



# Capability Scotland

## Health and Safety Policy

For QMS purposes only:

Originator: Head of Human Resources

Reviewed: Estates Manager

Approved: Board of Trustees

Sign: 

Date: 29 March 2023

Revision History - (Change Record)		
Effective Date	Reason for Change	Revision Date
06/07/18	New Release	06/07/19
11/09/19	Review by Chief Executive	11/09/21
31/08/2021	Removal of outdated hyperlinks / updated Policy & Procedure list	31/08/2022
29/03/2023	Reviewed and updated and approved by the Board	29/03/2024

## Health & Safety Policy

<b>Purpose</b>	This policy establishes Capability Scotland's commitment to ensuring as far as reasonably practicable the health, safety and wellbeing of staff, people we support and others affected by the organisation's business. It also sets out the health and safety responsibilities of management and staff.
<b>Scope</b>	All staff, volunteers, people we support, contractors, agency staff and trustees.
<b>External References</b>	The Health and Safety at Work Act The Management of Health and Safety at Work Regulations The Workplace Health, Safety and Welfare Regulations The Manual Handling Operations Regulations The Personal Protective Equipment at Work Regulations The Provision and Use of Work Equipment Regulations The Display Screen Equipment Regulations Violence at Work Charter
<b>Internal References</b>	Health & Safety Policy Implementing No Smoking Policy Bedrails Procedure Community Access Risk Assessment Procedure Control of Substances Hazardous to Health Lone Working and Personal Safety Procedure Moving and Assisting Procedure New & Expectant Mothers Risk Assessment Procedure Fire Safety in non-Capability Premises Fire Safety Procedure Managing Behaviours that Challenge Procedure Driver's Procedure Vehicle Operations Procedure Food Safety Procedure Accessible Buildings Procedure Control of Contractors on Site Electrical Equipment Procedure Legionella Procedure Management of Asbestos Use of Display Screens Workplace Inspections Accident and Incident Reporting Procedure First Aid Hydrotherapy Pools Procedure Infection Control Procedure

Protection of Young Workers  
Promoting Good Mental Health Procedure  
Capability Scotland IPC Policy  
Capability Scotland IPC Procedure – Residential Services  
Capability Scotland IPC Procedure – CLS Services  
Capability Scotland IPC Procedure – Day Services  
Capability Scotland IPC Procedure – Education Services  
Capability Scotland IPC Committee Terms of Reference (TOR)

# Health & Safety Policy

## 1.0 Policy Statement

The following is a statement of Capability Scotland's health and safety policy recognising and accepting its responsibilities in accordance with the Health and Safety at Work etc Act 1974. All related procedures have been implemented to match the contents of this policy and this signed policy statement will be displayed at all Capability Scotland sites. The policy in full has been communicated to employees and has been made available on the Capability Scotland Yammer page.

Capability Scotland is committed to providing and maintaining a healthy and safe environment for all its employees and the people we support and ensuring that its work does not adversely affect the health and safety of other people who access its services, visit its sites or who may otherwise be affected by its activities. This will include volunteers, visitors, contractors and members of the public. Our aim is not only to prevent injury and ill health, but also to promote good health and wellbeing for our employees and people we support.

As an organisation we acknowledge that the key to successful health and safety management requires an effective policy and structured arrangements which reflect the commitment of senior management. To maintain that commitment, we will continually measure, monitor, improve and revise our systems and practices through the Health & Safety Committee to ensure that standards are adequately maintained. We are committed to continued consultation with the workforce to enable all viewpoints and recommendations to be discussed and appropriate action taken.

Capability Scotland will ensure a systematic approach to identifying hazards, assessing the risks, determining suitable and sufficient control measures and informing staff of the correct procedures needed to maintain a safe working environment. We will provide, so far as is reasonably practicable, safe places and systems of work, safe plant and machinery, safe handling of materials and substances, the provision of adequate safety equipment and ensure that appropriate information, instruction, training and supervision is given.

Capability Scotland recognises that good health and safety management supports the delivery of services to the people we support and the overall success of the organisation. This policy has been approved by the Chief Executive and Board of Trustees.

**Reviewed by:** Board of Trustees

**Date:** 29<sup>th</sup> March 2023

This policy will be reviewed on an annual basis by the Policy Owner and signed off by the Board of Trustees if any fundamental changes are made.

**Next review date:** March 2024

Confirmation of policy approval:

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Brian Logan, Chief Executive

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Sandy Cameron, Chair of Board of Trustees

## 2.0 Health and Safety Responsibilities

<p><b>Board of Trustees</b></p>	<p>Members of the Board, the Trustees of Capability Scotland, are responsible for ensuring that the organisation meets its legal obligations with regards Health and Safety.</p>
<p><b>Chief Executive</b></p>	<p>The Chief Executive has overall responsibility for matters of health and safety within Capability Scotland.</p>
<p><b>Director of Finance and Resources</b></p>	<p>The Director of Finance and Resources has the lead executive responsibility for ensuring Capability Scotland meets and exceeds its Health and Safety responsibilities. The Director will achieve this both directly through their own actions and indirectly through their management of the Estates Manager.</p> <p>The Director of Finance and Resources is responsible for ensuring the Board of Trustees, Chief Executive, Director of Adult Services and Business Development and Director of Education &amp; Young People’s Services are well informed regarding all Health and Safety matters.</p> <p>The Director of Finance and Resources will take the lead role in proactively promoting responsible attitudes towards health and safety and to encourage, develop and foster a positive health and safety culture across the organisation.</p> <p>The Director of Finance and Resources will ensure all managers have sufficient resources to create and achieve a safe environment and will ensure that a safe environment is maintained across the organisation.</p>
<p><b>Director of Adult Services and Business Development / Director of Education &amp; Young People’s Services</b></p>	<p>The Director of Adult Services and Business Development and the Director of Education &amp; Young People’s Services will support the Director of Finance and Resources in ensuring Capability Scotland meets and exceeds its Health and Safety responsibilities.</p> <p>Both Directors are required to proactively promote responsible attitudes towards health and safety and to encourage, develop and foster a positive health and safety culture.</p> <p>Both Directors will ensure all managers have sufficient resources to create and achieve a safe environment and will ensure that a safe environment is maintained.</p>

<b>Estates Manager</b>	<p>The Estates Manager has devolved responsibility for health and safety and shall be responsible for ensuring the organisational arrangements and practices regarding Health and Safety are suitable and sufficient to keep people safe.</p> <p>The Estates Manager will chair the organisation’s Health and Safety Committee and advise the Executive Team, Managers and Health and Safety Representatives on any relevant health and safety issues.</p>
<b>Internal Competent Person</b>	<p>The Internal Competent Person, in this case the Health &amp; Safety Adviser will provide advice, support and guidance to managers and staff on matters of health and safety, including corporate policies and procedures.</p> <p>The Internal Competent Person will advise services/departments on the interpretation and application of health and safety legislation and guidance, and ensure managers and staff are kept informed of changing legislation.</p>
<b>Health &amp; Safety Committee</b>	<p>The Health &amp; Safety Committee has the remit to jointly examine and discuss health and safety matters of concern to both management and staff and to make recommendations to improve practices.</p>
<b>Managers</b>	<p>Managers are responsible for developing a positive staff attitude to health and safety by encouraging participation. Managers are responsible for implementing approved health and safety management systems. These will ensure the assessment of risk and the effective planning, organisation, control, monitoring and review of the preventative and protective measures necessary to eliminate, control or reduce risks and prevent accidents and ill health, at a local level.</p> <p>Managers will deal effectively with accidents and incidents when they occur, and ensure compliance with the appropriate recording procedures.</p> <p>Managers will also be responsible for ensuring that additions and revisions to organisational and local arrangements are communicated to their staff.</p>
<b>Health &amp; Safety Representatives</b>	<p>Each service has a designated Health and Safety representative responsible for the day-to-day monitoring of health and safety within their operational areas. This</p>

	includes updating risk assessments, distributing policy details and ensuring all users of the relevant operation are familiar with the emergency arrangements for each site.
<b>Employees</b>	<p>All employees have a responsibility to</p> <ul style="list-style-type: none"> <li>• Co-operate with Line Managers to achieve a safe workplace.</li> <li>• Co-operate on health and safety matters, taking reasonable care of their own health and safety.</li> <li>• Report all appropriate health and safety concerns and incidents to their Line Manager and health and safety representatives.</li> <li>• Not interfere with anything provided to safeguard health and safety.</li> <li>• Complete all relevant health and safety training provided by the Charity.</li> </ul> <p>Employees who do not comply with agreed procedures may put themselves or others at risk.</p>

### 3.0 Information and Consultation

Staff and their representatives have a key role in creating a safe environment. The Health & Safety Committee will inform and consult workplace H&S representatives on health and safety matters. Workplace H&S representatives will receive appropriate training to carry out their functions effectively prior to commencing their duties. The Health and Safety Committee will meet at least four times per year to raise, discuss and, where appropriate, make recommendations, regarding health and safety matters.

See [H&S Committee terms of reference.docx](#) for further details.

### 4.0 Policies and Procedures

To ensure managers and staff have access to relevant information and management guidance Capability Scotland will produce detailed policies and procedures for specific circumstances. Under each heading of this policy, we have identified the most relevant procedure. A full list of our policies is available to all staff on the [Capability Scotland Yammer page](#). All health and safety policies and procedures will be reviewed at intervals, not exceeding two years.

See *Health & Safety Policies and procedures*

### 5.0 Risk Assessments

Risk Assessments play an integral part in planning and mitigating safety risks. Site and activity-based workplace Risk Assessments are required to be conducted by a competent member of staff and shared with relevant individuals in a timely manner. Such Risk Assessments will be reviewed at least annually or when circumstances change. For each site, the Workplace H&S

Representative will ensure a Risk Assessments review cycle is in place; actions from this will also be audited centrally.

*See Risk Assessment Procedure*

## **6.0 Incidents and Accidents**

The reporting of incidents and accidents not only ensures accurate records are kept, but also allows analysis to identify further improvements to safety and the prevention of future occurrences. All staff have a duty to report incidents and accidents (including near misses) to their line manager.

Managers have a duty to investigate any incident, accidents, injuries or work-related diseases, preparing and keeping accident records, and for submitting reports to the relevant authorities if required under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR).

*See Accident and Incident Reporting Procedure*

## **7.0 Estate Management**

Good estates management is key in the prevention of injury or ill-health to those using the facilities. Capability Scotland operates in a diverse range of facilities (e.g., built services, office accommodation, customer homes) each with its own features and associated requirements (e.g., asbestos, water testing, emergency light tests). As such, a site-specific approach is adopted.

Each facility will have a Health and Safety Compliance Register, identifying key routine activities (e.g., alarm testing, legionella checks, fire safety, first aid) that must take place to ensure the facility is well maintained and managed. Where Capability Scotland is not the owner of the facility it will ensure appropriate equivalent arrangements are in place to maintain the environment as safe.

*See Estates Management Procedures*

## **8.0 Homeworking**

Employees working at home or in locations other than their office is becoming more common. Managers need to be mindful that the employer obligations specified under this policy to provide a safe working environment, equipment and other arrangements still exist when an employee works from home.

In these instances, staff have the same responsibilities as they would working in their respective place of work. They must ensure that they are working in a safe environment that conforms to all the safety requirements detailed in Capability Scotland Health & Safety procedures.

*See Hybrid Working Policy*  
*See Electrical Equipment Procedure*  
*See Lone Working & Personal Safety Procedure*  
*See Use of Display Screen Equipment Procedure*

## **9.0 Equipment**

Capability Scotland uses a diverse range of equipment (e.g., vehicles, hoists, computers) which if used incorrectly or if not properly maintained could result in injury. Capability Scotland will ensure that suitable equipment, including personal protective equipment, is provided to staff and that this is in safe working order.

Staff must use the equipment in accordance with any instructions given to them, in the intended manner and for the appropriate purpose. Any equipment fault or damage must be immediately reported, and repairs conducted by an appropriate competent person.

*See Electrical Equipment Procedure*  
*See Vehicle Operations Procedure*  
*See Drivers Procedure*  
*See Bedrails Procedure*  
*See Moving and Assisting Procedure*

## **10.0 Training**

Where applicable, specialist training will be provided along with supervision to help staff perform their work competently, confidently and safely. New staff will be given a health and safety induction and provided with appropriate safety training in accordance with the needs of their role and their individual circumstances. Where training has been provided, staff will be assessed to determine whether this training has been effective. Refresher training will also be provided as and where required.

*See Training Procedure*

## **11.0 Fire Safety**

The risk of fire is a significant risk in the sites that Capability Scotland operates due to the potentially severe consequences. It is key that staff know how to prevent the causes of fire and what to do in the event of a fire; awareness and training is provided to all staff.

Detailed procedures and site-specific instructions and duties are in place and staff are required to familiarise and adhere to these. Managers are required to ensure these are suitable and sufficient for their site; that staff understand and adhere to them; and to conduct regular fire safety checks and drills.

*See Fire Safety Procedure*

## **12.0 Infection Prevention and Control**

Good infection prevention and control (IPC) is essential to ensure that people who use

Capability Scotland services receive safe and effective care. Effective prevention and control of infection must be part of everyday practice and be applied consistently by everyone. Good management and organisational processes are crucial to make sure that high standards of infection prevention are set up and maintained. For this reason, Capability Scotland has developed an IPC Policy, IPC Operating Procedures, IPC Incident Reporting and IPC Committee.

*See Infection Prevention and Control Policy*

### **13.0 Control of Substances Hazardous to Health**

Hazardous substances, even those found commonly in a residential setting, can cause, instantly or on a delayed basis, significant injury to individuals. For this reason, the use of hazardous substances will be avoided wherever possible and less hazardous alternatives will be used where available. Training on the control of substances hazardous to health (COSHH) will be provided as necessary.

*See Control of Substances Hazardous to Health*

### **14.0 Lone Working and Personal Safety**

Staff who are required to work alone as part of their duties are at a greater risk. Lone working will be minimised where possible. Where lone working does occur, the risks will be assessed, taking into account the specific circumstances (including any impact on the customer). Capability Scotland will deploy appropriate systems and practices to mitigate the risk to its staff and people we support. Additional training will be provided where lone working occurs.

*See Lone Working and Personal Safety Procedure*

### **15.0 First Aid**

First Aid is the initial emergency care provided to an individual. This can be key to a successful recovery, especially in geographically remote areas. Capability Scotland will ensure that there are sufficient first aiders available at all of their sites. Details of first aid facilities and the names of trained first aiders will be displayed in each site. All accidents and injuries at work, however minor, should be reported to the local Manager and recorded in the Accident Book (MIS) which will notify Senior Management.

*See First Aid Procedure for further details.*

### **16.0 Safer Moving & Assistance**

The risks to employees and the people we support increases during moving and assisting. Measures will be taken to avoid or reduce the need to move, or assist, which could cause injury. Specialist advice should be sought in the first instance from the Learning and Development Manager.

Measures will also be taken to avoid or reduce the need to move or carry inanimate objects as far as possible. Staff who carry out such activities are required to complete the available Moving and Assisting training.

*See Moving and Assisting Procedure*

## **17.0 Health Surveillance**

Employees who drive at work or who work at night face additional risks when performing their duties and the potential consequences may be greater. Health surveillance is provided and required for staff who drive at work. This is also available to those who work at night.

*See Managing Health Procedure*

*See Driver Procedure*

## **18.0 Positive Behaviour Framework**

Due to the nature of the services offered by Capability Scotland, employees may find some circumstances challenging and difficult to deal with. Employees will adopt approaches to support the people we support in ways that are suited to their individual needs, through collaborative assessment. This will include clearly defined support within care plans and risk assessments, and knowledge of the customer. This will enable employees to work in a safe and effective manner, within clear and agreed strategies, and supplemented with additional training where required.

*See Positive Behaviour Framework*

## **19.0 Substance Misuse**

Substance misuse can have a serious adverse impact on the people Capability Scotland supports and on individual staff members. Within any Capability Scotland site, the misuse of substances (e.g., drugs, alcohol) is prohibited as is presenting for work under the influence of such substances. Staff who are using prescription drugs, or similar under medical supervision, must be alert to any side effects these may have and discuss these with their manager.

*See Drug and Alcohol Misuse Procedure*

## **20.0 Violence at Work**

Employees have the right to work without the fear of violence in the workplace. As employees often work in the community violence can occur. Capability Scotland has supported the Violence at Work Charter which commits Capability Scotland to reduce the opportunity for violence, to prepare employees on how to respond and to ensure employees are supported should violence occur. Specific training on how to handle violence and aggression is provided and risk assessments conducted where appropriate.

*See Violence at Work Charter [24948.pdf \(unison.org.uk\)](#)*

## 21.0 Employee Assistance Programme

Early access to counselling and other advisory services can help prevent and reduce long-term health issues. Access to a 24/7 Employee Assistance Programme is freely available to all personnel who may wish to seek advice or counselling on a range of matters. Debriefing following incidents is also provided.

*See Employee Assistance Programme – To access the Employee Assistance Programme details and all well-Being information, click on the attached link to our BeWell+ Yammer/Viva Engage page [Yammer - BeWell+](#)*

## 22.0 Computers and Display Screen Equipment

The habitual use of a computer screen, or other display screen equipment, can have an impact on an individual's health. In order to minimise the opportunity for this to occur, a workstation assessment should be conducted. This will include the availability of an eyesight test. Activities should be planned in such a way to allow frequent breaks from the screen.

*See Display Screen Equipment Procedure*

## 23.0 Contingency Plans

Capability Scotland recognises that risks to health and safety can only be reduced and controlled as far as reasonably possible. Circumstances can occur that are outwith our control (e.g., pandemic, extreme weather) that need to be prepared for. Each site will prepare a Contingency Plan to address such circumstances.

*See Contingency Planning Procedure*

## 24.0 Additional References

All Health & Safety Policies & Procedures are available on the [Capability Scotland Yammer page](#).

Policies & Procedures	Contents
Health & Safety Policies	<ul style="list-style-type: none"><li>→ Health &amp; Safety Policy</li><li>→ Procedure for Implementing No Smoking Policy</li></ul>
Risk Assessments	<ul style="list-style-type: none"><li>→ Bedrails Procedure</li><li>→ Community Access Risk Assessment Procedure</li><li>→ Control of Substances Hazardous to Health</li><li>→ Lone Working and Personal Safety Procedure</li><li>→ Moving and Assisting Procedure</li><li>→ New &amp; Expectant Mothers Procedure</li><li>→ Risk Assessment Procedure</li></ul>
Fire Safety	<ul style="list-style-type: none"><li>→ Fire Safety in non-Capability Premises</li></ul>

	→ Fire Safety Procedure
<b>Managing Behaviours that Challenge</b>	→ Managing Behaviours that Challenge Procedure
<b>Transport Safety</b>	→ Driver's Procedure → Vehicle Operations Procedure
<b>Food Safety</b>	→ Food Safety Procedure
<b>Workplace Safety</b>	→ Accessible Buildings Procedure → Control of Contractors on Site Procedure → Electrical Equipment Procedure → Legionella Procedure → Management of Asbestos → Use of Display Screens → Workplace Inspections
<b>General Health and Safety</b>	→ Accident and Incident Reporting Procedure → First Aid → Infection Control Procedure → Protection of Young Workers → Promoting Good Mental Health Procedure
<b>Infection Prevention and Control</b>	→ Capability Scotland IPC Policy → Capability Scotland IPC Procedure – Residential Services → Capability Scotland IPC Procedure – CLS Services → Capability Scotland IPC Procedure – Day Services → Capability Scotland IPC Procedure – Education Services → Capability Scotland IPC Committee Terms of Reference (TOR)

## 25.0 Policy Read Receipt

Capability Scotland requires all staff, once they have read and understood this Policy, to submit a read receipt via the following link:

<https://forms.office.com/e/4ELYdftfNH>

Provide a brief summary of the aims of the policy / procedure / document / decision - and its main activities.

**This policy establishes Capability Scotland’s commitment to ensuring as far as reasonably practicable the health, safety and wellbeing of staff, customers and others affected by the organisation’s business. It also sets out the health and safety responsibilities of management and staff. It has been developed to ensure that our working practices comply with the Health and Safety at Work Act 1974.**

<b>Assessed by:</b>	<b>Sophie Wilbraham</b>	<b>Date:</b>	<b>24<sup>th</sup> March 2023</b>
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This stage establishes whether the document/decision will have a differential impact from an equality perspective on people who share protected characteristics or whether it is ‘equality neutral’ (ie have no effect either positive or negative).

The protected characteristics are: age, disability, gender reassignment, pregnancy or maternity, race, religion or belief, sex and sexual orientation.

1. Who will benefit from this? Is there likely to be a positive impact on people who share protected characteristics, and if so, how? Or is it clear at this stage that it will be equality ‘neutral’ (i.e. it will not have a differential impact on any of the equality groups)

**This document supports better health, safety and wellbeing of all staff, customers and others affected by the organisation’s business rather of their protected characteristics . It is equality neutral.**

2. Is there likely to be an adverse impact on people who share protected characteristics? If so, who may be affected and why? Or is it clear at this stage that it will be ‘equality neutral’?

**This policy has been developed to comply with UK law and will not have an adverse impact on people who share protected characteristics.**

3. What action will you take to ensure that you are monitoring the impact of this document?

**Monitoring of this policy will take place through our Health & Safety Committee. It is a requirement of Capability Scotland to review all policies and procedures at least every three years.**

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Capability Scotland recognises that good health and safety management supports the delivery of services to the people we support and the overall success of the organisation. This policy has been approved by the Chief Executive and Board of Trustees.

**Reviewed by:** Board of Trustees

**Date:** 29<sup>th</sup> March 2023

This policy will be reviewed on an annual basis by the Policy Owner and signed off by the Board of Trustees if any fundamental changes are made.

**Next review date:** March 2024

Confirmation of policy approval:



Brian Logan, Chief Executive



Sandy Cameron, Chair of Board of Trustees