

National Library of Scotland

Health, Safety and Wellbeing Policy

1. Health, Safety and Wellbeing Policy Statement

The National Library of Scotland, as an employer, is committed to providing and maintaining a healthy and safe working environment that promotes wellbeing for all its employees and any other people who may be affected by its activities. The ultimate responsibility for ensuring implementation of this Policy lies with the National Librarian.

Individual members of the Library Leadership Team are responsible for ensuring compliance with the Library's Health, Safety and Wellbeing Policy within their areas of control and are required to formally report on an annual basis within their Departmental Certificate of Assurance that all health and safety risks have been adequately assessed. Where appropriate, staff will have been adequately trained and supervised in how to mitigate any residual risk which has been identified through this (risk assessment) process.

All staff have a responsibility to promote a positive health and safety culture based on trust, support and mutual respect, where staff will be free to talk openly about health and safety or their physical or mental health without fear of discrimination or reprisal.

These objectives will be achieved through the successful implementation of the policy document, facilitated by the implementation of the Library's Health and Safety Management Framework as set out elsewhere in this document. To this end I will:

- Expect members of the Library Leadership team, managers and supervisors to lead by example by ensuring that they fully discharge their health and safety responsibilities in areas falling under their responsibility and control
- Ensure that an adequate provision is made to resource a positive health, safety and wellbeing culture
- Always afford full consultation with staff on matters effecting their health and safety and with Trades Union Health and Safety representatives on all relevant matters through the Library's Health, Safety, Wellbeing and Environmental Committee
- Ensure that staff are provided with the necessary information, instruction and training to ensure so far as is reasonably practicable their health, safety and wellbeing and that this is formally recorded in the Rivo Safeguard Health and Safety Management System 'Rivo' when it is appropriate to do so. Continually strive to prevent accidents and unwanted incidents by ensuring a recognised health and safety management system is in place and that where appropriate record any risk assessments in Rivo
- Provide arrangements for the safe handling, storage and transportation of articles and substances
- Maintain plant and equipment and safe systems of work that are so far as is reasonably practicable safe and without risks to the health and safety of staff or others who may be affected by these activities including visitors and readers
- Ensure that adequate arrangements are put in place so far as is reasonably practicable to provide a safe and health working environment, including appropriate welfare facilities and emergency arrangements

- Ensure that comprehensive arrangements are put in place for the management of the Library estate including the physical safety of buildings and property owned or under the control of the library and that arrangements are in place for the management of contractors
- Ensure that adequate provision is in place to promote physical and mental health and wellbeing and to support staff who may be experiencing any problems in this respect
- Implement and maintain monitoring systems (or work plans) to ensure that all relevant statutes or Regulations and Approved Codes of Practice are complied with
- Make arrangements for the reporting and appropriate investigation of accidents incidents or near miss events
- Set and review the health, safety and wellbeing objectives and associated plans on a regular basis to ensure maintenance of continual improvement on all health, safety and wellbeing arrangements
- Ensure that appropriate arrangements are in place for the effective review and revision of this policy on an annual basis.

Signed

National Librarian and Chief Executive Officer

Date:

2. Organisation of responsibilities

2.1 The Board of the National Library of Scotland

Have collective responsibility for the overall Health, Safety and Wellbeing Policy and its implementation throughout the National Library of Scotland.

2.2 National Librarian and Chief Executive Officer

Has a duty to provide and maintain safe and healthy working conditions across the Library. Actions to be taken include those listed in the Health, Safety and Wellbeing Policy Statement in paragraph two. In order to fully enable implementation of the above responsibilities, the National Librarian and Chief Executive has designated accountability and responsibility as follows.

2.3 Designated Head of Department

The designated Head of Department (DHoD) accepts senior management responsibility for the corporate governance of Health and Safety at the operational level throughout the Library. The DHoD will undertake to have this Policy reviewed and approved by the National Librarian and Chief Executive and Library Leadership Team as well as ensuring that they are made aware of any significant health and safety concerns or issues which may be brought to the DHoDs' attention by the Health and Safety Manager, Trades Union Safety Representative or any other member of staff or the public.

The DHoD is authorised to approve the following policies:

- Asbestos Policy
- Fire Safety Policy
- Vehicle Safety Policy
- First Aid Policy
- Legionellosis Policy
- Fork Lift Truck Policy.

2.4 Individual members of the Library Leadership Team.

They shall:

- Chair the Health, Safety Wellbeing and Environmental Committee for a 12-month term on a rotational basis and ensure that a replacement is secured for this role prior to the end of their tenure
- Ensure that the department or other functions (including those managed contractually by third parties) which fall under their direct control have been adequately assessed for any health and safety concerns and where identified adequate health and safety risk mitigation control arrangements have been put in place incorporating suitable and sufficient training, supervision and safe systems of work as may be appropriate
- Ensure that records are being maintained at a departmental level in the Rivo Health and Safety management system (or elsewhere) which can be made available for

audit purposes by the Health and Safety Manager, Trades Union Safety Representatives or others, e.g. Health and Safety Executive

- Demonstrate diligence in undertaking the requirements as noted above prior to approving the Health and Safety Statement contained within their Departmental Certificate of Assurance.

2.5 The Health and Safety Manager

Will discharge the role of competent person in accordance with requirements of Regulation 7 of the 'Management of health and safety at work regulations' (1999). The Health and Safety Manager will also be responsible for advising the DHoD on general fire precautionary measures in accordance with the Fire Safety Policy. The Health and Safety Manager will investigate accidents and incidents and advise on any action required to prevent a recurrence, undertake safety surveys and inspections to discover and correct any unsafe actions and practices before an accident occurs.

The Health and Safety Manager (with the assistance of colleagues from management and the Trades Union Safety Representatives) will produce an annual Health, Safety and Wellbeing work plan which will summarise key legal and operational objectives in these areas for the year ahead and will have these approved by the Health, Safety and Environmental Committee who will then monitor progress to ensure its implementation.

The Safety Manager has particular responsibility for buildings and fire safety matters in accordance with the detailed requirements of the Fire Safety Policy.

The Safety Manager will arrange to meet with or report to the Board of Trustees, Chief Executive Officer and Head of Resources when so requested to do so in order to keep them briefed on Library safety matters.

2.6 Estates Manager

Is responsible to the Head of Digital for the day-to-day management of general services, plant and equipment and the activities of term contractors. In practice, the Estates Manager will also generally oversee the health and safety aspects of major contracts or buildings related works, seeking the assistance of the Health and Safety Manager where he feels that it is appropriate or necessary to do so. The Estates Manager has specific responsibilities as defined in the Library's Fire Safety Policy and Legionellosis Policy documentation

2.7 Security and Cleaning Services Manager

Is responsible for ensuring that security staff undertake the range of predetermined duties needed in order to generally ensure buildings safety and in particular to control the risk of fire outbreak and fire spread as is set out separately in the Fire Safety Policy and in other documents. The Security and Cleaning Services Manager also has responsibility for building cleanliness. In practice the day-to-day control aspects of the various areas which fall under the Security and Cleaning Services Manager's management control may be delegated to supervisory staff in this area.

2.8 General management responsibility

Heads of Department and their delegated management teams are responsible for ensuring that the safety policy is implemented within their own departments. Management teams must monitor the workplace to ensure that safe conditions are maintained. Where risks are identified they must ensure that these are rectified, so far as is reasonably practicable.

This remit includes:

1. Ensuring that employees, contractors, volunteers and visitors are aware of safety procedures
2. Providing adequate training, information, instruction and supervision to ensure that work is conducted safely
3. Establishing that all equipment, substances and plant used are suitable for the task and kept in good working condition
4. Taking immediate and appropriate steps to investigate and rectify any risks to health and safety arising from work activity
5. Bringing to the prompt attention of senior management any health and safety issue which requires their attention
6. Ensuring that all accidents and 'near misses' are properly recorded and reported and that an investigation is carried out to determine causal factors
7. Maintaining safe access and egress from the workplace at all times
8. Maintaining a formal records database in Rivo Safeguard or elsewhere in order to fully evidence compliance when so called upon to do so.

2.9 All employee responsibility

All employees must:

1. Always treat their colleagues, guests, readers and visitors with dignity and respect
2. Take reasonable care of their own health and safety.
3. Consider the safety and wellbeing of others affected by their acts or omissions.
4. Work in accordance with information and training provided
5. Refrain from intentionally misusing or recklessly interfering with anything that has been provided for health and safety reasons
6. Report any hazardous defects in plant and equipment, or shortcomings in the safety arrangements, to a responsible person without delay.

Disciplinary action may follow in such situations where an employee is found to be failing in any of these areas.

Other responsibilities:

- Qualified first aiders will assist with the provision of first aid medical treatment when so called upon to do so
- Building Fire Officers, Assembly Point Managers and Fire Marshals will undertake their predefined duties in accordance with the Library Fire Safety Policy.

2.10 Trades Union Health and Safety Representatives

Will comprise of designated members of staff that sit on the Health and Safety Committee and who monitor the application of the safety policy within their area of operation. Newly appointed Health and Safety Representatives must receive official confirmation of their role

by their Trades Union in writing and this letter of appointment must be copied to the Chair of the Health, Safety, and Wellbeing and Environmental Committee and the Health and Safety Manager for their information. The same procedure must be adopted for any Trades Union Safety Representatives who resign or cease to be active.

3. Administration of health and safety at work

This section sets out how the Library establishes arrangements for effective planning, organisation, control, monitoring and review of preventative and protective measures in key areas.

3.1. Keeping up to date with health and safety legislation

The Health and Safety Manager will generally act as focal point for the provision of information and advice on health and safety legislation. Towards this end the Health and Safety Manager will undertake such specialist training as will be necessary to maintain his competency in areas which are relevant to the management of risk within the Library and in order to maintain Chartered Safety Practitioner status with the Institute of Occupational Safety and Health (IOSH). Arrangements will also be made to secure separate expert advice where this is considered necessary.

3.2. Arrangements for undertaking risk assessments

Heads of Department and their delegated management teams are responsible for ensuring that staff under their direct control work safely. Towards this end they must ensure that

- All significant hazards have been identified
- Risk has been adequately assessed
- Adequate control systems have been established to manage the risk arising from these hazards.

Management teams will deploy Rivo Safeguard to document these processes

3.3. Safety training

Training will be provided for staff, contractors or others in accordance with the Library's statutory obligations. It is the responsibility of those managing staff, contractors or others to ensure that a suitable and sufficient training provision is maintained at all times.

General training measures within the Library will include:

Staff induction

Staff induction packs contain all necessary general information for new staff. It is the responsibility of line managers to ensure that the new member of staff reads this information and logs this training event in Rivo Safeguard as evidence of having done so.

On-going staff refresher training

Line managers must ensure that the health and on-going staff refresher safety training needs have been adequately identified and delivered for themselves, their staff and where appropriate by their contractors by a process of risk assessment. Where the Health and Safety Manager arranges for the delivery of additional generic and mandatory refresher training managers must ensure that their staff attend in accordance with the stated requirements.

Management of staff health and safety training records

All health and safety training records will be monitored and tracked within Rivo Safeguard. Whilst the Health and Safety Manager may be requested to assist with this process it is the responsibility of individual management teams to ensure that their staff undergo training that is considered necessary in order to discharge their duties safely. This training provision must be extended to encompass on-going refresher training in accordance with need.

Specialist training measures within the Library will include:

Buildings Fire Officers and Fire Marshals

- Training will be conducted in accordance with the needs of the Fire Safety Policy.

First aiders

- The Library will provide in house training whenever it is possible to do so whilst always ensuring general compliance with the Health and Safety (First-Aid) Regulations 1981.

Library drivers

- Will receive defensive driver training by competent instructors from the Royal Society of the Prevention of Accidents (ROSPA)

Fork lift truck drivers.

- Will receive training in fork lift truck use in accordance with our internal policy arrangements.

Display screen equipment users.

- Training needs for display screen equipment users will be identified and co-ordinated by line managers. Records will be held within Rivo Safeguard to evidence compliance.

Manual handling

- Training in safe manual handling techniques will be arranged for staff at risk. Signed records will be held and logged in Rivo Safeguard

Other specialist training requirements as may be required in order to mitigate risk

- For example working with asbestos, the safe handling of chemicals, managing the legionellosis risk or in safe operation of equipment, plant, machinery or processes as may be identified from time to time during the risk assessment process shall be completed by competent persons to at least the minimum statutory requirement levels. Should staff feel that they require any such additional training then they should seek further guidance from their line manager in the first instance who may in turn consult with the Health and Safety Manager where necessary. In all instances full details of the training provision will be held in the Rivo Safeguard.

4. Communication and consultation arrangements

4.1 The Health, Safety, Wellbeing and Environmental Committee (HSWEC)

This is the forum where management and employees discuss and promote workplace health safety, wellbeing and sustainability.

Objectives:

- Sets the standards for the corporate governance of health and safety throughout the Library. Verifies compliance to the standards set by the committee or which is set out by statute
- Monitors and pursues any significant areas of non-conformance in health and safety within the organisation
- Monitor the effectiveness of the measures taken by the Library, particularly those set out in the annual Health, Safety, Wellbeing and Environmental work plans and recommends improvements where necessary
- Promotes co-operation amongst all staff in instigating, developing and monitoring these measures so as to ensure the health, wellbeing, safety and welfare at work of all employees of the Library.

Composition

- Chair: Will rotate on a 12 monthly basis amongst the Library Leadership Team. Current Chair (until May 2016) is the Head of Digital
- A member of the Librarian's Office for the purposes of minute taking
- The Health and Safety Manager
- HR Manager or nominee
- Nominated trade union representatives
- Nominated representatives drawn from the Library management teams
- The Estates Manager or nominee
- Other departmental colleagues who may be called upon by the Health and Safety Committee to provide technical guidance on any particular health and safety issues as may be necessary from time to time.

Members who may be co-opted from time to time will include

- Non HSWEC Members of the Health at Work sub-group who may be asked to advise on progress within a related area that they are actively involved with
- Colleagues from External Relations and Governance may be asked to assist with the development of specific staff campaigns as may be set out in individual HSWEC or HAWG work plans
- The Board Support Officer will assist with the collation of HWCE related information or statistical reporting to the Library Leadership Team or the Board.

4.2 Sub committees of the HSWEC

Health at Work Group (HAWG)

The Group will comprise of co-opted members of the HSWEC including the Health and Safety Manager, nominated trades union safety representatives and others who have been tasked with developing a suitable staff wellbeing strategy. The Group will produce an annual

work plan which will be approved and monitored by the HSWEC committee to ensure it is delivered.

Environmental / Sustainability Committee

As the HAWG above except that its members will focus exclusively on environmental and sustainability issues.

4.3 Other means of communication

Library intranet

All general documents pertaining to health, safety and wellbeing, including policy documentation, minutes of HSWEC meetings and contact lists as well as various useful guidance publications from the Health and Safety Executive will be maintained by the Health and Safety Manager on the intranet under the 'Working at NLS' sub heading

Health, safety and wellbeing notice boards

Will be placed in each building and used a means to communicate:

1. An approved Health and Safety Executive poster entitled 'Health and Safety Law – What you should know'.
2. An up to date copy of the Library Health and Safety Policy.
3. An up to date copy of the Library Fire Safety Policy.
4. Names of Trade Union Safety Representatives
5. Names of members of the Health and Safety Committee

4.4 Whitley Council

This is the forum for formal consultation between management and Trade Unions. Either side may raise health and safety issues, with the expectation that these matters will be normally discussed first by the Health and Safety Committee.

5. Third party organisations

Where the Library works with a third party organisation through contractual partnership arrangements that involves close co-operation between each party involved, each will have specific responsibilities under health and safety and wellbeing including line management responsibly for staff who report to them. The Library will ensure that these specific responsibilities are defined as part of the contractual arrangements, including health and safety inspections related to the physical safety of the Library estate.