

Dear Colleague

**Working with the Scottish Centre for Healthy Working Lives –  
briefing and guidance for HSE operational staff**

This pack has been produced by HSE and the Scottish Centre for Healthy Working Lives to inform HSE staff about the work of the Centre and to provide guidance on how HSE should interact with them.

Healthy Working Lives staff will receive a similar briefing on working with HSE which will explain, for example, how HSE decides what to investigate and when to enforce.

After some initial experience and your feedback, the information contained here will be turned into an Operational Circular.

The Scottish Centre for Healthy Working Lives (“the Centre”)

The Centre is part of NHS Health Scotland and is funded by the Scottish Government to provide services and advice targeted mainly at SMEs. There is no direct equivalent service in England or Wales. The Centre’s purpose is to improve the health of the working age population of Scotland via a number of channels: through a network of advisers around Scotland, via a dedicated website and through a national advice line. There are 65 Healthy Working Lives Advisers employed by and based across the 14 territorial health boards working to improve health, safety, welfare and employment outcomes within Scottish business. About 17 have occupational health and safety expertise. Advisers are keen to engage with, and promote, HSE’s aims and are often invited in by businesses. They have no enforcement powers. The Centre also provides a free advice line for employers and people of working age in Scotland, together with online advice through [www.healthyworkinglives.com](http://www.healthyworkinglives.com).

The Centre also offers support to organisations who wish to register and gain recognition under the revised Healthy Working Lives Award Programme which HSE helped develop in 2006/7.

HSE and the Centre have been working together for many years – at events such as the Royal Highland Agricultural Show and more recently on projects such as ‘Health Risks at Work – Do You Know Yours’.

Now we want to move into a new phase of clearer operational working between the two organisations to rationalise deployment of scarce resources and maximise the effectiveness of our individual and collective contribution to Scotland’s workplace health, safety and well-being. We both agree that this can be done without compromising HSE’s statutory obligations or the Centre’s accountabilities to NHS Health Scotland and the Scottish Government.

**This means we will be asking HSE’s operational staff to:**

- **Promote the Centre’s services with duty-holders and audiences who could benefit (we know this is already current practice amongst many staff). This may be through the advice line, website or face to face visits**
- **Keep in touch with Healthy Working Lives Advisers about our work plan, educational and promotional work to:**
  - **avoid duplication;**
  - **offer a regulatory perspective at their events if appropriate;**
  - **organise jointly where that would increase the target audience and take up of key messages**

- **Keep abreast of Healthy Working Lives Award holders and familiarise yourself with the award criteria to:**
  - **consider providing feedback to HWL on the award holder's health and safety performance if you visit or inspect them**
  - **request their involvement as case studies and advocates in HSE campaigns**
- **Offer places to HWL Advisers at HSE/LA training events when appropriate (they will do likewise)**
- **Offer technical and specialist advice to HWL Advisers through a managed process**

We know that some of this is already going on. This pack contains all the information needed to support everyone in taking appropriate action. The following information is enclosed in this folder:

### **About the Centre**

The Scottish Centre for Healthy Working Lives – what it does

What skills and qualifications do Advisers have? How does this fit with MHSW Reg 7?

What do Healthy Working Lives Advisers do if they come across matters of evident concern?

### **Referring duty-holders**

When and how do I refer a duty-holder to Healthy Working Lives for free and confidential advice?

What do we do about new-to-HSE duty-holders if we haven't yet visited them?

### **About the Award Programme and Award holders**

The health and safety criteria assessed as part of the Award.

How do I know if a duty-holder has an Award?

### **Supporting each other**

Key contacts for:

- offering training places to each other;
- HWL access to HSE specialist support;
- HSE access to the HWL network for promoting campaigns etc.

We hope you find this useful in supporting you to take the action we are requesting.

Yours sincerely




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Strategic Director, Healthy Working Lives