

<b>Report to:</b>	QSMTM
<b>Report by:</b>	HOCS – Helen Gardner-Swift
<b>Meeting Date:</b>	07 November 2019
<b>Subject/ Title:</b> (and VC no)	Committee Report - Key Document review Health & Safety Handbook VC126086
<b>Attached Papers</b> (title and VC no)	Health and Safety Policy and Handbook DRAFT VC115511

## Purpose of report

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- To seek SMT approval following the review of the attached key document.

## Recommendation and actions

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- It is recommended that the SMT:
  - approve the revised key document
  - agree this CR and the redacted version of the key document in accordance with paragraphs 15-17 below.

## Executive summary

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- The key document is subject to an annual planned review (and any ad hoc reviews as required) and was last formally reviewed by the SMT in February 2018. The review is taking place later than planned due to organisational work priorities.
- A review of the key document has been carried out in accordance with the Key Document procedures and following the formal review, additional guidance on:
  - discovering asbestos procedures,
  - working with contractors and sub contractors, and
  - fire evacuation procedures
 has been included.
- The revisions to the key document are shown as track changes and comments have been included where necessary.

## Risk impact

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- The key document, together with implementation of the arrangements described therein, mitigates a number of risks relating to governance arrangements, having appropriate and effective policies and procedures, the availability of physical resources and human resources (valuing and supporting staff, ensuring staff are knowledgeable and properly trained and ensuring staff are safe and secure).

## Equalities impact

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7. No impact identified as a result of the review of this key document.

## Privacy impact

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8. No impact identified as a result of the review of this key document.

## Resources impact

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9. Any additional staff resource that is required can be absorbed within current resources.

## Operational/ strategic plan impact

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10. No impact identified as a result of the review of this key document.

## Records management impact (including any key documents actions)

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11. The key document is published on our website and the Policy Statement, once signed by the Commissioner, will be displayed on the staff noticeboard as required by legislation.
12. While the current approved and published version incorporates the Floor Plan and Fire Safety Awareness Procedures (FSAP), once the revised handbook is finalised it is recommended that the FSAP section is redacted from the published version on security grounds as this section includes a schematic of the building layout, which details the specific location of IT equipment as well as the location of each member of staff's desk.
13. The key document will continue to be subject to an annual planned review.

## Consultation and Communication

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14. Staff will be advised of the approval of the revised key document via the internal blog.
15. The revised key document will be circulated to all staff to ensure they are aware of health and safety procedures.

## Publication

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16. This committee report should be published in full.
17. The revised key document, the Health and Safety Policy and Handbook, should be published save that the FSAP section should redacted from the published version on the basis that this information would be withheld if a request for this information were to be made under the Freedom of Information (Scotland) Act 2002 on the grounds of the exemption set out in section 39(1) of the Freedom of Information (Scotland) Act 2002.
18. The revised draft document should be also be withheld from immediate publication under section 27(1) of FOISA. This allows information to be withheld if it is held with a view to it being published within 12 weeks and it is reasonable for the information to be withheld from disclosure. It is reasonable to allow ourselves times to put the draft document, if approved, into its final form before publication.