



## Risk Management and Policies

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# Health and Safety Policy

This forms part of the Fèisean nan Gàidheal policy portfolio

<b>Date Approved</b>	04/03/2022
<b>Purpose</b>	To ensure the health, safety, and welfare at work of staff, volunteers, Fèis participants and visitors and other persons using the organisation's premises or premises hired or loaned to the organisation and its members, or in the pursuit of activities arranged by or connected to the organisation.
<b>Summary</b>	Responsibilities and measures to ensure health, safety and welfare of employees and other personnel in connection with the organisation's activities. Office Environment and Display Screen Equipment Risk Assessments appended to policy.

## 1. Executive Summary

The Health and Safety (H&S) Policy highlights the requirements of the Health and Safety at Work Act (H&SaWA) (1974)

The H&S policy outlines:

- How the organisation will establish and maintain a healthy workplace
- Safe systems of work
- Arrangements to monitor health of employees where applicable
- Provision of information and training
- Management responsibilities
- The role of the Risk Officer
- The role of departmental managers
- Arrangements for policy review

The policy also specifies the responsibilities and requirements under the H&SAW Act regarding the member Fèisean. This is found in **Appendix 1**.

The Health and Safety Policy is to be made available to any service users, via their induction to services, on commencement of employment, on taking out membership of the organisation, and on the Fèisean nan Gàidheal website or direct from lead officers.

## 2. Policy Statement

The Board accepts its responsibilities imposed under the Health and Safety at Work Act and will ensure, so far as is reasonably practicable, the health, safety, and welfare at work of its employees, and the health and safety of other persons using the organisation's premises. The obligations of the organisation under the Act include the following:

- Ensuring that management at all levels fulfills its obligation for health and safety in the areas under their control.
- Providing managers with support and resources where practicable to fulfill their respective duties.
- Establishing a safe and healthy workplace in accordance with relevant legislation, codes of practice, manufacturers' instructions or any other approved standards or knowledge.
- Providing and maintaining safe plant and equipment for use at work.
- Establishing and maintaining procedures for safe systems of work and making available all necessary safety devices, including adequate and suitable protective clothing.
- Making arrangements to monitor the health of its employees through encouragement of staff to report problems and to take up available medical assistance.
- Providing suitable information and training to persons at all levels in the organisation, including youth training scheme trainees, and staff from agencies, contractors, and other organisations.
- Providing for the safe use, handling, storage and transport of equipment, substances, and persons.
- Ensuring safe access to and egress from the workplace and formulating effective procedures and plans for the evacuation of buildings in the event of emergencies.

### 3. Management Responsibilities

**Chief Executive Officer:** The Chief Executive Officer (CEO) has overall and final responsibility for health and safety.

**Risk Manager:** The CEO is required to appoint an executive officer with special responsibility for health and safety (Risk Manager); the nominated officer is responsible for the overall co-ordination of health safety and welfare issues within the organisation.

**Board Members (Directors):** Trustees will support the CEO and carry ultimate responsibility for the implementation of Health and Safety Policies. Trustees have duties and responsibilities as part of their operational roles. In addition, they have general duties specific to health and safety.

**Senior Managers (Development Manager and Executive Manager):** Responsible for implementation of policy, strategy, resources and for overseeing health and safety within their areas of control and for coordinating health, safety, and welfare issues on a day-to-day basis. Senior managers should also take responsibility for raising concerns via the Risk Register.

**Specialists:** Specialist managers and advisors are responsible for providing advice and support within their area of specialism and are contracted on an ad hoc basis.

**All Employees:** All employees, volunteers and contractors have duties and responsibilities under the 'Health and Safety at Work Act' 1974 and should give assurance of their understanding of H&S on induction.

#### Implementation

The **CEO** has overall responsibility for risk management and to ensure that the Trust complies with relevant legislation and standards.

The **CEO** is accountable to the Board of Trustees for the implementation of the Health and Safety Policy, and he/she will make the necessary arrangements to carry out the recommendations that are endorsed by the Board and:

- Ensure that management fulfils its responsibilities for health & safety.
- Consider the reports and recommendations submitted to him/her and act appropriately.
- Refer intractable health and safety problems to the Board for resolution.

**Managers** are responsible for organising and communicating health and safety matters within their own departments, units, and areas. Intractable problems are referred via relevant committees to the Chief Executive Officer. Managers are responsible for ensuring the following activities are carried out:

- That their departments and areas of control are represented at Health and Safety meetings or where Health and Safety is to be discussed and ensuring that decisions arising from such meetings which affect their departments are fully implemented.
- The conducting of regular risk audits for those areas under their control.
- Ensuring that departmental risk assessments/inspections are carried out at approximately 6 monthly intervals; that reports, and recommendations are made to the Executive Group and reviewed on a regular basis.
- Requiring line management to fulfill its responsibilities for health and safety, fire and Control of Substances Hazardous to Health (COSHH) in particular, auditing, provision and revision of policies and procedures and completion of comprehensive risk assessments.
- Responding to requests from responsible staff to take appropriate remedial action to minimise risk following inspections/audits or assessments.
- Developing short-, medium- and long-term strategies for minimising risk based on the findings of the above, and on advice from other specialist advisors.
- Representatives at local level (Fèisean and local offices) attend appropriate Health & Safety and Risk Management Training.

- Compliance with the organisation's Incident Reporting procedure and evaluation of information provided by the Risk Manager and other specialist advisors.
- They are responsible for the health and safety of the staff they supervise and the workplaces they control. Departmental managers maintain close liaison with their staff in all risk-related matters, and are responsible in particular for the following:
  - Preparing departmental safety policies and procedures (Local Rules) in accordance with relevant legislation, Codes of Practice, manufacturers' instructions or any other approved standard or knowledge.
  - Identifying potential hazards in their own area and ensuring they are remedied. Intractable problems will be drawn to the attention of their line manager.
  - Receiving representations from staff on local health and safety matters.
  - Maintaining liaison with specialist staff for example fire officers.
  - Organising and carrying out departmental risk/safety inspections on a regular basis. (Approximately 3-6 months interval).
  - Advising their manager on matters arising from incident reports, hazard notifications, first aid and changes in departmental policies and procedures.
  - Ensuring all staff under their control receive appropriate risk-related training.
    - Bring to the attention of other managers within the organisation any problems that may affect the safe operation of their department.
    - Preparation and revision of any supplementary details relating to department etc. in conjunction with appropriate advisors.
    - Dissemination of Hazard Notices and Safety Action Bulletins to appropriate staff for action and monitoring response.
    - Ensuring compliance and use of the Trust Incident Reporting Policy.
    - Assuring staff have an awareness of the regulations and legislation as stated by the Health and Safety Executive (HSE).

## RISK MANAGEMENT STANDARDS

### Health and Safety at Work Act 1974

### Child Protection Policy (Fèisean nan Gàidheal)

### Individual Policies related to Health & Safety devised by Fèisean nan Gàidheal

#### 4. Incident Reporting

Any significant incident relating to health and safety should be reported to the Risk Officer using the form included as **Appendix 3** to this policy. The HSE requires that certain incidents are also reported to themselves under RIDDOR legislation (Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995).

These incidents include:

- deaths
- major injuries
- over-3-day injuries (where an employee or self-employed person is away from work or unable to perform their normal work duties for more than 3 consecutive days)
- injuries to members of the public or people not at work where they are taken from the scene of an accident to hospital
- some work-related diseases
- some dangerous occurrences – a near miss where something happens that does not result in an injury, but could have done
- Corgi-registered gas fitters must also report dangerous gas fittings they find, and gas conveyors/suppliers must report some flammable gas incidents

Deaths, major injuries, and dangerous occurrences must be notified without delay, however only the following need to be notified to HSE out of normal working hours:

- Fatal accidents at work
- Accidents where several workers have been seriously injured
- Accidents resulting in serious injury to a member of the public
- Accidents and incidents causing major disruption, such as evacuation of people, closure of roads, large numbers of people going to hospital etc.
- Over-3-day injuries must be reported within ten days
- Source: HSE

RIDDOR forms are available online at <http://www.hse.gov.uk/riddor/report.htm> or emergency reporting may be made by telephone at 0845 300 9923.

#### 4.1 Review

This policy will be subject to review:

- Annually
- following significant change
- on the reporting of an incident covered by this policy
- or, in light of any changes to H&S legislation

## **4.2 Appendices**

1. Office Environment Risk Assessment
2. DSE (Display Screen Equipment) Risk Assessment
3. Incident Report

## Appendix 1 (to Health and Safety Policy)

### Fèisean nan Gàidheal

#### Risk Assessment for an Office Environment

Date: (1) 03/06/21	Assessed by: (2) Name:	Checked / Validated* by: (3) Name:	Location: (4) See 7	Assessment ref no (5) FnG01	Review date: (6) Feb 2022 or sooner if significant changes occur
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Task / premises: (7) Meall House, Portree, Isle of Skye; 2 Ardross Terrace, Inverness; home offices  
Risk assessment for the activities associated with work in an office environment – General office tasks

Activity (8)	Hazard (9)	Who might be harmed and how (10)	Existing measures to control risk (11)	Risk rating (12)	Result (13)
Work in an office environment	Slips, trips	Staff, Visitors, Cleaners - could suffer injury e.g., sprains or fractures if they fall	Reasonable standards of housekeeping maintained Trailing cables positioned neatly away from walkways Damage to floor coverings and other repairs and maintenance reported immediately to senior management for repair/replacement as necessary. Floors kept clear of unnecessary items, e.g., papers, bags. Cabinet drawers and doors kept closed when not in use. Floor cleaned regularly. Adequate lighting provided. Liquid spills mopped up. Hazard warnings where appropriate.	Low	A
	Manual Handling – carrying, lifting, pulling, pushing, heavy loads e.g., furniture, PCs, stationery	Staff - could suffer from back/neck pain if heavy/ bulky objects carried incorrectly	Staff trained in correct manual handling techniques Untrained staff to contact senior management to arrange for items to be moved. Frequent carrying of heavy instruments/equipment back and forth etc Top shelves used for storage of light objects only	Low	A
	Regular computer use	Staff - may suffer from upper limb disorders (associated with repetitive actions) from regular PC use or suffer from eyestrain/headache if lighting/screen image is poor	DSE Self-Assessment of computer workstation undertaken within 4 weeks of starting employment and results forwarded to line manager. All problems identified in the self-assessment prompt a full assessment with the findings reported to line manager who will arrange for remedial action to be taken. Staff appointed to undertake full DSE assessment as necessary. Work scheduled so that staff have regular breaks from the computer screen. Training in new software use provided as necessary.	Low	A

Date: (1)	Assessed by: (2)	Checked / Validated* by: (3)	Location: (4)	Assessment ref no (5)	Review date: (6)
03/06/21	Name:	Name:	See 7	FnG01	Feb 2022 or sooner if significant changes occur

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Activity (8)	Hazard (9)	Who might be harmed and how (10)	Existing measures to control risk (11)	Risk rating (12)	Result (13)
	Electrical e.g., PC, printer, lamp, fan, heater, kettle, photocopier, shredder, extension leads	Staff and others - could suffer electrical shock or burns if equipment is faulty	All office equipment used in accordance with the manufacturer's instructions and staff trained in its use by line manager. PAT testing carried out on all electrical equipment Regular checks of cables and appliances are carried out in accordance with the HSE publication Maintaining Portable Electrical Equipment in Offices and other Low-Risk Environments, (04/04). Defective plugs, cables equipment etc reported to line manager for repair/replacement. Sufficient power sockets provided to reduce need for extension cables/adaptors. Staff discouraged from bringing in own electrical equipment as maintenance cannot be assured. Kettle/water heater positioned so water spills cannot contact electricity supply or equipment. Liquid spills mopped up immediately.	Low	A
	Fire	Staff and other building users - could suffer from smoke inhalation or burns if trapped in office	Staff induction includes fire evacuation procedures and means of raising the alarm. Annual fire evacuation practice carried out. Access to fire exits kept clear. Regular removal of combustible waste. Heaters located away from combustible materials and switched off when office is left unattended. Fire Safety Policy in place for each building.	Med	A

Date: (1)	Assessed by: (2)	Checked / Validated* by: (3)	Location: (4)	Assessment ref no (5)	Review date: (6)
03/06/21	Name:	Name:	See 7	FnG01	Feb 2022 or sooner if significant changes occur

Task / premises: (7) Meall House, Portree, Isle of Skye; 2 Ardross Terrace, Inverness; home offices  
Risk assessment for the activities associated with work in an office environment – General office tasks

Activity (8)	Hazard (9)	Who might be harmed and how (10)	Existing measures to control risk (11)	Risk rating (12)	Result (13)
	Lone working	Staff - if presence in building not known in the event of an emergency or if there is a threat to personal security. Accident/problem while driving/working alone or from home.	Telephone contact available at all times. Small office complex ensures that whereabouts of staff is known. Out of hours working arrangements in place to indicate the presence of people in the office (In/Out board). Staff advised to ensure unauthorised persons do not gain access to building out of hours. Driving for Work risk assessment to be carried out for staff expected to use their own cars for business. Staff working from home are advised to use safe working practices, and to notify a family member/relative if working away from home, with intended time of return.	Low	A
	Keyholder Security Callout	Keyholder may be entering building where crime is in progress	Keyholder should not enter building where alarm has been activated without support/police escort. Site-specific procedure in place for each building.	Med	A
	Falls from height	Staff - retrieving items stored at height	Stepladder/kick stool available in each office location. Equipment checked annually for defects and by user before each use. Staff trained in safe use of stepladder/kick stool.	Low	A
	Stress	Staff - from pressure of work demands, lack of job control, insufficient support from colleagues, not knowing their role, poor relationships, or badly managed change.	Stress policy in place. Work plans & objectives discussed and agreed at Personal Development Review annually or more frequently if need arises.	Low	A
	Environmental hazards a) thermal comfort	Staff – may feel too hot/cold or suffer other general discomfort.	Building temperatures kept as reasonable as possible with supplementary heating/cooling available when necessary (using portable heaters/fans). Offices are adequately ventilated.	Low	A

Date: (1)	Assessed by: (2)	Checked / Validated* by: (3)	Location: (4)	Assessment ref no (5)	Review date: (6)
03/06/21	Name:	Name:	See 7	FnG01	Feb 2022 or sooner if significant changes occur

Task / premises: (7) Meall House, Portree, Isle of Skye; 2 Ardross Terrace, Inverness; home offices  
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Activity (8)	Hazard (9)	Who might be harmed and how (10)	Existing measures to control risk (11)	Risk rating (12)	Result (13)
	b) space	Staff and others – contact with furniture if insufficient space to move around.	Space provided is sufficient to enable free movement around the office, and for carrying out tasks. Individual space requirements are re-considered when additional equipment furniture is acquired.	Low	A
	c) lighting	Staff and others – may suffer eyestrain if lighting is insufficient or of the wrong type.	Lighting levels sufficient for the room, tasks undertaken, and glare is minimised. Window blinds fitted where necessary to adjust lighting levels. Local lighting (e.g., lamps) is provided for close work where necessary. Light switches are easily accessible.	Low	A
	Hygiene & welfare	All staff & others could experience general discomfort.	Toilets supplied with hot/cold water, soap and towels, and any deficiencies are reported to line manager. Refreshment area available with drinking water and other facilities which is cleaned daily by staff rota. "No smoking" policy implemented.	Low	A
	Chemical e.g., photocopier toner/ ozone production, cleaning materials	Staff	Toner changed in accordance with manufacturer's instructions. Training in use of photocopier is included in employee induction. Disposable vinyl gloves worn when skin contact with toner is likely e.g., when changing cartridges. Proprietary chemicals/substances used as directed by the manufacturer. All spills are cleared up immediately and waste appropriately disposed of. Heavily used photocopiers situated in well ventilated areas.	Low	A
	Anything else relevant to the local situation	As appropriate	As appropriate		

Action plan (14)				
Ref No	Further action required	Action by whom	Action by when	Done
	Arrange manual handling training for all staff			
	Keyholder arrangements			
	Policy on Management of Stress			
	Cleaning rota to be devised			
	Fire Safety Policy			

### Notes to accompany Generic Risk Assessment Form

This assessment is recommended for use by Health & Safety Services to control the risks from hazards associated with single occupancy offices.

#### Important!

**If you wish to use this assessment the identified hazards will only be adequately controlled if measures listed under 'Existing measures to control risk' are available and implemented, or where existing measures are equivalent to these or better.**

Action must be taken to address any deficiencies before this assessment can be regarded as suitable and sufficient for use (see 13 & 14 below).

#### How to use the form for your situation

1. **Date:** Insert date that assessment form is completed. It must be valid on that day.
2. **Assessed by:** Insert the name and signature of the assessor. (Name is sufficient if done electronically).
3. **Checked / Validated\* by** delete one.

**Checked by:** Insert the name and signature of someone in a position to check that the assessment has been carried out by a competent person who can identify hazards and assess risk, and that the control measures are reasonable and in place. The checker will normally be a line manager, supervisor, principal investigator, etc. Checking will be appropriate for most risk assessments.

**Validated by:** Use this for higher risk scenarios, e.g., where complex calculations must be validated by another "independent" person who is competent to do so, or where the control measure is a strict permit-to-work procedure requiring thorough preparation of a workplace. The validator should also have attended the organisation's risk assessment course or equivalent and will probably be a chartered engineer or professional with expertise in the task being considered. Examples of where validation is required include designs for pressure vessels, load-bearing equipment, lifting equipment carrying personnel or items overpopulated areas, and similar situations.

4. **Location:** insert details of where the assessment is intended to cover, e.g., building, floor, room, School, Directorate etc.
5. **Assessment ref no:** insert any local tracking references used.
6. **Review date:** insert details of when the assessment will be reviewed as a matter of routine. This might be in 1 years' time, or a longer period if risks are known to be stable. Note that any assessment must be reviewed if there are any significant changes – to the work activity, the vicinity, the people exposed to the risk, etc.
7. **Task / premises:** This is a specific risk assessment for typical activities associated with work in an office environment.
8. **Activity:** The rows in this column have been merged to indicate that all the hazards relate to the day-to-day work of the office environment being assessed.

9. **Hazard:** list all the hazards associated with the areas/tasks you want to use this assessment for. Remember to look at hazards that are not immediately obvious.

Remove any from and add others to the generic assessment as necessary.

10. **Persons in danger:** insert everyone who might be affected by the activity. Remember those who are not immediately involved in the work, including cleaners and maintenance contractors, Estate's personnel carrying out routine maintenance and other work. Remember also that the risks for different groups will vary e.g., new and nursing mothers, disabled, young persons on work experience.

11. **Existing measures to control the risk:** The measures listed are those that are necessary to control the risks. Some specific hazards may require detailed assessments in accordance with specific legislation (e.g., manual handling, DSE work). Where this is the case, and a detailed assessment has already been done it is acceptable to cross reference this generic risk assessment to the other documentation. Controls might also include use of qualified and/or experienced staff who are competent to carry out certain tasks; an action plan might include training requirements for other people who will be carrying out those tasks.

12. **Risk Rating:** this is a rating of the remaining risk with the listed existing control measures in place and is given as high, medium, or low, depending on how likely the activity is to cause harm and how serious that harm might be.

The risk is **LOW** - if it is most unlikely that harm would arise under the controlled conditions listed, and even if exposure occurred, the injury would be relatively slight.

The risk is **MEDIUM** - if it is more likely that harm might actually occur and the outcome could be more serious (e.g., some time off work, or a minor physical injury).

The risk is **HIGH** - if injury is likely to arise (e.g., there have been previous incidents, the situation looks like an accident waiting to happen) and that injury might be serious (broken bones, trip to the hospital, loss of consciousness), or even a fatality.

**Important!** If this assessment is modified in any way users will need to check whether the given Risk Rating and Result are affected in any way and are still appropriate.

13. **Result:** this stage of assessment is often overlooked but is probably the most important. Assigning a rating to a risk does not necessarily mean that the risk is adequately controlled. The options for this column are:

**T = trivial risk.** Use for very low risk activities to show that you have correctly identified a hazard, but that in the particular circumstances, the risk is insignificant.

**A = adequately controlled, no further action necessary.** If your control measures lead you to conclude that the risk is low, and that all legislative requirements have been met (and University policies complied with), then insert A in this column.

**N = not adequately controlled, actions required.** Sometimes, particularly when setting up new or adapting existing arrangements, the risk assessment might identify that the risk is high or medium when it is capable of being reduced by methods that are reasonably practicable. In these cases, the action plan must be completed.

**U = unable to decide. Further information required.** Use this designation if the assessor is unable to complete any of the boxes, for any reason. Often additional information can be obtained readily e.g., from your School Safety Advisor, equipment/chemicals suppliers, University Safety Coordinator.

**For T and A results,** the assessment is complete. **For N or U results,** more work is required before the assessment can be signed off.

14. **Action Plan:** Include details of any actions necessary to meet the requirements of the information in Section 11 'Existing measures to control the risk'. Identify someone who will be responsible for ensuring the action is taken and the date by which this should be completed. Put the date when the action has been completed in the final column.

## **Appendix 2 (to Health and Safety Policy)**

### **Fèisean nan Gàidheal**

#### **DSE Risk Assessment**

DSE checklists should be used for all new staff or where the default location of work has changed. Up-to-date checklists should be always used, and are available from the HSE website (See link)

<https://www.hse.gov.uk/msd/dse/>

### Appendix 3 (To Health and Safety Policy)

#### Fèisean nan Gàidheal

#### Incident/Accident Report

Name of Person affected/injured:	
Home Address & telephone:	
Occupation:	
Person reporting the Incident (if other than the injured person):	
Name:	
Home Address & telephone:	
Occupation:	Date:
Accident/Incident:	
Date:	Time:
Place:	
Equipment/Machinery involved:	
Description of incident including cause and nature of injury:	
Reported to:	
Is this incident notifiable under RIDDOR: Yes <input type="checkbox"/> No <input type="checkbox"/>	
Action Taken/recommendations:	
Signature:	
Date:	

A copy of this form should be retained in the Fèisean nan Gàidheal Incident Log. Data Protection procedures apply. Also see [www.hse.gov.uk](http://www.hse.gov.uk) or [www.hse.gov.uk/riddor/](http://www.hse.gov.uk/riddor/) for more serious notifiable incidents, where appropriate.