



Health and Safety Policy

Version 1.7 October 2022

Version Control			
Version Number	Date Issued	Author	Update Information
1.0	06.03.2017	Kenny McWilliam	First published version
1.1	15.05.2017	Kenny McWilliam	Revision to EMT Roles
1.2	07.08.2017	Kenny McWilliam	Revision to SOT/ Employee
1.3	26.08.2017	Kenny McWilliam	Formatting changes; Additions to section 3.6 regarding notes of concern
1.4	03.12.2017	Kenny McWilliam	2.1 Additions to responsibilities of Trustees 2.6 – additional bullets for correcting issues 3.6 Whistle blowing procedure
1.5	07.10.2019	Kenny McWilliam	2.9 Update to Health and Safety Advice and Support Inclusion of references to volunteers along with employees under relevant sections. Update to EMT roles and SMT roles in line with revised staffing structure.
1.6	30.09.2021	Kenny McWilliam	Changes to Statement of Intent – rewording of risk assessment of all workplace activities (previously provision of risk assessment) 2.8 Inclusion of Finance and Resources Committee role 3.5 Addition of job profiling under risk profiling process 3.7 Health & Safety topics changed to reflect CPK documents and Law at Work role in review and development of guides and instruction 5 Reviewing Performance – additional Active monitoring activities added to section Circumstances for review of Policy also added in
1.7	24.09.22	Kenny McWilliam	Additions to include Employee Assistance Programme and Occupational Health advice under 3.3 Health and

			Wellbeing
--	--	--	-----------

Health and Safety Policy Statement

This policy document sets out how Culture Perth and Kinross manages the health, safety and wellbeing of its employees and those who are affected by the organisation's work.

Culture Perth and Kinross (CPK) recognises its responsibilities and obligations to ensure, so far as reasonably practicable, the health, safety and wellbeing of all employees, volunteers and other persons who might be affected by CPK's undertakings in accordance with the Health and Safety at Work Act 1974 and associated legislation.

The Extended Management Team, comprising the Chief Executive, Heads of Service and Senior Managers has the core responsibility for providing leadership on health and safety issues and this is discharged by setting a policy; ensuring that business plans are in place; that regular consultation takes place with employees; and, that CPK's overall approach is rigorously monitored and reviewed.

Within this framework, **all** managers are responsible for ensuring they understand fully CPK's commitment to protecting the health and safety of employees, volunteers and others; that they are aware of any risks which may arise in their own areas; and, that these, together with identified control measures, are communicated to and understood by their teams.

Aims and Objectives

The main aims of this policy and any documents created under its authority are:

- To identify hazards to employees, volunteers and third parties affected by the work of Culture Perth and Kinross and control the significant risks arising from them.
- To maintain healthy and safe working conditions including the risk assessment of all relevant workplace activities, safe systems of work, safe plant and safe equipment.
- To work, through continuous improvement, to prevent accidents and work-related ill health.
- To develop proactive health promotion and education initiatives as appropriate as part of the organisation's health and wellbeing programme.
- To ensure the safe transport, storage, handling and use of hazardous substances.
- To consult with employees on health and safety issues affecting their well-being, providing the necessary information, training, instruction and supervision as appropriate.

Culture Perth and Kinross is committed to encouraging all employees to play an active role in securing their own health and safety and that of others.

Signed

Helen Smout Chief Executive
Culture Perth and Kinross

Culture Perth and Kinross Limited Health & Safety Policy version 1.7

1. SCOPE OF POLICY

This policy applies to all Trustees and employees of Culture Perth and Kinross(CPK). The policy sets out the CPK's arrangements for the successful management of health and safety and is supported by detailed, topic specific arrangements and guidance supplied by Perth and Kinross Council's Health, Safety and Wellbeing Team.

- 1.1 The Health and Safety Management Framework used is based on the model described in the Health and Safety Executive's Guidance Document HSG65: Successful Health and Safety Management.
- 1.2 The framework was developed to support the organisational arrangements in this Policy and following the framework will ensure compliance with all relevant legislation.

2. RESPONSIBILITY FOR HEALTH AND SAFETY

Overall responsibility of Health and Safety belongs to the Board of Trustees collectively, and its members must ensure that CPK has the organisational arrangements and systems in place for health and safety to be successfully managed. The organisational structure for the implementation and management of CPK's statutory health and safety duties is the same as that for managing CPK's Services.

Daily responsibility for managing this policy is given to the Head of Operations and Support Services, Kenny McWilliam.

Key areas of responsibility are allocated to individuals and groups and these are described as follows:

2.1 Trustees

Overall responsibility for Health and Safety belongs to the Board of Trustees collectively, and its members must ensure that Culture Perth and Kinross has the organisational arrangements and systems in place for health and safety to be successfully managed.

Trustees have a general duty to take reasonable care of their own health and safety and anyone else who could be affected by their actions. Trustees will also take account of the health and safety implications of their decisions.

Trustees will provide visible, active health and safety commitment from the Board. They will ensure there are effective up-down communications and management structures which enable the competent assessment and review of health and safety performance and encourage employee engagement.

2.2 Chief Executive

The Chief Executive has overall responsibility for the administration and implementation of the organisations Health and Safety Policy. The Chief Executive will ensure the implementation of this policy by delegating responsibility for its implementation in Services to Heads of Service/ Senior Managers.

The Chief Executive will ensure that Heads of Service/ Senior Managers implement and maintain the Health and Safety Management System as applicable to their service.

2.3 **Head of Service/ Senior Managers**

Head of Service/ Senior Managers must satisfy themselves that arrangements within their Service for implementing this Health and Safety Policy are in place and are effective.

Head of Service/ Senior Managers must ensure that employees within their Service designated as having responsibilities for health and safety matters are trained and competent and are provided with the resources necessary to ensure the implementation of this Policy.

The Head of Operations and Support Services will maintain a forum for employees and management representatives to oversee the management of health and safety within CPK and take steps to address areas for improvement. This will be achieved through Service Health and Safety Committees or Staff Consultative Committees which incorporates a health and safety element.

Head of Service/ Senior Managers will, within 48 hours of their receipt, submit copies of any prosecutions, Prohibition Notices, Notifications of Contravention or Improvement Notices to the Chief Executive and the Senior Management Team. This includes any notices served by the Scottish Fire and Rescue Service. Additional notification will be required to be given to Perth and Kinross Council's Health, Safety and Wellbeing Team.

Head of Service/ Senior Managers will ensure that those undertaking a Health and Safety Team Co-ordinator role understand their responsibilities.

Head of Service/ Senior Managers should also ensure that an appropriate person for each workplace is identified to undertake the role of Head of Establishment for specific duties relating to their premise.

2.4 **Line Managers**

For the majority of policy and arrangement areas Line Managers play a pivotal role in the management of health and safety.

They are required to:

- Implement the Health and Safety Policy and topic specific arrangements in relation to their area of responsibility.
- Ensure that all employees reporting to them are made aware of the Health and Safety Policy arrangements and procedures relevant to their area of work.
- Ensure that any actions of individuals which introduce risks to health and safety, are brought to the attention of those individuals (and if necessary to those individual's line management) to stop any unsafe actions.
- Attend training as identified through risk profiling to enable them to competently discharge their duties.

- Ensure that periodic safety inspections are undertaken, appropriate to the risks present.
- Consult the Head of Operations and Support Services or Law at Work when professional health and safety advice is required.
- Ensure, so far as is reasonably practicable, that conditions within their work area are safe and without risk to health, by ensuring that risk assessments are conducted and completed by a competent person trained in risk assessment and that safe systems of work are completed and followed. Employees and safety representatives should be involved in the development of risk assessments and the controls that are in place or will be put in place for tasks specific to their work.
- Report all accidents, dangerous occurrences and near-misses using CPK **Incident Reporting Form** as soon as possible after the incident, regardless of whether an employee, client, volunteer, contractor's worker or visitor has been affected.
- Investigate, or ensure investigation of, the causes of accidents, incidents and dangerous occurrences and advise all persons who may be at risk of the steps necessary to remove or control the identified hazard to prevent a recurrence.
- In the event of an accident resulting in a fatality or major injury, advise the Senior Management Team immediately. The location of the accident must be secured to prevent access and to allow for an immediate investigation by the appropriate authority e.g. Police, Health and Safety Executive.
- Record and respond promptly to employee concerns.
- Ensure employees receive the necessary training to enable them to work safely. Training needs should be identified as part of the risk assessment process.

2.5 Employees

All employees must take reasonable care of themselves and of any other persons who may be affected by their actions, or what they fail to do, at work.

All employees must:

- Co-operate with Culture Perth and Kinross in its efforts to comply with the Health and Safety at Work, etc. Act, 1974 and related legislation and regulations. This includes attending health and safety training and fulfilling health and safety roles as required by the service.
- Use correctly and safely all work items/equipment provided by CPK in accordance with the information, instructions, and training given.
- Inform their immediate line manager of any work situation where they believe they or any other person is at risk of serious or immediate danger.
- Inform their immediate line manager of any work situation where they consider there to be the potential for harm to employees, volunteers or others as a result of work activities.

- Familiarise themselves with Health and Safety policies, risk assessments, safe systems of work and arrangements as detailed in this and other Health and Safety arrangements relevant to their work activities.
- Where an employee believes they or another person's health or safety is in imminent danger, must temporarily suspend the dangerous activity and report this to their immediate line manager.

2.6 **Extended Management Team/ Senior Management Team (EMT/SMT)**

The Management Teams are responsible for taking forward actions highlighted as a result of reports to them and ensuring Services are taking suitable measures to control the risks faced by the respective Service. This will be achieved by:

- Monitoring Health and Safety performance through the monthly reports prepared by the Head of Operations and Support Services for EMT.
- Investigating incidents and ensuring any lessons learned are applied across Services.
- Carry out regular checks to ensure that adequate standards are being maintained through health and safety monitoring arrangements.
- Correcting any deficiencies highlighted by these checks timeously.
- Taking action to reduce risks faced by the organisation, on the basis of advice given by Law at Work.

2.7 **PKC Property Divisions (both the Environment Service and Housing and Community Care)**

The Property Divisions are responsible for:

- Providing Culture Perth and Kinross premises with building fabric and services which are safe working environments.
- Ensuring that the fabric and services of CPK premises remain safe through appropriate repair, maintenance, inspection, examination and testing regimes.
- Ensuring that risks relating to the building design, building fabric and building services in CPK premises are managed. These include (but are not limited to):
 - Fire
 - Asbestos
 - Legionella
 - Statutory inspection, testing and maintenance of plant and equipment where relevant (the insurance team within the Chief Executive's Service also carry out duties relating to statutory inspections).
 - Control of contractors.

2.8 **Finance and Resources Committee**

The Finance and Resources Committee is a Sub Committee of the Culture Perth and Kinross Board, delegated to assess the ongoing effectiveness of risk management controls, including Health and Safety Management and highlighting any relevant concerns of weakness in risk

arrangements and internal controls to the Board. The Committee provides oversight and scrutiny on Health and Safety Procedures, Incident Reporting and identifies areas for improvement.

2.9 Consultative Committees

Under the Safety Representatives and Safety Committees Regulations, 1977 and the Health and Safety (Consultation with Employees) Regulations 1996, employers are required to consult with employees on matters that affect their health and safety.

CPK will co-operate fully in the appointment of Safety Representatives and will provide such facilities and assistance as they may reasonably require to carry out their functions.

CPK actively encourages employee and Trade Union participation in the development of health and safety policy, procedures and arrangements by facilitating Health and Safety Committees at Service levels.

Staff Consultative Committee

The role of the Consultative Committee in relation to the Health and Safety Policy is to:

- Provide a means of regular consultation between CPK and employees, providing a forum for the discussion of workplace issues including health and safety matters.
- Consider reports and make suggestions on any health and safety matter which may be referred to the Committee by CPK or by any of the employee organisations.
- Consider minutes/notes of meetings from the Health and Safety Committee where the issue or issues raised are considered to have corporate health and safety implications.

Health and Safety Committee

The role of the Health and Safety Committee is to:

- Provide a means of regular consultation between Service Management representatives and employees and provide a forum for the discussion of Service health and safety related matters.
- Consider reports and make suggestions on any health and safety related matter which may be referred to the Committee by the Senior Management Team or any of the Service's employee representatives.

2.9 Health and Safety Advice and Support

The Head of Operations and Support Services is the competent person for health and safety appointed by Culture Perth and Kinross to comply with Regulation 7 of the Management of Health and Safety at Work Regulations 1999. The Head of Operations and Support Services will seek advice and guidance from Law at Work, who have been appointed by Culture Perth and Kinross as their competent Health and Safety advisors.

Culture Perth and Kinross Limited Health & Safety Policy version 1.7

The role of the Law at Work is to advise and support the preparation, formulation, development, monitoring and reviewing of health and safety arrangements throughout CPK, undertaking Fire Safety Risk Assessments of all CPK premises, provide support and training, and undertake Statutory Document reviews.

The Head of Operations and Support Services with support from Law at Work will:

- Provide a comprehensive direct Health and Safety Advice and Support Service to managers and employees in all services on all health and safety related matters.
- Co-ordinate Health and Safety training and where appropriate, arrange, prepare and deliver training courses in conjunction with Service employees to support managers and employees.
- Report on, monitor and review the application of the Health and Safety Policy and provide advice on its effectiveness.
- Maintain liaison with and act as a principal contact for external bodies regarding health and safety, including the Health and Safety Executive, Scottish Fire and Rescue Service and the National Health Service.
- Support managers to investigate accidents/incidents and dangerous occurrences as appropriate; advising on follow up action as necessary. Without obviating the need for Services to investigate accidents / incidents, investigate serious accidents/incidents and dangerous occurrences where considered appropriate, advising and taking action as necessary.
- Fulfil the organisation's statutory duty to report specifically defined incidents to the Health and Safety Executive in pursuance with the Reporting of Injuries, Diseases and Dangerous Occurrence Regulations, 2013.
- Assist in the interpretation of Health and Safety legislation and CPK's Health and Safety Policy and arrangements relevant to the Services' activities and the setting of standards.
- Promote employee wellbeing as part of the communication strategy for Health, Safety and Wellbeing.

IMPLEMENTATION

3.1 Emergency Procedures

The Management of Health and Safety at Work Regulations 1999 requires procedures to be established where there is a possibility of serious or imminent danger to employees or other persons.

Specific emergency arrangements, particularly for fire and first aid, are referenced in Section 3.7. (Topic Specific Arrangements documents).

3.2 Incident Reporting

All incidents and near-misses must be reported to line managers. They in turn will ensure that a Culture Perth and Kinross accident/incident report form is completed and submitted to the Head of Operations and Support Services without delay and always within 7 working days.

Any incident resulting in a fatality or a major injury must be reported immediately. Relevant appointed safety representatives must also be informed immediately.

The Head of Operations and Support Services will evaluate incident report forms and where it is felt necessary (and with guidance from Law at Work), report the incident to the Health and Safety Executive.

It is important that all incidents and near-misses are reported for the following reasons:

- To prevent reoccurrence of similar incidents;
- To fulfil legal obligations to report certain incidents;
- To reduce the costs incurred by the council as a result of incidents.

It is important that even minor incidents, including near misses, are reported as this knowledge could be used to prevent a more serious incident in the future.

3.3 Health and Wellbeing

The aim of the CPK's Health and Wellbeing Policy is not only to prevent ill health but to promote good health at work. The broad aims are to:

- Develop employee health services by promoting health screening and surveillance and preventative medical services.
- Develop health promotion and education initiatives as appropriate.

The Head of Operations and Support Services will provide advice on occupational health hazards where appropriate.

Culture Perth and Kinross provides all staff with access to an Employee Assistance Programme which provides mental help support from counsellors, legal and financial specialists and access to trained therapists.

In addition, there is an Occupational Health Advisor service whose aim is to support managers to achieve their statutory duties to protect and promote the health, safety and welfare of people at work

3.4 Risk Assessments and Safe Systems of Work

Line Managers have been identified as being responsible for ensuring activities and workplaces are assessed to identify risks and determine the suitability of preventative measures put in place and to develop Safe Systems of Work.

There is a legal requirement for risk assessments to be conducted and it is the responsibility of each line manager to ensure these assessments are carried out prior to work activities being undertaken. Such assessments will identify significant hazards, specify any existing control measures and stipulate any further action necessary to control risks adequately. Safe systems of work can be developed from the risk assessment. The risk assessment must be made in writing.

In addition to general risk assessment, there are particular regulations which require more in-depth and specific assessments to be made. Examples of work activities that may require more in-depth assessment can be found in Appendix A.

Risk assessments will be reviewed and, where necessary, revised at regular intervals. The frequency of these reviews will depend on the nature of the hazards and risks encountered. The assessments will also be reviewed and modified at other times, including:

- Changes in legislation
- Where significant changes are made to the activity or workplace
- Following an incident or near miss

3.5 Information, Instruction and Training

Culture Perth and Kinross recognises the importance of having well informed and competent employees if it is to achieve a safe working environment. On commencement of employment all employees will receive health and safety training as part of an induction programme. This will include, but is not limited to:

- The action to take in the event of serious and imminent danger from fire.
- Their role, if defined, in the emergency evacuation procedures.
- Any specific skills/knowledge necessary to work safely, such as safe lifting and handling and use of display screen equipment, as identified in risk assessments for activities undertaken by the employee.

The training needs of all managers and employees will be regularly assessed using risk profiling and the employee review and development scheme and where appropriate information, instruction and training on health and safety matters will be provided. It is essential that managers and employees attend and/or complete appropriate training. Ongoing consideration will be given to the requirements of new legislation and the outcomes of job-related risk assessments and/or risk profiling.

The effective communication, by managers, of policies, procedures and safe working practice will assist in achieving high standards of health and safety performance.

Information, instruction and training will be provided in a way that is easily understood and takes into account the intended audience.

3.6 Raising Health and Safety Concerns

Culture Perth and Kinross Limited Health & Safety Policy version 1.7

Where anyone has health and safety concerns they must: -

- Raise them with the immediate line manager in charge.

If the matter is not resolved then:

- The section Senior Officer and Head of Operations and Support Services should be contacted regarding the concern.
- Consultation should then take place to resolve the matter between employees concerned and their line manager/s.
- If there remains a concern the Head of Service should be contacted for a decision.
- If it reaches this stage and the situation cannot be resolved then Chief Executive should be contacted.

Whistle-blowing

The Public Interest Disclosure Act 1998 introduced certain rights and safeguards for those who disclose information to a third party about alleged wrongdoing in defined circumstances. CPK have a policy in place to make sure arrangements are working effectively. The Policy sets out the principles that enable employees to raise concerns about a danger, risk, malpractice or wrongdoing that affects others without the fear of adverse consequences.

3.7 Health and Safety Topic Specific Management Arrangements

Culture Perth and Kinross has a range of training and guidance documents that are in place for specific areas, and these should be read in conjunction with this policy. Law at Work carry out regular Health and Safety Document Reviews to ensure the training guidance documents are up to date, relevant and being used effectively. *(See Appendix B for Topic list.)*

4. MEASURING PERFORMANCE

Culture Perth and Kinross recognises the benefits of conducting active monitoring as a means to measure Health and Safety Performance and to prevent accidents, incidents or cases of ill health before they occur.

Active monitoring methods used include:

- Inspection of premises, plant and equipment.
- Environmental monitoring.
- Health surveillance.
- Observation of work behaviour by line managers.
- Health and safety management reviews.

This type of monitoring measures success and reinforces positive achievement by recognising good work, rather than penalising failure after an event. CPK also operates a Staff Ideas and Suggestions Fund which allows staff to nominate areas for improvement and funding.

While active monitoring provides feedback before an accident/incident or case of ill health, reactive monitoring is necessary to enable the organisation to learn from accidents/incidents, ill health cases or other deficiencies in health and safety performance.

The reactive arrangements are therefore triggered by an event and include identifying and reporting of:

- Injuries and cases of ill health, including monitoring of sickness absence.
- Damage to property.
- Near miss incidents.
- Hazards.
- Weaknesses in performance standards.

5. REVIEWING PERFORMANCE

Culture Perth and Kinross places an emphasis on continual improvement; this is demonstrated in the arrangements developed to improve the health, safety and wellbeing of our employees and those who can be affected by our activities.

CPK aims to learn from all relevant experiences and apply the lessons learnt. This is achieved through the systematic review of performance based on data gathered from monitoring as outlined above.

Performance is assessed by:

- Analysis of health and safety activity and reporting to the Board of Trustees (quarterly) and Senior Managers (monthly).
- Measurement of compliance with the Performance Monitoring Record.
- Internal reference to key performance indicators.
- Annual Policy Review
- Comment and Feedback from Employees
- External comparison with the performance of other museums and libraries or comparable organisations and best practice.

Key Active Monitoring activities include:

- Successful completion of all supervisor safety inspections over a year
- Completion of key activities, such as carrying out risk assessments across the organisation
- Delivery of training to all workers

This policy will be kept under review Culture Perth and Kinross's Management Team on an ongoing basis reporting changes for approval to the Board of Trustees.

Circumstances for review of the policy include:

- Organisational change

- Technological change – new plant or processes
- Any legal changes than affect organisation
- Changes to the type of work undertaken by the organisation
- Changes to building, workplace or worksite

This Policy is supported by a range of detailed, topic specific management arrangements, risk assessments, safe systems of work, guidance, procedures and information notes.

APPENDIX A

Examples of work activities that may require more in-depth assessment:

- Exposure to hazardous substances
- Manual handling
- The use of display screen equipment
- The use of personal protective equipment
- Exposure to noise
- General fire safety
- The selection and use of lifting equipment
- Exposure to hand / arm or whole body vibration
- Working at height

Specific COVID-19 Risk Assessments have been developed since the start of the pandemic in February 2020. These documents are reviewed as Government and Public Health Guidance is updated.

The law requires that risk assessments are suitable and sufficient, therefore they require to be conducted by a person who is considered to be competent, normally someone from within the workplace who is aware of the hazards involved in the tasks or workplaces and can call upon specialist advice when faced with unfamiliar risks. Nominated risk assessors are to undergo risk assessment training provided by Law at Work, PKC's Health, Safety and Wellbeing Team, or other accredited advisors.

APPENDIX B

Culture Perth and Kinross utilise Law at Works' training and guidance documents

These arrangements cover the following subject areas:

- Alcohol and Drugs Use
- Asbestos
- Control of Substances Hazardous to Health (CoSHH)
- Display Screen Equipment (DSE)
- Electrical Safety
- Fire Safety
- First Aid
- Gas Safety
- Incident Reporting
- Infection Control
- Legionella
- Lifting Operations and Equipment
- Lone Working
- Management of Contractors
- Manual Handling
- Noise at Work
- Occupational Road Risk
- Occupational Skin Disease
- Occupational Stress
- Personal Protective Equipment (PPE)
- Pregnant Worker
- Pressure Systems
- Slips, Trips and Falls
- Vibration
- Violence and Aggression
- Working at Height
- Workplace Safety
- Young People

Culture Perth and Kinross Limited Health & Safety Policy version 1.7