

Registers of Scotland

Board

April 2020

Health and Safety Annual Report 2019/20

Purpose

1. This is the annual Health and Safety report for Registers of Scotland (RoS). The report is a summary of the performance and progress of health and safety within RoS. This report covers the period 1 April 2019 to 31 March 2020. Where possible, comparisons have been made to previous data gathered.
2. The overall purpose of the annual health and safety report is to give staff and stakeholders an understanding of health and safety arrangements at Registers of Scotland and provide assurances on the adequacy of health and safety measures in place.
3. Registers of Scotland employs more than 1300 staff across its 2 buildings, Meadowbank House and St Vincent's Plaza. It is therefore recognised that staff are one of its greatest assets, and a skilled motivated workforce a key to achieving successful health and safety.
4. Registers of Scotland places great importance on pursuing standards that effectively promote health and safety and support staff whilst minimising risks.

Recommendation

5. The Board is invited to note this report.

Executive Summary

6. There is a decline in reported accidents over the last 10 years and the trend is downward overall. The main reported accidents are slips, trips and falls. All accidents are investigated and control measures, if required, are put in place.
7. The provision of health and safety training has been deployed with 4 modules now online for colleagues to undertake. These modules are Office Health and Safety, Display Screen Equipment (DSE), Fire awareness and Environmental.
8. A new Health and Safety Management (HSMS) is now in place which documents processes and procedures within RoS.
9. RoS continues to maintain its gold award status from Healthy Working Lives. This has been maintained for 3 years and the award recognises the continual work

that is undertaken within RoS to maintain healthy working practises and procedures which help create a safe working environment.

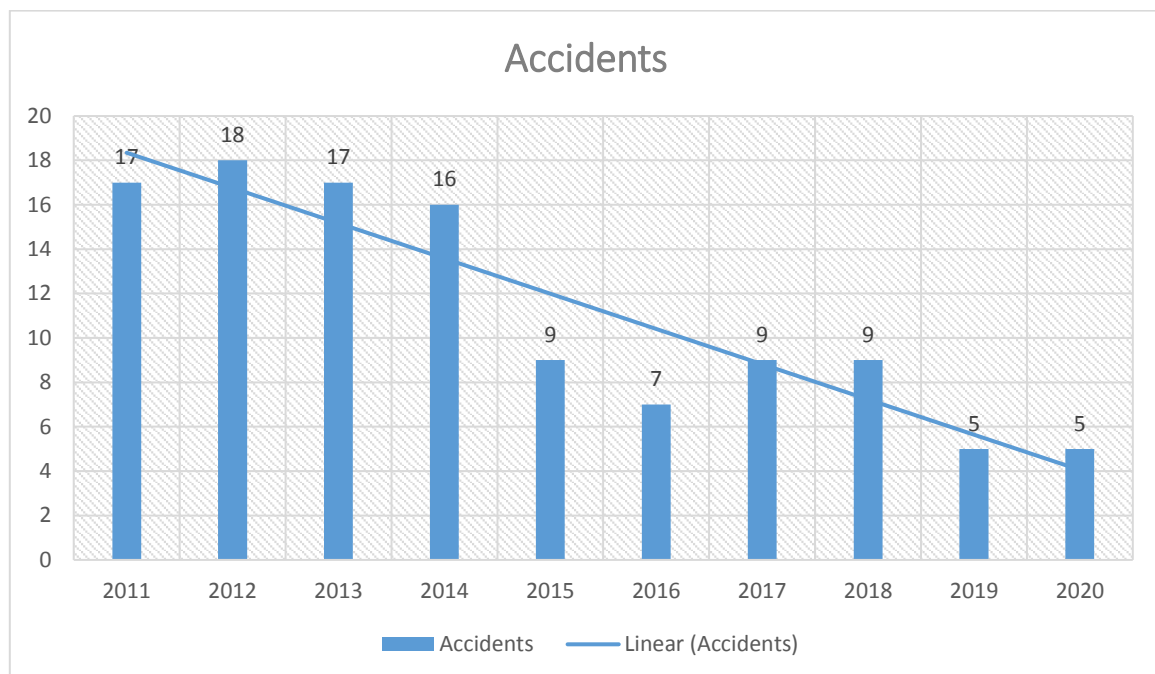
Health and Safety Management System

10. A New Health and Safety Management System (HSMS) was developed over the year and has now been finalised. The HSMS details the correct processes and procedures and what is expected from all colleagues, contactors and visitors to RoS when undertaking particular aspects of work that are contained within the HSMS.

11. More detail can be found in Annex 2

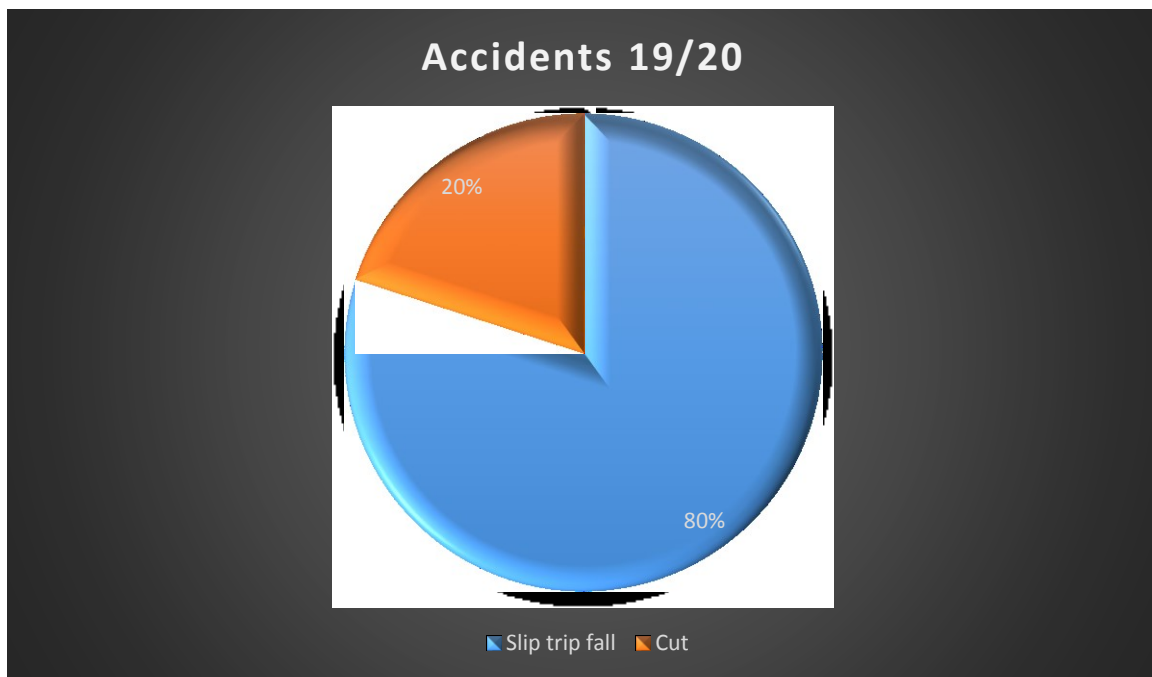
Health and Safety Analysis

Accidents and Incidents



12. The accident trend has continued on a downward scale. Accidents have continued to decrease with slips, trips and falls the biggest cause of accidents.

13. Investigations were carried out on all accidents and measures or training, if applicable, were applied.



14. There were no reportable accidents (RIDDOR) during 2019-20. Accident/Incident reporting has been made simpler with the introduction of a new report form which allows for more data to be gathered from the accident scene.

First Aid

15. There are currently 23 trained first aiders in RoS, 15 in MBH and 8 in SVP. In addition to the RoS first aiders, all security staff are fully trained in first aid. Both MBH and SVP have fully stocked First Aid rooms with various first aid supplies and equipment.

16. In addition, RoS also has a bank of fully working Automated External Defibrillators (AED) located throughout MBH (3) and SVP (1).

Mental Health

17. We now have a number of colleagues who are trained in mental health first aid. Like physical first aid, it is first responder help that is given to a person before appropriate treatment can be obtained.

18. Mental Health First Aiders (MHFA) are not professionals in this field. The role of a MHFA is to be available for a colleague who is seeking assistance or guidance or just someone to talk to in confidence. The role of the MHFA is to listen, not pass any judgement or medical assistance, but will encourage the colleague to seek professional help or guidance through the confidential services that Wellbeing provide or other 3rd party confidential service that are available.

19. RoS currently has 19 fully trained Mental Health First Aiders who have completed a 2 day, NHS approved, mental health training course.

Regulator Inspections and Visits

20. Neither of our 2 offices, Meadowbank House nor St Vincent Plaza, were visited by an enforcement agency during 2019-20. This is a continuing trend from previous years

Fire/Emergency Alarm System

21. During 2019 - 20 there was 1 unplanned fire alarm activation. This was within SVP. The cause of this activation was due to a fault with a sprinkler on a separate floor within SVP. RoS staff did not leave the building.
A new feature was added in 2019 to the emergency alarm system in MBH. It is now able to alert our disabled colleagues via a paging system. This has ensured that all RoS colleagues have the same ability to react to any emergency which is indicated by the emergency alarm system.

22. Across the 2 buildings, RoS has 29 trained Fire Marshalls.

Training

23. All new members of staff receive an online induction course. This course covers health and safety within RoS. Staff also have access to fire and environmental training courses. Working in conjunction with Learning and Development and IT, these courses have been integrated into the RoS apps function within the main RoS intranet. The short induction videos were updated during 2020 to ensure that the most recent information and guidance is available to all new members of staff

Consultation

24. Consultation between PCS and RoS continues to provide a good relationship between all areas of RoS. The Health and Safety Committee is active in driving forward health and safety policy and for the raising of concerns from both parties.

Healthy Working Lives

25. RoS is a gold award holder of Healthy Working Lives. This was retained for the 3rd year in succession. This award recognises the commitment of RoS to improve health, safety and wellbeing for all staff.

Key Projects for 2019

- Retaining Healthy Working Lives Gold award. Healthy Working Lives which is supported by the Scottish Government, has three stages, Bronze, Silver and Gold, with Gold being the highest recognition of good Health, Safety and Welfare within the work place.
- Roll out of new e-learning H+S training package for all colleagues within RoS which was delivered and has enabled RoS to continue to deliver individual, high quality training and the format allows colleagues to undertake this training at a time which suits them along with their other work tasks. These modules include DSE and Office Health and Safety.

- Develop and deploy new HSMS which details the processes and procedures that must be followed when working within or on the RoS Estate.
- Continue to champion the benefits of the smart working environment and its health benefits
- Continue to shape and drive forward a positive safety culture within RoS

Key Projects for 2020

- Further develop H+S Training and awareness for all colleagues in conjunction with the L+D Team in which suitable training will be identified that will be a benefit to both colleagues and RoS.
- Continue to work closely with the project team with the ongoing development of RoS and its continual move towards smart working. Thus ensuring that the working environment suits the needs of the RoS and that colleagues have an environment that is adapted to them and not them adapting to the physical environment.
- Continue to develop and strengthen the H+S Committee, ensuring that it is a positive experience and with common goals agreed and achieved.
- Maintain the existing building fabric to the high standards that are currently in place throughout RoS.
- Continue to champion good ergonomics and human factors within RoS which will help reduce the impact of musculoskeletal disorders and other issues which can be associated with an office work environment.

Conclusion

26. The safety culture overall within RoS is a positive one. This is driven by a senior management team who are focused on maintaining and developing health and safety within RoS and see health and safety as a central core of good management rather than a stand-alone system.

27. RoS accident trend from the recorded data has continued to fall. Recorded accidents are at their lowest from a peak of 18 in 2012 to current low of 5. There has also been a concerted effort to raise awareness and develop the safety culture within RoS. This has been helped by regular consultation between various departments within RoS, particularly HR, PCS and Estates.

28. The fall in accidents throughout RoS can also be attributed to the introduction of 'clean' work environments. With the removal of PED's and the introduction of the smart environment in which no colleague has 'their own personal desk', this has seen a decrease in personal items being stored on the floor, on workstations, and generally throughout wings.

29. New technologies and working practises continue to be adopted by RoS and this has seen an increase in more ergonomic focused workstations, with the introduction of height adjustable desks and a focus on raising awareness of the importance of posture. This development has ensured that RoS Colleagues have the best possible working environment.

30. As RoS continues its journey to the new working environment and new working practises, it needs to ensure that colleagues have access to the correct training and support to maintain a work environment which is a low risk, safe environment and further increasing a positive safety culture.

31. RoS continues to champion equalities and diversity, maintaining a focus on such matters will enhance the working environment for all colleagues.

Head of Procurement & Estates
April 2020

Annex 1:

Registers of Scotland Health and Safety Policy

Registers of Scotland vision is to be an exemplar employer in the delivery of health and safety. To achieve this we need to be all inclusive and seek the involvement and commitment of everyone in Registers of Scotland. We also need to recognise the physical, psychological and social factors that impact on health, safety and wellbeing.

We will develop and continuously improve our Health and Safety Management System to help prevent, remove or reduce the workplace factors that cause ill health and injury. All activities shall be carried out with the highest regard for the health and safety of colleagues, visitors and other people who may be affected by our undertakings. We will act positively to ensure compliance with the Health and Safety at Work etc. Act 1974 and other associated legislation, approved Codes of Practice (ACoP), and any other relevant guidance or standards.

Primary responsibility for sensible and practical risk management of any activity rests with those who arrange and direct the work. Meeting legal requirements is a substantial undertaking, and this demands the proportionate integration of health and safety management into all business planning activities. Visible commitment from senior management (Resources Board, People Strategy) and within individual Directorates is of paramount importance and specific duties are delegated to them accordingly. However, the support and active co-operation of all colleagues is essential if safety is to be ensured.

Every employee of Registers of Scotland has a legal obligation to co-operate in the day-to-day implementation of the policy. We are committed to making available adequate resources to ensure its delivery and that colleagues and the recognised Registers of Scotland Trade Unions are consulted and involved. We will all focus resources on priorities and deliver key outcomes to support business transformation and delivery.

This policy will be reviewed regularly to reflect changes in legislation, relevant guidance or standards, business needs and structures.

Billy Harkness
Corporate Director
January 2020

Health and Safety Policy Statement:

REGISTERS OF SCOTLAND – HEALTH AND SAFETY POLICY

1. It is RoS policy to safeguard the health, safety and welfare of all its employees, customers and others who have contact with RoS by providing healthy and safe working conditions.

Our Objectives

2. *to promote standards of health, safety and welfare that comply with the requirements of the Health and Safety at Work Act 1974 and all other relevant statutory provisions and codes of practice;*
3. *to provide and maintain safe and healthy working conditions, equipment and systems of work for RoS staff and others, and to provide such information, training and supervision as they need for this purpose;*
4. *to provide opportunities for safety representatives to contribute to the promotion of a healthy and safe working environment;*
5. *to provide a safe means of access and egress to all places of work; and*
6. *to provide an effective basis for monitoring the health and safety arrangements in RoS.*
7. In the pursuit of these objectives RoS expects all staff to co-operate and give support in creating and maintaining safe and healthy working conditions.

Our Organisation

8. Overall responsibility for Health and Safety at RoS rests with the Keeper. The Corporate Services Director is responsible for the effective implementation of the policy.
9. Health and Safety is a responsibility for everyone at all levels. An appointed and competent member of the estates team provides help to Senior Management, Line Managers and Staff by providing information and guidance in applying the provisions of Health and Safety Law.
10. To achieve a good standard of Health and Safety in the workplace all staff must take reasonable care for the Health and Safety of themselves and of colleagues or others who may be affected by their actions. They should co-operate with management in all matters relating to their health, safety and welfare and develop a personal concern for accident prevention.

Our Arrangements

11. RoS will provide training for managers and staff appropriate to their responsibilities and the work that they do.
12. Significant hazards and risks which might affect the Health and Safety of RoS staff and others will be assessed and recorded, and appropriate action will be taken to control, eliminate or reduce any risks. Day to day monitoring is carried out by Line Managers assessing risks to staff in their own areas of responsibility. In addition the Estates team carry out regular checks in common areas of the building and technical advisers check periodically the general condition of premises, equipment, plant and other parts of the work environment. An appointed and competent member of the estates team will conduct safety audits from time to time to monitor the effectiveness of RoS policy.

Conclusion

13. A 'safety culture' in RoS can be promoted most effectively if the pursuit of Health and Safety is accepted as an objective shared by us all. The provision of quality service to our customers should be linked to the safety process so the two go together as a positive 'quality and safety culture'.
14. We must take a positive interest in our Health and Safety and exercise a common duty of care to others. We must be alert to draw attention to anything we encounter at work which could be a threat to the Health and Safety of ourselves, our colleagues or our customers and others. We also have a special duty of care to those who may have particular requirements through for example disability or inexperience.

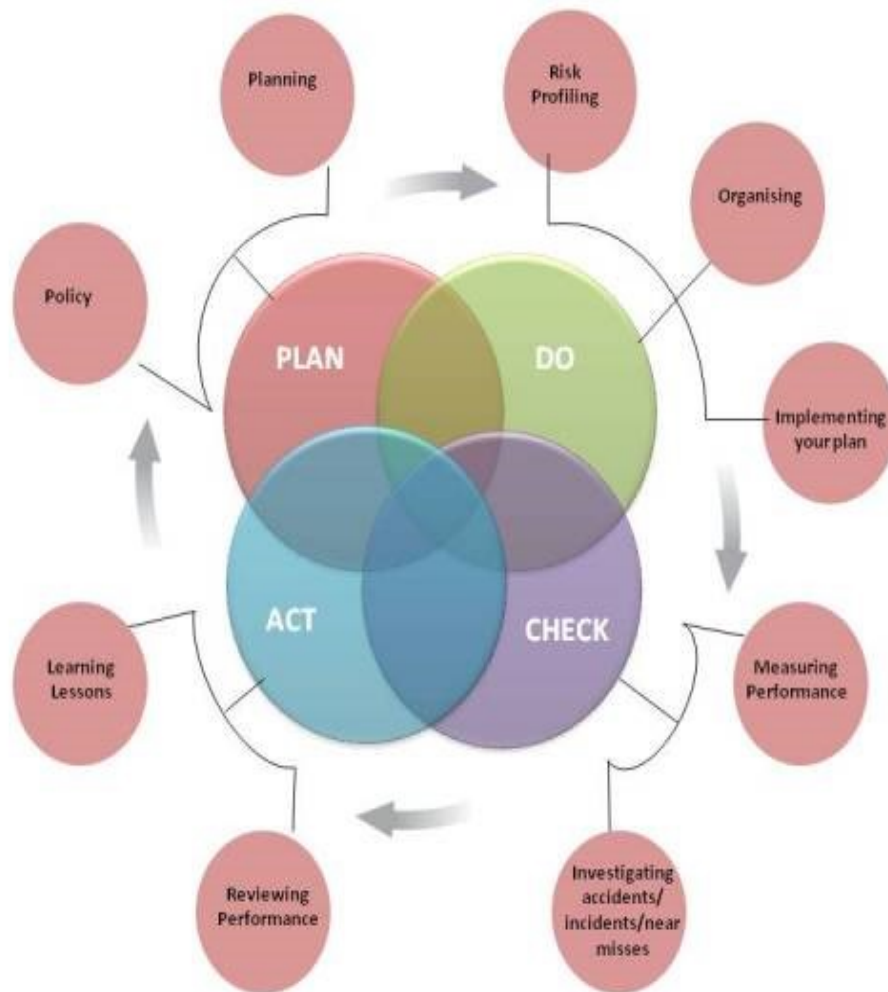
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Corporate Director
January 2020

Annex 2:

Health and Safety Management System

1. Registers of Scotland Health and Safety Management system (HSMS) closely follows the framework of The Health and Safety Executive 'Managing for Health and Safety' (HSG65). This framework works on the revised principal of 'Plan Do Check Act'.





2. The key elements of our HSMS are:

- A health and safety policy
- A register of health and safety legislation that is relevant to our business which is reviewed on an annual basis
- Regular internal and external audits to ensure the system is maintained and areas for improvement are identified and actioned
- Regular health and safety management meetings which review and revise current performance, objectives and targets.
- Processes and procedures in which all colleagues, contractors and visitors adhere to whilst working within RoS.