

# **New Belfast / CAP**

## **Health and Safety Policy**

## GENERAL POLICY STATEMENT

1. The board of directors of *New Belfast / CAP* regards the promotion of health and safety as a mutual objective for both management and staff of the organisation.
2. It is the policy of *New Belfast / CAP* to do all that is reasonably practical to prevent personal injury and damage to property and to protect all staff and members of the public who come into contact with the organisation from foreseeable hazards.
3. In particular, *New Belfast / CAP* has a responsibility to:
  - Provide and maintain safe and healthy working conditions, taking into account any statutory requirements.
  - Provide training and instruction to enable employees to perform their work safely and efficiently.
  - Maintain a constant and continuing interest in health and safety matters by consulting with and involving members of staff or their representatives when possible.
4. *New Belfast / CAP* employees are bound to co-operate in the operation of this policy by:
  - Working safely and efficiently
  - Adhering to procedures jointly agreed on their behalf for maintaining a safe workplace
  - Assisting in the investigation of accidents and introducing measures to prevent a recurrence.
5. All accidents will be recorded in the accident/incident book.

## **HEALTH AND SAFETY ORGANISATIONAL STRUCTURE**

**Board & Management Committee** – responsible for ensuring *New Belfast / CAP* is complying with Health and Safety at Work legislation and overall responsibility for providing a healthy and safe work environment for *New Belfast / CAP* staff.

**Programme Director** – responsible for reporting to management committee on issues relating to health, safety and welfare at work and for keeping the committee informed of legal and social changes relating to health and safety. S/he oversees the work of the health and safety officer and evacuation procedures and formulates policy.

**Health and Safety Officer.** S/he has overall responsibility for carrying out risk assessments and routine health and safety checks and liaising with other tenants.

**Staff** – all staff are responsible for adhering to a health and safety policy and working in a manner which does not put their own or other people's health and safety at risk.

### **EVACUATION PROCEDURE:**

1. When the fire bell sounds all staff and tenants must leave the building via the nearest exit.
2. In the event of a fire drill, the landlords will normally inform *New Belfast / CAP* in advance.
3. The office door(s) must be closed on exit.
4. People must leave via the nearest exit and proceed to the assembly point which is on the pavement.
5. The Health and Safety Officer will be responsible for providing a staff register and checking that all staff have left the building.

6. Nobody has the right to enter the building until the all-clear has been given by the fire officer.

7. Throughout the evacuation procedure no-one should take any action which would put themselves or others at risk.

### **VIOLENCE:**

If a member of the public enters the *New Belfast / CAP* office(s) and behaves in an aggressive manner, the police must be contacted immediately and assistance sought from colleagues while waiting for the police to arrive. If a member of staff feels threatened because of a violent incident outside, s/he should lock the door and call the police if necessary.

The same procedure applies for staff behaving in an aggressive manner.

Any violent incidents will be recorded in the accident/incident book.

### **FIRE:**

Fire extinguishers are the responsibility of *Colliers*

### **COMPUTERS:**

Staff operating a vdu should take a five minute screen break every hour, leaving the computer screen completely and undertaking another activity for this period.

## **CONTROL OF SUBSTANCES HAZARDOUS TO HEALTH (COSH):**

*New Belfast / CAP* will strive to ensure that employees do not come into contact with substances which are hazardous to health in compliance with the Control of Substances Hazardous to Health Regulations (NI) 1990. The following steps will be taken to protect staff:

- Where appropriate a harmful substance will be substituted with one which is safer.
- Dangerous chemicals will be stored safely and isolated from employees except when they are being used. *New Belfast / CAP* will be well ventilated to ensure the circulation of air throughout the office(s). Staff operating any electrical equipment involving toxic chemicals, e.g. photocopying, must ensure the area is properly ventilated.

## **LIFTING PROCEDURES:**

Do not jerk or shove the body while lifting, as twisting the body would cause injury.

Lift in stages – from the floor to the knee and then from the knee to the carrying position.

Hold weights close to the body.

Bend the legs while lifting and keep the back straight.

Grip heavy loads with palms and not fingertips. Do not change grip while carrying.

Do not let your load obstruct your view – make sure the route is clear before you start moving.

If you feel the load is too heavy, ask for assistance. Where possible use a trolley to move heavy weights.

## **SMOKING:**

A no smoking policy operates in all parts of the office(s).

It is a breach of the health and safety policy to smoke in any part of the building. The area at the back-door in the courtyard has been identified as a smoking area. Smokers are requested to dispose of their cigarette ends carefully and not cause litter at doorways.

## **FIRST AID:**

A first aid box is located in the kitchen, on the top shelf

The current Health & Safety Officer is: **CONOR SHIELDS**