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Health and Safety Policy Manual

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Foreword, authorisation and control

Foreword

This is a statement of policy by Transport Scotland about its intentions, organisation and arrangements for ensuring the health and safety at work of its employees, visitors, contractors and the general public.

All employees are expected to be familiar with the general requirements of this manual and in particular those responsibilities which apply to their day-to-day activities or specified roles.

Authorisation

The issue of this manual has been authorised by Transport Scotland Director with responsibility for Health and Safety.

Kerry Twyman

Director; FCS / Health & Safety, January 2024

Control

This Health and Safety Manual is approved for issue by Transport Scotland Director responsible for Health and Safety.

All employees shall have direct access to the manual via their SCOTS device / computer. The manual is effectively a controlled document. By referring to the electronic version of the documentation, all employees will be sure that the most recent version is accessed.

This manual remains the property of Transport Scotland for circulation within the organisation.

When printed, either in whole or in part, the printed copy is uncontrolled and will be considered as 'out of date' with immediate effect. After use all printed documents should be destroyed.

Contents amendment record

Issue	Description	Signed by Health & Safety Director	Date
1	Revision 0, Controlled Document	Guy Houston	Sep 2006
2	Revision 0, Controlled Document	Jim Barton	Aug 2009
3	Revision 1, Controlled Documents	Jim Barton	Sep 2009
4	Revision 2, Controlled Documents	Jim Barton	Apr 2010
5	Revision 3, Controlled Documents	Andrew MacLaren	Sep 2012
6	Revision 4, Controlled Documents	Andrew MacLaren	July 2013
7	Revision 4, Controlled Documents	Andrew MacLaren	Oct 2014
8	Revision 5, Controlled Documents	Mike Baxter	Dec 2015
9	Revision 6, Controlled Documents	Mike Baxter	Apr 2017
10	Revision 7, Controlled Documents	Mike Baxter	Apr 2018
11	Revision 8, Controlled Documents	Mike Baxter	Jan 2019
12	Revision 9, Controlled Documents	David Swanson	Jan 2020
13	Revision 10, Controlled Documents	David Swanson	Jan 2021
14	Revision 11, Controlled Documents	David Swanson	Jan 2022
15	Revision 12, Controlled Documents	Kerry Twyman	Jan 2023
16	Revision 12, Controlled Documents	Kerry Twyman	Jan 2024

Introduction

This Health and Safety Policy Manual sets out Transport Scotland's measures to reduce health and safety risks to employees and others who may be affected during the course of the agency's undertakings.

The responsibilities of employers and people at work in the UK are set out in the [Health and Safety at Work etc. Act 1974](#) (HASAWA). The HASAWA places duties on employers, the self-employed, employees, controllers of premises, designers, manufacturers, importers and suppliers. The HASAWA requires that, 'in so far as is reasonably practicable', premises, equipment and systems of work and articles for use at work are all safe and without risk to health.

Employees must be familiar with the contents of the Health and Safety Policy Manual and must identify [Safety Procedures](#) relevant to their work activities.

The [organisation chart](#) showing the corporate safety management system, organisational structure is given in page 8 of this document.

The constituent parts of our Corporate Safety Management System will be continuously reviewed and updated on an ongoing basis and will be published on [Transport Scotland's Health & Safety website](#).

For reasons of data protection (GDPR) and security, this website platform is protected by secure access permissions and requires individuals to log-in using pre-determined parameters. These log-in parameters are revised regularly in order to maintain the secure integrity of the system and our data.

Details of the most current log-in parameters can be obtained on request from Transport Scotland's [Health and Safety Adviser](#).

Drugs and alcohol policy

This section is addressed by the Scottish Government Human Resources [policy documentation](#), which can be found on Saltire. Transport Scotland fully endorses the requirements and obligations of this policy and will implement it accordingly.

Health and Safety Policy Statements

Chief Executive Statement

In Transport Scotland, [corporate social responsibility](#) is at the heart of everything we do, making health and safety a high priority in the way we undertake our business.

Management of risk to health, safety and well-being must always be transparent and an integral part of our business, thus safeguarding our staff and the people with whom we work. To foster, develop and enhance our health, safety and behavioural culture, we have clearly detailed in our health and safety policy and business practices, our corporate responsibilities and accountability for health and safety.

This will enable us to make informed judgements and to provide proactive management arrangements.

To enhance our safety performance year-on-year, we will review and modify existing procedures and develop new procedures in support of our policy objectives. These detail how we monitor and review procedures and arrangements to ensure that they remain effective.

Both corporate and individual accountability within the Agency is documented in our management system, together with procedures for the reporting of any health and safety issues ([accidents](#), [incidents](#), [near misses](#) and / or [omissions](#)) so that appropriate action can be taken. This, in turn, will enable us to incorporate any recommendations for change, for those to be ratified and incorporated into our policies and procedures.

Our policy clearly states our commitment and desire to create a working environment that, as a minimum, meets legal requirements, but goes beyond this to achieve a working environment free from injury and ill-health.

We aspire to achieve a “zero target” in both of these areas and recognise that this will only be achieved with the commitment of everyone, including the partners we work with.

We value our employees and are fully committed to ensuring their health, safety and well-being. We will endeavour to do everything possible, within our control, to protect the health, safety and wellbeing of our employees and everyone who could be affected by our work activities / acts or omissions. Transport Scotland will fully support any reasonable decision made in order to protect the health, safety and well-being of our staff and others.

Our organisational arrangements embrace health and safety governance and define the roles and responsibilities of individuals and committees within Transport Scotland. This aims to provide clarity in the development, implementation and monitoring of our policy. The governance structure outlines the responsibility for the determination, implementation and review of our health and safety performance targets.

Our documented procedures and working practices aim to encourage standardisation in our regular tasks and the promotion of best working practices. The Director shall have responsibility for approving these safety procedures and practices prior to their adaption into our Corporate Health and Safety Management System.

They will do so with the assistance and support of the Corporate Health and Safety Committee, Head of Corporate Services, Occupational Health and Safety Adviser and where required, Specialist Consultants. The Director will have responsibility for ensuring our Health and Safety Management System is compliant with legislation and incorporates actions from audit, monitoring and reviews, thus enabling us to secure the desired continuous improvement in our health and safety performance.

Alison Irvine

Chief Executive, Transport Scotland

January 2024

Health and Safety Policy Statement

The Chief Executive, Senior Management Team and Transport Scotland as an organisation, are fully committed to meeting the obligations of its general statement of Health and Safety Policy, as provided below:

It is the policy of Transport Scotland to ensure and protect, so far as is reasonably practicable, the health, safety and welfare of all employees or other persons who may be affected by our undertakings / acts or omissions.

The senior management team is wholeheartedly committed to ensuring the health, safety and welfare of everyone who could be affected by our undertakings and will fully support any reasonably justified decisions taken in order to protect the health, safety and wellbeing of any persons.

The Agency recognises that successful health and safety management contributes to successful business performance and will provide adequate finance and resources accordingly. The Agency acknowledges that the key to successful health and safety management requires an effective policy, organisation and arrangements, which reflect the commitment of senior management.

To sustain that commitment we will continually measure, monitor and revise where necessary our health and safety policies and procedures.

The Agency regards compliance with all health and safety legislation as the minimum standard and expects all employees to carry out their duties without compromising health and safety in any way.

Transport Scotland 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, training, instruction and supervision is given

We recognise our duty to ensure a systematic approach to identifying hazards, assessing risks, determining suitable and sufficient control measures and informing employees of the correct procedure.

The Senior Management of Transport Scotland recognises the promotion of effective health and safety measures as a mutual objective for themselves and their employees at all levels. It is therefore our policy to do all that is reasonably practicable to prevent personal injury, ill health and damage to property. The Agency also aims to protect everyone, including visitors and members of the public from any foreseeable hazards or danger resulting from our activities / acts or omissions.

All employees have duties under the Health and Safety at Work etc. Act 1974 and they are informed of their personal responsibilities to take care of their own health and safety and to take due care for the health and safety of other persons by their acts and omissions

Employees are also informed that they [must co-operate](#) with the Agency in order that we can comply with our legal obligations and in order that the Agencies policies and procedures can be implemented effectively and efficiently.

Transport Scotland will ensure that we continue to engage with our staff to allow views and issues to be discussed and followed up at regular intervals.

Alision Irvine

Chief Executive, Transport Scotland

January 2024

TRANSPORT SCOTLAND HEALTH & SAFETY ORGANISATIONAL CHART

Transport Scotland Senior Management Team

Transport Scotland
Chief Executive
Alison Irvine

Transport Scotland
FCS / Health & Safety Director
Kerry Twyman

FCS Head of Corporate Services
David Swanson

Health & Safety Adviser
Jason Connolly

Safety Committee Representatives

Alison Irvine CE
Kerry Twyman, HSD (FCS)
David Swanson (HCS)
Jason Connolly, (HSA)
George Graham, (FCS)
Hilary Cameron, (Rail)
David Pollock, (MP)
Donald Morrison, (Roads)
Karl Zaczek, (AMFC & Policy)
Joe McSherry, (TSA)
Vivian Nairn, (LCE)
Ciaran Nairn
(Graduates Representative)
Stewart Christie
(Trade Union
Representative)
+ Other Invitees as Required

Health & Safety
Liaison Officers
(HSLO)

Facilities
Management

Fire Precaution
Officer (FPO) /
Deputy Fire
Precaution Officer

Fire Marshals

Medical &
Mental Health
First Aiders

Line Managers

Employees

Projects

General duties and responsibilities of all staff

Introduction

The Executive Statement and Health and Safety Policy statement outlines the Chief Executive, Senior Management Team and Transport Scotland's corporate commitment to the effective management of Occupational Health and Safety.

We cannot effectively manage safety and health without the full commitment and co-operation of all stakeholders. Safety is of equal importance to all other elements of our activities and shall be integrated with all business practices.

This section of the manual details the responsibilities of all staff in the organisation.

Health and safety roles and responsibilities

Chief Executive (CE)

Transport Scotland's Chief Executive has a number of specific responsibilities relating to the management of health and safety within the organisation.

The appointed CE is ultimately responsible for the implementation of an effective health and safety management system, including policies, procedures and resources across all Transport Scotland's undertakings. This means that the CE will be held accountable for all matters related to health and safety within Transport Scotland.

Summary of key responsibilities are to;

- Keep the corporate Health and Safety Policy under review and implement necessary or desirable modifications.
- Monitor the implementation of the Health and Safety Policy and take such action as is necessary to maintain its effectiveness.
- Arrange for those with responsibilities for health and safety to receive adequate [training](#), information, instructions, supervision and resources to enable them to discharge their responsibilities effectively.
- Ensure that suitable arrangements are provided for monitoring safety performance including an adequate system for reporting and investigating accidents, incidents, near misses and cases of occupational ill health.
- Authorise such expert advice from out with Transport Scotland as deemed necessary or desirable.
- Ensure adequate funds and resources are provided to meet our health and safety responsibilities and meet the standards set out in this policy.

In order to ensure that the Chief Executive duties and responsibilities are discharged effectively and managed appropriately Transport Scotland will put in place a supporting structure consisting of strategically selected individuals, appointed within key safety roles as detailed within the Health and Safety Organisation Chart provided on page 8 of this document.

Health & Safety Director (HSD)

Transport Scotland's Health & Safety Director will provide assistance and advice to the CE and Senior Management Team (SMT) to ensure that suitable arrangements are in place to comply with our policies, procedures and emergency situations.

Summary of key responsibilities are to:

- Provide the CE and SMT with an annual health and safety development plan for consideration.
- Ensure that the corporate Health and Safety Policy is kept under review and implement any necessary or desirable modifications and keep others, as necessary, informed of those reviews.
- Ensure that the implementation of the Health and Safety Policy is monitored and arrange for such action to be taken as is necessary to maintain its effective functioning.
- Ensure that suitable arrangements are provided for monitoring safety performance including systems for reporting and investigating accidents, incidents, near misses and any examples of occupational ill-health.
- Consult as necessary with external safety organisations or other sources of expert advice.
- Ensure implementation of the Health and Safety Policy is monitored by arranging for consultation and assessment of feedback from employees and ensure that any appropriate action is taken.
- Ensure that an appropriate level of consultation and number of joint visits, inspections and reviews with employees and their representatives are carried out to help identify that the Policy is achieving its objectives and to demonstrate senior management commitment to health and safety.
- Be alert and encourage others to be alert to detecting hazards, particularly those arising from changes of circumstances and arrange for appropriate precautions to be taken.
- Ensure that this Health and Safety Policy Manual is kept up to date and made available for reference by employees.
- Take all reasonable opportunities of regularly consulting employees on health and safety matters and to encourage suggestions for improvements.
- Ensure that they are kept abreast of the health and safety aspects of new legislation and national guidance, taking or recommending action to maintain compliance.
- Arrange for responsible employees to keep abreast of published developments in health and safety, maintain a library of essential documents and operate a desired circulation and distribution system.
- Ensure that the CE, SMT, HCS and all managers are fully aware of their responsibilities detailed in the Health and Safety Policy and they receive all necessary training and resources to undertake those responsibilities.
- Ensure that adequate arrangements are provided for the selection, issue and maintenance of personal protective equipment and that suitable training is given in the correct use of the equipment.
- Ensure, as far as is reasonable and practicable, a consistent approach in health and safety matters across the organisation.
- Arrange for details of health and safety training courses and seminars to be circulated within the Agency and those suitable training records are maintained.

The execution of some of the responsibilities outlined above will be delegated to other key employees e.g. Supporting Director, Head of Corporate Services (HCS) and Health and Safety Adviser. A record of the delegation will be kept and will clearly indicate the extent and authority of that delegation.

Transport Scotland Directors

Transport Scotland's Directors are responsible for the implementation of the TS Health and Safety Policy for employees working under their control.

Directors are required to oversee the health and safety aspects of their employees whilst operating across our hybrid approach to work including visiting projects or working away from the office and to incorporate health and safety into the management of their Directorate.

Directors must liaise with and support the HSD, HCS & H&S Committee, establishing proactive co-operation in achieving the objectives of the Health and Safety Policy.

Summary of key responsibilities are to:

- Ensure familiarity and understanding of the objectives of the corporate Health and Safety Policy.
- Set Directorate health and safety SMART targets and values.
- Incorporate the objectives of the annual health and safety development plan within the local directorate plan and communicate this to their Directorate Team Heads / Leaders.
- Ensure employees in their area are suitably trained and resourced to implement the Health and Safety Management System; and a regime is implemented to communicate iterate feedback.
- Be the recognised point of contact for matters of health and safety within their Directorate.
- Receive and disseminate as appropriate, health and safety information received from HCS, Health & Safety Committee (HSC), other Directors and / or other interested parties, both internally and externally.
- Liaise with other Directors on the familiarisation, distribution and availability of the Health and Safety Policy Manual.
- Identify areas of common concern and interest to the Directorate and liaise with the HCS and Health & Safety Committee accordingly.
- Consider and act upon the health and safety training needs of the Directorate employees.
- Take reasonable opportunities of consulting employees on health and safety matters, including ensuring that Health & Safety is on all Team & Team Head / Leader meeting agendas.
- Ensure adequate Health & Safety Liaison Officer (HSLO) cover is provided within the Directorate
- Promote a positive health and safety culture within their Directorate and the organisation as a whole.

Head of Corporate Services (HCS)

Transport Scotland's Head of Corporate Services is responsible for supporting the health, safety and welfare duties of the CE, HSD & Directors, adopting any delegated duties as required, supporting the HSA generally and also for all TS employees via their effective leadership, including the implementation and monitoring of all the relevant requirements of the health and safety management system.

Transport Scotland's Head of Corporate Services will chair Transport Scotland's Health & Safety Committee with the support of the HSA.

In the absence of the Health & Safety Advisor, the Head of Corporate Services will update and report any health, safety or welfare concerns and / or salient points to SMT each month.

Directorate Team Heads / Leaders

Transport Scotland's Team Heads / Leaders are responsible for ensuring the health, safety and welfare of employees under their control by effective leadership and the implementation and monitoring of all the relevant requirements of the health and safety management system.

Summary of key responsibilities include:

- Ensure employees are aware of the corporate Health and Safety Policy Manual and how it applies to them. Ensure that [health and safety inductions](#) are carried out.
- Ensure annual health and safety development plans and objectives are communicated to employees under their control, including ensuring that the topic of Health & Safety is on all Team & Team Head / Leader meeting agendas.
- Ensure the requirements of the plan are implemented and compliance with the plan is achieved
- Ensure that the teams under their control are aware of and are discharging their safety responsibilities effectively.
- Receive and respond to information from employees about dangers, offering constructive information relating to those identified hazards and [assessed risks](#).
- Investigate, record and report accidents, incidents, near misses, injuries, ill-health and prescribed dangerous occurrences to the relevant Line Manager (LM). Ensure they are reported in accordance with [safety procedure SP02 Accidents and Incidents](#) and to the Health and Safety Advisor if under [RIDDOR 2013](#).
- Ensure all employees are aware of the emergency evacuation procedures and major incident planning procedures applicable to their occupied building & area of work.
- Ensure adequate [medical](#) and [mental health first aid](#) provisions are available.
- Ensure that employees are given adequate information, training, instruction and supervision to perform their tasks safely.
- Ensure foreseeable hazards and their associated risks in the workplace are being properly assessed, controlled and recorded.
- Monitor the Directorate health and safety SMART targets, values and objectives.

Health and Safety Committee (HSC)

Transport Scotland's Health and Safety Committee acts as a focal point for safety, (physical and mental) health and wellbeing issues arising from work related activities. The HSC members consists of a combination of experienced employees, trade union representation and health and safety advisers, who will have received additional training to enable them to fulfil their duties.

The HSC has a [general duty](#) to provide assistance to the TS CE & Directors in executing their health and safety responsibilities for employees as laid down in the corporate Health and Safety Policy Manual.

Summary of key responsibilities are to:

- Hold regular meetings to discuss strategic and general matters of health and safety and any other specific issues raised. The outcomes and actions arising from the meetings will be communicated to others as necessary.
- Assess, discuss and feedback on Directorate Health & Safety Management Risk Registers, addressing unacceptable risk areas with the relevant stakeholder(s), with the HSA or HCS reporting unmitigated or inadequately controlled risks to the Risk Management Group and the Senior Management Team.
- Report to the SMT on progress of implementation of the corporate Health and Safety Policy.
- Recommend to the SMT any changes to the corporate Health and Safety Policy that they consider necessary or desirable.

- Take all reasonable opportunities of consulting employees on health and safety matters and of encouraging suggestions for improvements.
- Maintain up-to-date knowledge of new health and safety legislation by reading current safety guidance notes, safety circulars or safety periodicals distributed by the HSA.
- Monitor arrangements for recording details of site visits and advise Line Managers if the arrangements are not effective.
- It is the responsibility of all Health & Safety Committee members to ensure they attend all committee meetings or that a competent substitute attends, who can update the committee, speak on behalf of the committee members represented group and has the autonomy to make decisions in the committee members absence.

Where problems arise that are out-with the knowledge of the HSC, advice will be sought elsewhere; initially from the HSD, HCS, HSA and / or external sources; when appropriate.

Health and Safety Adviser(s) (HSA)

Transport Scotland's Health and Safety Adviser is responsible to the Health & Safety Director and will provide assistance and advice on matters of health and safety to the CE, SMT, HSD, HSC and HCS, ensuring suitable arrangements are available for the implementation of the corporate Health and Safety Policy.

Summary of key responsibilities are to:

- Monitor Health and Safety Legislation and Corporate Liability
- Provide professional Occupational Health & Safety guidance and advice to enable Transport Scotland to meet its legal obligations.
- Monitor and interpret all relevant Occupational Health & Safety legislation, guidance and relevant standards that may affect Transport Scotland's activities. Report and / or react to any changes in a timely manner.
- Develop and review appropriate Transport Scotland Occupational Health & Safety strategies and policies and incorporate into an effective Safety Management System. Facilitate their implementation, maintenance and continuous improvement throughout all locations occupied by Transport Scotland.
- Monitor the implementation of Transport Scotland's Health and Safety Policy and prepare any reports for action, ensuring they are brought to the attention of the HSD and SMT.
- Provide advice, support and guidance on carrying out risk assessments etc.
- Review and report on the performance of Transport Scotland's Health and Safety Management System to SMT, including relevant management tools, information and statistics. Arrange regular safety audits and workplace inspections to assess compliance with procedures and to monitor safe working practices, covering all aspects of safety and health risk relevant to the needs of the organisation
- Review National and Industry Health and Safety information and statistics and provide benchmarking reports for Transport Scotland's senior management.
- Maintain, review and develop Health and Safety Documentation
- Review and facilitate updates to Transport Scotland's Health & Safety Management Documentation, including: Safety Policy, Safety Procedures, Forms etc. as appropriate. This will also require review and update of the content of the Transport Scotland Health and Safety website.
- Assist responsible LM and professional staff in the development, implementation and communication of employee and project specific risk assessments.
- Advise LM in the review and update of any specific employee's Safe Working Practices documents that they may have; as required.
- Consult users and monitor feedback on effectiveness of the Health and Safety Management System, including the website and instigate improvements as required.

- Monitor accident / incident reporting and investigation
- Review and record all reported accidents, near misses, dangerous occurrences and illnesses derived from work activities and investigate as appropriate. Assist the responsible LM to investigate accidents, manage the outcome, establish immediate, underlying and root causes, implementing appropriate preventative action(s) as identified in the accident report.
- Act as the responsible person for preparing and reporting of all RIDDOR incidents within Transport Scotland to the [Health and Safety Executive \(HSE\)](#).
- Liaise with contractors, visitors and other Transport Scotland Clients to ensure accident reports are shared in accordance with agreed contract or other procedures.
- Calculate, maintain and communicate Transport Scotland's Accident Frequency Rate and prepare performance reports; make this available on request.
- Audit and review the Safety Management System for completion and recording of risk assessments as set out in the Health and Safety Management System to ensure compliance by Transport Scotland personnel. Prepare compliance reports for Transport Scotland HSC and SMT.
- Facilitate meetings and communication between stakeholder groups
- Organise relevant meetings, prepare information and write reports for the Health and Safety Committee
- Chair Health and Safety Liaison Officers group meetings. Attend all relevant landlord and Transport Scotland Fire Precautions meetings; as required.
- Ensure Transport Scotland's policies, procedures and arrangements align with the strategic direction of the Scottish Government Central Health & Safety Team and network with other Agency Health and Safety colleagues; as required.
- Monitor the provision of Personal Protective Equipment (PPE).
- Ensure that adequate arrangements are provided for the selection and maintenance of personal protective equipment and that suitable training is given in the correct use of the equipment.
- Audit and review PPE for TS personnel use, including the provision of advice on compliance with established specifications and standards.

Line Managers (LM)

Transport Scotland's Line Managers are responsible for ensuring employees comply with the requirements of the Health and Safety Management System. Ensure employees are not exposed to unacceptable or avoidable risks during the course of their work activities and all persons are provided with a safe and healthy environment in which to work.

Summary of key responsibilities include:

- Arrange health and safety inductions and training for employees and others; as appropriate.
- Ensure that written, suitable and sufficient risk assessments are carried out and the findings communicated to those undertaking the operations; in advance.
- Support and co-operate with all other health and safety duty holders; as required.
- Formally investigate and report accidents, incidents and near misses to the Health and Safety Adviser.
- Set a good example and assist in promoting a positive health and safety culture within the organisation and be visibly pro-active in relation to all potential health and safety issues.
- Monitor the implementation of those parts of the corporate Health and Safety Policy for which they are responsible and take prompt action to report and remedy any identified or foreseeable deficiencies.
- Be alert and encourage others to be alert in detecting potential hazards, particularly those arising from changed circumstances (e.g. new projects) and arrange for appropriate precautions to be taken / controls implemented.
- Advise TS Directors of the adequacy of the Health and Safety Policy measures. Ensure it contains adequate information, training, instruction, supervision and guidance for those matters for which they have responsibility.
- Recommend to TS Directors, changes in the Health and Safety Policy that are considered necessary or desirable. Take all reasonable opportunities of consulting employees on health and safety matters and of encouraging suggestions for improvements.

Health and Safety Liaison Officer (HSLO)

Transport Scotland's [Health and Safety Liaison Officers](#) have an important role to play within the organisation by monitoring the implementation of safety standards within their Directorate and in communicating key information as necessary.

The role of the HSLO is critical to the implementation of the Health and Safety Management System within their Directorate. HSLO's will be appointed by their TS Director and be provided with comprehensive training to enable them to undertake their role effectively.

Summary of key responsibilities are to:

- Act as an interface between Directorate employees and management on matters of health and safety.
- Disseminate health and safety information (as appropriate) within their area.
- Encourage a healthy and pro-active safety culture with the organisation.
- Assist the HSA as and when required.
- Provide health and safety inductions to new and transferred employees.
- Participate in quarterly, local workplace inspections.
- Assist the HSA with colleague Display Screen Equipment (DSE) assessments.

Fire Safety Duty Holders

Transport Scotland's arrangements for [Fire and Emergency procedures](#) are contained in Fire Safety Procedure SP03 and the supporting documentation, F03 [Series of Forms](#) which are within the Safety Management System.

They outline the roles and functions of those with responsibilities for ensuring our fire and emergency procedures are discharged efficiently and effectively, including:

- [Fire Prevention Officer](#)
- [Deputy Fire Prevention Officer](#)
- Fire Marshalls

First Aiders (FA)

Transport Scotland's [First Aiders](#) are appointed by and report to the HSA.

Summary of key responsibilities are to:

- Administer and / or offer first aid services as required.
- Keep qualifications up-to-date.
- Report details of their certification to the HSA and thereafter advise of any changes to this information.
- Record all details of first aid administered or advice given and report same to the HSA.
- Inform patients of the need to report any injuries to their LM and complete the accident report form [F02A](#).
- Ensure supplies in first aid & burns kit boxes are adequately managed and maintained.

Mental Health First Aiders (MHFA)

Transport Scotland's Mental Health First Aiders are appointed & supported by TS HR & HSA. The role and functions are more specifically described in the [Mental Health Action Plan](#).

Summary of key responsibilities are to:

- Respond and give immediate help, until professional help arrives
- Give basic information about common mental health problems
- Provide [self-help information](#)
- Understand the importance of good listening skills
- Understand the connection between mental health problems and alcohol, drugs and discrimination
- Respond if they believe someone is at risk of suicide
- Provide preventative, ongoing support and advice
- Apply the 5 steps of [ALGEE](#) (Ask about suicide, Listen non-judgmentally, Give reassurance and information, Encourage the person to get professional help and Encourage self-help strategies)

Employees

Employees are responsible for taking reasonable care of themselves and any others who may be affected by their acts or omissions.

This is not an optional requirement; under [Section 7](#) and [Section 8](#) of the Health and Safety at Work etc. Act 1974 and (primarily [Regulation 14](#) of) the Management of Health and Safety at Work Regulations 1999; all employees must comply with systems put in place by the employer for their and others, health and safety. Non-compliance may result in disciplinary action being taken against individuals.

Employees' must co-operate with their LM to enable them to comply with the Health Safety Management System and follow their allocated annual staff objectives in terms of [mandatory H&S training](#) / instruction provided.

Comply with the controls contained within any risk assessment and safe system of work that has been prepared for their work and also inform their LM where they believe there are any shortcomings in the control measures and / or the risk assessment is out of date or does not protect them from the identified hazard.

Report all accidents, incidents and near misses in accordance with the organisations safety procedures (SP02) for Near Miss, Accident Reporting and Investigation.

Report damage to property.

Advise their LM immediately of any situation giving rise to serious or imminent danger or any shortcoming relevant to / or likely to adversely affect health and safety in the workplace.

Ensure they are familiar with and conform to the Health and Safety Policy Manual and Safety Procedures at all times.

When staff are working [out of the office](#) on other employers sites, they shall comply with any formal procedures; including those intimated at on-site / specific inductions.

Observe and obey all safety rules, notices and signs at all times.

Always be familiar with the emergency procedures relevant to their place / location of work.

Wear appropriate safety equipment and use any safety devices as trained and instructed.

Attend health and safety training courses for which they have been nominated or have been asked to attend, including the completion of [mandatory eLearning](#).

Apply the arrangements for recording visits and [lone working](#); out of the office.

Be alert at all times to detect hazards, particularly those arising from changed circumstances.

Be prepared to ask whenever a health and safety measure is not fully understood or whenever faced by an unexpected problem or unforeseen situation.

Be aware of and make allowances for the effects of fatigue and stress.

Have their own and others' health and safety in mind when planning and carrying out work.

Temporary employees (e.g. consultants or agency staff) must be treated as Transport Scotland employees for the purposes of health and safety. They are bound by the same legal responsibilities as Transport Scotland employees, together with those of any post in the organisation to which they are appointed. They must be instructed accordingly.

Employees must review and update eHR on:

- Change of address.
- Change in next-of-kin, emergency contact, their addresses or telephone numbers.

Employees should inform their Line Manager of:

- Disabilities (Temporary or permanent) that could adversely affect the safe performance of the work undertaken or mobility assistance in emergency situations, required during such periods. Lost time illness or injuries incurred at work which results in employees being away from work.
- Employees who may need further assistance / [reasonable adjustments](#) should consider the [Employee Passport Scheme](#).

Note; [New and expectant mothers](#) are not required to inform their Line Manager, but the employer has no duty of care to the employee until they are officially notified; this can be reported to SG / Central HR

Further advice on any aspect of health and safety can be obtained from the Transport Scotland [Health and Safety Adviser](#) .

Trade Union Representatives

The importance of having effective communication and ongoing consultation with its employees is recognised and reflected in the [Partnership Agreement](#). The rights of the Trade Union appointed safety representatives are respected and delivered in accordance with the [Safety Representatives and Safety Committee Regulations 1977](#).

Arrangements for health and safety management

Transport Scotland's corporate [Safety Procedures](#) (listed below) shall be brought to the attention of all personnel; and in a suitable format that can be readily understood.

Transport Scotland's arrangements for health and safety have been developed as a range of Safety Procedures. These Safety Procedures are identified and developed in accordance with the planning process in this manual. Directorates will identify the procedures applicable to their activities and bring them to the attention of the relevant employees. A number of these procedures have [forms](#) associated with them; these forms should be completed in accordance with the procedure and will be used as evidence that the procedure is being effectively adhered to. The Safety Procedures, forms etc. are contained within the [Transport Scotland Health & Safety website](#).

The Health and Safety Committee (See Pages 8, 12 & 13) will be responsible for identifying new procedures that require to be developed as part of the communication process between management and staff. The Committee will also be responsible for ensuring these procedures are reviewed periodically or whenever circumstances dictate that they are no longer valid.

A list of current safety procedures are listed below:

- SP01 Risk Assessment
- SP02 Accidents and Incidents
- SP03 Fire & Other Emergencies
- SP04 Driving at Work
- SP05 Display Screen Equipment (DSE)
- SP06 Control of Substances Hazardous to Health (CoSHH)
- SP07 Manual Handling
- SP08 First Aid
- SP09 Personal Protective Equipment (PPE)
- SP10 Lone Working
- SP11 New & Expectant Mothers
- SP12 Young Persons
- SP13 Work Equipment
- SP14 Electricity at Work
- SP15 Work at Height
- SP16 Cycling at Work
- SP18 Home Working
- SP20 Secondments & Temporary Employees

Health & safety risk management

The management of health and safety risk(s) is the responsibility of the risk owners / Directorates, etc. through their risk management processes, recorded on their management risk registers and not the responsibility of the Health & Safety Committee (or anyone else).

The Health & Safety Committee will discuss with Directorate HSC Members (Or their suitable substitute) their known health, safety and welfare risks and opportunities, ensuring both are being managed and recorded effectively, with colleagues seeking and receiving competent advice from the right professional(s) in a SMART manner.

Advice on risk management processes can be sought through the [Transport Scotland Corporate Governance Team](#).

Consultation and communication

Joint and iterate consultation with employees is a fundamental part of Transport Scotland's Health and Safety Policy.

Although the basic principles incorporated into the Policy Statement are universal, their detailed application will develop in line with technical progress, new legislation and extensions of the Agency's activities. Most importantly it will holistically improve with the involvement of employees.

This involvement is sought through various channels, as follows:

- Advice and suggestions passed upwards through the channels and individuals highlighted in the health and safety organisation (Page 8) of this policy manual.
- At routine employee meetings; on the agenda, where there will be a standing health and safety item.
- At meetings of the Health & Safety Committee, Risk Management Group and at Team Leader level within Directorates .
- At Senior Management Team meetings.
- At individual interviews / reviews.

In accordance with [Section 2](#) of the Health and Safety at Work etc. Act 1974, to meet the obligations set out in the Safety Representative and Safety Committee Regulations 1977 and the Health and Safety (Consultation with Employees) Regulations 1996, Transport Scotland will consult with all its personnel on all health and safety matters. All personnel will be encouraged to play an active role and contribute to the ongoing enhancement of the [health and safety culture within the organisation](#).

Transport Scotland recognises the importance of iterate communication and co-operation with Trade Union appointed 'Safety Representatives' and with recognised and duly appointed 'Representatives of Employee Safety' on any matter affecting the group or groups of employees they represent. Members of the group may also include people who are not members of that Trade Union.

Each Transport Scotland Directorate will have a Director appointed 'Health and Safety Liaison Officer' (HSLO) who will assist and represent Employees and Line Managers within their Directorate on matters of health and safety.

Arrangements are in place to either receive and / or provide employees with information by various methods i.e. health and safety meeting updates and / or one-to-one meetings, health and safety eLearning, tailored training, tool box talks and written or digital communication via posters, letters, notices etc. to ensure that all matters of health and safety are communicated effectively and in an iterate manner. Updates on information are posted on Transport Scotland's Health & Safety website and on dedicated health and safety notice boards posted throughout the office.

Regular health and safety meetings of all appointed duty holder groups are undertaken as detailed below to ensure that health and safety is communicated across, up, down and diagonally over the whole of the organisation.

Schedule of Health and Safety Meetings:

- Health & Safety Committee Meetings, held every three months.
- Health and Safety Liaison Officers Meetings, held every three months.
- Mental Health First Aider Meetings, held every three months.
- Fire Marshal and First Aider Meetings held once per calendar year.
- Risk Management Group & Risk Review Group Meetings, held every three months
- SMT & Directorate Team Leader & Team Meetings attended as invited.

Training and competence

Introduction

Transport Scotland recognises that the training, education and development of employees is essential to maintain a safe working environment and to deliver a high quality of service within our operations.

The overall policy for training within Transport Scotland is set by the Chief Executive. Individual Directors must assess the health and safety related training needs within their respective Directorates. The Health & Safety Director, with the assistance of the Head of Corporate Services and the Health and Safety Adviser will identify, assess and organise [appropriate training](#) as required.

Directors are responsible for providing instruction, training, information and supervision of their staff. To ensure that this can be carried out effectively, the Directors themselves will require adequate instruction, training and access to information and advice. It is intended that the Health and Safety Manual will sufficiently augment general experience to enable them to [competently](#) carry out their duties.

A formal training needs analysis will be undertaken for individuals and groups of staff with appropriate in-house eLearning or attended internal or external training course(s) carried out to address their specific needs. Completion of the relevant training will be added as personal objectives (along with the mandatory eLearning courses, which are already annual personal objectives) for the reporting year. This will be coordinated through the Head of Corporate Services, Line Managers and Health & Safety Adviser.

Training and supervision

Line Managers are responsible for ensuring employees have the necessary competence to carry out all tasks safely, appropriately and in advance of carrying those tasks out. [The Management of Health and Safety at Work Regulations 1999](#) directs this by requiring employers to recruit, select, place, transfer and train on the basis of assessment and capabilities and to ensure that appropriate channels are open for access to information and specialist advice when required. Competence is not simply a question of training; it also involves the application of knowledge, experience and skills. Health and Safety training needs should be discussed in employee monthly conversations and at performance appraisals, with the completion of identified training reflected in individual personal objectives, as described above.

Certain high risk activities that require specialist training, including:

- entry into confined spaces.
- wearing breathing apparatus.
- entry into pressurised tunnel workings.
- use of fall arrest equipment.
- working with or around Asbestos.

Directors must ensure that, where required, initial and / or refresher training is organised on any specialist topics.

Other job-specific training that would be necessary includes:

- Use of the Health and Safety Manual.
- Smarter working.
- Working away from the office / home working.
- Use and maintenance of personal protective equipment.
- Use and adaptation of Display Screen Equipment.
- Driving on business.
- Fire safety arrangements.
- Medical & Mental Health First Aid arrangements.

- Safe use, storage and transport of substances and equipment.
- Visits to trunk roads and / or motorways open to traffic.
- [Visits](#) to construction project sites.
- Emergency action when working away from the office.
- Accident and incident reporting procedures.
- Lone working.

The Health and Safety Adviser will consult with managers on arrangements for health and safety courses for employees. Line Managers and employees alike, should contact the Health and Safety Adviser for details of such training.

If Line Managers identify the need for staff to attend special courses (e.g. entry into confined spaces) they should consult their Director and make arrangements via the Health and Safety Adviser.

Line Managers should report attendance of any staff at health and safety courses to their Director and to the Health and Safety Adviser.

Line Managers have to give clear and adequate instructions to their staff, to draw their attention to the relevant parts of the Health and Safety Policy Manual and to augment this with more specific advice or instructions, where it is considered necessary because of changed circumstances or unusual conditions applying to a particular work activity out of the office.

Instructions and training alone are insufficient to ensure adequate performance, so they must be supported by supervision. The 'chain of command' must be clear for this to function properly, it is necessary for each individual to know, to whom they are responsible to and those for whom they are responsible for.

Continual training

Directors should discuss health and safety at regular meetings with staff and use these to reinforce instructions, to monitor performance of health and safety measures, to discuss precautions for new activities and to actively seek feedback.

Another widely used method of passing on and receiving information is ['Toolbox Talks'](#). These can be an informal short discussion of a current topic or any new hazards that may have arisen. A record should be kept of the subject, the detail discussed and those present. Promotion and positive progression of the current Safety Climate, including maintenance of interest of the Agencies overall Health and Safety Culture can be developed by following the recommendations above. It can be useful to [involve the staff](#) to deliver toolbox talks on specific issues where they have the skills, experience, knowledge and feel comfortable delivering them to colleagues. The Health and Safety Adviser can offer advice and support in developing toolbox talks.

Health and safety inductions

Introducing the corporate Health and Safety Policy and arrangements to new employees when they first join the Agency is vital to promoting a Positive Safety Culture and meeting our objectives set out in the Policy.

Transport Scotland has a three-stage induction programme:

HR induction

An HR representative will provide new employees with a virtual, [corporate induction](#), normally on their first week at work. The induction will introduce employees into the organisation and cover all aspects of the organisations arrangements.

Line Manager induction

Prior to a new employee undertaking any work their Line Managers will provide all necessary information and guidance with regard to all aspects of the work they are to undertake by providing a job and task specific induction, which will include an explanation of applicable safety regulations, organisational rules, required training and procedures.

Safety induction

A local Health and Safety Liaison Officer is assigned to all new employees, including part-time and temporary employees; within the first few weeks of their employment, the HSLO will provide a [virtual and / or face to face health and safety induction](#) and explain the health and safety policy manual, roles, responsibilities and arrangements for the management of health and safety within the organisation.

An HSLO or colleague will provide a physical tour of the offices on the new employees first day in the office, post virtual health and safety induction.

From then on, all employees have access to the policy through the [Transport Scotland Health and Safety website](#) on the intranet. Copies of the policy statement and employees with specific roles for health and safety are also prominently displayed on all health and safety notice boards around the office.

Health and Safety Induction for Employees Working Away from the Office, trunk road and motorway maintenance or construction projects. This will be carried out by an experienced member of staff. Particular attention has to be paid to inexperienced staff and they should be guided and closely supervised by an experienced member until they become / are deemed experienced / competent.

Every employee who may have to work out of the office must be given a specific induction to the health and safety measures which apply to those typical or specific work activities and / or locations experienced. A Line Manager and / or competent member of staff must be satisfied that an inexperienced member of staff is fully aware of the necessary precautions and is able to carry out their work safely and competently.

The Transport Scotland Health and Safety website has an '[Out-of-Office](#)' Section under the 'Safety' tab, providing additional details of typical out of office procedures and arrangements.

Where employees are based in or required to visit maintenance or construction projects they must ensure that they undergo the appropriate on-site induction(s). Contractors / Site Managers / Project Managers will ensure that relevant staff are provided with this induction and record that induction in writing.

Secondments and temporary employees

Health & Safety issues should be considered at an early stage in the selection and engagement procedures for seconded employees and other employees engaged from Agencies and other external sources. These employees should be made aware of the location and nature of their work and of any associated special or specific hazards; training and medical checks that may be required and where necessary, arrangements must be made for those to be undertaken.

This must include obtaining relevant information on any reasonable adjustments that are currently in place or that may be required to ensure that colleagues are not exposed to foreseeable hazards or risk that may put them in danger. Safety Procedure [SP20](#) 'Secondments and Temporary Employees' outlines the procedures to be taken.

Monitoring and reporting

Responsibilities for monitoring

Transport Scotland's Health and Safety Adviser and the Trade Union Health & Safety Representative will carry out regular inspections of the TS workplace(s). These may be assisted by Health and Safety Liaison Officers. HSLO's should remain vigilant and observant at all times (not just during inspections) and communicate matters of health and safety deficiencies within their local area to the HSA. All employees [are required to raise any health and safety issues](#) or concerns with their Line Manager; if it is something that can be immediately remedied and is within their gift to do so; they should take remedial action and report said action to the HSA and HSLO.

Proactive monitoring

There are number techniques that are implemented throughout Transport Scotland to ensure the proactive monitoring of compliance with legislation and safety procedures:

- Routine Workplace Inspection(s)
- Quarterly Workplace Inspection, undertaken by the HSA
- Monthly Announced Audits & Unannounced Safety Tours, undertaken by the HSA.
- Quarterly Workplace Inspection, undertaken by a TU representative.

Other measures include:

- Safety eLearning / training completion.
- Inductions carried out.
- Actions completed from Workplace Inspections.

Reactive monitoring

- Accident and Incident reporting guidelines are set out in the organisations Safety Procedure '[SP02](#) Accidents and Incidents' to ensure that all accidents, incidents and near-misses that occur during the course of work are reported promptly and investigated appropriately, to determine immediate, underlying and root cause(s) and benefit from the lessons learned.
- The reporting and investigation of accidents and incidents is mandatory and provides essential information to:
 - Meet all statutory requirements.
 - Ensure action is taken to prevent recurrence.
 - Assist in monitoring and improving health and safety performance.
 - Enable Transport Scotland to respond quickly and accurately to external inquires
 - Provide information for possible insurance claims.
- Other reactive monitoring measures, including; ill-health, sickness absence, material losses and general breakdowns will be included.

System review and audit

Review

Transport Scotland's Health and Safety Policy Manual will be periodically and systematically reviewed (at least annually) by the Health & Safety Director and Head of Corporate Services to ensure its continued effectiveness.

These reviews are carried out to consider:

- Overall performance of the Safety Management Systems and content of the Health and Safety Policy Manual.
- Relevance of individual elements of the Health and Safety Policy Manual.
- Findings of audits, inspections and investigations.
- Feedback from employees.
- Internal and external factors, such as changes in organisational structure, legislation pending, new technology, industry guidelines / best practice, etc.
- Action necessary to remedy any deficiencies or initiate improvement.
- Requirements of the Corporate Plan.
- The reviews will be documented to record findings and allow follow-up of any required action.
- These reviews are in addition to the analysis and findings of the health and safety audits and inspections; conducted to ensure continued conformance with the Health and Safety Policy Manual.

Document changes / modifications

Procedures and other measures are in place to enable document changes / modifications to be:

- Subject to control measures commensurate with those applied to the original documents.
- Where possible; reviewed and approved by those who originally prepared them, unless specifically designated or planned otherwise.
- Reviewed and approved by persons who have access to pertinent background information.
- Recorded and brought to the attention of affected persons and organisations in a timely manner.

Where practicable, the nature of the change is identified in the document or the appropriate attachments.

Safety audits

The Health & Safety Adviser(s) and / or others independent of the area audited, will carry out planned and documented internal safety audits at predetermined intervals. These audits determine the effectiveness of and conformity with the Directorate Policy(s) and the Health and Safety Policy Manual and in turn, the Health and Safety Policy Manuals' conformity with current and relevant legislation. Audits will be scheduled on the basis of the status and importance of the activity and will normally be undertaken monthly.

The HSA will be responsible for arranging for audits and reporting the results to the Transport Scotland Senior Management Team.

The personnel having responsibility for the area audited are required to take timely corrective action on any non-conformity found. The implementation and effectiveness of the corrective action taken will be verified and recorded through follow-up activities.

Active monitoring will be undertaken by a member of the Safety Committee to inspect the degree of compliance with safe working practices and procedures that have been laid down. Two forms of active monitoring are carried out; firstly, audits are carried out as described above, secondly, routine inspections and reviews of control measures will be carried out at a frequency based on past performance. The results of both types of monitoring will be recorded and feedback given to promote continuous improvement.

In addition; reactive monitoring will be undertaken by the Health and Safety Adviser to investigate any potential and actual incidents and accidents occurring during visits away from the office. The results of such investigations will be forwarded to the Health and Safety Director and the Head of Corporate Services to co-ordinate any further action.



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