

HR Policy Review

1. INTRODUCTION

1.1 The purpose of this report is to present the Performance and Audit Committee with a copy of the Health and Safety Policy Statement attached as an **Appendix** to this report and to advise that this now concludes the annual HR policy review.

2. HR POLICY CHANGES

2.1 An annual review of the HR policies commenced last summer with reports presented to the September and November meeting of this committee. Following a review by the Health & Safety Adviser at Falkirk Council, SEStran’s Health & Safety Policy has been updated.

The following is a summary of the changes made to the policy:

- The addition of key responsibilities, assigned to specific post holders determined by seniority.
- Language modernised/refreshed.

3. RECOMMENDATIONS

It is recommended that the Partnership’s Performance and Audit Committee:

3.1 Approves the amendments made to the Health and Safety Policy Statement for implementation.

Angela Chambers
Business Manager
 25 February 2022

Appendix: Health and Safety Policy Statement

Policy Implications	As outlined in the report
Financial Implications	None
Equalities Implications	None
Climate Change Implications	None



HEALTH & SAFETY POLICY STATEMENT

DOCUMENT VERSION CONTROL

Date	Author	Version	Status	Reason for Change
	SEStran	1.0	FINAL	Statement Adopted
Oct 2017	SEStran	1.1	FINAL	Adoption of version control
Feb 2022	H&S Adviser Falkirk Council	1.2	FINAL	Complete update to policy to set out key responsibilities for all staff and modernise language.

Health and Safety Policy Statement

SEStran is committed to ensuring the health and safety of its employees and those affected by our work. We will do this by:

- Providing safe and healthy working conditions in order to prevent work related injury and ill health.
- Fulfilling our legal responsibilities as an employer and seeking to achieve best practice in our work.
- Eliminating workplace hazards and reducing health and safety risks.
- Continually improving our safety management system.
- Engaging and consulting with our employees and their representatives on matters relevant to their health and safety.

SEStran will seek to develop a positive attitude to health and safety among all it's employees and ensure that health and safety is an integral part of the organisations culture by having appropriate management systems in place which protect and support its employees.

This policy supports efforts to continually improve health and safety outcomes for our employees and to promote safety at work.

This policy applies to all SEStran employees.



Position: Partnership Director

Roles & Responsibilities

Partnership Director

The Partnership Director is responsible for ensuring that SEStran fulfils its legal responsibilities regarding health and safety. They will:

- determine the management structure through which the Health and Safety Policy and supporting policies & procedures are to be implemented
- provide adequate resources for the management and implementation of the safety management system across SEStran
- ensure that health and safety is promoted as an integral part of the culture of SEStran
- set performance indicators for health and safety and review these
- ensure all employees are aware of this policy and other relevant policies and procedures

Senior Partnership Manager

The Senior Partnership Manager has responsibility for ensuring that appropriate health & safety processes are in place for SEStran. They will:

- ensure that SEStran employees are aware of the Health & Safety Policy, and specific health and safety information relevant to their role
- ensuring that employees follow safe working practices
- ensuring that incidents are reported and managed appropriately. This includes the reporting and investigation of incidents, and that remedial action is taken, where appropriate
- ensuring that health and safety risks are managed appropriately
- ensuring health and safety information is communicated to employees on a regular basis and that issues causing concern dealt with appropriately
- determining staff training requirements and ensuring training is provided to all employees to enable them to carry out their duties in a competent manner.

Business Manager

The Business Manager has responsibility for ensuring that appropriate health & safety processes are kept up to date for SEStran and made available to employees. They will:

- ensure that SEStran employees have access to the Health & Safety Policy, and specific health and safety information relevant to their role
- manage a reporting system that will include the reporting and investigation of incidents, and recording the remedial action taken, where appropriate
- ensuring health and safety information is communicated to employees on a regular basis and that issues causing concern are highlighted and discussed.
- ensuring that all new members of staff receive relevant health and safety training as part of their induction process
- determining staff training requirements and ensuring training is provided to all employees to enable them to carry out their duties in a competent manner.

Employees

In order to create a positive and effective culture in regard to health & safety it is vital that all employees of SEStran contribute positively to the successful management of health & safety. They will:

- take reasonable care for their own safety and the safety of others affected by their work
- work in accordance with instruction, safe working methods and training received
- alert managers to unsafe practices, conditions or incidents of concern
- seek advice and clarification from managers when unsure of any health and safety requirement relevant to their working environment
- co-operate with SEStran in its endeavours to create and promote a positive health and safety culture
- not intentionally or recklessly interfere with, or misuse, anything which may result in harm to themselves or others
- report accidents/incidents to their manager as soon as possible
- attend relevant training on health and safety matters as instructed by their manager.