



## **Health and Safety Policy**

**v. 19**

**2025**

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## **1. Introduction**

This policy helps ensure Scottish Enterprise (SE) meets its duties under the Health and Safety at Work etc. Act 1974 by protecting the health, safety, and welfare of colleagues and others affected by its activities.

In exceptional circumstances, elements of the policy may be temporarily suspended and replaced with alternative arrangements, following appropriate governance and communication protocols.

## **2. Scope**

This policy applies to all UK colleagues, overseas local hires, and non-employed workers. For those employed via the FCDO platform, relevant health and safety responsibilities are managed by the FCDO.

The policy aims to exceed minimum legal requirements in all operating countries to protect the health, safety, and wellbeing of those affected by SE's activities.

Where local legislation differs, implementation may be adapted based on local advice.

### 3. Chief Executives Statement of Intent

Scottish Enterprise (SE) is committed to fulfilling its duties under the Health and Safety at Work etc. Act 1974.

We aim to maintain a safe and healthy workplace (so far as is reasonably practicable) by:

- Identifying and mitigating risks associated with our activities
- Ensuring the provision of safe equipment, systems, and substances
- The safe use, handling, storage and transport of articles and substances
- Providing necessary training, supervision, and information
- Maintaining safe means of access/egress, working environment, and welfare facilities
- Offering health surveillance where needed
- Allocating adequate resources and competent advice
- Consulting on health, safety, and wellbeing
- Provision of health surveillance where necessary
- Setting and reviewing safety objectives
- Promoting a strong, positive health and safety culture

As Chief Executive, I am the Accountable Officer and ultimately responsible for ensuring that SE complies with all relevant health and safety legislative requirements and that appropriate systems and procedures are in place to allow SE to maintain, monitor and continually improve our overall health and safety performance.

The allocation of duties regarding safety matters and the specific arrangements in place to implement the policy are set out in the procedural documents within our health and safety management system.

Everyone at Scottish Enterprise (SE) shares responsibility for health, safety, and wellbeing in relation to their work.

The Executive Leadership Team and the SE Board are fully committed to upholding the highest standards and expect all colleagues, contractors, suppliers, and visitors to actively support this goal to prevent ill health and injury.

To ensure that this policy reflects current legislation, the policy and statement will be reviewed annually.

**Adrian Gillespie**  
**Chief Executive**  
**November 2025**



## 4. Responsibilities

### a) EXECUTIVE LEADERSHIP TEAM (ELT)

Delegated authority and accountability for health and safety lies with SE's CEO (Adrian Gillespie) and is discharged through the five Managing Directors (MD) of People, Digital and Communication; Innovation and Investment; Productivity and Business Growth; Energy Transition and International; and Chief Finance and Investment Officer

**Lead by Example:** Promote a strong health and safety culture across all levels of SE.

**Embed a positive Safety Culture:** Consider and integrate health and safety into SE's management systems.

**Responsibilities:** Ensure colleagues understand their individual health and safety responsibilities within their Directorate.

**Policy:** Ensure adherence to SE's health and safety policies and guidance.

**Budget:** Provide appropriate budgets for effective health and safety delivery.

**Support Programmes:** Encourage implementation of and participation in health and wellbeing initiatives.

**Coordinate Roles:** Ensure Directorate colleagues with assigned health and safety responsibilities are co-ordinated with the SE Health and Safety Team.

**Accident, Incident and Near Miss Reporting:** Ensure all work-related events are reported.

**Collaborate:** Assist the Health and Safety Team and SE Health and Safety Committee to manage matters effectively.

### b) CHIEF PEOPLE OFFICER

The Chief People Officer has delegated responsibility from the CEO for ensuring health and safety matters within SE are effectively delivered.

**Lead by Example:** Promote a strong health and safety culture across all levels of SE.

**Budget:** Provide appropriate budgets for effective health and safety delivery.

**Escalate:** Ensure significant health and safety matters are reported to the CEO, Board, and ELT.

**Resources:** Ensure sufficient and suitably trained staff are in place for health and safety delivery.

**Strategy:** Influence strategic health and safety direction, especially during organisational change.

**Accident, Incident and Near Miss Reporting:** Report significant incidents to ELT/Board promptly and ensure sufficient resources for investigation purposes.



### c) DIRECTOR OF PEOPLE

The Director of People has responsibility for the co-ordination of safety matters across SE.

**Breaches:** Report significant policy breaches and investigation outcomes to the CPO, HS&W Committee, and ELT as appropriate.

**Accident, Incident and Near Miss Reporting:** Ensure timely reporting of serious accidents, incidents, and near-misses to the CPO, with resources available for investigation.

**Risk:** Regularly review SE's health and safety risks in line with SE's Risk Management Policy, ensuring they are identified, recorded, managed, and/or escalated to Senior Management for consideration.

**Resources:** Ensure sufficient and suitably trained staff are in place for health and safety delivery.

**Budget:** Provide appropriate budgets for effective health and safety delivery.

**Reporting:** Provide an annual health and safety report and ongoing performance updates.

**Occupational Health:** Ensure occupational health services are well-resourced, effectively managed, and reported on to allow targeted improvement programmes.

### d) DIRECTOR - PROPERTY, GROWTH AND INFRASTRUCTURE

The Director Property, Growth and Infrastructure is responsible for ensuring the delivery of health and safety across SE's Property and Major Projects portfolios, primarily through contracts with Property Managing Agents or oversight by Project Managers. This involves coordination with the Head of Health, Safety and Environment to ensure alignment with SE's overall strategy.

**Reporting:** Provide reports and remedial action updates to the Health, Safety and Wellbeing Committee and Head of Health, Safety and Environment.

**Risk:** Regularly review health and safety risks relating to Property, Growth and Infrastructure in line with SE's Risk Management Policy, ensuring they are identified, recorded, managed, and/or escalated to Senior Management for consideration.

**Health and Safety Practices:** Ensure health and safety management practices within the Directorate align with SE's health and safety policy and best practice.

**Audit and Compliance:** Ensure arrangements are in place to assess and audit health and safety compliance across the Property and Growth Portfolio.

**Fife Energy Park:** Chair the Fife Energy Park Duty Holder group to manage SE's marine-related obligations.

**Property Portfolio:** Ensure Managing Agents have appropriately risk assessed SE-provided assets.

## e) ALL PEOPLE MANAGERS

People Managers are responsible for the day-to-day management of health, safety and welfare matters for their area of responsibility.

**Policy and Guidance:** Ensure teams follow SE's health and safety policies and guidance.

**Duty of Care:** Understand the health and safety obligations and processes in place to support colleagues.

**Lead by Example:** Promote a strong health and safety culture across all levels of SE.

**Co-operation:** Co-operate and support those responsible for the delivery of health and safety and those who have a statutory duty.

**Training:** Ensure team members have undergone the required health and safety training to the appropriate frequencies.

**Risk Assessment:** Ensure team members have had appropriate individual assessments (e.g. workstation, maternity).

**Safe Working Practice:** Ensure team members adopt safe practices, particularly young, inexperienced and disabled persons.

**Housekeeping:** Promote good housekeeping practices and keep circulation/escape routes clear.

**Accident, Incident and Near Miss Reporting:** Ensure all work-related events and unsafe situations are reported.

**Driving:** Ensure team members engage with the Driving for Work approval process.

**Support Programmes:** Encourage implementation of and participation in health and wellbeing initiatives.

**New Starts:** Ensure new colleagues have completed the health and safety elements of their Induction process.

**Health and Safety Guidance:** Request guidance from the SE Health and Safety Team when needed.

## f) ALL COLLEAGUES

**Reasonable Care:** Take reasonable care for personal and others' health and safety through our acts and omissions. Do not intentionally, or recklessly, interfere with or misuse anything provided in the interests of health, safety or welfare or indulge in behaviour which may endanger themselves or others.

**Understand:** Understand and follow SE's health and safety policies, roles, and responsibilities including your **duty of care**.

**Co-operation:** Co-operate and support those responsible for the delivery of health and safety and those who have a statutory duty.

**Culture:** Work towards a 'Zero Accident/Zero Harm' culture and report concerns freely.

**Act:** take immediate action (where safe to do so) where hazards are identified and report them ('See it, Sort it').

**Emergency Plans/Fire Procedures:** Be aware of and follow emergency plans and evacuation procedures.

**Accident, Incident and Near Miss Reporting:** Ensure all work-related events and unsafe situations are reported.

**Training:** Complete any required health and safety training to the appropriate frequencies.

**Visitors and Contractors:** Ensure visitors and contractors are aware of relevant risks and the controls in place to mitigate these.

**New Starts:** Ensure the health and safety elements of the Induction process have been completed in a timely manner.

**PPE:** Use PPE where specified. Consider potential hazards before entering areas where PPE is not specified and obtain the appropriate items.

**Housekeeping:** Promote good housekeeping practices and keep circulation/escape routes clear.

**Driving:** Ensure engagement with the Driving for Work approval process.

**Instruction:** Use office equipment and safety devices as trained/instructed.

**Risk Assessment:** Read and follow applicable risk assessments.

**Local Arrangements:** Be familiar with local health and safety arrangements in our Hubs/Workspaces and whilst on site/visiting customers.

#### g) HEAD OF HEALTH, SAFETY, ENVIRONMENT AND WORKPLACE OPERATIONS

The Head of Health, Safety, Environment and Workplace Operations (SE&WO) is responsible for the operational oversight of delivery of the safety management system.

**Influence-** steer the strategic health and safety direction at ELT and Board level, especially during organisational change.

**Direct:** Ensure ELT members understand and implement their health and safety responsibilities.

**Risk:** Regularly review SE's health and safety risks in line with SE's Risk Management Policy, ensuring they are identified, recorded, managed, and/or escalated to Senior Management

**Report:** Provide clear, targeted health and safety reporting to support decision-making.

**Leadership:** Set a clear leadership example and promote a high degree of health and safety leadership within the organisation.

**Promote:** promotion of cross-departmental collaboration and a strong safety culture.

**Safety Management System (SMS)-** Develop, implement, and monitor progress against the SMS and objectives.

**Resources:** Ensure sufficient and suitably trained staff are in place for health and safety delivery.

**Integration:** Oversee integration of operational areas into the Safety Management System.

#### h) HEALTH AND SAFETY MANAGER

The Health and Safety Manager (and team) provide the operational overview of health and safety matters for the organisation.

**SMS:** Maintain and continually improve SE's SMS, including updating of procedures, guidance and forms.

**Report:** Provide details of health and safety performance and issues to the Head of Health, Safety and Environment as required.

**Accident/Incident Reporting:** Oversee accident/incident reporting, investigation, and required follow-up.

**Emergency Plans/Fire Procedures:** Advise on emergency plans and procedures and ensure arrangements are in place/available.

**Training:** Ensure required training is available/developed.

**Audits/Inspections:** Ensure periodic health and safety audits and inspections are undertaken in line with the schedule.

**Tenders:** Ensure health and safety is considered as part of the tender/ evaluation process as applicable.

**Efficient Delivery:** Identify efficient ways/simplify processes.

**Escalate:** Escalate significant issues to the Head of HSE&WO.

**Communications:** Roll out health and safety communications across the organisation- including statutory changes

**P&GI Property Portfolio:** Review risk-assessed assets in the P&GI Property Portfolio, with at least six assurance checks annually across a minimum of 12 assets



## I) MD INTERNATIONAL AND ENERGY TRANSITION

The Managing Director – International and Energy Transition is responsible for ensuring SE staff and contractors work safely and follow relevant health, safety, and welfare procedures. For those under the FCDO platform, some responsibilities are managed locally by the FCDO.

**New Starts:** Supporting completion of health and safety inductions for new starts.

**Travel:** Promote awareness of SE's travel policy, including travel safety training and risk assessments.

**Risk:** Regularly review risks relating to SE's overseas presence in line with SE's Risk Management Policy, ensuring they are identified, recorded, managed, and/or escalated to Senior Management for consideration.

**Training:** Ensure required health and safety training is completed on time.

**Health and Safety Contacts:** Nominate health and safety contacts for each location to carry out workplace checks.

**Emergency Plans/Fire Procedures:** Ensure colleagues are aware of and follow local emergency plans and evacuation procedures.

**Risk Assessments:** Support completion of individual assessments (e.g. DSE, Young Persons, Expectant Mothers).

**Accident, Incident and Near Miss Reporting:** Promote awareness of the requirement to ensure all work-related events are reported.

## 5) Supporting Safety Management Within Scottish Enterprise

### HEALTH AND SAFETY CONTACTS

For SE Hub/Workspace locations, contacts are identified (WOMT for non-Hub spaces). Non-FCDO overseas offices have a nominated contact.

These are either Workplace Operations Team Members or local colleagues.

The SE Health and Safety Team supports through the provision of appropriate training/support to be able to undertake the role.

#### Key Tasks- Coordinators

- Focus for health and safety at a site level
- Dealing with simple requests for advice
- Completing/returning quarterly safety checklists
- Liaison with the Health and Safety Team

### COLLEAGUES SAFETY

SE will co-operate fully in the appointment of safety representatives via its recognised trade unions as required by the Safety Representatives and Safety Committee Regulations 1977.

SE will encourage proportionate trade union representation at the Health and Safety Committee.

SE will inform and consult as needed with recognised safety representatives through the Joint Consultation and Negotiation Committee (JCNC).

## 6) Health, Safety and Wellbeing Committee

The Health, Safety and Wellbeing Committee guides SE's health and safety policy and arrangements. It includes representatives from operational areas and Trade Unions. Meetings are held regularly, with additional sessions convened by the Chair when needed.

The main roles of the Committee are:

**Strategic Guidance:** Inform, challenge, and guide both strategic and operational directions of health & safety within Scottish Enterprise.

**Advise:** Act as an advisor to the SE Board on health & safety matters, including Occupational Health and Wellbeing.

**Culture Advocacy:** Promote and shape a vibrant health and safety culture across the organisation.

**Health and Safety Awareness:** Ensure health & safety is consistently included as a standard agenda item in team meetings.

**Communication:** Share insights and perspectives through internal communication channels such as blogs and Yammer posts.

### 6.1 Health, Safety and Welfare Committee Champions

Champions are nominated within the Committee to focus on specific health and safety topics.

Their role provides an operational focus on key areas, a focal point for discussion both within Committee meetings and across SE communication channels and assurance that key health and safety areas are being effectively addressed.

At HS&W Committee meetings (as applicable to the agenda), Champions are expected to:

- Present the current status of their topic.
- Share significant updates.
- Recommend changes to the Safety Management System if needed.
- Provide feedback from their operational area.
- Invite discussion from other members.

### 6.2 Current Committee Members

Details of the current Health, Safety and Wellbeing Committee members can be found on our **Health and Safety Page**.

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## 7) Management Arrangements

These arrangements apply to all SE colleagues and UK Hub/Workspace locations. SDI offices co-located with the FCDO follow local FCDO health and safety procedures.

The arrangements are considered an extension of the Health and Safety Policy and must be followed accordingly.

All management arrangements, as well as additional guidance and forms can be found in our **Safety Management System**.

## 8) Health and Safety Accountability and Liabilities (Inc. Board Members)

**General Responsibility:** All individuals have a duty under the Health and Safety Policy and Sections 2 and 7 of the Health and Safety at Work Act 1974.

**Delegated Authority:** Operational accountability lies with SE's CEO (Adrian Gillespie), discharged through five MDs: Chief People Office, International and Energy Transition, Innovation and Investment, Chief Finance and Investment Officer, and Business Growth.

**Board Assurance:** This Policy provides assurance to the Board on effective health and safety management. Board members are not required to be involved in operational health and safety matters.

**Audit Oversight:** SE's Audit and Risk Committee approve an annual Internal Audit Strategy and Plan. Health and safety is audited every three years based on risk.

**Liabilities:** Colleagues at all levels will have liabilities under health and safety legislation- however senior leadership (including Board members) may have additional liabilities:

### Personal Liability

- Health and Safety at Work Act 1974 (Sec 37)

*'Where an offence...committed by a body corporate is proved to have been committed with the consent or connivance of, or to have been attributable to any neglect on the part of, any director, manager, secretary or other similar officer of the body corporate or a person who was purporting to act in any such capacity, \*they\* as well as the body corporate shall be guilty of that offence...*

### Corporate Liability

- Corporate Manslaughter and Corporate Homicide Act 2007 (Sec 1).

From an organisational perspective, guidance/decisions made at Board level may introduce a liability as below.

'An organisation...is guilty of an offence if the way in which its activities are managed or organised

- a) Caused a person's death, and b) amounts to a gross breach of a relevant duty of care owed by the organisation...'

Board members are unlikely to incur liability due to lack of knowledge or assurance. However, they must act and advise appropriately when significant issues are escalated.

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### a. Overseas Offices

#### **Foreign, Commonwealth and Development Office (FCDO) Platform Offices**

Under the Memorandum of Understanding from the FCDO, the Heads of Mission are responsible for the health and safety of those within that mission.

SE, and Senior Managers/Directors, still have a duty of care (and therefore a potential liability) for its colleagues in ensuring that FCDO health and safety processes and procedures are being followed.

<b>Current FCDO Offices</b>	<ul style="list-style-type: none"><li>• <a href="https://www.sdi.co.uk/about-us/global-offices">https://www.sdi.co.uk/about-us/global-offices</a></li></ul>
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## b. Subsidiary Companies

SE operates a number of subsidiary companies, both in the UK and overseas and health and safety governance is managed as below:

Subsidiary		Governance
1	<a href="#">EBQ3</a>	Annual check between SE Health and Safety Team/Subsidiary Directors or Finance to confirm no change to subsidiary set-up/operations
2	<a href="#">ITI Scotland</a>	
3	<a href="#">SCTR</a>	
4	<a href="#">Glasgow Science Centre</a>	Annual completion by Subsidiary Directors of FORM-H&S-015-Subsidiaries- Annual Assurance Checklist
5	<a href="#">Ravenscraig</a>	
6	<a href="#">Loch Lomond Shores</a>	
7	<a href="#">Calder Park (Management Ltd)</a>	Returned to health.safety@scotent.co.uk upon completion
8	<a href="#">Scotland Europa</a>	Covered as part of the SE health and safety policy.

## c) Mitigation of Liabilities

Liabilities are mitigated using the following measures:

- Reports summarise accidents, incidents, near misses, and other significant issues.
- The Health and Safety Committee monitors policies and activities through regular meetings with business units and Trade Union reps.

- Annual reports go to the Committee, Executive Leadership Team, and Board.
- Policy is reviewed and updated regularly, with changes communicated.
- A qualified health and safety team oversees safety in Scottish Hubs and Workspaces and provides advisory and monitoring services
- Each Hub/Workspace has a designated health and safety contact.
- SE appoints safety representatives via recognised Trade Unions under the 1977 Regulations.

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## 9) Fife Energy Park

A Duty Holder Group is in place to ensure compliance under the Port Marine Facilities Safety Code (PMFSC).

This aligns with **Forth Ports' Marine Safety Management System** and statutory harbour requirements.

Governance details are in the Duty Holder Group's Terms of Reference.

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## 10) Related Legislation, Policies and Documents

- Health and Safety Management System
- Health and Safety Policy Arrangements
- Stress Management Policy

## Personal Data and Privacy Statement

Whenever personal data of colleagues is processed under activities regulated by this Policy, such processing will be done in accordance with our Data Protection Policy (including, where relevant, the additional policies and guidance referred to in it) and our Internal Privacy Notice.

### 11) Document Revision History

Version	Date	Author	Description of Changes	Status	Approved by
19	Oct 25	H&S Team	<ul style="list-style-type: none"><li>• Full review of all aspects to retain key messaging and make more concise</li></ul> <p>Policy elements</p> <ul style="list-style-type: none"><li>• Sec 4.c, g and I - additional risk responsibility added</li><li>• Sec 4.d - updated to clarify Director - P&amp;GI roles</li><li>• Sec 4.e and f - addition of requirement to report unsafe situations</li><li>• Sec 4.h - addition of periodic checks across P&amp;GI property portfolio</li><li>• Sec 8.b - updated to reflect current status</li></ul>	Approved Nov 25	A Gillespie And SE Health and Safety Committee