

BSO Health and Safety Policy

January 2022



Title:	BSO Health and Safety Policy			
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Ownership:	Director of Human Resources and Corporate Services			
Approval By:	Senior Management Team	Approval Date:	22.2.2012	
Operational Date:	16.4.2010	Next Review Date:	1.1.2025	
Version Control:	Date	Version	Author	Comments
	16.4.2010	0.1	H McPoland	
	17.2.2012	0.2	H McPoland	Revised Policy
	10.4.2014	0.3	B Harvey	Revised Policy
	12.6.2016	0.4	B Harvey	No changes
	2.7.2018	0.5	K Toale	Revised Policy
	1.1.2022	0.6	K Toale	Revised Policy
Keywords:	Health Safety			
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1.0 Health & Safety Policy Statement

The Business Services Organisation (BSO)

- Considers the Health, Safety and Welfare of its staff, customers, contractors, agency workers, visitors and any other persons affected by its activities to be a managerial priority.
- Will identify the principal hazards to its staff, customers, contractors, agency workers, visitors and any other persons affected by its activities, and control the associated risks adequately.
- Recognises that personal health and safety at work is fundamental to job satisfaction and performance, and therefore the application of sound risk management principles to our everyday work is essential in a quality organisation delivering a quality service.
- Will make sure that its employees have the necessary competency to carry out the tasks expected of them and provide appropriate and adequate health and safety training.
- Will consult with employees on health and safety issues and provide them with the necessary information, training and supervision to carry out their role without putting themselves or others at risk.
- Will meet the basic requirements and comply with its obligations as laid down by the Health and Safety at Work (NI) Order 1978, the Management of Health and Safety at Work Regulations (NI) 2000 and all other relevant legislation – namely to maintain, so far as is reasonably practicable healthy and safe working conditions.
- Understands that all members of staff have an important role to play in safeguarding their own Health & Safety.
- Encourages a high concern for safety among all employees through joint consultation.
- Expects particular attention to be paid to the provision of effective information, instruction, training, supervision and communication at all levels of the organization.

Chief Executive

Date

1.1 BSO Health & Safety Aims and Objectives

The Business Services Organisation (BSO) have the following health and safety aims:

- A specific reduction in the number of accidents, incidents and cases of work-related ill health.
- A reduction in sickness absences.
- A specific increase in the number of health and safety trained employees.
- Increased reporting of minor accidents and near misses.
- No civil claims.
- No enforcement notices.
- Achieving recognised health and safety standards and accreditations.

The Business Services Organisation (BSO) have the following health and safety objectives:

- Increased visibility of health and safety expectations across all stakeholders, including customers and suppliers.
- Ensure all employees are aware of the Health and Safety procedures.
- Provide adequate control of the health and safety risks arising from our work activities.
- Consult with our employees on matters affecting their health and safety.
- Provide and maintain safe plant and equipment.
- Ensure safe handling and use of substances.
- Provide information, instruction and supervision for employees.
- Ensure all employees are competent to do their tasks, and to give them adequate training.
- Prevent accidents and cases of work-related ill health.
- Maintain safe and healthy working conditions.
- Review and revise this policy as necessary at regular intervals or when work activity changes.

2.0 Health and Safety Roles and Responsibilities

2.1 The Chief Executive

The Chief Executive (CEO) has overall accountability for the management of health and safety within the BSO, ensuring that effective policies and procedures are developed and implemented and that the performance of these is formally monitored and evaluated against statutory obligations and BSO objectives, with appropriate action being taken where shortfalls or unacceptable risks are identified.

2.2 The Director of Human Resources & Corporate Services

The day to day responsibility for ensuring this policy is put into practice is delegated to the BSO Director of Human Resources & Corporate Services and the BSO Health and Safety Manager.

2.3 Directors and Assistant Directors within BSO

Each Director within the BSO is responsible for health and safety within their Directorate and must address the Directorate's specific health and safety concerns. He/she must also make adequate arrangements to ensure compliance with Health & Safety legislation. Physical areas within the BSO, which do not fall within a particular Directorate (i.e. common areas), will be the responsibility of the BSO Estates Manager. Directors should encourage feedback from all levels of staff within the Directorate.

Each Assistant Director must ensure that there are detailed health and safety arrangements within their areas of control and ensure risk assessments are conducted and safe working methods employed. All health and safety information must be relevant, accessible and written in a clear unambiguous format. Proposed changes in work practices, including the introduction of new equipment must be fully risk assessed.

2.4 Managers within BSO

Each Manager must ensure that work is conducted on a day-to-day basis in accordance with the health and safety arrangements and rules for their area. Hazards identified by individual members of staff must be reported to the manager to ensure appropriate action is taken. Managers are responsible for ensuring that suitable and sufficient risk assessments and action plans are in place for all foreseeable significant hazards.

2.5 Fire Wardens

All floors within each BSO building must have adequate trained fire warden coverage, the specific number of fire wardens will depend on the size of the floor and take into careful consideration agile working arrangements. Identities of Fire Wardens will be displayed throughout the workplace.

Each fire warden must ensure everyone is safely evacuated from the building in the event of the fire alarm being activated. To do so, fire wardens need to be able to:

- a) Raise the alarm, close fire doors to prevent the fire from spreading
- b) Ensure vulnerable persons are being assisted (this should be clearly explained in a Personal Emergency Evacuation Plan or PEEP)
- c) Ensure everyone has exited the premises. This must include restrooms, storage areas.
- d) Use firefighting equipment such as extinguishers only if it is safe to do so.
- e) Help with roll call. Every person needs to be accounted for.
- f) Liaise with emergency services.

2.6 First Aiders

All floors within each BSO building must have adequate trained First Aid providers to deal with minor accidents and emergencies in the workplace. These providers will have sufficient training in accordance with statutory requirements. Identities of First Aid providers will be displayed throughout the workplace. Each manager will ensure that an appropriately stocked First Aid kit is available on the premises.

All first aiders must be able to provide immediate, temporary care to someone who is ill or injured. It is recommended that all BSO sites should have a defibrillator available and first aid providers should be trained on how to use it.

2.7 Evacuation Chair Operators.

If a BSO building fire risk assessment identifies the need for evacuation chairs then trained Evacuation Chair Operators must be present when the building is occupied. Identities of Evacuation Chair Operators will be displayed throughout the workplace.

The main duty of an Evacuation Chair Operator is to provide assisted emergency evacuations for people that have impaired mobility. These individuals will receive appropriate training. They will also assist with developing Personal Emergency Evacuation Plans (PEEPS) for anyone with a disability who is unable to use the stairs to evacuate the building in the event of emergency. The names of the trained evacuation chair operators should be identified in the individual Personal Emergency Evacuation Plan (PEEP).

2.8 Occupational Health

All employees should have access to the Occupational Health Service (OHS). They will provide advice to employees, managers and the BSO on issues relating to health at work and fitness for work.

2.9 Employees

All BSO staff must be aware of their responsibilities under health and safety legislation. Each employee should be aware that their failure to follow health and safety legislation may result in disciplinary action being taken.

All BSO Staff must:

- Take reasonable care for their own health and safety.
- Consider the safety of other persons who may be affected by their acts or omissions.
- Work in accordance with information and training provided.
- Refrain from intentionally misusing or recklessly interfering with anything that has been provided for health and safety reasons.
- Report any hazardous defects in plant and equipment, or shortcomings in the existing safety arrangements, to a responsible person without delay.
- Ensure that faulty equipment is taken out of use immediately and reported to their Line Manager and/or Estates as appropriate.
- Report all incidents in line with the BSO's Incident Reporting Policy, no matter how trivial, and co-operate fully in subsequent investigations.
- Not undertake any task for which authorisation and/or training has not been given.

2.10 Special Planning Performance Group (SPPG) staff

BSO is hosting Special Planning Performance Group (SPPG) staff at Linenhall St, Belfast, Gransha Park, Derry, Tower Hill, Armagh and County Hall, Ballymena. This policy is applicable to these staff members also.

3.0 Health and Safety Arrangements

3.1 Training

Health and safety related training of all staff at all levels of the organisation is critical in enabling them to understand and fulfill their roles. Such training will be included as part of new employee induction and subsequently follow the requirements detailed at the BSO intranet link below. Additional training to address specific issues such as manual handling, new work arrangements, new equipment or new legislation must be identified by managers. This will be provided with the assistance of the BSO Health and Safety manager.

<http://intranet.bso.hscni.net/pdf/BSO%20Mandatory%20Training%20Sept%202020.pdf>

HSC Business Services Organisation		INVESTORS IN PEOPLE Silver Until 2021	
STAFF RESPONSIBILITIES CORE MANDATORY TRAINING FOR <u>ALL</u> STAFF			
Badge	Course Title	To be completed...	
	Corporate Welcome	Once	✓
	Risk Management	Once	✓
	Fire Safety	Annually	✓
	Manual Handling*	Every 2 Years	✓
	Information Governance	Every 2 Years	✓
	Health & Safety	Every 2 Years	✓
	Fraud Awareness	Every 2 Years	✓
	Equality– Making a Difference	Every 2 Years	✓
	Cyber Security	Every 2 Years	✓
	Display Screen Equipment	Every 3 Years	✓

* if your work involves regular moving and handling you are required to attend an annual face-to-face programme.

Please use the following link to access the e-learning website: <http://www.hsclearning.com/>

3.2 Accidents and Incidents Reporting

All accidents and incidents must be promptly reported within 24 hours through line managers and subsequently using the form at the link below on the BSO intranet page.

<http://intranet.bso.hscni.net/2365.htm>

The BSO Health and Safety Manager is responsible for the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 (RIDDOR), on receipt of a relevant incident report form.

The BSO Health and Safety Manager, Directors and Line Managers are responsible for reporting and acting on investigation findings to prevent a recurrence.

3.3 Risk Assessments

Risk assessments are the key to effective and sensible health and safety risk management. The findings from risk assessments shall be used to identify prioritise and control risks at all levels in the BSO. There are a range of generic risk assessments available on the BSO intranet site.

<http://intranet.bso.hscni.net/2517.htm>

Training in risk assessment shall be carried out by all managers identified as being required to undertake risk assessments, including all nominated risk assessors. The BSO Health and Safety manager is available to provide further assistance with risk assessment training.

A suitable and sufficient risk assessment should identify the significant risks arising out of and in connection with the work task or activity being assessed.

The BSO will ensure that any identified risk is adequately assessed in accordance with legal requirements so that appropriate action can be taken to reduce the risk so far as is reasonably practicable. No member of staff must sign off or carry out risk assessments without having been formally confirmed to be demonstrably competent to do so. This is typically done following an appropriate level of risk assessment training.

Risk assessments must be completed to confirm how the hazard is being controlled and monitored effectively, in a pre-agreed manner.

3.4 Use of Personal Protective Equipment (PPE)

Every effort should be made to ensure that safe working practices are put in place that will avoid the need to use PPE. It will only be provided as a last resort after other measures to reduce risks have been exhausted. In circumstances where the use of PPE is recommended or required, the BSO will be responsible for the provision of protective clothing, masks, gloves, footwear or equipment as required in accordance with the arrangements identified within the Personal Protective Equipment (PPE) at Work Regulations 1992. Where the required protective clothing, footwear or other equipment has been identified and supplied, failure by staff to use it may result in disciplinary action being taken. Staff will take care of and maintain their PPE in good order, inspect it prior to each use and report to their manager any defects. Defective PPE must be reported immediately to the appropriate Manager/ Supervisor responsible for the work activity, removed and replaced. PPE must be worn as instructed and in accordance with the instructions/training given.

3.5 Use of Work Equipment

All work equipment in use within the BSO will be managed in accordance with the Provision and Use of Work Equipment Regulations (PUWER) 1998, the main requirements of which are:

- Electrical equipment must be portable appliance tested (PAT Tested) by a competent trades person before use and at regular intervals depending on usage.
- See HSE web-link for guidance on portable electric equipment.
www.hse.gov.uk/pubns/indg236.pdf and <https://www.hse.gov.uk/electricity/fag-portable-appliance-testing.htm>
- Electrical equipment must be suitable for the purpose and under the conditions for which it is used or provided;
- Electrical equipment must only be used by having regard for the conditions in which it is to be used;
- Electrical equipment must be maintained in an efficient state, in efficient working order and in good repair;
- Electrical equipment maintenance logs must be kept up- to- date where appropriate;
- Electrical equipment with a specific risk, must have priority checks performed with regard to safety and operating efficiency and performance.
- Adequate health and safety information, training and supervision must be provided on the electrical equipment to be used prior to use;
- Proper guards and other protective measures must be in place in respect of dangers associated with the equipment.
- Operating manuals should be made readily available to staff who will use equipment.

3.6 First Aid

BSO Managers must maintain a suitable numbers of trained First Aid providers to deal with minor accidents and emergencies in the workplace. These providers will have sufficient training in accordance with statutory requirements. Identities of First Aider providers will be displayed throughout the workplace and remain current. Each Manager will ensure that an appropriately stocked First Aid kit is available on the premises and that a First Aid Needs Assessment is completed to confirm that they have appropriate first aid arrangements in place according to their needs.

It is also best practice to have a defibrillator (AED) that is emergency ready on all BSO sites. The defibrillator must be registered with “the circuit” website <https://www.thecircuit.uk/>

The Circuit – this is the national defibrillator network which provides a national overview of where defibrillators can be found and accessed by emergency services.

It is recommended that for office based staff to have the necessary first aid skills that they complete a 1 day Emergency First Aid at Work (EFAW) training course that is Ofqual Accredited.

It is recommended that for warehouse based staff to have the necessary first aid skills that they complete a 3 day First Aid at Work (FAW) training course that is Ofqual Accredited.

3.7 New and Expectant Mothers at Work

Employees are required to notify their manager once pregnancy is confirmed so that the manager can undertake a risk assessment in accordance with the Management of Health and Safety at Work Regulations (NI) 2000.

The Northern Ireland Health and Safety Executive (HSE NI) has information relating to New & Expectant Mothers available at the following link.

<https://www.hseni.gov.uk/articles/new-and-expectant-mothers>

3.8 Display Screen Equipment (DSE)

Under the Health & Safety (Display Screen Equipment, DSE) Regulations 1992 employers must protect workers from the health risks of working with display screen equipment (DSE), such as PCs, laptops, tablets and smartphones. The Health and Safety (DSE) Regulations apply to workers who use DSE daily, for continuous periods of 1 hour or more. This is done by the completion of a suitable and sufficient risk assessment by a competent person. The outcome of this risk assessment must be shared with the employee and their manager. Any DES risks must be reduced as far as is reasonable practicable and any recommended control measures must be implemented.

3.8 Display Screen Equipment (DSE) (Continued)

The DSE risk assessment used by BSO can be obtained at the intranet link below.

<http://intranet.bso.hscni.net/2517.htm>

An e-learning package has been developed to provide staff with guidance regarding DSE at the link below.

<http://www.hsclearning.com/>.

Managers must ensure that DSE users complete the e-learning course and follow up to have any concerns resolved.

3.9 Dangerous Substances

All dangerous substances, (including body fluids), that staff may come in contact with should be assessed under the requirements of the Control of Substances Hazardous to Health Regulations (Northern Ireland) 2003 (as amended by the Control of Substances Hazardous to Health (Amendment) Regulations (Northern Ireland) 2003 and 2005 “COSHH(NI)”).

A COSHH risk assessment must be carried out for all hazardous substances used, or generated by the work activity of BSO employees. An example of an appropriate COSHH risk assessment for an office environment is available at the link below from the Health and Safety Executive (HSE).

<https://www.hse.gov.uk/coshh/riskassess/office.htm>

3.10 Driving at Work

All BSO employees who use their vehicles for BSO business, have a duty to ensure that their vehicles are roadworthy. Employees must hold a valid and appropriate driving licence, appropriate insurance cover (which covers them whilst on BSO Business), taxation and M.O.T. certificate.

To ensure compliance with the Health and Safety at Work (NI) Order 1978 and the Management of Health and Safety at Work Regulations 1999, it is necessary to undertake a risk assessment of work-related driving activity. Line Managers are responsible for carrying out such Risk Assessments.

Further support is available within the Health & Safety Executive (HSE) Guidance document “Driving at Work, Managing work-related road safety”

<http://www.hse.gov.uk/pubns/indg382.pdf>

If a Manager has a concern regarding an employee’s ability to carry out work- related driving, they should make the appropriate referral to the Occupational Health Dept.

3.11 Violence to Staff

The BSO supports and has implemented a Zero Tolerance policy on all physical and/or abusive incidents involving staff. The BSO is committed to the creation of a culture and environment where employees may undertake their duties without fear of abuse or violence.

Local departmental safety arrangements must consider and include the outcome of their risk assessments for the protection arrangements for staff, procedures for the recording of all incidents, and any relevant training of staff in order to minimise the risk to staff as far as reasonably practicable.

Further information is available at the link below to the BSO Zero Tolerance at:

http://intranet.bso.hscni.net/pdf/Zero_Tolerance_Policy.pdf

3.12 Lone Working

Lone working is defined as: “those who work by themselves without close or direct supervision” (Working Alone - HSE INDG73 / 03/20) <http://www.hse.gov.uk/pubns/indg73.pdf> and also relates to staff without immediate access to assistance including out of normal working hours and staff on call.”

Where a person is required or requests to work after normal working hours and alone, it is necessary to identify the degree of risk in assessing whether or not this is a safe practice. The BSO will make a “suitable and sufficient” risk assessment of any risks to the health and safety of its employees who are identified as lone workers. This will identify the following.

- What are the risks to staff who are working alone?
- What control measures and arrangements are required to ensure, so far as is reasonably practicable, that these members of staff are no more at risk than employees working together?

3.13 Home Working

Under the Management of Health and Safety at Work Regulations 1999, the BSO is required to carry out a risk assessment of the work activities carried out by the home worker. This is carried out with the support of a home working risk assessment checklist, within the BSO Interim Working from Home policy and BSO Home Working protocol at the links below.

https://hscbusiness.hscni.net/pdf/FINAL_Interim%20Working%20from%20Home%20Policy.pdf

<https://hscbusiness.hscni.net/pdf/Home%20working%20Protocol%20v3.pdf>

The purpose of the risk assessment is to help identify any hazards and actions that may require further risk assessments to reduce or remove any risk.

The type of work activities undertaken by staff working from home are likely to be restricted to computer based or administrative work.

3.14 Work Related Stress

BSO accepts responsibility to ensure that staff are, as far as is reasonably practicable, protected from, and supported in dealing with stressful situations.

The BSO will adopt a positive approach to stress reduction and mental health promotion, recognising that work as a whole has a beneficial impact on mental health, giving structure and purpose, opportunities to meet people and a means of increasing one's self worth and of being valued by others. Management are responsible for identifying and managing the potential causes of stress within the workplace. Staff have a responsibility to report to their manager when they are experiencing times of stress that will have an impact on their work, health or wellbeing. Where necessary, suitable stress risk assessments should be undertaken and documented, with the support of the HSE/HSENI Management Standards, which relate to six management standards covering the primary sources of stress at work.

Details can be found within;

<https://www.hse.gov.uk/stress/standards/>

Managers can also refer to HSE published document 'How to Tackle Work Related Stress' at

<http://www.hse.gov.uk/pubns/indg430.pdf>

3.15 Staff Wellbeing

BSO recognizes that a health and wellbeing strategy can make a real difference to the health and wellbeing of employees, businesses and the communities in which people live and work. Research evidence shows that promoting health in the workplace improves the working environment and is beneficial to the organisation and its employees. BSO has therefore developed a health and wellbeing action plan for all employees accessible at the link below.

[https://hscbusiness.hscni.net/images/Health Wellbeing Action Plan 2014 to 2015.pdf](https://hscbusiness.hscni.net/images/Health_Wellbeing_Action_Plan_2014_to_2015.pdf)

3.16 Manual Handling

Manual/Load handling forms a part of many jobs within the BSO. The BSO aims to reduce as far as is reasonably practicable, the risk to staff undertaking/load handling operations. All employees involved in manual/load handling activity must be familiar with the requirements of the BSO Manual Handling policy available at the link below and also receive suitable training in accordance with the policy and job responsibilities.

<https://hscbusiness.hscni.net/pdf/Manual%20Handling%20Policy.pdf>

3.16 Manual Handling (Continued)

It is the responsibility of all staff to ensure that e-learning Manual Handling training is taken at induction and then subsequently every 2 years. This course is available for all staff at the HSC eLearning website below.

<https://www.hsclearning.com/>

BSO staff working in a warehouse and some office environments will require additional practical Manual Handling training. It is the responsibility of BSO departmental managers to identify such staff and collaborate with the BSO Health and Safety manager to arrange for the appropriate level of training to be provided.

3.17 Fire Safety

The BSO recognises its responsibilities for the safety of staff and visitors in relation to fire precautions (BSO Fire Safety Policy).

<https://hscbusiness.hscni.net/pdf/Fire%20Safety%20Policy%20Oct%2019.pdf>

All staff must:

- Complete annual fire safety training available on the eLearning website below.
<http://www.hsclearning.com/>.
- Be aware of their roles and responsibilities as detailed in BSO fire evacuations plans.
- be proactive to prevent fire on a daily basis
- know what action to take in event of a fire incident (as detailed in BSO Fire Evacuation plans)

Fire Wardens must be aware of additional responsibilities and attend additional training every 3 years. This must include a practical component on the use of fire extinguishers.

3.18 Contractors and Agency Staff

All contractors and agency staff entering BSO grounds and premises will be under the control of a designated manager who will ensure adherence to the BSO Health & Safety Policy and safe working practices. The relevant manager will be designated at the time of assigning the contract or placing the order for services.

All contractors working for the BSO are subject to a formal approval process, which includes health and safety requirements. It is mandatory for all contractors to wear an approved face covering (face visors or shields are not acceptable) fitted over the nose and mouth when inside all BSO buildings during the Covid-19 pandemic.

Prior to contractors starting any work all health and safety responsibilities must be clearly defined and agreed. Contractors must sign in upon arrival and sign out when leaving at all BSO premises.

3.19 BSO Employees Sharing Premises with another Organisation.

Where BSO employees share the workplace with employees of another organisation, BSO staff must co-operate with the other employers to ensure compliance with health and safety legislation. This may include co-operation on matters such as implementing evacuation procedures, pedestrians and vehicles, first aid and waste disposal. A joint Risk Assessment should be completed and documented, as appropriate. This requirement is also applicable when premises are shared with other BSO directorates.

3.20 Needlestick and Sharps Injuries.

Sharps injuries are a well-known hazard in the health and social care sector. The safe handling and disposal of sharps is vital in BSO locations where they are used, this is almost always indirectly.

Staff who sustain a needlestick / sharps or contamination injury must attend the Occupational Health Department, or if out of hours, attend the nearest A&E Department/Urgent Care & Treatment Centre. A referral is still required at the earliest opportunity, to the Occupational Health Department. Prompt referral is important in all cases to determine whether post-exposure prophylaxis is required.

All needlestick/sharp incidents must be reported by completing a BSO accident / incident form at the link below.

http://intranet.bso.hscni.net/pdf/BSO_Incident_Form.pdf

3.21 Infection Prevention and Control (IPC).

All staff are reminded of their own health and safety responsibilities with regard to Infection Prevention & Control.

- Frequent hand washing with soap and water is strongly encouraged using the NHS approved technique detailed at the link below on the BSO intranet site.
<http://intranet.bso.hscni.net/pdf/Handwashing.png>
- Breaches in building cleaning standards must be reported to the BSO Corporate Services team immediately.
- Communal areas such as visitors' toilets, stairs, reception, car parks etc are the responsibility of all staff and problems must be reported to the BSO Corporate Services team as soon as possible to allow action to be taken.
- It is strongly recommended that all BSO staff wear an approved face covering (face visors or shields are not acceptable) fitted over the nose and mouth when moving within BSO buildings during the Covid-19 pandemic.

3.22 Water Safety

Where water is used or stored which can be transmitted in an aerosol and then be inhaled, there will be a reasonably foreseeable risk of exposure to legionella bacteria. As a result, where water is present at a BSO premises, a Legionella risk assessment to identify the level of risk must be carried out.

Assessments should be reviewed every 2 years and updated if any changes are made to a building water system. Controls such as regular (weekly) running of taps and other water outlets that are infrequently used must be carried out as per the findings of the Legionella risk assessment.

4.0 Review of Health & Safety Policy

The BSO will review this Policy every three years or more often if legislation dictates and will amend its arrangements with regard to health & safety in view of new Legislation, Regulation, Approved Codes of Practice or on the advice of the Health & Safety Executive for Northern Ireland.

5.0 References

- Health & Safety at Work Order (NI) 1978
- Management of Health & Safety at Work Regulations (NI) 2000
- Safety Representatives and Safety Committees Regulations 1996
- Reporting of Injuries Diseases and Dangerous Occurrences (Amendment) Regulations (NI) 2004
- Personal Protective Equipment at Work Regulations 2002
- Provision and Use of Work Equipment Regulations (NI) 1999 (PUWER)
- Display Screen Equipment Regulations (NI) 1992
- Control of Substance Hazardous to Health (Amendment) Regulations (Northern Ireland) 2005 (COSHH NI)
- Health and Safety (Sharp Instruments in Healthcare) Regulations (NI) 2013
- The Driving at Work Regulations (NI) 2005
- Manual Handling Operations Regulations (NI) 1992
- Health and Safety (First Aid) Regulations 1982 (as amended)
- Electricity at Work Regulations (NI) 1991

6.0 Equality and Human Rights Considerations

The Policy has been screened for equality implications as expected by Section 75 and Schedule 9 of the Northern Ireland Act 1998. Equality Commission guidance declares that the aim of screening is to recognise those policies which are likely to have a significant influence on equality of opportunity so that greatest resources can be dedicated to these.

Using the Equality Commission's screening standards; no significant equality implications have been recognised. The policy will therefore not be subject to an equality impact assessment.

Similarly, this policy has been considered under the terms of the Human Rights Act 1998, and was deemed compatible with the European Convention Rights contained in the Act.