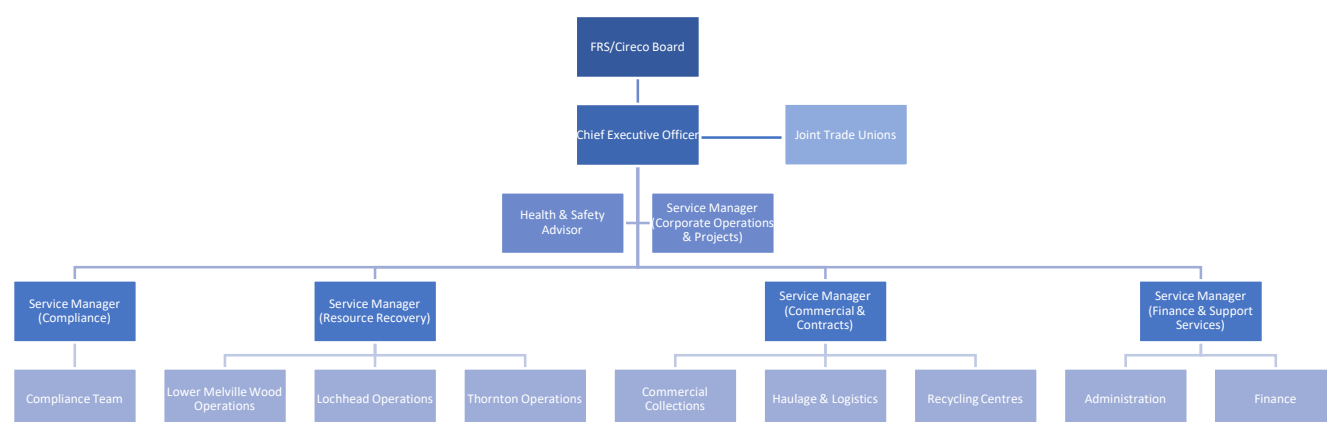
Service Managers hold responsibility for their designated business sector. The Service Managers will delegate activities and responsibility to their Lead Officers or Team Leaders specific to their business sector functions to ensure compliance is achieved at all levels of the organisation.

Document No.	Revision	Revision Date	Page	Author	Approved By
FRS/Policy/02a	1	01/12/2022	Page 10 of 20	D. Goodenough & S. Gillespie	R Baird

The service management teams extends to Operational Supervisors who liaise with employees directly on a day-to-day basis. They form a key part of the organisational structure as they are the direct link between the employees and the wider management team.

Employees have access to Health & Safety advice and guidance from their line manager, their wider service team and the Compliance Team. Employees also have the opportunity for representation and consultation through the Joint Trade Unions. Employee representation at the 8 weekly Service Forum between the Unions, the Health & Safety Advisor and the Senior Management team creates a conduit for information and communication between all parties concerned.

## Organisation Structure - Chart



## Arrangements

As noted Cireco and Fife Resource Solutions operate as an arm's length organisation for Fife Council, the company is subject to the policies and procedures laid down by Fife Council and will abide by the instruction and guidance in accordance with the terms of the operating arrangements.

### **1. Employee Welfare**

The company will ensure the undertakings of the business are structured to ensure the welfare of our employees.

Work methods are continually monitored and reviewed to seek continual improvement for the safety and welfare of the employees.

Managers will monitor employee behaviour and absenteeism to ensure support can be provided at the earliest opportunity.

Employees are encouraged to report issues associated with their welfare, this will be held in strict confidence where sought.

The line managers will ensure, where required that employees are referred to occupational health or professional assistance in line with any reported condition associated with their welfare.

### **2. Employee Consultation**

Employees have access to representation through the joint trade unions.

The trade unions will consult with the management and employees to facilitate an understanding across the organisation.

Consultation is conducted via a Service Forum within the organisation and/or via short life working groups and specific project requirement.

Employees not associated with the joint trade unions will also be represented and consulted with.

Feedback from the Service Forum should be cascaded to all employees.

Employees are invited to attend, or provide input to, individual business section team meetings where Health & Safety is a standing item.

### **3. Employee Health Surveillance**

Health surveillance is implemented and coordinated for employees where their task dictates that it shall be conducted.

Any medical examination conducted shall be strictly confidential and relevant to the individual's requirements.

They shall be carried out only by authorised medical practitioners associated with the organisation.

The frequency of health surveillance will be dictated by recommendations from the medical practitioner, legislative requirements or associated guidance.

### **4. Employee Training, Instruction and Supervision**

Employees will be taken through a formal induction when starting with the organisation.

The induction will be specific to their role and be conducted over a pre-determined number of days.

There will be periodic review by their line manager over the period of four weeks or sooner if required.

All employees will undertake initial and refresher training on subjects or equipment relevant to their roles and responsibilities.

Additional training may be provided out with an employee's role for their personal development of should a business case require it.

All training conducted will be evidenced and recorded on an employee's personal file.

The company will ensure that employees are supervised during their tasks and in the working environment. This forms part of the communication and consultation with employees to ensure their safety and that of others.

The company will ensure that adequate levels of supervision are provided for all tasks in order to maintain Safety, Health, Environmental and Quality standards.

Document No.	Revision	Revision Date	Page	Author	Approved By
FRS/Policy/02a	1	01/12/2022	Page 12 of 20	D. Goodenough & S. Gillespie	R Baird

Dialogue from management to employees shall be open and honest to enhance understanding and promote the safety culture of the organisation.

## 5. Risk Assessment and Safe Operating Procedures

The organisation will identify and assess significant risks associated with all undertakings. All substantial risks shall be identified, recorded and communicated to those who it concerns. Risk assessments and associated safety documents will be reviewed regularly, be uniquely identifiable and be held on the electronic management system.

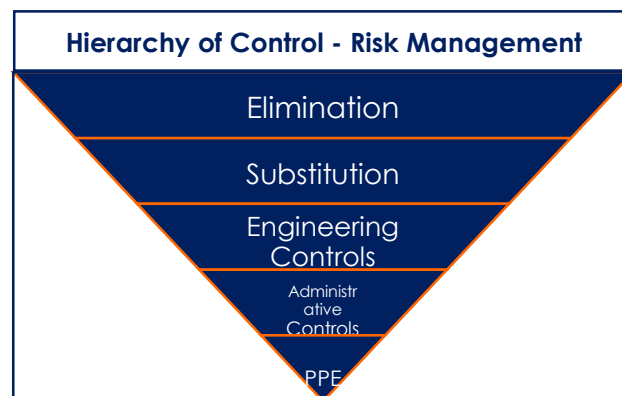
Team and Site Managers will hold responsibility for producing risk assessment documentation in conjunction with the Health & Safety Adviser and consultation with the Joint Trade Unions. Service Managers hold overall responsibility for authorising the use risk assessment and safety related documents.

It shall be the responsibility of the Compliance Team to ensure all procedural documents are controlled, reviewed and distributed accordingly.

The Board of Directors have overall responsibility for ensuring the organisation complies with the legal requirements associated with ensuring a safe place of work and the management of health and safety arrangements.

Associated contractors must submit the relevant documentation and demonstrate competence prior to commencing operations with the organisation.

The risk assessment procedure will identify relevant hazards and associated control measures to ensure safe operating procedures are produced following the hierarchy of control for risk management.



The organisation will ensure specific controls are implemented for vulnerable groups such as young or pregnant workers.

## 6. Competent Advice or Specialist Help

The Chief Executive Officer shall ensure that resources are available for consultation with external sources to ensure compliance. Advice sought shall be relevant to the organisation and form part of the existing health and safety arrangements. External assistance shall not devolve the responsibility of health and safety responsibility of the organisation.

## 7. Accident, Incident and Near Miss Reporting Procedures

The organisation requires all accidents, incidents, near misses to be recorded regardless of the severity or outcome. To achieve effective health and safety management, all accidents, incidents and near misses shall be reported immediately, subsequently followed up with a written record submitted to the Compliance Team within 24 hrs. All records will be strictly confidential and retained on the electronic database for non-conformances. Incidents shall be categorised as per the definitions under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations.

Where required the Compliance Team will inform the relevant authorities of incidents that require reporting under the associated legislation (Reporting of Injuries, Diseases and Dangerous Occurrences Regulations).

Investigations, interviews and the collation of information shall be conducted and coordinated between the management teams where required.

Incidents collated shall be reviewed and the statistics updated. The safety performance of the organisation shall be submitted to the senior management, the joint trade unions and the board of directors on a quarterly basis.

## **8. Drugs, Smoking and Alcohol**

The organisation forbids the use and consumption of illegal substances. It shall be the responsibility of the employee to ensure they attend their place of work in a fit cognitive capacity to perform their duties without putting themselves and others at risk.

Employees on prescription drugs that may influence their performance should consult their line manager.

The organisation has the capacity to support employees that disclose substance misuse.

## **9. First Aid**

The organisation shall ensure compliance with the requirements for providing first aid supplies in line with the level of risk associated with the area or task. There shall be adequate numbers of first aid trained employees across the organisation. Training shall be conducted by an approved training provider and employee records maintained.

All first aid instances should be reported through the accident and incident reporting procedure.

## **10. Fire Safety and Emergency Procedures**

It shall be the duty of the organisation to ensure that provisions for fire safety are in place. These will be specific to the risk associated with the area or task.

In addition to the requirements of the Health and Safety at Work etc Act and in line with requirements made under The Fire (Scotland) Act 2005 a risk assessment based approach to fire safety has been adopted to prevent fires from occurring.

The safety of life must override property related considerations.

To assist in this approach it will be ensured that:

- Fire can be detected in a reasonable time and those who may be affected can be warned reliably.
- An area can be vacated quickly and safely
- Those within a building know what to do in the event of a fire
- All premises will have suitable and sufficient evacuation procedures in place
- Employees will be provided information and instruction in relation to fire safety and emergency evacuations of buildings.

Emergency procedures will be established within premises where there is a possibility of serious or imminent danger to employees or those who may be affected.

Document No.	Revision	Revision Date	Page	Author	Approved By
FRS/Policy/02a	1	01/12/2022	Page 14 of 20	D. Goodenough & S. Gillespie	R Baird



Where a premises is shared the responsibility will remain with the building controller. Fire risk assessments shall be treated as a live document and will be reviewed at least annually. DSEAR assessments shall be conducted in areas where there is a significant risk of fire or explosion. Emergency procedures shall be implemented and be appropriate to the risk. Employees shall be taken through the relevant training for fire safety and emergency evacuation procedures. The organisation supports the prohibition of smoking in the workplace, including vehicles. Smoking will be permitted in designated areas only.

#### **11. COSHH**

Substances supplied for use shall be sourced responsibly and be appropriate to the task. Information associated with the substance in use shall be sourced from the manufacturer or supplied (MSDS – Material Safety Data Sheets) to enable an assessment to be conducted on the product in use.

Substances produced as a by-product of operational procedures should be identified and assessed. Site assessments shall be conducted where required to ensure work environments and exposure levels are controlled.

Associated control measures and emergency procedures shall be implemented and communicated to employees prior to use.

#### **12. Manual Handling**

Manual handling operations shall be avoided where possible. The organisation shall ensure that task involving manual handling shall be adequately risk assessed and controls implemented. Elimination of manual handling or the use of mechanical aids shall be considered the priority when assessing associated tasks. A manual handling risk assessment shall be conducted if the risk cannot be adequately controlled in an initial instance.

Employees shall attend ROSPA approved manual handling training.

#### **13. Electrical Safety**

Electrical inspection, installation and maintenance shall be conducted in line with legislative requirements by competent individuals. Any inspection shall be recorded and evidenced. Properties operated by the organisation shall be subject to hard wire testing and portable appliance testing.

#### **14. PPE**

Protective clothing and equipment shall be sourced from responsible providers, it shall be appropriate to the task and approved by the organisation and the joint trade unions.

Protective equipment employed shall have the relevant EN standards associated with that item, be the correct size and shape for an individual and will be supplied with manufacturers guidance. Personal protective equipment shall be supplied with no levy towards employees. Replacement items or task specific PPE will be sourced when required.

Personal protective equipment shall be utilised by employees but will not be solely relied on as the only control measure.

#### **15. Monitoring, Audit, Inspections and Review**

To ensure efficient management of health and safety the organisation shall implement systems, audits and inspections across the business. Audits will be scheduled and conducted to assess health, safety and welfare arrangements, environmental and quality audits will also be conducted. Monitoring, audits, inspections and reviews are carried out by management at various intervals in order to build up a comprehensive picture of safety, health and welfare.

Document No.	Revision	Revision Date	Page	Author	Approved By
FRS/Policy/02a	1	01/12/2022	Page 15 of 20	D. Goodenough & S. Gillespie	R Baird



All audits will encompass employees present and be reflective of operational conditions. Non-conformances shall be raised where required and actioned by management to ensure compliance. All audits will be logged on the electronic management system.

It can involve the following activities:

- Safety Tour. A safety tour is a general review of the workplace without a set formal plan.
- Safety Inspection. A safety inspection is done by appointed safety representatives. It is a detailed inspection of the workplace to identify hazards, unsafe working conditions and inadequate safety conditions.
- Safety Sampling. A safety sample is carried out by a nominated employee in their workplace, against a check list and at frequent intervals, to identify where accidents could occur and any conditions which could affect the workforce.
- Safety Survey. A safety survey is an examination of a specified working area i.e. firefighting equipment to provide detailed information about inadequately controlled hazards. It can also confirm the safety instructions are relevant and up to date.

Safety Audit. A safety audit is a thorough detailed examination of the service area by a person that is suitably qualified. This will provide detailed information in relation to a specific topic or area of the overall assessment of safety across the area and a measure against which subsequent audits can be judged in order to identify areas for improvement.

The designated Service Manager and Health & Safety Advisor will ensure that health & safety management systems are monitored regularly and audited, which may result in reviews of certain policies, procedures and activities. This shall include reviewing this safety policy document to ensure its continued effectiveness. Regular safety inspections and surveys are to be carried out by line managers and safety representatives to ensure health and safety systems and controls are complied with. Any action points raised during these inspections and assessment shall be addressed. Monitoring, auditing and reviewing are part of continual improvement.

Inspections and safety tours shall be conducted by senior management across the business and should encompass areas and employees they are not directly responsible for.

All audit findings shall be reviewed, and improvements implemented where required.

## **16. Company Vehicles. Use of Personal Vehicles for Company Business**

The organisation shall only supply vehicles and equipment that are appropriate to the undertakings required. Vehicle supplied by the organisation shall be road worthy and employ systems to identify and rectify faults or defects.

Employees will hold responsibility for the vehicle whilst it is under their control. Vehicle must be operated in line with the manufacturer's guidance, site rules and the highway code. Employees shall be responsible for ensuring they are fit to operate the vehicle/ equipment and not be under the influence of drugs or alcohol.

Employees must hold the appropriate licence for operating the vehicle type, licence checks must be completed by the employer on a regular basis. Tachograph cards shall be employed and checked when required. Employees shall be subject to driving assessments, vehicle familiarisation and be taken through the associated procedures associated with the vehicle type.

The use of hand-held or Bluetooth devices is not permitted whilst driving.

Employees using personal vehicles for work must ensure the vehicle is road worthy, is insured for business use and is driven in line with the high way code.

Document No.	Revision	Revision Date	Page	Author	Approved By
FRS/Policy/02a	1	01/12/2022	Page 16 of 20	D. Goodenough & S. Gillespie	R Baird

## 17. Asbestos

Asbestos survey shall be conducted on all premises operated by the organisation, these shall be reviewed annually and be available for inspection at the location.

No works shall commence on the building fabric until the asbestos survey has been consulted and procedures implemented. The organisation shall only employ competent companies for work on premises under their control. Should asbestos be disturbed or require removal from site then associated procedures shall be followed and approved haulage and disposal arranged.

## 18. Working at Height

Work activities shall be evaluated by the organisation to ensure that working at height is avoided where possible. Scenarios where working at height is required shall be risk assessed and controls implemented following the hierarchy of control associated with working at height.

Equipment employed or supplied shall be from approved suppliers and have the relevant EN standards associated.

Employees shall be trained for the associated tasks or equipment in use. Emergency arrangements shall be communicated prior to the task commencing.

## 19. Provision and Use of Work Equipment

Equipment supplied for use shall be responsibly sourced and appropriate to the task, it will be maintained in line with the manufacturers guidelines and inspected prior to use. A defect reporting procedure shall be implemented, repairs will be effected to ensure the equipment remains as per the original equipment specification.

Should an item of equipment be defective and not operational then it shall be isolated/ segregated.

Only trained and competent employees will be permitted to use, interact or operate the equipment. The organisation will ensure training is conducted and risk assessments communicated prior to employees utilising the equipment. Employee will not be permitted to effect repairs unless trained. They must only use the equipment and safety features for their intended purpose.

Any equipment that has reached the end of its operational life shall be disposed of responsibly to prevent unauthorised use.

## 20. Procuring Equipment

Many safety issues can be solved at the procurement stage by purchasing the correct equipment for the task. The following points are required to be considered for safety purposes prior to purchasing equipment.

- All equipment must be purchased and used only for the intended use it was designed for.
- All electrical equipment must be CE marked.
- Consideration must be given to aspects such as vibration, noise, PPE, storage and disposal requirements prior to procurement.
- Equipment designed to hold or lift a load must be load tested with a certificate of compliance.
- Consideration should be given to the entire life cycle of the equipment including commissioning, testing, maintenance (including insurance inspections), spare parts and decommissioning.

Document No.	Revision	Revision Date	Page	Author	Approved By
FRS/Policy/02a	1	01/12/2022	Page 17 of 20	D. Goodenough & S. Gillespie	R Baird

## 21. Display Screen Equipment

The use of display screen equipment shall be assessed, and risks evaluated. Remedial action for individual employees shall be implemented and arrangements made to ensure compliance.

The compliance team can coordinate or advise the requirements for display screen equipment assessments and work equipment.

## 22. Property Compliance, Housekeeping and Waste Management

Every workplace within the company will have a delegated Responsible Person (RP) who will be responsible for the management of the property and premises compliance record.

The property and premises compliance books detail requirements in relation to access and use of premises, fire safety, maintenance, plant and equipment, electricity, water hygiene and asbestos on property compliance.

For all properties and work locations:

- All premises must be clean, tidy and in a safe condition by ensuring that:
- Walkways, paths, exits and traffic routes etc. are clearly marked and kept in good repair.
- All tripping hazards are removed. Arrangements exist for clearing hazards (e.g. spilt oil, snow etc.).
- Asbestos containing materials are identified and controlled in line with the Asbestos Policy and Procedures.
- There is a safe access and egress to each workplace.
- Access to firefighting equipment and fire exits are not obstructed.
- Staircases, landings, floor openings etc. are guarded to prevent falls of personnel and stores.
- Premises are kept tidy, with a safe access and egress using suitable storage systems.
- The transport, storage, use and disposal of hazardous substances conforms to current regulations and guidance
- Loose tools and equipment are secured and stored in a safe manner.
- Warning notices are visible, relevant and up to date.
- Any lifting equipment used within the premises is tested and maintained in accordance with legislation.

Responsible persons are responsible for the general upkeep of workplaces used by employees. They are to ensure, by inspection, that as far as is reasonably practicable, a safe place of work exists. The Responsible Person can be assisted in this task by appointing employees to carry out detailed inspections on their behalf and on subjects within their area of expertise.

A clean desk policy shall be implemented across the organisation and the use of shared desks shall be controlled to ensure the standards for hygiene are maintained.

Segregation of waste and recyclable material shall be managed in house.

## 23. Welfare Facilities

The following key areas of welfare are to be considered when ensuring a healthy working environment:

Document No.	Revision	Revision Date	Page	Author	Approved By
FRS/Policy/02a	1	01/12/2022	Page 18 of 20	D. Goodenough & S. Gillespie	R Baird

- Indoor temperature levels should be comfortable in relation to the task.
- Humidity levels are considered.
- Adequacy of lighting for the work being carried out.
- Monitoring of ventilation levels.
- The reduction of vibration, dust, smells and noise.
- Consideration of wind, rain, cold and lightning must be made when working outdoors.
- Toilet facilities are provided with soap and hand towels.
- Potable drinking water is provided

#### 24. Lone Working

Lone working tasks shall be identified and controlled. Employees tasked with lone working must be informed of the risk and controls associated with the task.

The Team or Site Managers hold responsibility for ensuring lone working is adequately controlled and procedures are in place and communicated to employees concerned.

#### 25. Control of Contractors and Visitors

The organisation shall only employ competent contractors and ensure their procedures and commitment to safety aligns with the organisations. Only preferred contractors shall be utilised and only when the service cannot be obtained internally. Contractors will be subject to competency checks and be subject to internal audits and safety checks.

Visitors on site shall be assigned to a host, their health safety and welfare shall be the responsibility of the host.

## Amendments and Reviews

This policy shall be subject to an annual review by the Chief Executive Officer and the Compliance Team. Interim amendments shall also be authorised by the Chief Executive Officer and recorded below.

Policy Section	Review Date	Amendment or Review	Authority	Revision
Policy (Whole)	1/12/2022	Annual Review	R. Fenwick	1.1

