

**NIPEC/18/04**  
(replacing NIPEC/14/23)



**NORTHERN IRELAND PRACTICE AND EDUCATION  
COUNCIL FOR NURSING AND MIDWIFERY**

# **Health and Safety Policy**

**March 2018**

**Review date: April 2021**

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## **1.0 INTRODUCTION**

The Health and Safety at work Order (NI) 1978 requires employers to ensure, so far as is reasonably practicable, the health and safety of employees and others who may be affected by what it does or fails to do.

NIPEC attaches great importance to the health, safety and welfare of its employees. It is NIPEC policy to provide a safe and healthy working environment and to take all reasonable steps to prevent personal injury to employees from foreseeable work hazards. NIPEC recognises its statutory obligations to ensure that all employees (in accordance with NIPEC's Occupational Health Scheme) are able to carry out their respective duties in a healthy, safe and risk-free environment.

### **1.1 Policy Statement**

NIPEC will:

- provide adequate control of the health and safety risks arising from its activities
- provide and maintain safe equipment
- ensure safe handling and use of substances
- take steps to prevent accidents and cases of work-related ill health
- maintain safe and healthy working conditions
- provide information, instruction and supervision for employees
- ensure that all employees are competent to do their tasks and to give them adequate training
- consult with employees on matters affecting their health and safety
- review and revise this policy four years following its approval.

### **1.2 Policy Aims**

The key aims of the policy are to:

- promote a health and safety culture across NIPEC
- minimise the risk of adverse health and safety outcomes arising from NIPEC activities.

Employees should recognise that the final level of responsibility for health, safety and welfare is that of each and every individual employee and applies to both internal and external facilities.

Employees therefore have a responsibility to:

- adhere to NIPEC policy and procedures for the maintenance of a safe place of work and a safe environment for staff and visitors
- report at once all accidents, whether major or minor, to their line manager and complete an entry in the Accident Book which is located in the Corporate Services Manager's office
- report at once to their Line Manager any matter they believe could cause danger to others
- assist in the investigation of accidents or incidents with the objective of the introduction of measures to prevent recurrence
- use and take care of any protective equipment provided.

- Staff should ensure that they risk assess their personal safety in regard to all visits to facilities outside of the HSC.

## **2.0 NIPEC RESPONSIBILITIES**

NIPEC is also required to maintain the workplace according to various standards, including the following.

### **2.1 Environment:**

- maintain the temperature of the offices at a comfortable temperature
- keep the workplace clean
- ensure that offices do not become overcrowded, and are well ventilated and adequately lit
- ensure that floors, stairwells, steps, gangways, passages and ladders are well constructed and maintained, and not obstructed
- maintain office fixtures and fittings
- conduct regular risk assessments throughout the organisation, which are recorded, and reviewed on a regular basis, each time there is a change in task or activity or following any accident within the workplace.

### **2.2 Facilities:**

- ensure that employees have a copy of NIPEC's Moving and Handling Guidance and do not have to lift objects that are so heavy they may cause injury
- guard securely all dangerous parts of machinery
- ensure washing and toilet facilities provided by the landlord are maintained;
- supply drinking water
- take proper precautions to prevent employees being exposed to substances which may damage their health
- take precautions against danger from electrical equipment and radiation.

### **2.3 Training:**

- ensure that employees are properly trained, or work under adequate supervision, before using equipment and machinery
- provide further training in related areas, such as moving and handling
- develop an awareness that health and safety is everyone's responsibility to promote and protect
- develop an awareness that training is an important way of achieving competence and helps ensure safe working practices.

Health and Safety and Manual Handling awareness training is provided via regionally agreed e-learning programmes. It is mandatory that all staff complete these programmes every two years and training records are maintained by the organisation.

Training needs are reviewed on a regular basis and will determine the level of training needed for particular tasks. As such additional training will be provided as and when required in order to ensure all employees have appropriate knowledge and skills in relation to health and safety.

## **2.4 Display Screen Equipment:**

The Health and Safety (Display Screen Equipment) Regulations (NI) 1992 and Safety, Health and Welfare at Work (General Application) Regulations 2007 state that an employer has the responsibility to:

- carry out a suitable and sufficient analysis of employee workstations on appointment, transfer to a new workstation or when new equipment or technology is introduced
- assess and evaluate the risk associated with DSE use
- reduce the risk as far as is reasonably practicable
- implement control measures
- review as necessary
- make provision for eye examination/eyesight tests.

## **3.0 HEALTH AND SAFETY OFFICERS AND COMMITTEE**

NIPEC's Health and Safety Officers (HSOs) are the Head of Corporate Services and the Corporate Services Manager.

NIPEC's Health and Safety Committee is responsible for co-ordinating health and safety arrangements and should be consulted on all matters concerning safety. The Committee's remit is to:

- assist NIPEC in providing, so far as is reasonably practicable, a safe environment for its employees and others who may be affected by what it does or fails to do
- ensure that staff are aware of their responsibilities while at work to take reasonable care for the health and safety of themselves and of other persons who may be affected by what they do or fail to do
- ensure that risk assessments are conducted in accordance with NIPEC's Health and Safety Action Plan and in line with current Health and Safety legislation
- co-ordinate and monitor an effective safety training programme for its employees
- ensure that effective policies and procedures are in place to investigate, record, review and assess the causes and costs of accidents, sickness absences, ill health retirement and occupational ill health
- review all reported accidents and, where required, ensure appropriate action is taken
- provide regular Health and Safety updates to NIPEC's Business Team.

The Committee shall meet as appropriate and at least twice a year. Its membership will consist of:

- Corporate Services Manager
- Senior Professional Officer
- Corporate Services Officer
- Events and IT Support Officer.

## **4.0 FIRST AID**

Under the Health and Safety (First Aid) Regulations (NI) 1982, NIPEC has a duty to provide adequate facilities and equipment to enable the appropriate provision of first aid.

A First Aid kit is located in the staff kitchen. A member of NIPEC staff has received full first aid training from an approved training organisation and should be the first point of contact in an emergency situation. If this member of staff is unavailable, staff should contact a trained member of staff within BSO ITS located in Centre House, as per list displayed in the staff kitchen/rest room.

*(Note: a record of any incident which can be attributed to an accident within NIPEC premises must be made in accordance with NIPEC's Policy for the reporting of Adverse Incidents/Accidents/Near Misses and Dangerous Occurrences).*

## **5.0 FIRE SAFETY AND EVACUATION PROCEDURES**

All staff should read and make themselves aware of their responsibilities outlined within NIPEC's Fire Management Policy.

It is the Line Manager's responsibility to ensure that staff are aware of precautions to be taken to prevent fire and also the action to be taken in case of fire. It is also the responsibility of managers to ensure all new employees are provided at their induction with the Evacuation Procedures for Centre House (see Appendix 1).

Any member of staff chairing/facilitating a meeting/workshop within NIPEC's offices has a responsibility to advise visitors of these evacuation procedures at the start of their meeting. Evacuation procedures should be displayed within NIPEC's meeting room and guidance should be given to all visitors.

In the event of the building having to be evacuated due to a fire alert during the working day, staff and visitors should leave by the **nearest** and **safest** exit, either the main sets of stairs at the front of the building or by the rear fire exit.

**At no time should the lifts be used during the evacuation of the building.**

The assembly point for staff and visitors is at the rear of the building on Gloucester Street., unless otherwise advised by Centre House security staff.

## **6.0 SMOKING**

In accordance with The Smoking (Northern Ireland) Order 2006, smoking is not permitted anywhere in the building. Signs have been displayed in the workplace advising staff, public and visitors that it is an offence to smoke in the premises.

## **7.0 ADVERSE INCIDENTS/ACCIDENTS**

**7.1** NIPEC will ensure a robust system of reporting of adverse incidents/accidents. Incidents are defined as any event or circumstances that could have or did lead to actual or possible personal injury, to personal harm, property loss or damage. This definition covers all areas including fire, theft, assault and staff accident.

**7.2** NIPEC's Policy for Reporting of Adverse Incidents/Accidents outlines the procedure for staff for the reporting and recording of same.

- 7.3** All Adverse Incidents/Accidents must be reported using the Incident Reporting Forum found within the policy and available on NIPEC's server or from the Corporate Services Manager.
- 7.4** The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 (RIDDOR) require NIPEC to notify the Health and Safety Executive NI, as the enforcing authority for RIDDOR in NI, of dangerous occurrences that 'arise out of or in connection with work'. Such occurrences include the following:
- The death of any person, whether at the time of an incident or later.
  - Incidents which result in an employee suffering a 'specified' injury or being absent from work/unable to do their normal duties for more than 3 days.

These reports enable the enforcing authorities to identify where and how risks arise and to investigate serious accidents. It is the responsibility of the Corporate Services Manager to inform the Health and Safety Executive NI, in some instances without delay (eg. by telephone), of the details of the incident. This must be followed up within ten days with a completed RIDDOR report form (NI2508).

## **8.0 VIOLENCE IN THE WORKPLACE**

- 8.1** NIPEC has a responsibility to ensure that their employees work in a safe environment and the risks to violent and verbal abuse are minimal. If any such attack should occur, the injured party will be requested to report the incident to their Line Manager and the Corporate Services Manager.

The following information will be required:

- date, time and location of the incident
  - whether the attack was verbal or physical
  - the grade and discipline of all staff involved in the incident
  - whether the incident resulted in absence from work.
- 8.2** The Corporate Services Manager will complete returns to the Department of Health, Social Services and Public Safety, to enable them to monitor the level of incidents or violence against members of staff.

## **9.0 STRESS AT WORK**

NIPEC as an employer and individual employees have a responsibility to recognise stress and employ suitable methods of coping with stress.

The Management Standards for work-related Stress, developed by the Health and Safety Executive, aim to reduce the levels of work-related stress. NIPEC recognises its duty to ensure that all staff have a safe and healthy place of work. Health and Safety legislation is concerned with both the mental and physical well being of employees. The risk of workplace stress must be assessed and measures taken to prevent it.

NIPEC will endeavour to:

- ensure that causes of organisational stress are identified
- introduce changes in structure and procedures which are identified as causing stress

- review and develop support systems for staff needing guidance and help
- intervene at an early stage to prevent problems and where problems exist, to prevent them getting worse
- support stressed employees on a confidential basis
- if required establish stress awareness and stress management programmes within the exigencies of the service.

## **10.0 OCCUPATIONAL HEALTH SERVICE**

The Occupational Health Service can be accessed through the Business Services Organisation's Human Resources Department. The aims and functions of the Occupational Health Service are to create a healthy working environment by:

- providing assistance in the risk assessment process
- providing pre-employment health screening
- providing health promotion and education in the workplace
- providing health surveillance of employees – looking for signs of ill health caused by hazards at work
- promoting compliance with Health and Safety Legislation, in liaison with Health and Safety Managers and Health Promotion Services
- assessing the health requirements of particular jobs through knowledge of the workplace and health hazards/risks
- providing guidance to management in cases of ill health and absence to enable action to be taken to prevent similar problems arising again
- managing the rehabilitation process
- supporting/providing information in ill-health retirement applications.

## **11.0 CONCLUSION**

Ensuring a safe and healthy environment for all staff is an important management task and as such is considered a high priority for NIPEC. It is therefore, important that NIPEC complies fully with its statutory obligations and ensures that best practice is being followed throughout the organisation.

With the implementation of this policy, NIPEC's Health and Safety Action Plan and all relevant Health and Safety legislation, NIPEC is committed to ensuring that all staff are able to carry out their day-to-day activities in a risk-free, healthy working environment.

## **12.0 EQUALITY SCREENING**

This policy has been screened for Equality implications as required by Section 75 and Schedule 9 of the Northern Ireland Act 1990. Equality Commission Guidance states that the purpose of screening is to identify those policies that are likely to have a significant impact on equality of opportunity so that the greatest resources can be devoted to these.

Using the Equality Commission screening criteria, no equality implications have been identified which will interfere with NIPEC's objective of promoting equality of opportunity and good relations in the work place

### **13.0 MONITORING AND REVIEW**

A copy of this policy will be given to all staff, who should be aware of their individual responsibilities. This policy will be monitored during its time period and reviewed in April 2021.

Signed: \_\_\_\_\_  
Chief Executive

Date: \_\_\_\_\_

# **CENTRE HOUSE** **EVACUATION PROCEDURE**

## **INSTRUCTIONS FOR ALL STAFF**

1. Any person discovering a fire should, without hesitation sound the nearest **FIRE ALARM**. There is a fire alarm point on every landing. The fire alarm should be sounded for **ALL FIRES**.
2. Immediately the fire alarm is sounded, the security staff will bring the lifts to the ground floor.
3. On hearing the fire alarm all personnel **MUST STOP WORK IMMEDIATELY** and proceed to the nearest and safest fire exit.

### **LIFTS SHOULD NOT BE USED DURING AN EVACUATION.**

4. Where possible staff should switch off any office equipment at the switch on the equipment unless the main socket is readily accessible, and close all doors through which they pass on leaving the building.
5. If you are not in your own office when the fire alarm is sounded, leave immediately by the nearest and safest fire exit - **DO NOT STOP TO COLLECT PERSONAL BELONGINGS**. Any delay in the evacuation could endanger yourself and others.
6. It is important that any instructions given by a Fire Warden are listened to and followed and that the evacuation of the building proceeds in an orderly manner.
7. If visitors are present during an evacuation, staff should offer assistance and guide them towards the nearest and safest fire exit. If someone cannot or will not leave then the Senior Fire Officer should be informed at the Assembly Point.
8. Provided there is no personal danger, the fire may be attacked immediately after sounding the fire alarm. Be sure to use the proper extinguisher. If attempts to extinguish the fire cannot be continued without danger or if the fire is extending **WITHDRAW IMMEDIATELY** and ensure that all doors in the affected area are closed tight.

The names of those fighting a fire must be reported to the Senior Fire Officer at the Assembly Point.

**The contact number for reporting a fire is (028) 9023 8071.**

9. The assembly point for staff and visitors is at the rear of the building on Gloucester Street.

**All staff and visitors should make their way to the assembly point and wait there for further instructions regarding re-admission to the building**