

To: Management Committee
From: Corporate Services and HR Manager
Subject: Health and Safety Report

1. Introduction / Purpose

1.1 The purpose of this report is to update Committee with current Health and Safety activities/issues within the organisation.

2. Background

2.1 Employers are required to provide all staff, including sub-contracted workers, with a safe working environment, in line with the Health and Safety at Work Act 1974, and the Fire (Scotland) Act 2005 and the associated Fire Safety (Scotland) Regulations 2006.

3. Audits

3.1 A programme of audits/risk assessments is now due for the office. The purpose of these audits is to evidence that we are taking appropriate steps to ensure a safe working environment for staff.

3.2 Audits due are:

- Health and Safety Audit
- Fire Safety Audit
- Legionella Risk Assessment

4. Health and Safety Audit

4.1 ACS Risk are due to conduct the audit on

4.2 A Health and Safety Checklist has been sent over in advance of the audit to ensure we are fully prepared and that all required documentation is submitted prior to this date.

5. Fire Safety Audit

5.1 The Fire Safety Audit was carried out by William Murdoch of WHM Fire Safety on 27th June 2025.

5.2 We passed the audit with 3 recommendations, all of which are currently being actioned by the Health and Safety Administrator.

6. Legionella Risk Assessment

6.1 We are in the process of instructing remedial works to be carried out in the office prior to scheduling a date for this.

6.2 It is hoped the works will be carried out during the next bank holiday at the end of September 2025 when the office is closed, however we are awaiting final confirmation of this.

7. Risk

7.1 When considering the matter of Health and Safety, we have identified the main risks under the following risk categories and the measures we have taken to mitigate such risks.

Risk Category	Mitigating Measure
Health and Safety at Work	H&S Manual; Programme of H&S Training including e-learning; Risk Assessments; Health & Safety matters dealt with at Staffing and H&S Sub; Health & Safety matters covered at monthly team meetings; Health & Safety is a standard agenda item at Mgt Comm meetings; Current Fire Risk Assessment; Current H&S Audit.

8. Delivery of our Strategic Objectives

Area	Related Strategic Objective(s)
Staff Health & Safety	4. Be innovative and risk aware 7. Achieve the highest standards in all that we do

9. Delivery of our Core Values

Area	Related Core Value(s)
Staff Health & Safety	<ul style="list-style-type: none"> • Engaged and Responsive • Accountable and Compliant • Efficient and Responsible

	<ul style="list-style-type: none"> • Excellent and Committed
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10. Compliance and Assurance

10.1 Compliance is a requirement under the Health and Safety at Work Act 1974 and Fire (Scotland) Act 2005 and the associated Fire Safety (Scotland) Regulations 2006.

10.2 In addition, it means that we are meeting our Regulatory requirements with reference to the following:

Compliance Source	Details
Standard 5 - The RSL conducts its affairs with honesty and integrity.	GS5.1 - The RSL conducts its affairs with honesty and integrity and, through the actions of the governing body and staff, upholds the good reputation of the RSL.

10.3 Evidence Bank

Evidence	Assurance Exercise Location
Cover Report	Regulatory Standard 5 – GS 5.1

10.4 Committee is reminded that our Assurance Exercises are available in the Committee Log-in Area of our website, which Committee can access at any time.

11. Summary

11.1 The report is provided to update Committee on Health and Safety activities within the Organisation.

11.2 Risk has been considered at Section 7.

11.3 Section 8 shows how ensuring Health and Safety at Work contributes to the delivery of our Strategic Objectives.

11.4 Section 9 shows how ensuring Health and Safety at Work contributes to the application of our Core Values.

11.5 Compliance and Assurance is documented in Section 10.

11.6 Committee are asked to note the content of the above report.