

# HEALTH & SAFETY POLICY STATEMENT

---

7 December 2009

## 1 PURPOSE OF REPORT

- 1.1 The purpose of the report is to ask the Board to approve the revised Occupational Health & Safety Policy Statement.

## 2 SUMMARY

- 2.1 It is the Assessor's mission to ensure that the risks to health and safety of workers are properly controlled.

## 3 MAIN REPORT

- 3.1 We are working towards the following:-

- Reduction of injuries and ill health;
- Continue holding regular meetings of the Board's Health & Safety Committee;
- Reporting on health and safety issues at the Board's Management Group and ensure action, as appropriate; and
- Fully support the revised policy statement and ensure that health and safety management issues are given greater emphasis.

## 4 FINANCIAL IMPLICATIONS

- 4.1 There are no direct financial implications arising from this report.

## 5 ENVIRONMENTAL IMPACT

- 5.1 There are no adverse environmental impacts arising from this report.

## 6 RECOMMENDATIONS


- 6.1 Lothian Valuation Joint Board is recommended to:

- a) note the contents of this report;

- b) approve the Revised Health and Safety Policy Statement.

**Appendix**

1. Draft Health and Safety Policy Statement

A handwritten signature in black ink that reads "Joan M Hewton". The signature is written in a cursive style with a large, looped initial 'J'.

**Joan M Hewton**  
**ASSESSOR**

**7 December 2009**

APPENDIX



Health & Safety

DRAFT

# HEALTH AND SAFETY POLICY STATEMENT

Health and Safety at Work etc Act 1974

Personnel & Office Services  
September 2009

**This is the Health and Safety Policy Statement of**

**Our statement of general policy is:**

- to provide adequate control of the health and safety risks arising from our work activities;
- to consult with our employees on matters affecting their health and safety;
- to provide and maintain safe plant and equipment;
- to ensure safe handling and use of substances;
- to provide information, instruction and supervision for employees;
- to ensure all employees are competent to do their tasks, and to give them adequate training;
- to prevent accidents and cases of work-related ill health;
- to maintain safe and healthy working conditions; and
- to review and revise this policy as necessary at regular intervals.

Signed (employer)

***J M HEWTON, ASSESSOR AND ELECTORAL REGISTRATION OFFICER***

Date

***AUGUST 2009***

Review Date

***AUGUST 2014***

/....

## Responsibilities

1 Overall and final responsibility for health and safety is that of

***J M HEWTON, ASSESSOR AND ELECTORAL REGISTRATION OFFICER***

2 Day-to-day responsibility for ensuring this policy is put into practice is delegated to

***J CAMPBELL, HUMAN RESOURCES MANAGER***

3 To ensure health and safety standards are maintained/improved, the following people have responsibility in the following areas

<b><i>NAME</i></b>	<b><i>RESPONSIBILITY</i></b>
<i>G Ball</i>	<i>Personal Protective Equipment</i>
<i>D Fraser</i>	<i>Risk Assessments</i>
<i>C Pigott</i>	<i>Fire Wardens</i>
<i>D MacLeod</i>	<i>First Aid</i>
<i>D Wilson</i>	<i>Display Screen Assessments</i>

4 All employees have to:

- co-operate with managers on health and safety matters;
- not interfere with anything provided to safeguard their health and safety;
- take reasonable care of their own health and safety; and
- report all health and safety concerns to an appropriate person (as detailed in this policy statement).

## Health and safety risks arising from our work activities

- Risk assessments will be undertaken by

***the appropriate Line Manager***

- The findings of the risk assessments will be reported

***on the Intranet***

/...

## Health and safety risks arising from our work activities (continued)

- Action required to remove/control risks will be approved by

*the Health and Safety Committee*

*The Human Resources Manager (Chair of Health and Safety Committee)*

will be responsible for ensuring the action required is implemented.

*The Depute Assessor*

will check that the implemented actions have removed/reduced the risks.

- Assessments will normally be reviewed

*annually*

or when the work activity changes, whichever is soonest.

## Consultation with employees

- Employee representative(s) are

*Linda Bisset, Unison Health and Safety Representative*

- Consultation with employees is provided by discussion at

*meetings of the Health and Safety Committee which are held quarterly.*

## Safe plant and equipment

*Arthur McKays, F M Services*

will be responsible for identifying all equipment/plant needing maintenance.

*Human Resources Manager and Depute Assessor*

will be responsible for ensuring effective maintenance procedures are drawn up.

/....

## Safe plant and equipment (continued)

### *Human Resources Manager and Depute Assessor*

Will be responsible for ensuring that all identified maintenance is implemented.

- Any problems found with plant/equipment should be reported to

### *The Personnel and Finance Staff*

### *Arthur McKays, F M Services*

will check that new plant and equipment meets health and safety standards before it is purchased.

## Safe handling and use of substances

### *Health and Safety Committee*

will be responsible for identifying all substances which need a COSHH assessment.

### *Personnel and Finance Officer/Human Resources Manager*

will be responsible for undertaking COSHH assessments.

### *Personnel and Finance Officer/Human Resources Manager*

will be responsible for ensuring that all actions identified in the assessments are implemented.

### *Personnel and Finance Officer/Human Resources Manager*

will be responsible for ensuring that all relevant employees are informed about the COSHH assessments.

### *Personnel and Finance Officer/Human Resources Manager*

will check that new substances can be used safely before they are purchased.

- Assessments will be reviewed every

*year*

or when the work activity changes, whichever is the soonest.

## Information, instruction and supervision

- The Health and Safety Law poster is displayed

*on the ground floor on the Staff Notice Board*

- Health and Safety advice is available from

*Human Resources Manager/Personnel and Finance Officer*

- Supervision of young workers/trainees will be arranged/undertaken/monitored by

*Human Resources Manager/Personnel and Finance Officer*

*Human Resources Manager/Personnel and Finance Officer/Personnel and Finance Assistant*

is responsible for ensuring that our employees are given relevant health and safety information.

### **Competency for tasks and training**

- Induction training will be provided for all employees by

*Personnel and Finance Officer and Personnel and Finance Assistant*

- Job specific training will be provided by

*the appropriate Line Manager*

- Specific jobs requiring special training are

*operating mailing equipment*

/....



## Competency for tasks and training (continued)

- Training records are kept by

*Human Resources Manager*

- Training will be identified, arranged and monitored by

*Human Resources Manager*

## Accidents, first aid and work-related ill health

- The first aid boxes are kept by

*First Aiders and Personnel*

- The appointed persons/first aiders are

<i>Sandra Murphy</i>	<i>x2553</i>	
<i>Duncan MacLeod</i>		<i>x2532</i>
<i>Fiona Cameron</i>	<i>x2511</i>	
<i>Susan Grierson</i>	<i>x2594</i>	
<i>Iain Cameron</i>		<i>x2610</i>

- All accidents and cases of work-related ill health are to be recorded in the accident book. The book is kept by

*The Human Resources Manager*

*Human Resources Manager*

is responsible for reporting accidents, diseases and dangerous occurrences to the enforcing authority (HSE or your local authority depending upon where you work).

/....

## Monitoring

- To check our working conditions, and ensure our safe working practices are being followed, we will

- *undertake a safety walkround at least once per year and report the findings to the Management Group.*
- *by holding regular meetings of the Health and Safety Committee and encourage reporting and discussion of items of concern.*
- *monitor sickness absences to see if any patterns are emerging and consider action, as appropriate.*

### *The Human Resources Manager*

is responsible for investigating accidents.

### *The Human Resources Manager*

is responsible for investigating work-related causes of sickness absences.

### *The Management Group*

is responsible for acting on investigation findings to prevent a recurrence.

## Emergency procedures – fire and evacuation

### *The Human Resources Manager*

is responsible for ensuring the fire risk assessment is undertaken and implemented.

- Escape routes are checked by/every

*The Human Resources Manager and Personnel and Finance Officer every month*

- Fire extinguishers are maintained and checked by

*Arthur McKays (sub contracted to Fife Fire) on an annual basis*

/....

## Emergency procedures – fire and evacuation (continued)

- Alarms are tested by

*Arthur McKays (sub contracted to Niscayha) twice per year with additional service checks being arranged by the landlord every three months*

Emergency evacuation will be tested every

*Six months*