1 Introduction

1.1 Foundation Scotland [FS] is committed to providing a safe working environment for our employees. Details of the general Health and Safety Policy follow.

2 Scope

2.1 This Policy applies to all Foundation Scotland [FS] employees.

3 Abbreviations and Definitions

Abbreviations

- CEO – Chief Executive Officer
- CFOO – Chief Finance and Operations Officer
- LMS – FS's Learning Management System

4 Policy

Health & Safety General Policy

4.1 FS does not wish any of our employees or any other person to suffer as the result of our activities or work processes. We will therefore comply fully with all health and safety legislation, codes of practice, best guidance and work methods available, in accordance with the Health and Safety at Work Act 1974. The Policy indicates the ways in which FS intends to meet with legal requirements.

4.2 Therefore, we provide, so far as is reasonably practicable:

- A safe system of work
- Safe equipment
- Safe means of handling and transporting articles, substances, and people
- Adequate training, instruction, information, and supervision
- Safe places of work with safe access
- A safe and healthy environment
- Adequate welfare facilities

4.3 We also ensure, so far as is reasonably practical, that the way we carry out our work does not affect the health and safety of persons who are not our employees.

4.4 It is also recognised that where we produce articles for use at work, or we erect or install any equipment, we have a duty to ensure the health and safety of those who use them and make available all the required information for their health and safety. We remind you, our employees, of your duty to look after your own health and safety and ensure that you do not endanger others and that you must co-operate with us, as your employer, in meeting our legal obligations.

Smoking Policy

4.5 FS is committed to providing a safe and healthy working environment for all employees, clients, charities and other third parties impacted by our business. This includes an environment free from the hazards caused by the effects of passive smoking. Therefore, FS has endorsed a No Smoking Policy consistent with the Smoking, Health and Social Care (Scotland) Act 2005 and its subsequent amendments. FS's approach is to ensure a healthy, safe and comfortable environment for all employees, based on the individual responsibility of each employee, by requiring a smoke free organisation.

4.6 Smoking is prohibited throughout the workspaces we may occupy with no exceptions and includes when using your own car for business use. Smoking is not permitted in and around the entrances to workspaces we may occupy. It also forms part of our employment contract and contracts with all third parties.

4.7 Any person failing to comply with any part of this Policy may be subject to disciplinary action in accordance with FS's Disciplinary and Grievance Policy and Procedure. Those who do not comply with the smoking law are liable to a fixed penalty fine and possible criminal prosecution.

Health & Safety Statement of Intent

4.8 It is our firm intention to enforce appropriate measures to control and monitor health and safety procedures as a vital part of running the Foundation as an efficient and successful operation. Therefore, so far as is reasonably practicable, FS:

- Ensures that equipment and working practices are safe and offer no hazard and risk to health and safety
- Ensures that all necessary precautions are taken in respect of the safe use, handling, storage and transport of materials and substances
- Provides such information, instruction, training, and supervision as is necessary to ensure the health and safety at work of all employees
- Maintains all work equipment and transport under its control in a safe condition, free from risk to health and safety
- Provides adequate facilities and equipment for the welfare of employees
- Provides all necessary information relating to health and safety in respect of procedures and services and, where necessary, consults with employees
- Reviews, consults, and updates the policy as and when necessary particularly in respect of major changes within FS and/or changes in legislation and brings these changes to the attention of all employees

- Ensures the policy is monitored - to provide information, instruction and supervision for employees; to ensure all employees are competent to do their tasks and provide training; to prevent accidents and cases of work-related ill health

Health and Safety Policy – Practical Application

4.9 FS will carry out the following regular checks:

- Regular risk assessments to cover any new situation, machinery, or process
- Employees are expected to cooperate with all health and safety regulations and guidelines to ensure a safe and practical working environment.

4.10 All employees will be entitled to an eye test paid for by FS. All employees will be asked to undertake an online workstation/VDU assessment and supply images of their home workstation setup.

5 Roles and responsibilities

- The CEO is responsible for the co-ordination of Health and Safety matters.
- The CFOO is responsible for ensuring that employees are informed of the Health and Safety Policy during induction and thereafter any changes are communicated to Employees.
- Line Managers are accountable to the CEO for the implementation and monitoring of the policy within the area of their specified responsibility.
- Employees are responsible for taking reasonable care for their own health and safety and take reasonable care for the health and safety of others who may be affected by their acts. They must fully co-operate with anything FS does to comply with health and safety requirements and report any concerns to the CFOO.

6 Training

6.1 The following course is mandatory for FS staff:

- LMS – Health and Safety for Homeworkers

7 References

- https://www.hse.gov.uk/ Health and Safety Executive

8 Review

8.1 This policy is reviewed, approved, and endorsed by the Board. It is updated when required by legislation, to ensure that it reflects statutory responsibilities, government guidance and best practice for FS, or every 36 months whichever is the soonest.

9 Document Properties

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