

The Royal Environmental Health Institute of Scotland



HEALTH AND SAFETY POLICY

The Royal Environmental Health Institute of Scotland is a registered Scottish Charity, No SC009406

Version History

| Version | Date | Summary of Changes | Approved By |
|-----------|-------------|--------------------------|-------------|
| Version 1 | 1 Sept 2024 | Inserted version control | CX |
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HEALTH AND SAFETY POLICY STATEMENT

1. The Royal Environmental Health Institute of Scotland (The Institute) is a registered Scottish charity (SC009406) established for the benefit of the community to promote the advancement of environmental health. The Institute is committed to the continual improvement of Health and Safety and the prevention of injury and ill health at work.
2. In accordance with the requirements of the Health and Safety at Work etc. Act 1974, Section 2.3, the following Health and Safety Policy has been established by the Institute for its office premises at 19 Torphichen Street, Edinburgh EH3 8HX.
3. The Institute currently employs up to 12 members of staff. Most members of staff are based at the Institute's office and two part-time members of staff regularly work from home. The Institute may employ contractors on a full or part-time basis to undertake specific duties from time to time. All staff may be required to work at a location other than the Institute's office on occasion. This Health and Safety policy statement applies to all employed members of staff and contractors of the Institute.

Responsibility for Health and Safety

4. Overall and final responsibility for Health and Safety is that of Jackie McCabe, Chief Executive of the Institute.
5. Day-to-day responsibility for ensuring that the Health and Safety policy is implemented and is delegated to Karen Keeley, Director of Professional Development and Sandra Williamson, Director of Training.
6. The Institute has a first aid box and accident book located in the cupboard under the stairs at basement level.
7. All employees must cooperate with managers with regards to Health and Safety and must not interfere with anything provided by the Institute to safeguard their health, safety and wellbeing. All staff must take reasonable care of their own Health and Safety and must not act, behave or undertake duties which are likely to cause a risk to the Health and Safety or welfare of themselves, other employees or those affected by the work of the Institute.

8. All employees must attend any training provided by the Institute for the purposes of Health and Safety training. All employees must follow and obey any instruction provided by the Institute with regards to health and safety.
9. All staff must report any Health and Safety concerns to the relevant person as outlined in sections 4 and 5 as soon as possible.

General statement of policy

10. So far as reasonably practical, the Institute will provide and maintain a high standard of safe and healthy working conditions, equipment and systems of work for its employees, and ensure that employees are provided with an adequate level of information, instruction, training and supervision to undertake tasks required. The Institute also recognises its responsibilities for the Health and Safety of visitors whilst on the premises, and any other people who may be affected by its operational activities.
11. The Institute will comply with statutory legislation, Approved Codes of Practice (ACoPs) and industry guidance as a minimum standard of Health and Safety at work. The Institute will endeavour to exceed these standards wherever feasible and possible.
12. Health and Safety is a primary concern of the Institute and we recognise that there are tangible economic and humanitarian benefits for the company to encourage a positive culture. The Institute is committed to the continual improvement of the business, which can be improved by reducing ill health, injuries and preventing losses.
13. The Institute is committed to the requirements of the Management of Health and Safety at Work Regulations 1999 by carrying out and recording risk assessments, as well as undertaking activities stipulated by other subordinate legislation, including maintaining safe electrical equipment and ensuring that suitable fire and emergency procedures are in place.
14. The Health and Safety Law poster, which summarises the principal requirements of the Health and Safety at Work etc. Act 1974, is displayed in the mail room. The allocation of duties for safety matters and the particular arrangements which have been made to implement this policy are set up in the section 4 and 5 above.
15. The Institute will review this policy statement on a regular basis, and at least annually.