

National Library of Scotland Health & Safety Policy

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Index to contents:

Section: 1 General Statement

Section: 2 Organisation of Responsibilities

Section: 3 Administration of Health & Safety at Work

- 3.1. Keeping up to date with health and safety legislation
- 3.2. Arrangements for undertaking risk assessments
- 3.3. Safety training
- 3.4. Generally communicating safety information within the Library
- 3.5. Safety Representatives
- 3.6. Library Health & Safety Committees
- 3.7. Records & Registers
- 3.8. First aid at work
- 3.9. Accident & near miss arrangements
- 3.10. Hazard & fault reporting
- 3.11. Control of general workplace hazards
 - 1. Housekeeping & waste disposal
 - 2. Safe storage
 - 3. General equipment checks
 - 4. Fire safety
 - 5. Electrical safety
 - 6. Plant and machinery
 - 7. Hazardous substances
 - 8. Asbestos
 - 9. Noise
 - 10. Display screen equipment
 - 11. Workplace transport and vehicle use
 - 12. Personal protective equipment (PPE)
 - 13. Smoking
- 3.12. Advice on health and welfare
- 3.13. Contractors & visitors
- 3.14. Enforcing authority visits
- 3.15. Monitoring of health and safety at work.

Appendix A – Further guidance on Safety Representatives

1.0 General Statement

The National Library of Scotland is committed to ensuring the health, safety and welfare of its employees so far as is reasonably practicable. We also fully accept our responsibility for other persons who may be affected by our activities. We will take steps to ensure that our statutory duties are met at all times.

Each employee will be given such information, instruction and training as is necessary to enable the safe performance of work activities.

It is the duty of management to ensure that all processes and systems of work are designed to take account of health and safety and are properly supervised at all times.

Adequate facilities and arrangements will be maintained to enable employees and their representatives to raise issues of health and safety.

Competent people will be appointed to assist us in meeting our statutory duties including, where appropriate, specialists from outside the organisation.

Every employee must co-operate with us to enable duties to be complied with. The successful implementation of this policy requires total commitment from all levels of employee. Each individual has a legal obligation to take reasonable care for his or her own health and safety, and for the safety of other people who may be affected by his or her acts or omissions. Details of the organisation and arrangements will be set out in separate documents.

This policy will be regularly monitored to ensure that the objectives are achieved. It will be reviewed and, if necessary, revised in the light of legislative or organisational changes.

Martyn Wade
National Librarian and Chief Executive
June 2011

2.0 Organisation of Responsibilities

This section identifies individual officers with particular responsibility for health and safety

The Board of Trustees

Have collective responsibility for the overall health and safety policy and its implementation throughout the National Library of Scotland.

National Librarian and Chief Executive

Accepts senior executive responsibility for all matters including those regarding health, safety and welfare. The National Librarian and Chief Executive will review this policy regularly and sign it. The National Librarian and Chief Executive will also provide sufficient resources to ensure the maintenance of good health and safety standards.

Director of Corporate Services

Responsible through the National Librarian and Chief Executive to the Board of Trustees for the corporate governance of health and safety throughout the Organisation. The Director of Corporate Services will Chair the Health & Safety Committee.

Safety Manager

The Safety Manager will discharge the role of competent person in accordance with requirements of Regulation 7 of the Management of Health & Safety at Work Regulations (1999). The Safety Manager will also be responsible for advising the Infrastructure Manager on general fire precautionary measures in accordance with the Fire Safety Policy. He 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 Safety Manager will arrange to meet with the National Librarian and Chief Executive at regular intervals or when so requested to do so in order to keep him briefed on Library safety matters.

Member of the Health & Safety Committee with particular responsibility for buildings and fire safety matters in accordance with the detailed requirements of the Fire Safety Policy.

Facilities Manager

Responsible to the Infrastructure Manager for the day to day management of general services, plant and equipment.

Security Manager

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. This duty holder also has responsibility for buildings cleanliness. In practice the day to day control aspects of the various areas which fall under his management control are delegated to his supervisory staff.

Health & Safety Representatives

Designated members of staff who sit on the Health and Safety Committee and who monitor the application of the safety policy within their area of operation.

Management Responsibility

Directors and Service Managers are responsible for ensuring that the safety policy is implemented within their own departments. Directors and Service managers must monitor the workplace to ensure that safe conditions are maintained. Where risks are identified the service manager must ensure that these are rectified, so far as is reasonably practicable. Service management duties include –

1. Ensuring that employees, contractors 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 the 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.

Employee Responsibility

All employees must –

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

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.

3.0 Administration of Health & 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 Safety Manager will generally act as focal point for the provision of information and advice on health and safety legislation. Towards this end the 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 NLS and in order to maintain Chartered Safety Practitioner status with the Institute of Occupational Safety & Health (IOSH). The Safety Manager will also maintain an up to date library of health and safety law and will subscribe to those specialist publications which may be needed in order to keep abreast of any such changes. Arrangements will also be made to secure separate expert advice where this is considered necessary.

3.2. Arrangements for undertaking risk assessments

Service managers and supervisors 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.

Service managers will deploy Rivo Safeguard to documents 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 in control of 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 entrants. It is the responsibility of service managers to ensure that the new member of staff studies this information and returns the appropriate acknowledgement advice to the H.R Unit for their records and as evidence of their having done so.

Ongoing Staff Refresher Training

Will be provided (or arrangements for such a training provision will be made) by the Safety Manager. Service 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 Safety Manager may be requested to assist with this process it is the responsibility of individual management teams to ensure that their staff undergo whatever training is considered necessary for their staff in order to discharge their duties safely. This training provision must be extended to encompass ongoing 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 use its in house trainer to train its first aid team whenever possible. The first aid trainer will also be utilised as a means of complying with the Health & Safety (First-Aid) Regulations 1981.

Library Drivers

Will receive defensive driver training by competent instructors from the Royal Society of the Prevention of Accidents

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 by service managers and then communicated to the Health and Safety Manager for delivery. Signed records will be held to this effect.

Manual Handling

Training in safe manual handling techniques will be arranged for staff at risk. Signed records will be held and logged in the department health and safety training records folder

Other Specialist Training Requirements

Other specialist training in for example working with asbestos, the safe handling of chemicals, or 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 minimum statutory requirement levels wherever these exist. Should staff feel that they require such additional training they should seek further guidance from their line manager in the first instance who may in turn consult with Safety Manager as necessary. In all instances full details of the training provision together with signed records will be held in the Rivo Safeguard.

3.4. Generally Communicating Safety Information within the Library

A safety notice board will be provided in each building and this will be used as a key means to communicate information to staff. Each health and safety notice board will contain the following information -

1. An approved Health & Safety Executive poster entitled 'Health & Safety Law – What you should know'.
2. An up to date copy of the Library Health & 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 & Safety Committee
6. A copy of the Minutes of Health and Safety Committee most recent Meetings.

Arrangements will be made to consult staff prior to the introduction of any measures (including new technologies) which could substantially affect their health and safety. Staff are also at liberty to approach either the Safety Manager, Trade Union Safety Representative, Line Manager or Supervisor or any member of the Health & Safety Committee for advice or guidance on any health and safety issue at any time.

3.5. Safety Representatives.

The Library encourages the appointment of Trade Union Safety Representatives and seeks their active participation on the Health & Safety Committee. Safety representatives shall monitor management policy and its application on all health and safety matters. Further guidance is contained in appendix A. The Library will permit Safety Representatives to take such time off with pay as may be reasonably be required to enable them to carry out their duties in accordance with Health and Safety regulations, subject to the prior agreement of management which shall not be unreasonably withheld.

3.6. Library Health & Safety Committee

This is the forum where formal consultation between management and employees on workplace health and safety issues will take place.

Objectives –

- Sets the standards for the corporate governance of health and safety throughout the Library
- Verifies compliance to the standards it either sets itself or which is set for it 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 and recommend improvements
- Promotes co-operation amongst all staff in instigating, developing and monitoring these measures so as to ensure the health, safety and welfare at work of all employees of the Library.

Composition

- Chair – Director of Corporate Services.
- Secretary to the Health & Committee – Safety Manager.
- HR Manager
- Nominated trade union safety representatives.
- Nominated representatives drawn from the management team
- The Head of Infrastructure, Facilities Manager and other colleagues from Facilities who may be called upon by the Health & Safety Committee to provide technical guidance on any particular health and safety issues as may be necessary from time to time.

Communications & Reporting Arrangements

The Committee will aim to meet at least once every three months. The Secretary will circulate an Agenda to the Committee at least 7 days before the date of the meeting. Items for inclusion on the agenda must be submitted 7 days earlier. The Committee will be primarily concerned with matters of policy. Minutes of the last meeting held will be discussed and once approved will be signed off by the Chair as a formal record of proceedings. A copy will be then be made available for staff to read within 14 working days after the date the meeting was held. Minutes of the most recent meeting will be made available in draft form within 14 days of when the meeting was held.

3.7. Records & Registers

Responsibility for the maintenance of training, risk assessment and all other records rest with Service Managers. These records will generally be held in Rivo Safeguard for audit compliance purposes.

3.8 First Aid At Work

The NLS is committed to providing sufficient numbers of first aid personnel to deal with accidents and injuries occurring at work. To this end the NLS will provide information and training on first aid to employees to ensure that statutory requirements and the needs of the organisation are met. Should employees have concerns about the provision of first aid within the Library, they should inform the Safety Manager to enable the Library to investigate the matter and rectify the situation if necessary.

3.9 Accident & Near Miss Arrangements.

For the purpose of this policy, brief definitions are given below –

Accident – an unplanned event which causes injury to persons, damage to property or a combination of both

Near miss – an unplanned event which does not cause injury or damage but which could do so.

Accidents –

Should a member of staff have an accident or be called upon to assist someone who has had an accident on the premises they should follow the following procedures –

1. A full list of qualified first aiders and contact details has been made widely available in all buildings and these should be consulted in order to determine the where the nearest first aider is to assist the injured person. Alternatively contact the main switchboard by dialling '0' or any Security Officer (George IV Bridge dial '2222'; Causewayside dial 3333; Lawnmarket dial 4000 or Sighthill (phone 442 4995) or Hillington (phone 0845 366 0682) and they will immediately arrange to alert a member of the first aid team on your behalf.
2. A member of the first aid team or nominated persons will then make the appropriate arrangements. These arrangements may involve the provision of first aid treatment in one of the Library first aid rooms. These are located on the ground floor of each building. However depending upon the first aider's assessment of the level of treatment required they or the nominated person might decide to make arrangements for the removal of the accident victim by taxi or ambulance to hospital for further treatment.
3. After the treatment has been afforded the first aider or nominated person will complete the accident record book (form B1 510) and fill out a Library accident report form which will be then sent to the Human Resources Division. The Human Resources Division will arrange to pass a copy (or details) of the accident report form on to the Safety Manager

as quickly as possible. The Safety Manager will in turn undertake an accident investigation. The purpose of this process will be to ensure that the area where the accident occurred is (made) safe and that the underlying causes of the accident have or are being adequately dealt with. Upon completion of this investigation the Safety Manager will complete a report with recommendations and send this to Human Resources and the Estates Manager. Where necessary the Safety Manager will also arrange to submit accident details to the Health & Safety Executive in accordance with the requirements of The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) 1995.

4. Accident trends will be monitored by the Safety Manager who will arrange to report full details together with any corrective measures undertaken to the Health & Safety Committee at their regular meetings.

Near Misses.

1. Any member of staff involved in a near miss must arrange to advise their Supervisor or Manager about what happened. The Supervisor or Manager should immediately take whatever action is reasonable to make the area safe, and, after having done so, should alert the Safety Manager or member or member of the building technical staff as may be necessary to permanently rectify the problem.
2. The Safety Manager or member of the building technical support staff will make immediate arrangements to ensure that the area is (made) safe and will then investigate the underlying causes.
3. The outcome of these investigations will be communicated to all those involved.
4. Full details of any such investigation will also be made available to the Health & Safety Committee.

3.10. Hazard & Fault Reporting

Any member of staff who encounters a hazard which they are unable to rectify must submit an electronic Library fault report to Facilities where the report will be registered and distributed to the appropriate officer for action. Alternatively the hazard encountered can be brought to the attention of their Supervisor, Service Manager or Safety Representative. If the matter is urgent details of the hazard should be communicated at once for immediate corrective action.

3.11. Control of general workplace hazards.

1. Housekeeping & Waste Disposal

- Cleanliness & General Waste Disposal
- Cleaning of offices and other areas is undertaken by Library cleaners to recognised standards and general waste is collected from office areas daily.

2. Safe storage

General office materials should be stored on shelves, desks or other units which have been designed for that purpose. Any faults encountered with shelving materials should be reported to the Estates office using the fault reporting procedure outlined in 3.10 above. Flammable or hazardous items must be stored in cupboards which have been specifically designed for this purpose.

3. General Equipment Checks

Ladders, steps and trolleys should be visually checked by the user prior to use. Such items of equipment will also be subject to an overall condition survey at regular intervals. Inspection of specialist equipment i.e. general lifting or other mechanical aids will be subject to inspection in house or externally by competent persons in accordance with statutory guidelines.

4. Fire Safety

Arrangements will be made to ensure that there is adequate provision for fire prevention, detection and safe evacuation from all Library buildings at all times. The Library Fire Safety Policy sets out in detail how this objective will be achieved and by whom.

5. Electrical Safety

All electrical equipment is monitored by the Plant Maintenance and Operation Contractor under the direction of the Facilities Manager. Staff should take standard precautions when using electrical equipment, paying particular attention to leads to the external condition of leads, plugs or other equipment which requires no specialist knowledge. Faulty electrical equipment must be immediately removed from service and reported on a fault report for corrective action. Staff may only use portable electrical equipment which has been supplied and checked by the Library.

6. Plant & Machinery

Such equipment generally falls under the direct control of the Facilities Manager. Building management systems are maintained and monitored under contract. All other plant and machinery (including lift machinery) will be maintained strictly in accordance with statutory guidelines.

7. Hazardous Substances

A member of staff who wishes to introduce any form of hazardous substance into the workplace must seek the approval of the Safety Manager prior to its introduction. The Safety Manager will be responsible for assessing the risk and drawing up the appropriate controls to ensure safe usage at all times. All such records will be held at the point of use.

Any contractor who wishes to work with hazardous materials on site must seek the approval of the Safety Manager prior to doing so. It is the responsibility of the Jobbing Officer to ensure that such approval has been given prior to works commencing.

8. Asbestos

Building surveys have been undertaken by competent bodies in order to determine the asbestos content in all buildings and an asbestos management programme has been established. The NLS Asbestos Policy is available in Rivo Safeguard. Details of where asbestos is known to exist in each building have been placed on all safety notice boards. Training will be given to all staff who may arrange for any works to the fabric of the building which might in any way involve either the disturbance of existing asbestos containing materials or upon encountering suspect materials during works.

9. Noise

Noise is generally not an issue within the NLS except in limited access areas i.e. plant rooms where assessments have been undertaken by the Building Maintenance Contractor and the appropriate controls have been instituted for their staff who work in these areas

10. Display Screen Equipment.

Workstations, which are subject to the Health & Safety (Display Screen Equipment) Regulations, have been planned and installed to recommended safety standards. Management teams are responsible for ensuring that their staffs workstations have been assessed and reviewed as necessary

11. Workplace Transport & General Vehicle Usage.

Health and safety assessments of general Library workplace transport have been undertaken and corrective actions have been instituted where these have been considered necessary.

Where the Library provides a van service for staff between library buildings passenger numbers will be limited to the approved carrying capacity of the vehicles in use at any given time. Seat belts are fitted and must be worn by the driver and all passengers at all times. At such times the driver is in charge of the vehicle and passengers must comply with any safety request the driver makes. A pool car is also available for staff use and the same rules apply.

Drivers of Library vehicles must be authorised to do so with Human Resources. Once registered any member of staff must declare any possible restriction i.e. withdrawal of driving licence or medical problem which would otherwise restrict their use of a motor vehicle as soon as this restriction is known to them. Staff can also be authorised to drive their own vehicles on NLS business but only on condition that evidence is provided to HR that the individual in question carries suitable and sufficient personal car insurance covering them for business use.

All staff must switch mobile phones off when driving on company business

12. Personal Protective Equipment (PPE)

Any PPE requirements will be met in accordance with the needs established during risk assessment. It is the responsibility of individual Service Managers to ensure that these needs are adequately met. It is the responsibility of the user to ensure that any such equipment which is supplied is worn when needed, in the correct manner and maintained in good condition at all times. The user is also responsible for advising their supervisor or Service Manager of any faults or other restrictions which would otherwise prohibit its safe usage. In such instances the Safety Manager will generally be responsible for securing the necessary replacement to the required standard.

13. Smoking.

In accordance with statutory requirements the Library adopts a strict no smoking policy anywhere on NLS property (including pavements or other areas which are directly adjacent to it). All customers of the café are however permitted to smoke at the tables which have been placed directly outside the entrance to the George IV Bridge building.

3.12 Advice on Health & Welfare

Advice on welfare issues may be sought from the Human Resources Division. The library has an Employee Assistance Programme in place; contact information can be found on the staff intranet

3.13 Contractors & Visitors.

Authorised jobbing contractors and visitors are issued with daily entry passes, which incorporate Library fire, safety and procedural instructions. This information is supplemented verbally by Security Officers and Front of House staff on initial issue of passes to contractors and visitors.

In the case of workmen involved in lengthy contracts, special passes will be issued. Appropriate training in library fire precautions will be given.

A permit to work system will operate for high-risk activities with the authority of the appropriate Officers within the Property Services Unit.

3.14. Enforcing Authority Visits

Planned visits by enforcing authorities shall be co-ordinated by the Safety Manager. Where an enforcing authority inspector makes an unplanned visit Front of House staff at the reception point will immediately arrange to contact the Safety Manager. The Safety Manager will then establish the exact purpose of the visit and assess who best to involve

internally i.e. safety representatives, technical colleagues, or other members of staff, as may be appropriate

3.15. Monitoring of health and safety at work.

Those responsible for the control of staff, processes, assets or workspace are accountable for compliance of all such matters as they would be reasonably be expected to control. The Safety Manager trades union safety representatives and others will undertake a range of workplace inspections in order to verify such compliance to standard.

Arrangements may also be made by the Safety Manager to have a detailed compliance audit undertaken independently by reputable specialists in health and safety (such as the British Safety Council). Full results of their findings will be made available in the first instance to the Director of Corporate Services so that any proposed improvements can be assessed and arrangements made to ensure that any forward action plan which may then be drawn up is adequately resourced. Results of the audit findings together with the proposed plan of action will then be communicated to the Health, Safety Committee and to staff generally in accordance with the communicating & reporting arrangements outlined elsewhere within this policy document.

APPENDIX A - FURTHER GUIDANCE ON SAFETY REPRESENTATIVES.

SAFETY REPRESENTATIVES - APPOINTMENT

Recognised trade Unions may appoint representatives at a workplace from among their members. Management, i.e. the Official Side who Chair the local Whitley Council, should be informed of any appointment or change in appointment in writing.

It is in the interests of both the Official and Trade Union sides to ensure that each Union appoints a sufficient number of safety representatives to reflect the number and variety of employees and workplaces covered. It is impossible to set firm ratios but the following factors need to be taken into account: -

- (a) The variety of different occupations;
- (b) The size of the workplace;
- (c) The variety of workplace locations;
- (d) The operation of shift systems;
- (e) The differing work activities;
- (f) The numbers of employees represented.

In some cases there may be advantages in Trade Unions arranging for the local representative of one Trade Union to represent members of another.

SAFETY REPRESENTATIVES - FUNCTIONS

Apart from their overall function under the Regulations of representing employees in consultation with management on health and safety matters, Safety Representatives functions can be briefly summarised as follows:

1. To make representations to the employer on potential hazards and dangerous occurrences at the workplace which affect, or could affect, the group of employees represented.
2. To make representations to the employer on general matters affecting health and safety at work of the group of employees represented.
3. To represent their group of employees in consultations at the workplace with inspectors appointed under section 19(1) of the Health & Safety At work Act 1974

SAFETY REPRESENTATIVES - TIME OFF

Departments will permit Safety Representatives to take such time off with pay as may be reasonably required to enable them to carry out their functions as Safety Representatives.

SAFETY REPRESENTATIVES - TRAINING

Basic training for Safety Representatives will be arranged by their respective unions who meet all direct costs, including travel and subsistence.