

<b>Title</b>	<b>Health and Safety Policy</b>
Summary	A Policy outlining an undertaking by the BSO to comply with the Health and Safety at Work (NI) Order 1978.
Purpose	It includes a policy statement, definitions of responsibilities and operational arrangements for ensuring health and safety at work.
Operational date	01 April 2012
Review date	July 2018
Version Number	V0.5
Supersedes previous	CSA and other Legacy policies.
Director responsible	Director of Human Resources and Corporate Services
Lead author	Hugh McPoland
Lead author, position	Director of HRCS
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<b>Reference number</b>	<b>BSO/HRCS/03 -2010</b>

Supersedes	
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### Version Control

Date	Version	Author	Comments
16.04.2010	0.1	H McPoland	
1702.2012	0.2	H Mc Poland	Revised Policy
10/4/14	0.3	B Harvey	Revised Policy
12.06.16	0.4	B Harvey	Review of policy- no changes
02.07.18	0.5	K Toale	Revised Policy

### Policy Record

		Date	Version
Author(s)	H Mc Poland		
Director responsible	DHRCS		

### Approval Process

Senior Management Team	22.02.12		
Board			



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Providing Support to Health and Social Care

# **Health and Safety Policy**

## 1. Introduction

### **This is the Health and Safety Policy Statement of the Business Services Organisation (BSO)**

#### **Our statement of general policy is:**

- Health and Safety at Work is important for us all and must be treated seriously by management and staff alike.
- The BSO will comply with the requirement of the Health and Safety at Work (NI) Order 1978 and all other relevant health and safety legislation and codes of practice. The BSO is committed to ensuring so far as is reasonably practicable the health, safety and welfare of its employees and of others who may be affected by its operations.
- The BSO will:
  - 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; and
  - Review and revise this policy as necessary at regular intervals or when work activity changes.

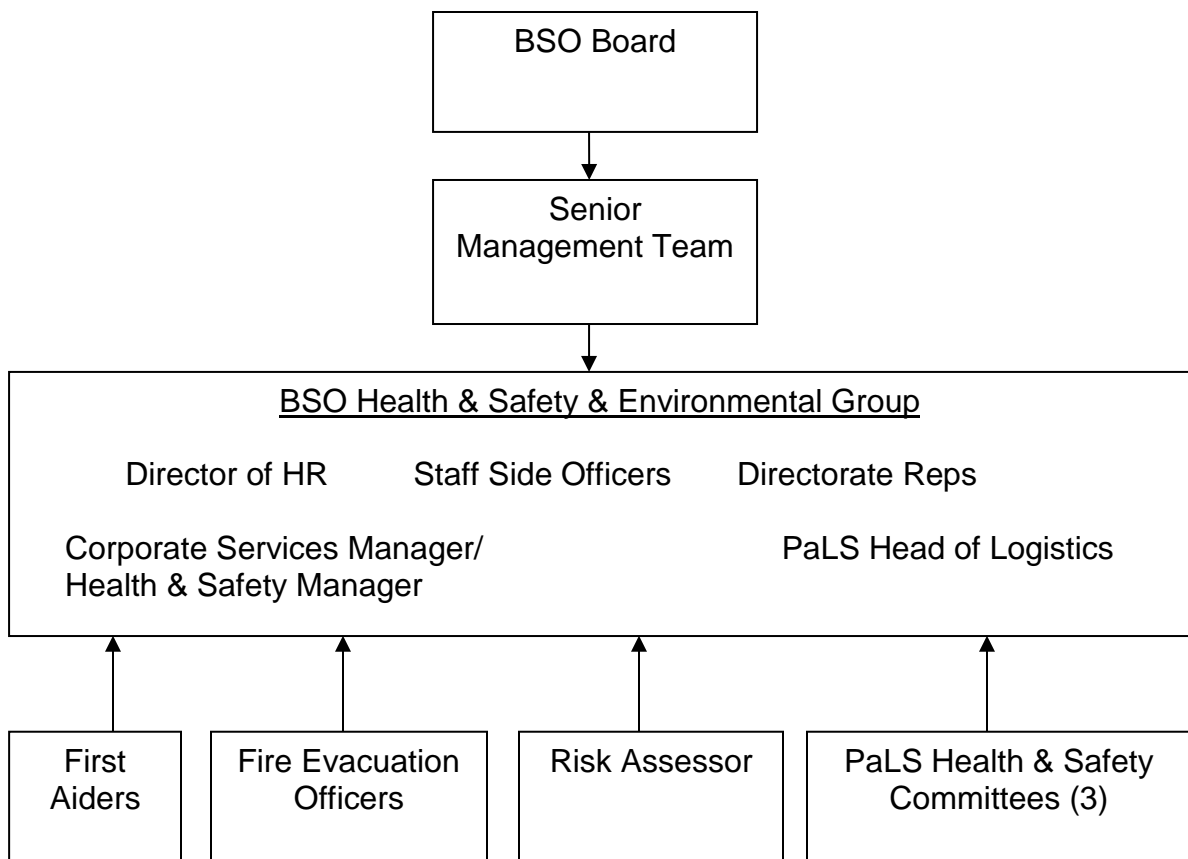
## Responsibilities

2. Overall and final responsibility for health and safety is that of The Chief Executive.
3. Day-to-day responsibility for ensuring this policy is put into practice is delegated to the Director of Human Resources & Corporate Services and the Corporate Service Manager.
4. To ensure health and safety standards are maintained/improved, the following staff have responsibility in the following areas:

Position	Responsibility
Director of HR and Corporate Services	Lead Director reporting to Board on Health & Safety issues
Corporate Services Manager	Chair of Health & Safety Committee, implementation of H&S Action Plan, provision of advice to the BSO
	Ensure maintenance of Plant and Equipment, Building Security as required under the Standing Financial Instructions and the Scheme of delegated Authority etc.
Occupational Health Nurse	Provision of Occupational Health
Warehouse Manager/Supervisors	Manage Health & Safety risks relating to Warehouse operations
Line Managers/supervisors	Take lead in assessing risks, reporting faults, organizing training etc. in their area of work.
Evacuation /Fire Officers	Monitor Safety and assist evacuation of buildings in emergency
First Aiders	Provide first response care in the event of accident/work related illness
Health & Safety & Environmental Group members	Consult on Health and Safety Matters affecting the BSO's operations.
Risk Assessors	Undertake Risk Assessments and report outcomes to H&S Committee
All Staff	To read, understand and implement where applicable the Health & Safety and Environmental Policy

	<p>and any subsequent revisions thereafter.</p> <p>To fully co-operate with BSO so far as is necessary, so as to ensure that the employer can comply with all statutory obligations; e.g. report hazards or defects in control measures, attend training etc. To wear any necessary personal protective equipment (PPE).</p> <p>Refrain from interfering with any equipment provided to safeguard health and safety.</p> <p>Report all health and safety concerns to the person responsible.</p>
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5. The organisation structure for Health & Safety is<sup>1</sup>



7. The BSO Health & Safety & Environmental Group is responsible for commissioning, monitoring and reviewing a programme of Health & Safety Risk Assessments throughout the organisation. On the basis of the assessment outcomes, the Committee devises and implements an Action Plan aimed at mitigating or reducing risks which have been identified.
8. A separate subcommittee is operational for the Procurement and Logistics Service. The need for further sub committees will be kept under review.
9. Health, Safety & Environmental matters are reported at Board level through the Senior Management Team by the Director of Human Resources and Corporate Services.

### **BSO Health, Safety & Environmental Group**

The terms of reference are:

1. To act as a consultative forum, normally meeting 4 times each financial year, for the consideration and discussion of fire, health, safety and environmental issues;
2. To act on behalf of and to advise BSO senior management/Board on matters of fire, health, safety and environmental policy, structure and communications; and to recommend any action necessary to ensure the health and safety of staff and members of the public (including contractors and visitors to BSO premises);
3. To keep under review the BSO's legal and statutory obligations with regard to fire, health, safety and environmental regulation compliance and to identify through regular monitoring and bring to the attention of senior management areas where compliance is at risk or not being achieved;
4. To receive reports on health, safety and environmental audits, incident statistics, communications with enforcing authorities, and from relevant sub-groups (such as Pals) and to make recommendations to relevant departments of any corrective action required;
5. To receive updates on changing legislation and to review and assist in the development of policies and procedures to enable the BSO to meet all statutory requirements;
6. To ensure all levels of BSO management are aware of their safety and environmental obligations and through the receipt of regular monitoring reports to ensure these obligations are appropriately disseminated;
7. To monitor staff awareness and training as they relate to fire, health, safety and environmental issues to ensure appropriate training is provided to enable all managers safely to discharge their duties;
8. To receive reports and review personal safety for staff and visitors on BSO premises, particularly where it could impinge on health and safety;
9. To receive reports on the progress of the BSO Environmental Controls

10. To report quarterly on safety and environmental activities to senior management and The Board with the information required to discharge their duties under the Health and Safety at Work Act (1974), the Management of Health and Safety at Work Regulations (1997) and other related legislation.

### **Arrangements to mitigate health and safety risks arising from our work activities – Risk Assessment**

10. Integral to compliance with Health & Safety legislation is the provision (so far as is reasonably practicable) of:
  - a. safe equipment and systems of work;
  - b. information, instruction, training and supervision;
  - c. safe place of work with safe access and egress;
  - d. safe working environment with adequate welfare facilities.
11. The primary way of determining what is reasonably practicable in relation to the above is by risk assessment. Risk Assessment is also an absolute requirement under the Management of Health and Safety at Work Regulations.
12. The Health, Safety and Environmental Committee will oversee a programme of work to develop and publish a range of Health & Safety Information communications as necessary throughout the period of this policy.

### **Consultation with employees**

13. The BSO shall continue to use the Health, Safety and Environmental Committee as a means of consultation with the workforce on health, safety and environmental issues.

### **Safe plant and equipment**

14. The Corporate Services Manager, Support Services Officer (PaLs), the Facilities Management contractor staff will be responsible for identifying all equipment/plant needing maintenance, and for ensuring that all identified maintenance is implemented.
15. The Corporate Services Manager (Franklin Street/Champion House) and the Support Services Officer (Boucher Crescent) will be responsible for ensuring effective maintenance procedures are drawn up.
16. Any problems found with plant/equipment are reported to the Corporate Services Manager, (Franklin Street/Champion House), Support Services.



- a. Officer (Boucher Crescent), or the Warehouse Manager (for Warehouse Machinery faults) or the most senior manager in all other locations

17. In the first instance, Line Managers in the respective departments/locations will check that new plant and equipment meets health and safety standards before it is purchased. Estates or Facilities Management Provider personnel will undertake these checks for larger or common plant and equipment.

### **Safe handling and use of substances**

18. Integral to the provision of a safe working environment is the Control of Substances Hazardous to Health (COSHH) in the workplace. The legislation requires employers to undertake a COSHH Assessment and maintain/review records, make suitable and adequate arrangements to minimise risks, and provide information regarding the safe use of substances. This role will be performed by the BSO Health and Safety Manager.

### **Information, instruction and supervision**

19. The Health and Safety Law poster along with the Policy Statement will be displayed on Noticeboards in all Premises at every location. The Poster and leaflets are issued by the Corporate Services department.

20. Health and safety advice is available from

- a. Emails, Noticeboards and Leaflets
- b. Staff Induction Pack and Handbook
- c. BSO Health and Safety Manager, 2 Franklin Street (ext. 3842)
- d. Occupational Health Nurse
- e. Directors and Line Managers
- f. Health & safety representatives
- g. Trade Union
- h. Health & Safety Executive (Northern Ireland) website
- i. The BSO Health and Safety Manager is responsible for ensuring that our employees working at locations under the control of other employers are given relevant health and safety information.

### **Competency for tasks and training**

21. Induction training will be provided for all employees by the Human Resources Directorate, this may be provided in due course by a clearing process and Job-specific training will be provided by Line Managers in line with the 100 day Mandatory Induction Training process.
22. The BSO's arrangements for the identification, provision and recording of Health & Safety-related training will be set out in regular briefings.

### **Accidents, first aid and work-related ill health**

23. Anyone can report accidents and cases of work-related ill health by
  - a. contacting their Line Manager
  - b. completing an Incident Report Incident Form
  - c. contacting the Corporate Services department
  - d. completing the Intranet Form page

All Incidents/Accidents/Near Misses shall be noted and investigated to avoid reoccurrence to the Corporate Services Department, 6th Floor, 2 Franklin Street for appropriate follow up.

24. The BSO Health and Safety Manager is responsible for reporting accidents, diseases and dangerous occurrences to the Health & Safety Executive.

### **Monitoring**

25. To check our working conditions, and ensure our safe working practices are being followed we will
  - a. Devise and implement an Annual programme of Health and Safety inspections under the stewardship of the Health and Safety and Environmental Group
  - b. Monitor and report Complaints and Adverse Incidents to the Board, on an annual basis recording corrective action as required
  - c. Devise, Investigate and report accidents and incidents of work-related illness.
26. Inspections will be undertaken using a Form designed to capture the relevant information and training will be provided in its use.
27. Lead investigators and teams appointed by the BSO Health and Safety Manager are responsible for investigating accidents.

28. The BSO Health and Safety Manager, Directors and Line Managers are responsible for reporting and acting on investigation findings to prevent a recurrence
29. The Director of Human Resources and Corporate Services is responsible for investigating work-related causes of sickness absences.

### **Emergency procedures – fire and evacuation**

30. In order to ensure a safe place of work with safe access and egress, legislation requires employers to take measures to mitigate specific risks associated with fire. Fire risk assessment will be conducted on an annual basis in each building.

### **Warehouse Health & Safety management**

31. Workplace and transport operations at warehouse sites present additional hazards to those in administrative/office environments, therefore the BSO will produce and implement arrangements for Warehouse Health & Safety covering the following issues:
  - a. Health and Safety training
  - b. Machinery Fault reporting
  - c. Housekeeping
  - d. Pallet Specification and delivery conditions

32. The BSO's arrangements for Warehouse Health and Safety will be separately covered.

### **Homeworking**

33. Under Health and Safety at Work Act, employers have a duty to protect the health, safety and welfare of their employees, including homeworkers (those employed to work at home).
34. Most of the Regulations apply to homeworkers as well as to employees working at an employer's workplace.

### **Policy Implementation Training and Education**

#### **Equality Considerations**

35. This policy has been screened for equality implication as required by Section 75 of Schedule 9 of the Northern Ireland Act and it was found that there were no negative impacts on any grouping. This policy will therefore not be subject to an Equality Impact assessment.

## **Human Rights**

36. This Policy has been considered under the terms of the Human Rights Act 1998, and was deemed compatible with European Convention Rights contained in the Act.

## **Review of Policy**

37. This policy will be reviewed no later than 01 July 2020