

The background of the slide features the coat of arms of the Government of Nunavut. It is a shield divided into four quadrants. The top-left quadrant shows a stylized sun with rays. The top-right quadrant shows a caribou head with antlers. The bottom-left quadrant shows a sailing ship on wavy lines representing water. The bottom-right quadrant shows a beaver. Above the shield is a crown with four maple leaves. Below the shield is a banner with the text "ANĖ FOR A'".

AGENDA ITEM

6

HEALTH & SAFETY GENERAL POLICY STATEMENT



AGENDA ITEM 6

CENTRAL SCOTLAND VALUATION JOINT BOARD

Subject: HEALTH & SAFETY GENERAL POLICY STATEMENT
Meeting: CENTRAL SCOTLAND VALUATION JOINT BOARD
Date: 17th JUNE 2016
Author: PETE WILDMAN, ASSESSOR & ERO

1.0 INTRODUCTION

- 1.1 Central Scotland Valuation Joint Board (CSVJB) recognises that, both as an employer and service provider, it has a legal duty to ensure that there is a suitable Health & Safety framework in place to protect both employees and service users.

2.0 BACKGROUND

- 2.1 The draft policy was considered by the Staff Consultation Forum on the 2nd June, 2016 and they have proposed no changes to it. The policy will replace the existing Health & Safety Note which was last updated in May 2013.

3.0 HEALTH & SAFETY GENERAL POLICY STATEMENT

- 3.1 The aim of this document is to set out the Health & Safety Framework for the Valuation Joint Board. It clearly defines the roles and responsibilities of employees and elected members.
- 3.2 Beneath this general overarching documents sits procedural documents, risk assessments and guidance for managers
- 3.3 The Assessor and his Management Team will focus this year on updating and expanding the existing documents. They will work with

the Staff Consultation Forum whose terms of reference includes acting as the Health & Safety Forum. We will also provide further training as part of this review.

4.0 RECOMMENDATION

I ask that the Board approves the new 'Health & Safety General Policy Statement'

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Assessor & ERO

Appendix 1 – Health & Safety General Policy Statement - proposed



HEALTH AND SAFETY GENERAL POLICY STATEMENT

HEALTH AND SAFETY

Document Title	Health and Safety General Policy Statement	Issue no. 1 (in new format)	Date of Issue	**** 2016
Issued by	Pete Wildman	Equality Impact Assessment Date	Full EQIA not required	
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1. INTRODUCTION

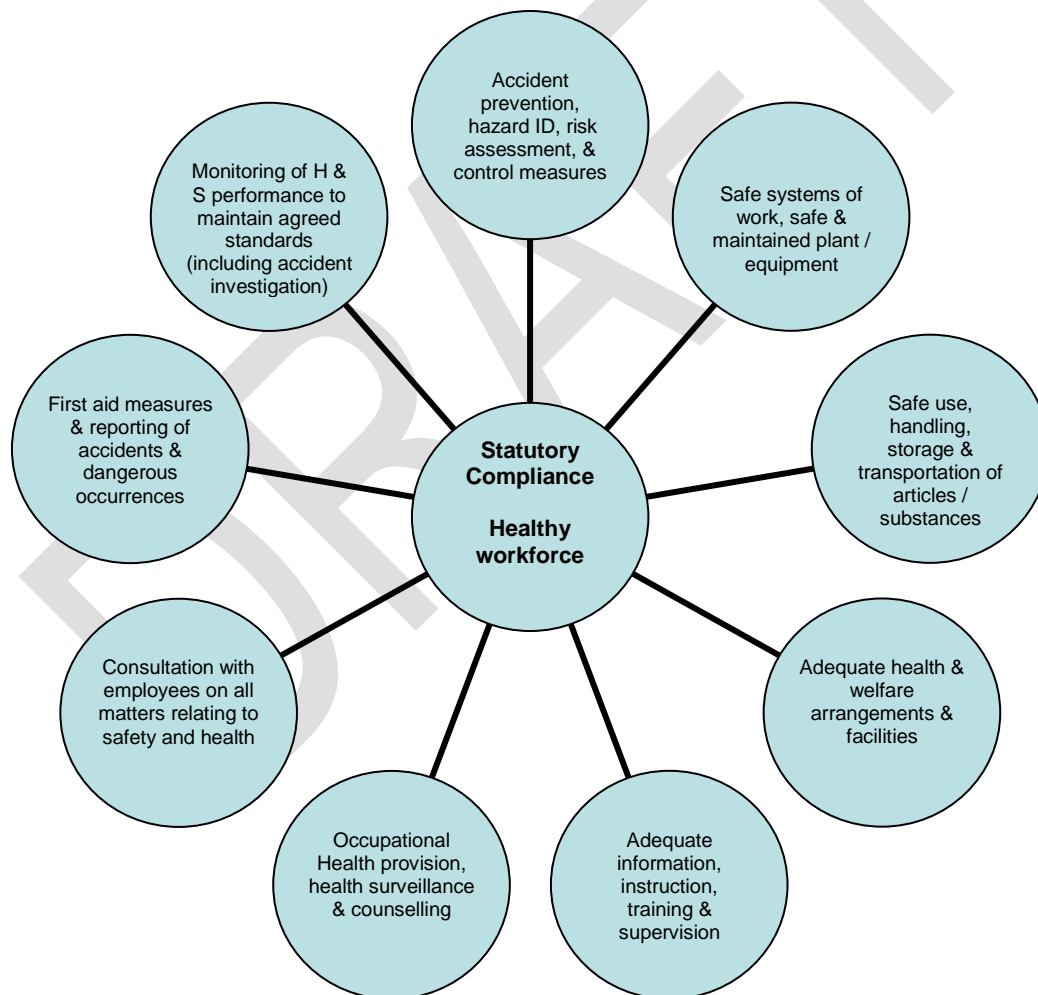
- 1.1 Central Scotland Valuation Joint Board is required by law to:
- compile and implement a comprehensive general policy statement on health and safety;
 - regularly review and update the policy and
 - bring it to the attention of all employees.
- 1.2 This general H & S policy statement provides the foundation to the Health & Safety Management System within Central Scotland Valuation Joint Board. It is pivotal to ensuring the Board achieves its' goals without compromising the health, safety and welfare of staff and others who may be affected by the Board or Assessor/Electoral Registration Officer (ERO) activities.
- 1.3 Everyone in the Board has a role to play in ensuring high standards of health & safety management. These roles are clarified within the organisation section of this document.
- 1.4 This document is the foreword to all team-level H & S management / procedural documentation where applicable. Everyone with line management responsibility for others must ensure that their staff have access to this document, either via the intranet or hard copy.
- 1.5 The detailed arrangements for achieving the aims of this policy are laid out within the various topic-specific health & safety policy and arrangement / guidance documents on, for example, asbestos, manual handling, fire etc. All health and safety management system documentation is available on the intranet under Minutes/Policies etc. – Health & Safety

2. PART A – CENTRAL SCOTLAND VALUATION JOINT BOARD HEALTH AND SAFETY POLICY GENERAL STATEMENT

- 2.1 The Assessor, Elected Members and Management Team of Central Scotland Valuation Joint Board recognise that health and safety is a fundamental part of the efficient and effective delivery of the Assessor & ERO's services.
- 2.2 It is the policy of Central Scotland Valuation Joint Board to ensure, so far as is reasonably practicable, the health, safety and welfare of its employees and the health and safety of other persons who may be affected by its activities. Central Scotland Valuation Joint Board will take the necessary steps to ensure that statutory duties are met at all times. These duties are laid out in the Health & Safety at Work etc. Act 1974 and the relevant subordinate regulations.
- 2.3 Health and safety requirements will be implemented and managed in a rational manner that is proportionate to the level of risk.
- 2.4 In accordance with Regulation 7 of the Management of Health & Safety at Work Regulations 1999, competent persons will be appointed to assist the Board in meeting statutory duties including, where appropriate, external specialists.

- 2.5 The Board recognises the importance of employee involvement in establishing Health & Safety arrangements, policies and procedures. In accordance with the Health & Safety (Consultation with Employees) Regulations 1996 and the Safety Representatives and Safety Committees Regulations 1977, arrangements will be made and maintained in order to provide for the effective discussion and consultation on health and safety matters with the employee and recognised Trade Union Safety Representatives. The Board will also provide safety representatives appointed by recognised Trade Unions with reasonable paid time off and facilities to carry out their roles.
- 2.6 The Board's Health & Safety Management System aims to ensure statutory compliance and a safe and healthy workforce. This will be achieved through demonstrating commitment to and implementing arrangements to satisfy the following elements.

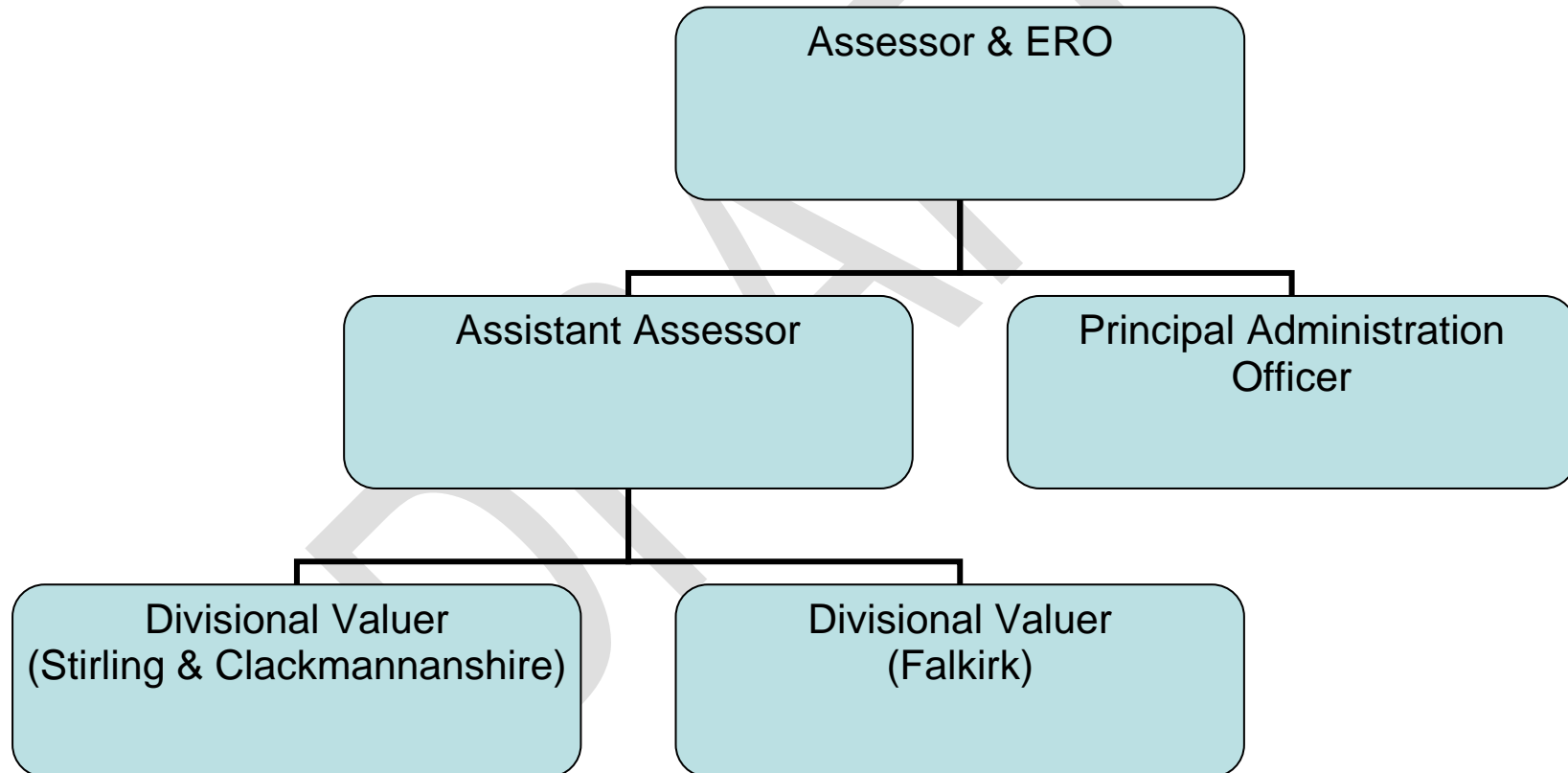
Figure 1 H & S Management System



3. PART B - ORGANISATION

- 3.1 Good management, direction and supervision are essential for establishing adequate levels of health and safety management in work places. These factors are implicit requirements in all health and safety legislation. Responsibilities are assigned to named managerial/supervisory positions below so that post holders clearly understand their roles within the overall framework of this policy.

Figure 2 - Board Organisation



3.1 Assessor & ERO

The Assessor & ERO supported by the Assistant Assessor, has overall responsibility for ensuring the effective implementation of health and safety and the required delegation of duties in order to achieve the goals within this policy statement. The Assessor & ERO will ensure that as far as practicable, adequate finance and other resources are allocated to ensure the safety and health of employees and others who could be affected by our activities.

3.2 Elected Members

Elected Members are advised of the development of the Board's general health and safety policy statement. Elected Members will consider any proposals being presented to the Board and confirm the course of action they consider appropriate, having due regard for the health and safety of employees and the community at large where appropriate.

3.3 Assistant Assessor

The Assistant Assessor will lead in the promotion of a positive safe working culture by ensuring that adequate arrangements exist within the Service to enable the effective management of health and safety. The Assistant Assessor will ensure adequate funds are allocated to meet the requirements of this general corporate policy statement, including requirements for safety equipment and training etc.

Where required, the Assistant Assessor must ensure Service level health and safety policies are compiled. The requirement for Service-level policies should be determined by consideration of the work activities and the risk level within the Service. These must be signed, dated and reviewed regularly or when a significant change in work practices or arrangements for health and safety arises.

All those Line Managers reporting to Assessor or Assistant Assessor will be made aware of their responsibilities in supporting the Board's commitment to health and safety.

3.4 Managers with line management responsibility for others

Managers with line management responsibility for others will ensure that all of the health and safety requirements are in place within their areas of work. This includes the following general requirements for ensuring workplace health safety and welfare:

- all hazards are identified;
- risk assessments are completed;
- staff receive the relevant health and safety training;
- accidents and near misses are reported and investigated where required;
- first aid and fire safety measures are in place;
- health surveillance is provided for relevant staff;
- personal protective equipment is provided and maintained;
- equipment is suitably maintained;
- work areas have suitable working conditions, the required welfare facilities and safe access and egress;
- routine monitoring of health & safety within their areas of work.

3.5 Employees

Under the Health & Safety at Work etc. Act 1974, section 7 and 8, employees also have statutory responsibilities:

- to take reasonable care of their own health and safety and that of others who may be affected by their actions;
- to co-operate with their employer in meeting their legal duties;
- not to intentionally or recklessly interfere with, or misuse anything provided in the interest of health, safety or welfare.

4. ARRANGEMENTS

- 4.1 The arrangements within the Health & Safety management system contain the detail of what the Board will do in practice to achieve the aims and meet the commitments set out in this statement of general health and safety policy. For example, the risk assessment guidance includes information on how the Board will eliminate or reduce the risks associated with workplace hazards.
- 4.2 A hazard matrix will be distributed to and completed by each Team, in order to ensure the Assistant Assessor & Line Managers are aware of the relevant health and safety hazards within their areas of work and that risks are assessed and controlled as far as is reasonably practicable.

Signed	
Name	Pete Wildman
Position	Assessor & ERO Central Scotland Valuation Joint Board
Date	***** 2016