

# *Statement of health & safety policy*

SCRI recognises and accepts its responsibilities for health, safety and welfare under the Health & Safety at Work Act 1974 and related legislation. The Institute has a senior member of staff responsible for health, safety and welfare management who reports to the Director. The health and safety team comprises a safety co-ordinator, first-aiders, fire officers, biological safety officers, hazardous waste managers, radiation protection officers and an occupational health adviser.

Training is made available for all staff and targeted groups of staff in order to maintain a high level of health and safety awareness. Regular inspections of the site and individual work areas are carried out by internal health and safety personnel and a 2-yearly external audit is carried out by a team of inspectors drawn from the other SABRI institutes and BBSRC.

# *Statement of quality policy*

The Scottish Crop Research Institute is dedicated to achieving and maintaining the highest possible standards of quality in order to meet the requirements of its work programmes and the needs of its internal and external customers.

The aim of quality, in every instance, is meeting these requirements without defect, error or omission.

All employees must understand and be committed to their individual and collective responsibilities for quality.

To achieve these objectives, the management shall appraise the suitability of scientific and technical procedures, inspection and testing methods, and the training needs for existing and new employees. Through a process of continuous improvement in quality, SCRI will endeavour to create an environment of mutual benefit to our customers and ourselves.

# *Statement of environmental policy*

The Institute will regularly assess the impact of its operations on the environment and take measures to reduce or eliminate negative effects. It aims to reduce waste of all types, increase the recycling of materials and have a benign or beneficial influence on the locality in which it is situated. Employees will be made aware of these aims and training will take place where necessary in order to achieve them. The Institute will work with statutory agencies in order to comply with legislation concerning the environment and related issues. It will carry out regular audits of its operations to ensure compliance with the policy.

# *Statement of data protection policy*

The Scottish Crop Research Institute\* will manage data in accordance with the requirements of the Data Protection Act (1998) and the BBSRC Staff Code.

It will retain only such personal data that are required for the conduct of staff administration. The data will be maintained securely to avoid unauthorised access and processing. Access to data is restricted to those who require it in order to efficiently administer the workforce. Data which are requested by a data subject will be confined to data which apply to that person. Data not referring to the data subject will be withheld or made unreadable.

Processing of personal data will be restricted to that required for the administration of the SCRI workforce

There will be periodic reviews of personal data and those which are obsolete or no longer necessary for staff administration will be destroyed. The review will take place annually (usually in March).

\* For the purposes of data protection administration The Scottish Crop Research Institute includes MRS and BIOS.