



The Student Awards Agency for Scotland (SAAS) Health and Safety Policy

High health and safety standards are important to the welfare of everyone in SAAS. We have good systems for managing safety and promoting health in the agency and we remain committed to preventing injury and ill health and to the continuous improvement of our Health & Safety (H&S) management and performance.

This policy sets out the requirements for the effective management of H&S to maintain a safe working environment within SAAS and to minimize any risks to staff, customers and visitors.

To achieve a healthy and safe work place we will:

- provide a framework for setting and reviewing H&S objectives and facilitating continuous improvement;
- ensure our staff have safe ways of working and healthy conditions to work in to prevent injury and ill health;
- ensure that we comply with all relevant legislation and other requirements;
- carry out risk assessments to reduce the risk of things happening that might threaten our health and safety;
- ensure our H&S management system is documented, implemented and maintained;
- review this policy annually; and
- make our policy available to staff and visitors to Gyleview House and to the general public through our website.

The SAAS Health & Safety & Environment Committee includes representatives from across the office. It is responsible for monitoring H&S and environmental issues and reporting progress on H&S & Environmental issues to the Chief Executive and the agency's management board. The Committee also takes forward work on the Healthy Working Lives Scheme.

As an employer, SAAS has to ensure the health and safety of everyone working in the Agency. However, people also have a duty of care to themselves. They must avoid risks, prevent accidents and follow instructions. As in everything else we do, co-operation is the key to success. We all need to work together to achieve the aims of this policy.

A handwritten signature in black ink, appearing to read 'Tracey Slaven', is written over a light blue horizontal line.

Tracey Slaven
Chief Executive
27 January 2010