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Registers of Scotland

RoS Board

9th June 2026

Health & Safety Report 25/26

Purpose

1. The purpose of this paper is to present the findings of the Health and Safety Report 2025/26 to the RoS Board.
2. Please refer to Annex A for the Health and Safety Report 2025/26 and Annex B for the Health and Safety Dashboard 2025/26.

Recommendation

3. The RoS Board is invited to review this report and endorse further publication.

Background

4. The Health and Safety Report 2025/26 provides an overview of health and safety at RoS. The report is produced annually for EMT and the RoS Board.

Health and Safety

5. The main body of this report is an overview of all aspects of health, safety and security at RoS. The report summarises challenges throughout 2025/26 and the work completed to address these, so that RoS can continue to provide a safe working environment for all employees, contingent workers, tenants, contractors and other third parties either at home or within the office space.

Conclusion

6. That RoS strives to maintain a positive, inclusive, and secure work environment. The Health and Safety Committee continues to be at the forefront of H&S, with its joint working group of Estates, Wellbeing, HR, and the Trade Union.

Job Title: Head of Procurement and Estates

Directorate: Corporate

Date: May 2026

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Annex A: Registers of Scotland Health and Safety Report 2025/26

Purpose

1. This Health and Safety report for Registers of Scotland (RoS) covers the period 1 April 2025 to 31 March 2026. Where possible, comparisons have been made to previous health and safety data. The purpose of this report is to provide employees, contingent workers, tenants, contractors, and other third parties with an understanding of health and safety arrangements at RoS and to provide assurance on the adequacy of the measures in place in compliance with key legislation.

Executive Summary

2. RoS employs approximately 1,200 colleagues, the majority of whom are permanent. There are a smaller number of contingent workers who provide support in identified areas across various departments.

3. Most of our employees choose to carry out their role within a hybrid working environment. This means working some of their time from home, as well as from one of the designated RoS offices, Meadowbank House (MBH) or St Vincent Plaza (SVP). We place great importance on pursuing high standards in all our work environments to effectively promote health and safety in support of our employees, contingent workers, tenants, contractors, and other third parties. This approach ensures that we recognise and address any risks, or emerging risks, that may present harm to our daily operations.

4. RoS employees benefit from the ability to work in an environment that suits them, whether that is MBH or SVP. They have embraced the hybrid approach and RoS remains committed to maintaining the flexible work-life balance and the benefit that this provides.

5. A quality health and safety training provision has continued in 2025/26, with a focus on hybrid working. We continue to provide comprehensive training around hybrid working through e-learning modules. Allowing employees and contingent workers to ensure that their chosen main working environment is suitable, complies with the relevant ergonomic guidelines, while also maintaining RoS's commitment to following the Display Screen Equipment (DSE) legislation.

6. RoS recognises the benefits that hybrid working can bring to employees work-life balance. However, this method of working can bring its own risks, where employees may feel isolated or unsupported. To help remedy this, RoS continues to have in place a full support network of Mental Health First Aiders. They can be accessed at any time during working hours to provide confidential advice and offer guidance on support and resources available through specialist third party providers. RoS employees are also able to access a wide range of professional support through RoS Colleague Experience.

7. Our MBH and SVP buildings provide a flexible and accessible workspace for all employees. It is anticipated that individuals will create their own work patterns that support their role and their team deliverables. Physical space within our buildings has been redesigned to help create a balance between work and social activities. RoS also continues to share space with other public sector organisations, in support of

Public Sector Reform, and are in turn generating an economic benefit to the public sector in Scotland.

Health and Safety Management System

8. The Health and Safety Management System (HSMS) is the cornerstone of all processes relating to health and safety at RoS. The HSMS details the correct processes and procedures and what is expected from employees, contingent workers, tenants, contractors, and other third parties at RoS when undertaking any aspect of work contained within the HSMS. This system is continuously reviewed to reflect any changes in legislation or industry best practice.

Health and Safety Analysis

9. Accidents during this reporting period remain very low and continue the trend of previous years, with only one reported incident in total. Employees and contingent workers are advised to report any accidents or incidents within their homes, if they happen during working hours and are directly attributed to a task connected to RoS work. On behalf of our tenants, we also collate information on tenant incidents that occur within the common areas of our buildings.

10. There were two planned fire alarm activations building evacuations arranged at MBH in 2025/26 and two, similarly successful, planned evacuations in SVP. The fire and lift alarm systems, and the emergency phone network, continue to be tested on a weekly basis for both buildings.

11. Internal work at MBH on fire safety has been ongoing throughout 2025/26, with a new fire alarm panel installed to provide real-time monitoring of all areas within MBH. Also, phase one of the internal fire door renewals was completed with 43 fire doors replaced. Phase two is expected to begin in 2026/27. Replacing these doors improves fire compartmentalisation should a fire occur, helping to prevent harm to our people and assets.

12. Both RoS buildings continue to be covered with fully trained first aid volunteers. Our volunteers retrain every two years, to maintain their skills and provide an important service to RoS. All our security team are first aid trained to provide MBH with 24/7 support should they be required to attend any incident. There were three reported first aid responses during 2025/26, which were attended to by our First Aiders.

Hybrid Working Support and Training

13. Hybrid working at RoS is now standard practice, and RoS continues to support all employees working environments, ensuring they are provided with a range of choices so that their home environment is of an appropriate standard as required by RoS.

14. The RoS Health, Safety and Security Manager, with support from the wider Estates team, is available to assist employees with any hybrid working assessment. This includes continued support for employees with reasonable adjustments, both from home or in the office. As part of RoS's commitment to continuous learning, the annual Hybrid Workers e-learning module was rolled out in October 2025. This is a mandatory module for all RoS employees and contingent workers, regardless of their

primary work environment. The completion rate for this annual cycle was close to 100%.

Mental Health Support

15. RoS continues to provide support and resources for all employees to access guidance related to mental health. An established network of fully accredited Mental Health First Aiders (MHFA) is available for employees to seek support, guidance, and information on how to access professional help through the Mental Health Resource Page via RoSNow. Regular events, such as Coffee Mornings, are held at MBH and SVP through our MHFA network, encouraging all employees to meet their coworkers and other team members in person.

16. Mental health awareness for all employees continues to remain a high priority, with various activities and campaigns providing help and support where it is required. Activities on site, such as Yoga and Pilates, also demonstrate the value of blending work and social activities, and RoS continues to support the use of the Calm app. A newly formed table tennis league onsite at MBH allows employees to engage with others within our new social space.

17. As part of our ongoing commitment to providing inclusive spaces, we continue to maintain two dedicated rooms, one in each building, for employees to access and decompress, to support neurodivergent needs, or to use for quiet reflection and multi-faith activities.

Open to All

18. Both MBH and SVP continue to be open for all employees who wish to use the building as a workspace, whether as a permanent work environment or when utilising a hybrid blend of home and office space. Teams are encouraged to arrange in-person days at one of our buildings. This promotes departments and teams coming together for work purposes and to focus on upcoming events or issues. There is a wellbeing aspect to this too, facilitating members of the same team to reconnect with each other. This year has seen an uptake in these events, with more areas of RoS coming together on a regular basis.

19. The Concierge service has also developed further this year. There are now dedicated wings at MBH for teams to access and hold larger team events, in an environment that is more suitable and flexible for different meeting formats.

Building Dependent Teams at MBH

20. Chancery and Judicial Registers (CAJR) remain mainly office dependent, due to their processes being largely paper based. However, the introduction of new technology has enabled the CAJR team to adopt more hybrid working.

21. A business continuity plan remains in place for RoS, which is continuously reviewed and updated. This plan details the actions, resources and procedures required to ensure that, in the event of local or national restrictions in travel instructed by UK or Scottish Government, RoS buildings could remain open, resilient and operate at the most acceptable level possible.

Reorganisation of RoS Buildings

22. RoS continues to evaluate and reorganise office space to meet the changing demands placed upon its built environment. RoS still primarily occupies floors 0 to 3 at MBH, with dedicated work or collaboration areas, and tenants are in place across floors 5 and 6. At SVP, RoS shares its space with other public sector bodies and continues to explore further space sharing opportunities.

23. During 2025/26 at MBH, RoS has continued to create and develop different work areas and zones for individuals and teams to come together in a way that best suits their requirements. This has led to the creation of dedicated collaboration areas on level 2, bookable via Concierge, for teams to come together and a newly designed social space. Opened this year, the social space includes social furniture, such as table tennis that was donated by the Social Events Committee, for building users to access flexibly to host specialist events and meet with other building users whilst onsite.

24. All parts of our building continue to be maintained to a high level of hygiene and cleaning standards by our onsite Support team. These services are regularly audited, and findings are shared between the supplier and RoS to help identify any areas of concern or to introduce new measures.

Sharing our Buildings with other Organisations

25. RoS continues to identify opportunities to share available space with other public sector organisations. Within MBH and SVP, there are currently eight organisations that share our spaces and facilities. The Memorandum of Terms of Understanding (MOTU) framework underpins and defines most agreements in place for tenants at RoS. Within these agreements, roles and responsibilities for health and safety management are made clear and regular Management Group meetings are held between RoS and the tenant to discuss these and any specific issues that may have arisen.

Regulator Building Inspections and Visits

26. Neither the Health and Safety Executive (HSE), nor any other regulatory body, have visited any of our buildings during this period. However, several building audits have been completed and reported internally for assurance purposes.

27. Regular testing is scheduled throughout the year, and includes, but not limited to, our water supply for any traces of legionella or other waterborne bacteria, lift servicing and emergency lighting.

28. Identified Asbestos within MBH is closely monitored by Estates and controlled by the Property Asbestos Management Plan. Asbestos Risk assessments are also conducted on a regular basis by our 3rd party contractors.

Physical Security

29. In 2025/26, during a structural reorganisation of the Estates team, the responsibility for physical security was moved under health and safety. This change has allowed the physical security of our employees, tenants, contractors, and all other

third parties to be viewed as a constituent part of the overall health and safety culture at RoS.

30. Our onsite security team provides 24/7 security cover at MBH, which includes controlling all access to the building and patrolling the footprint of MBH. With a closer integration now in place with RoS Cyber Security, as part of the wider Security Working Group, our physical security procedures have expanded to incorporate new security risks and explore emerging risks. For example, our onsite security team now complete a daily patrol of the roof area at MBH to inspect for any risks related to drone activity. Security at SVP continues to be provided via the building management team as this is a leasehold property.

Union Consultation

31. Consultation between the Public and Commercial Services Union (PCS) and RoS management continues to provide an effective relationship on health and safety matters. The Health and Safety Committee (HSC) is active in driving forward health and safety policy and addressing the concerns of either party. The HSC meets on a regular quarterly cycle and has continued with its wider scope and input from Colleague Experience, who have added a wellbeing context in relation to the information that is presented at each HSC meeting. This expanded group has allowed for wider insight into issues and benefits from a larger pool of data resources. The HSC met three times in 2025/26, and each meeting was supported by all parties taking an active interest.

Conclusion

32. The overall safety culture within RoS is a positive one. This continues to be driven by a senior management team whose leadership is focused on maintaining and developing health and safety within RoS and recognises that health and safety is a central core of good management rather than a stand-alone system.

33. The commitment of the EMT and senior management to provide the best possible working environment, whether hybrid or building-based, can be seen in the efforts made to ensure that all employees have the equipment, training, and support they need. Commitment can also be seen in their willingness to lead and drive forward the continued participation of the Health and Safety Committee and place this at the heart of health and safety at RoS.

34. New technologies and working practices continue to be adopted by RoS, through the provision of advice and guidance from wider stakeholders. RoS continues to champion equality and diversity, and maintaining a focus here will further enhance the working environment for all employees. Mental health support continues to be a focus, ensuring employees can access internal and external networks for support.

Head of Procurement & Estates
May 2026