

HEALTH AND SAFETY POLICY

General Statement

- 1 CITB-ConstructionSkills NI is fully committed to meeting its responsibilities under the **Health and Safety at Work (NI) Order 1978**, the **Management of Health and Safety at Work Regulations (NI) 2000**, and associated protective legislation. To achieve those objectives it has appointed designated members of staff to be responsible for organisational health and safety; to keep workplace health, safety and welfare procedures under constant review; to liaise with the Health and Safety Executive wherever necessary; and to keep the Board abreast of new legislation, EU Directives, Regulations and British Standards, in order to ensure ongoing compliance with the law.
- 2 The main responsibility for health and safety lies with the Chief Executive and the Board. CITB-ConstructionSkills NI is bound by any acts and/or omissions of the Chief Executive and directors or managers, giving rise to legal liability, provided only that such acts and/or omissions arise out of and in the course of board business.
- 3 To comply with its statutory and common law duties, CITB-ConstructionSkills NI has arranged insurance against liability for death, injury and/or disease suffered by any of its employees arising out of and in the course of employment, if caused by negligence and/or breach of statutory duty on the part of the organisation.
- 4 CITB-ConstructionSkills NI employees agree, as part of their contract of employment, to comply with their individual duties under both the **Health and Safety at Work (NI) Order 1978** and the **Management of Health and Safety at Work Regulations (NI) 2000** and will co-operate with CITB-ConstructionSkills NI to enable the Board to carry out health and safety duties under the Order. Failure to comply with health and safety duties, regulations, work rules and procedures regarding health and safety, on the part of any employee, may lead to dismissal in the case of serious breaches or repeated breaches. Such breaches will be dealt with in accordance with CITB-ConstructionSkills NI Disciplinary and Dismissal procedure.
- 5 In accordance with the **Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (NI) 1997**, CITB-ConstructionSkills NI has provided an Accident Book and reports accidents, diseases and dangerous occurrences to the Health and Safety Executive as required. CITB-ConstructionSkills NI will comply with its duties towards employees under the **Health and Safety at Work (NI) Order 1978** and the **Management of Health and Safety at Work Regulations (NI) 2000**, so far as is reasonably practicable, in order to:
 - Provide and maintain plant and systems of work that are safe and without risks to health, a safe place of work and a safe system of work.
 - Encourage the safety and absence of risk to health in connection with the use, handling, storage and transport of articles and substances.
 - Provide such information, instruction, training and supervision as may be necessary to ensure the health and safety at work of its employees.
 - Make regular risk assessments available to employees.
 - Take appropriate preventative/protective measures.
 - Provide employees with health surveillance where necessary.
 - Appoint competent personnel to secure compliance with statutory duties and to undertake reviews of the policy as necessary.
- 6 In order to meet its obligations towards the general public, all lawful visitors, trainees and tenants to CITB-ConstructionSkills NI's premises, CITB-ConstructionSkills NI will pay strict attention to its duties under the **Health and Safety at Work (NI) Order 1978** and other relevant legislation.
- 7 This policy has been prepared in compliance with the **Health and Safety at Work (NI) Order 1978** and binds all directors, managers and employees, in the interests of employees and customers. We request that our trainees, visitors and tenants respect this policy; a copy of which can be obtained on demand. This policy will be reviewed on an annual basis in consultation with NIPSA the recognised Trade Union for CITB-ConstructionSkills NI staff.



Signed: Barry Neilson
Chief Executive

Dated: 19 January 2012

Organisation

The Board

- 8 The Board will take a leadership role to plan, deliver, monitor and review Health and Safety arrangements. They will also:-
- Consider outcomes of key issues following each internal Health and Safety Committee.
 - Designate a member of the Board to attend this meeting - currently **Ms Michelle Doran**.

Chief Executive – Mr Barry Neilson

- 9 The overall and final responsibility for health and safety rests with the Chief Executive who will ensure:-
- Legal responsibilities are fulfilled.
 - This Health and Safety policy is implemented.
 - Necessary resources are allocated.

Directors and Line Managers

- 10 Directors and Line managers are accountable to the Chief Executive for implementing this Health and Safety Policy and will:-
- Carry out general and specific risk assessments and bring these to the attention of staff.
 - Implement and monitor safe systems of work.
 - Provide staff with sufficient information, instruction, training and supervision.
 - Ensure that any equipment, material or substances purchased/used are safe as far as is reasonably practical.
 - Ensure that all accidents, ill health or dangerous occurrences are recorded and investigated.
 - Ensure employees are aware of any changes in Health and Safety legislation likely to affect them.
 - Ensuring that all protective equipment and clothing required is available and properly used.
 - Ensure that a safe means of access and egress along with general good housekeeping practices (clean and tidy) are maintained at all times.

Employees' Responsibilities

- 11 All employees will ensure that:
- They are aware of the content of this Health and Safety Policy.
 - They will co-operate with CITB-ConstructionSkills NI on health and safety matters.
 - They will take reasonable care of their own health and safety and that of others.
 - They will not interfere with anything provided to safeguard their health and safety.
 - They will report all health and safety concerns including accidents, dangerous occurrences and near misses to their line manager in the first instance or a member of the Health and Safety Committee.

Health and Safety co-ordinator – Mrs Elaine Doran (HR Manager)

- 12 The Health and Safety co-ordinator is responsible through the work of the Health and Safety Committee for advising the Chief Executive and Board on Health and Safety matters. Specifically the co-ordinator will:-
- Ensure management are aware of statutory obligations, recommended Codes of Practice and changes in the law.
 - Liaise with the Health and Safety Executive as required.
 - Centrally co-ordinate risk assessment completion, outcome implementation and review.
 - Ensure that written safe systems of work are in place.
 - Ensure that regular health, safety and housekeeping inspections are carried out.

- Through line management, advising where improvements in health and safety practice could be made.
- Ensure that contractors are provided with written procedures.
- Ensure the provision of first aid, fire safety and emergency procedures.
- Ensure the appointment of competent persons.
- Ensure statutory and Board safety records are maintained and make statutory safety returns as required.
- Review all accident investigations and prepare statistics to assist in monitoring health and safety performance.
- Ensure that all staff receives a copy of this policy including new staff as part of their induction programme.
- Identify health and safety training needs and advise on suitable training programmes.
- Liaison with the tenants of NCTC, to ensure the Health, Safety and Welfare of everyone is maintained.

Competent Persons

- 13 Competent persons have been appointed to assist in ensuring compliance with the law.
- 14 A person shall be regarded as competent when s/he has sufficient training, experience or knowledge to enable them properly to assist in the responsibilities shown.
- 15 The following members of staff have been designated competent persons for the responsibilities shown:-

General Risk Assessments Manual Handling Risk Assessments	Directors, Line & Functional Managers Senior Administrators Vince Hinds – Premises Officer Eamonn Murphy – Scaffolding Instructor Billy McVeigh – Instructor MTU Members of the H&S Committee
COSHH Assessments	Billy McVeigh – Instructor MTU Deborah Stokes – Accounting Technician
New & Expectant mothers	Directors/Line Managers
Stress Risk Assessment	Elaine Doran – HR Manager
Consultation with Employees	Elaine Doran – HR Manager Line Managers Deborah Stokes, Annette McGann & Billy McVeigh – H&S Representatives
Safe Plant and Equipment	David Cooper – Director, Levy & Grants Vince Hinds – Premises Officer Eamonn Murphy – Scaffolding Instructor
Display Screen Equipment Assessments	Self assessment by staff members Ian Moore – ICT Manager
Fire and Emergency Evacuation Procedures <ul style="list-style-type: none"> • Fire Manager • Fire Marshall 	Vince Hinds or David Cooper Elizabeth Pedlow or Gillian Watt
Vetting of subcontractors' health and safety policies	David Cooper – Director, Levy & Grants Vince Hinds – Premises Officer
Monitoring of Health and Safety	Elaine Doran – HR Manager

Health and Safety Committee

- 16 The Health and Safety Committee will:-
- Meet 4 times per year

- Be Chaired by the Health and Safety Co-ordinator (HR Manager)
- Be serviced by each Committee member on a rotational basis
- Be attended by a member of the Board, HR Manager (Chair), Premises Officer, 1 NIPSA appointed Safety Representatives and 3 staff/departmental representatives. The names of current members will be published on the Noticeboard.

17 The function of the Health and Safety Committee, under the **Health and Safety at Work (NI) Order 1978**, is to keep under review the measures taken to ensure the health and safety at work of the employees. To this end the Committee will review:-

- Accident trends and statistics
- Proposed changes to legislation
- Health, Safety and Welfare arrangements
- Accident investigation reports
- Results of Health and Safety audits
- The Health and Safety Policy

18 The terms of reference for the Committee is as follows:

CITB-ConstructionSkills NI's internal Health and Safety Committee has the remit of advising the Chief Executive and the Board on all aspects of Health & Safety at Work , issues relating to CITB-ConstructionSkills NI's staff, tenants, visitors and trainees within the context of the CITB-ConstructionSkills NI's Health and Safety Policy.

Arrangements and Procedures

Risk Assessments

- 19 CITB-ConstructionSkills NI will carry out general risk assessments in accordance with the **Management of Health and Safety at Work Regulations**.
- 20 Competent persons will carry out risk assessments within their area of responsibility and bring the risks and control measures identified to the attention of their staff.
- 21 Risk assessments will be reviewed annually.
- 22 Copies of current risk assessments are saved on the intranet and hard copies held with Human Resources.

Specific Risk Assessments

- 23 Specific risk assessments will be carried out by competent persons in a number of areas including COSHH, Manual Handling, Display Screen Equipment, Stress and New & Expectant mothers.

COSHH

- 24 The competent persons will be responsible for identifying all substances which need a COSHH assessment, obtaining Safety Data Sheets, carrying out the assessment, ensuring actions identified are implemented, informing all relevant staff about the assessment and checking new substances can be used safely before purchase. The COSHH assessment will be review annually or when the work activity changes, whichever is soonest.

Manual Handling

- 25 Manual Handling assessments will be carried out by the competent persons in accordance with the **Manual Handling Operations (NI) Regulations**. Risks and control measures identified should be brought to the attention of staff. Training in manual handling lifting techniques should be refreshed every 3 years.

Display Screen Equipment

- 26 **The Health and Safety (Display Screen Equipment) Regulations** require that CITB-ConstructionSkills NI perform a suitable and sufficient analysis of workstations so that potential health and safety risks can be identified and controlled.
- 27 Preliminary assessment should be carried out at design stage to avoid the purchase of unsuitable equipment, a further assessment undertaken when the workstation is put together and a review of the assessment if any significant changes are made.
- 28 Staff may conduct a self assessment. Guidance sheets and checklists are available to assist staff to perform the assessment competently.
- 29 The ICT Manager will maintain a central register of assessments and ensure that any control measures identified are implemented.
- 30 DSE users are entitled to eye tests paid for by CITB-ConstructionSkills NI at regular intervals. Staff will make the arrangements with their own optician and claim the expense of the eye test back using normal expense reclaim procedures, attaching a receipt. In addition CITB-ConstructionSkills NI will re-imburse the cost of lenses and basic frames for glasses if special ones are needed for DSE use and normal ones cannot be used.

Stress Risk Assessment

- 31 Stress Risk Assessments will be carried out by the competent person by way of a staff survey on a regular basis, by reviewing sickness absence trends and by monitoring uptake of the Carecall helpline, which can be achieved anonymously.

New and Expectant Mothers

- 32 A specific risk assessment will be carried out by the competent person as soon as it is known that a member of staff is pregnant. The findings of this risk assessment will be kept under review as the pregnancy progresses and upon return to work if the mother is breast feeding.

Fire Procedures

- 33 The Premises Officer is responsible for ensuring that a fire risk assessment is undertaken and implemented once per year.
- 34 Fire Exits are checked by Line Managers and the Premises Officer regularly. Staff should make themselves familiar with their nearest escape route.
- 35 Fire extinguishers are maintained and checked by the Premises Officer via an external maintenance contract once per year. In addition their condition and location is checked monthly. The results will be recorded in the fire log book.
- 36 The fire alarm is tested weekly (Tuesday's at 9:30 am) by the Premises Officer. Different call points are used each week to activate the alarm. The results will be recorded in the fire log book.
- 37 Emergency Evacuation drills will take place twice per annum. These will be arranged by the Premises Officer and without the prior knowledge of other staff. The results will be recorded in the fire log book.
- 38 In the event of a fire being discovered, operate nearest call point, leave by the nearest exit and report to Muster Point C. Only tackle the fire if it is safe to do so.

First-Aid and accident, injury and dangerous occurrences reporting.

- 39 CITB-ConstructionSkills NI will comply with the standards laid down in the **Health and Safety (First-Aid) Regulations**, Associated Code of Practice and Guidance Notes.

- 40 First aiders will:-
- Take prompt and appropriate action following any accident
 - Maintain of the contents the first aid kit
 - Ensure that only items specified is included within the kit
- 41 The names of qualified and designated first aiders will be published on the Noticeboard.
- 42 The First Aid box is kept behind reception.
- 43 All accidents and cases of work-related ill health are recorded in the accident book which is kept at reception. Recording may be done by the First Aider or injured party.
- 44 The Health and Safety Co-ordinator is responsible for reporting reportable accidents, diseases and dangerous occurrences to the HSE on form NI2508 or by phone if necessary and to the employer's liability insurer.

Lone Workers

- 45 Risk to personal safety is a risk for those working alone or those on CITB-ConstructionSkills NI key holder list who must respond to callouts out of normal hours of work.
- 46 Visits during normal working hours
- Outlook calendar should be maintained and shared with Line Managers outlining visits and contact number
 - Staff should make regular contact with their Line Manager – pooled mobile phones may be used.
 - Staff who are not planning to return to the office after a visit call in to report this.
- 47 Visits outside normal working hours
- In general staff should not attend the premises of levy payers after hours alone
 - If this is unavoidable then the circumstances should be discussed with the Line Manager and appropriate safety measures put in place
- 48 All incidents that occur which carry a risk to the staff members health or safety or damage to property should be reported to their Line Manager and copied to the Health and Safety Co-ordinator in writing.

Visitors and Contractors

- 49 The health and safety of visitors, trainers/lectures, trainees and contractors to NCTC is the responsibility of all employees of CITB-ConstructionSkills NI and tenants.
- 50 Visitors should report to reception upon arrival and complete the visitor's book noting all required details.
- 51 The term contractor defines any person or company providing goods or services to CITB-ConstructionSkills NI. They should likewise ensure that the visitors book is completed noting all required details.
- 52 The visitor or contractors host is responsible for them during their visit and should ensure they are made aware of their health and safety responsibilities and the evacuation procedures and muster point.

Training

- 53 Line Managers will ensure that their staff are given sufficient information, instruction and training with respect to Health and Safety in their relevant activities. The Health and Safety Law poster is displayed on the Notice Board.
- 54 In addition a programme of regular refresher training will be organised as follows:

Training Programme	Staff involved	Refresher
Health and Safety Awareness	At induction for new staff All staff	Every 3 years
Risk Assessment Training	Line Managers Competent persons	Every 3 years
Fire Safety Awareness – including practical use of Fire Extinguishers	All staff	Every 3 years
Fire Marshal Duties	Designated Fire Manager & Marshals	Every 3 years
Defensive Driver Training	Regular car users	Every 3 years
First Aid at Work	At least 2 members of staff designated First Aiders	Every 3 years
Emergency aid for appointed persons	All lone workers, instructors MTU Driver/co-ordinator	Every 3 years
Manual Handling	All staff	Every 3 years

- 55 The HR Manager will identify, arrange and evaluate training and refresher training, maintain records and ensure appropriate resources are allocated.

Electricity

- 56 No-one should interfere with or work on electrical equipment unless they are specifically trained to do so.
- 57 The electrical supply will be examined, inspected and tested by a competent person (external contractor), ensuring all markings on distribution boards and wiring diagrams are kept up to date.
- 58 Portable Appliance Testing (PAT) will be arranged by the Premises Officer on an annual basis.
- 59 Any electrical equipment introduced to the NCTC, including personal equipment, must be tested prior to use.
- 60 Staff should switch off and remove all plugs from non-essential electrical equipment at the end of the working day and report any faults or defects to their Line Manager.

Regular Car Users

- 61 Regular car users should be familiar with the Car User policy and drivers handbook which contains information about driver's responsibilities, acceptable driving techniques, vehicle security measures, vehicles maintenance and what to do in the event of an accident.

Smoke Free Policy

- 62 It is the policy of CITB-ConstructionSkills NI that our workplace and vehicles are smoke-free and that all employees have a right to work in a smoke-free environment in compliance with the **Smoking (NI) Order 2006**. Smoking is prohibited throughout the entire building with no exceptions. An external smoking area has been provided along with receptacles for disposal of cigarette ends and other waste smoking materials.

Monitoring

- 63 To ensure a healthy and safe working environment a system of regular inspections of the workplace will be planned and implemented. There will be both informal and formal inspections.

Informal

- 64 All employees whilst carrying out their normal work must, as stated within the **Health and Safety at Work (NI) Order 1978**, "look after their own health, safety and welfare as well as the health, safety and welfare of others affected by their acts or omissions". In complying with this, employees are carrying out informal inspections of their workplace.
- 65 In carrying out these informal inspections on a daily basis, employees should be alert to anything that may lead to a hazard. Issues should be rectified by the employee if safe to do so or reported to their Line Manager or Premises Officer.
- 66 Line Managers must additionally as part of their normal day's activities:-
- Check their area to ensure that all safe systems and procedures are being followed
 - Ensure all guards and control systems are being correctly used
 - All fire exits and fire points are free from obstruction.

Formal

- 67 Line Managers should carry out a quarterly inspection checklist of their own areas and submit these to the Health and Safety co-ordinator.
- 68 The Health and Safety co-ordinator will carry out inspections of the whole workplace at random intervals to ensure overall compliance with this Policy and any relevant statutory provisions. The Health and Safety co-ordinator will also conduct an annual review of the systems and procedures in place with regards to Health and Safety.
- 69 An in-house audit will be carried out annually to ensure continued compliance and remedial action taken where appropriate. NIPSA the recognised Trade Union for CITB-ConstructionSkills NI staff will be consulted on the findings.
- 70 Key outcomes from the Health and Safety Committee meeting are reported regularly to at Board meetings.

Consultation

- 71 The Health and Safety Committee will serve as a staff consultation forum in respect of Health and Safety matters to include the following as appropriate:-
- Introduction of any measure affecting the health and safety of staff
 - Appointment of persons nominated to provide health and safety assistance, and assist in emergency procedures.
 - Any health and safety training or information CITB-ConstructionSkills NI is required to provide to staff or the safety representatives.
 - The health and safety consequences of the planning and introduction of new technologies in the workplace.
 - Provision of any relevant information required on health and safety legislation.
- 72 The Minutes of the Health and Safety Committee meeting will be placed on the intranet and brought to the attention of staff via email following their publication.