Health & Safety Policy Statement

Health and Safety at Work (NI) Order 1978

PART A

This is the Health & Safety Policy Statement of:

The Northern Ireland Guardian Ad Litem Agency

The Health & Safety at Work (NI) Order 1978 requires the NIGALA to ensure, so far as is reasonably practicable, the health and safety of everyone within the NIGALA including visitors to the office such as the public, contractors, temporary staff. The Order applies to the work premises and activities, and everyone at work has responsibilities under this Order.

Our statement of general policy is:

- To provide adequate control of the health and safety risks arising from our work activities;
- To consult with our employees on matters affecting their health and safety;
- To provide and maintain safe plant and equipment;
- To ensure safe handling and use of substances;
- To provide information, instruction and supervision for employees;
- To ensure all employees are competent to do their tasks, and to give them adequate training;
- To promote the prevention of accidents and cases of work-related ill health;
- To maintain safe and healthy working conditions; and
- To review and revise this policy as necessary at regular intervals.

Signed

Patricia Nicholl  
Chief Executive Officer

Date: 4 September 2015  
Review Date: September 2018

1 Health & Safety at Work Order (NI) 1978  
**PART B**

**Responsibilities**

1. **Overall and final responsibility for health and safety is that of:**

   **Chief Executive Officer, Patricia Nicholl**

2. **Day-to-day responsibility for ensuring this policy is put into practice is delegated to:**

   **Corporate Services Manager, Declan McAllister**

3. **To ensure health and safety standards are maintained/improved, the following employees have responsibility in the following areas:**

<table>
<thead>
<tr>
<th>POSITION</th>
<th>RESPONSIBILITY</th>
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<tbody>
<tr>
<td><strong>Chief Executive Officer</strong></td>
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</tr>
<tr>
<td>Patricia Nicholl</td>
<td>The Chief Executive Officer has ultimate accountability for ensuring that the organisational arrangements for health, safety and wellbeing are effective in providing a safe working environment, and ensure compliance with legislation and guidance.</td>
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<tr>
<td><strong>Corporate Services Manager</strong></td>
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<tr>
<td>Declan McAllister</td>
<td>Delegated responsibility of the Chief Executive Officer, reporting to Board on H&amp;S issues, provision of advice to the Executive Team and Risk Management Group. Ensure maintenance of plant, equipment and building security. Chair of Health &amp; Safety Committee, implementation of H&amp;S action plan, provision of advice to the NIGALA.</td>
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<tr>
<td><strong>Health &amp; Safety Officer</strong></td>
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<tr>
<td>Sinéad Casey</td>
<td>Assist in implementation of action plan, provision of advice of H&amp;S issues. Ensure maintenance of plant, equipment and building security.</td>
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<tr>
<td><strong>Health &amp; Safety Committee</strong></td>
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The H&S Committee comprises the following members:

- Declan McAllister (as above and Management Representative)
- Ann Andrew (Admin Representative)
- James Lawne (Admin Representative)
- John Sheldon (Management Representative)
- Sean Mulligan (Guardian Representative)
- Marie Fenton (Guardian Representative)
- Christine McConville (Guardian Representative)
- Angela Marshall (Armagh Representative)
- Sinéad Casey (as above and Derry Representative)

<table>
<thead>
<tr>
<th>POSITION</th>
<th>RESPONSIBILITY</th>
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<tbody>
<tr>
<td>Fire Wardens</td>
<td>Monitor safety and assist evacuation of buildings in an emergency.</td>
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<td></td>
<td>NIGALA Fire Wardens are:</td>
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<tr>
<td></td>
<td>- Declan McAllister (Belfast)</td>
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<td></td>
<td>- James Lawne (Belfast)</td>
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<td></td>
<td>- Angela Marshall (Armagh)</td>
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<tr>
<td></td>
<td>- Sinéad Casey (Derry)</td>
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<tr>
<td>Evac Chair Personnel</td>
<td>Assist in the safe emergency evacuation of those requiring the use of the Evac Chair.</td>
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<td>Trained personnel in the use of the Evac Chair are:</td>
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<td></td>
<td>- Ann Andrew</td>
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<td></td>
<td>- James Lawne</td>
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<td></td>
<td>- Leah Hughes</td>
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<td></td>
<td>- Louise Tweedie</td>
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<tr>
<td>First Aiders</td>
<td>Provide first-response care in the event of accident/work-related illness.</td>
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<td></td>
<td>NIGALA First Aid Officers are:</td>
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<td>- Angela Marshall (Armagh)</td>
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<td></td>
<td>- John Sheldon (Belfast)</td>
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<tr>
<td></td>
<td>- Leah Hughes (Belfast)</td>
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<td></td>
<td>- Louise Tweedie (Belfast)</td>
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<td></td>
<td>- Sarah McKee (Derry)</td>
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<td></td>
<td>- Sinéad Casey (Derry)</td>
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<tr>
<td>Risk Assessors</td>
<td>Undertake risk assessments and report outcomes to the H&amp;S committee.</td>
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<td></td>
<td>The NIGALA’s risk assessors are:</td>
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<tr>
<td></td>
<td>- James Lawne</td>
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<td></td>
<td>- Sinéad Casey</td>
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All employees/self-employed panel members have a duty to:

- Co-operate with supervisors and managers/case co-ordinators on health and safety matters;
- Not interfere with anything provided to safeguard their health and safety;
- Take reasonable care of their own health and safety; and
- Report all health and safety concerns to an appropriate person i.e. Corporate Service Manager, Health & Safety Officer, H&S Committee member, Line Manager.

4. The organisational structure for Health & Safety within NIGALA is:

5. This Policy Statement makes reference to a number of bulletins which are attached to this Policy Statement. These bulletins detail guidelines and procedures relating to various aspects of health and safety. A synopsis of each bulletin is provided at Appendix 1. This list is not exhaustive and subject to amendment by the Health & Safety Committee.

**PART C**

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

- Integral to compliance with Health & Safety legislation is the provision (so far as is reasonably practicable) of:
  - Safe equipment and systems of work;
  - Information, instruction, training and supervision;
  - Safe place of work with safe access and egress;
  - Safe working environment with adequate welfare facilities.

- The primary means 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 & Safety at Work Regulations (NI) 2000.2

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• The NIGALA’s arrangements for Risk Assessment are set out in the following bulletins:
  o H&S Bulletin 1: Risk Assessments;
  o H&S Bulletin 2: Display Screen Equipment;

Safe Plant and Equipment

• The Corporate Services Manager and Health and Safety Officer will be responsible for identifying all equipment/plant needing maintenance, and for ensuring that all identified maintenance is implemented.

• The Corporate Services Manager will be responsible for ensuring effective maintenance procedures are drawn up.

• Issues identified with plant/equipment are reported to the Corporate Services Manager.

• Consultation will take place with the Corporate Services Manager in the first instance to ensure that new plant and equipment meets health and safety standards prior to purchase.

Safe Handling and Use of Substances

• 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.

• The NIGALA’s arrangements for the Control of Substances Hazardous to Health is set out in:
  o H&S Bulletin 7: Control of Substances Hazardous to Health (COSHH).

Information, Instruction and Supervision

• The Health and Safety Law poster is displayed on notice boards in NIGALA each office.

• Health and safety advice is available from:
  o Notice boards;
  o Staff website;
  o NIGALA Health & Safety Bulletins;
  o Corporate Services Manager;
  o Health & Safety Officer;
  o Health & Safety Committee members;
  o Occupational Health Service (Business Services Organisation);

3 Control of Substances Hazardous to Health Regulations (Northern Ireland) 2003
Competency for Tasks and Training

- Induction training will be provided for employees by the Health & Safety Officer, and job-specific training will be provided by Line Managers/Corporate Services Manager.

- The NIGALA’s arrangements for the identification, provision and recording of Health & Safety-related training is set out in:

Accidents, First Aid and Work-Related ill Health

- Anyone can report accidents and cases of work-related ill health by:
  - Contacting their Line Manager/Case-Coordinator.
  - Completing an Incident Report Form via the link on the staff website homepage - ‘Report Incident’.
  - Contacting the Corporate Services department.

- All accidents and cases of work-related ill health are to be recorded by the Corporate Services Department.

- Incidents requiring First Aid are to be recorded by the attending First Aid Officer by completing the Datix Incident Report form.

- The Corporate Services Manager is responsible for reporting accidents, diseases and dangerous occurrences to the Health & Safety Executive NI (HSENI) where appropriate, as per RIDDOR 1997 regulations.

- The NIGALA’s arrangements for the provision of first-aid, reporting incidents, and Occupational Health Services are set out in:
  - H&S Bulletin 3: Adverse Incidents
  - H&S Bulletin 9: First Aid

Monitoring

- To check our working conditions, and ensure our safe working practices are being followed, we will:
  - Devise and implement an Annual Programme of Health & Safety Inspections, under the leadership of the Health & Safety Committee.

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4 Health & Safety Executive Northern Ireland: [http://www.hseni.gov.uk/](http://www.hseni.gov.uk/)
Monitor and report Adverse Incidents to the Board, recording corrective action as required.
Investigate and report accidents and incidents of work-related illness.
Undertake inspection as per requirements detailed in Fire Safety Manual.

- Risk Assessments will be undertaken using the forms appended to H&S Bulletin 1: Risk Assessment.
- The Risk Management Committee review incidents/risk on a quarterly basis including work-related causes of sickness absence and accidents. Reports will be provided to the Health & Safety Committee on a bi-annual basis. The Risk Management Committee will report to the Executive Team as appropriate.
- The Executive Team is responsible for acting on investigation findings to prevent a recurrence.

Emergency Procedures – Fire and Evacuation

- 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.
- The NIGALA’s arrangements for Fire Safety and Evacuation is set out in:

Remote Working

- Under Health and Safety at Work Act, employers have a duty to protect the health, safety and welfare of their employees.
- Employees working remotely are subject to the same terms and conditions of employment as those office-based employees based within Centre House, Spencer House and Dobbin Centre.
- The NIGALA’s arrangements for Remote Working is set out in:
- Staff guidance regarding personal protection is set out in H&S Bulletin 13: Personal Protection.

EQUALITY SECTION 75 – SCREENING OF POLICIES

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, which 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’s screening criteria, no significant equality implications have been identified.
HUMAN RIGHTS

This policy has been reviewed under the terms of the Human Rights Act. The Act makes it unlawful for public authorities to act in a way that is incompatible with a right contained in the European Convention on Human Rights. The outcome of the review is that the proposed policy does not identify any incompatibility in relation to the Convention Rights contained in the Act.
Appendix I – Health & Safety Bulletins

The following list is not meant to be exhaustive and is subject to amendment by the Health & Safety Committee. The Health & Safety Officer will hold the records of Health & Safety Bulletins issued.

<table>
<thead>
<tr>
<th>Bulletin No:</th>
<th>Bulletin Name and Synopsis:</th>
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<tr>
<td>H&amp;S Bulletin 1</td>
<td>Risk Assessment</td>
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<tr>
<td></td>
<td>The NIGALA Risk Assessment Bulletin details the NIGALA risk assessments which are carried out, by whom and frequency of same. It details roles and responsibilities and arrangement regarding actions identified. The NIGALA Risk Assessment Programme which is attached to this bulletin contains detailed description of risk assessments, the risk assessment schedule, targets and objectives, and the reporting structure.</td>
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<tr>
<td>H&amp;S Bulletin 2</td>
<td>Display Screen Equipment</td>
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<td>The Health and Safety (Display Screen Equipment) Regulations 1992 (as amended in 2002)(^7) defines a DSE user as “an employee who habitually uses display screen equipment as a significant part of his/her normal work”.</td>
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<td></td>
<td>The NIGALA Display Screen Equipment Bulletin provides guidance regarding working with DSE and arrangements regarding DSE Risk Assessment.</td>
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<tr>
<td>H&amp;S Bulletin 3</td>
<td>Adverse Incidents</td>
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<td></td>
<td>The aim of this Bulletin is provide guidance to employees regarding reporting of Adverse Incidents.</td>
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<tr>
<td>H&amp;S Bulletin 4</td>
<td>Eye Tests/Lenses Support</td>
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<tr>
<td></td>
<td>This bulletin outlines the financial support available to those members of staff who have been designated display screen users and who require glasses/lenses specifically for use with Display Screen Equipment (DSE).</td>
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<td>NIGALA recognises its duty to comply with the Health &amp; Safety (Display Screen Equipment) Regulations 1992 amended (2002), which includes provision for eye tests and spectacles required specifically for use with Display Screen Equipment (DSE).</td>
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</table>

H&S Bulletin 5  Manual Handling

Employers and employees have a responsibility to comply with health and safety guidelines relating to manual handling of loads. According to European Directive 90/269/CEE (29 May 1990, OJ 21 June 1990)\(^8\), which lays down health and safety guidelines relating to the manual handling of loads, the employer has to minimise the manual handling of loads by workers.

This bulletin details employer/employee responsibility and provides guidance in relation manual handling technique and NIGALA’s arrangement for manual handling risk assessment.

H&S Bulletin 6  Health & Wellbeing at Work – Stress Management

The NIGALA’s Health & Wellbeing at Work Bulletin has been developed to promote and encourage health and wellbeing in the workplace. It sets out the NIGALA’s objectives, details employer/employee responsibility and lists NIGALA policies and services related to Health & Wellbeing at work.

H&S Bulletin 7  Control of Substances Hazardous to Health (COSHH)

Integral to the provision of safe working environment is the control of substances hazardous to health in the workplace.

This bulletin describes the NIGALA’s arrangements for discharge of its responsibilities to all employees and others who might be affected by its actions, particularly as determined by the Control of Substances Hazardous to Health Regulations (COSHH (NI)) 2003\(^9\).

H&S Bulletin 8  Health & Safety Training

The aim of this bulletin is to detail the NIGALA’s arrangements for identification, provision and recording of Health & Safety-related Training for its employees.

H&S Bulletin 9  First Aid

The Health and Safety (First Aid) regulations 1981\(^10\) require that all workplaces have suitable and sufficient cover for providing first aid to employees who are injured or who become ill at work.

This bulletin provides details of the trained NIGALA first aid officers, responsibilities of first aid officers and employees, location of first aid kits, reporting procedure, and where to access further information.

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\(^{10}\) [http://www.hse.gov.uk/pubns/books/l74.htm](http://www.hse.gov.uk/pubns/books/l74.htm)
H&S Bulletin 10  Occupational Health Services

Occupational Health relates to the effects that the working environment may have on the health of an employee. It also takes account of the influence that an employee’s health may have on their ability to carry out their work.

The NIGALA recognises the benefits of good health and will endeavour to promote and maintain the highest degree of physical, mental and social wellbeing of its employees.

The purpose of this bulletin is to set out arrangements for the provision of Occupational Health Services to NIGALA employees.

H&S Bulletin 11  Fire Safety and Emergency Evacuation

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.

The aim of this bulletin is to provide a description of the NIGALA’s arrangements for fire safety training, fire safety risk assessment, fire strategy and fire evacuation procedures.

H&S Bulletin 12  Remote Working

The NIGALA is committed to equality of opportunity and to the continued development of a working environment which encourages all employees to give their best within an arrangement which allows employees to balance both work and personal commitments.

This bulletin sets out the remote worker responsibilities in relation to health and safety.

H&S Bulletin 13  Personal Protection

The NIGALA Personal Protection Bulletin details good practice guidelines and emergency responses steps for employees/self-employed panel members.