



NEWSTART EDUCATION CENTRE

Health and Safety Policy

A statement of the general policy of Newstart Project with respect to the Health/Safety at work of its employees and its organisation and arrangements for the carrying out of that policy.

1. Newstart Project recognises and accepts its responsibilities for the prevention of accidents and other health hazards to its employees and other persons attending its premises. It aims to comply with the requirements of the Health and Safety at Work Northern Ireland Order 1978, with all relevant statutory provisions and to provide the best possible conditions for the safety of its staff while at work, so far as is reasonably practicable.

Co-operation of employees at all levels and all persons attending its premises is not only desirable but also essential if standards are to be maintained. The Order makes it clear that responsibility for health and safety is the duty of each and every individual employee.

2. The Manager will attend to all health and safety matters, and is responsible to the Management Committee.

The Health and Safety Personnel will:

- 2.1. Provide guidance, training and information on safe working techniques.
- 2.2. Advise on methods necessary to meet statutory requirements.
- 2.3. Promote safe practices.
- 2.4. Stimulate awareness of the importance of safety measures among staff at all levels.
- 2.5. Carry out periodic inspections to ensure that existing regulations are properly met, and will advise on any problem presented or becoming apparent to them.
- 2.6. Arrange drills to be followed in the event of fire or bomb alerts.

3. The manager should ensure that:

3.1. Each member of their staff is aware of and understands the contents of this policy statement, and the procedures to follow in the event of fire, bomb alert, or other emergency.

3.2. Staff works in a manner that prevents, so far, as is reasonably practicable, health or accident risks to themselves or to others.

3.3. All machinery, equipment and substances used in their departments are properly used in accordance with the supplier's instructions, which must be readily available.

3.4. Protective clothing and/or equipment is provided and used where necessary.

3.5. Disregard to health and safety procedures by employees may result in disciplinary action being taken by management.

4. At the Organisation, emergency arrangements and procedures with which staff should be familiar are:

4.1. FIRE – notices instructing staff on how to act on discovering a fire and/or hearing the fire alarm are displayed in all rooms.

4.2. BOMB WARNINGS – Security notes advising procedures to be followed are issued.

4.3. FIRST AID - First Aid equipment is available in the General office and all other work sections.

4.4. ACCIDENTS – For accidents involving injury to any person(s), the most immediate requirement is for First Aid to be administered. An accident book is kept in the Office. All accidents of a minor or major nature must be immediately be immediately reported to the First Aider who will record the incident in the Accident Book.

5. Other things to do:

5.1. Free access in corridors and stairways is essential for safe entry and exit. Nothing must be left in corridors other than fire extinguishers.

5.2. You should not lift, carry or move anything so heavy as likely to cause injury to you. You should move typewriters, furniture, heavy packages etc. only with assistance.

5.3. Trained operators must keep anything, which is likely to prove an accident risk, out of reach when not in use.

5.4. If you have to climb, use a proper stool or stepladder.

5.5. Nothing should be stacked on top of high cupboards.

5.6. All faults or repairs needed must be reported to the Manager.

5.7. Any equipment found to be faulty, furnishings such as carpets and flooring in a dangerous condition, failures in power and water supplies, the misuse of any facilities provided, or anything which appears to present a hazard must be reported as in 5.6 above.

5.8. Electric fittings, wiring etc. needing repair or replacement must be reported, so that a qualified electrician can deal them with. You must not attempt your own repairs to electrical equipment.

5.9. Papers and/or decorations must not be attached to electrical wiring or light fittings and must be positioned so that they do not hang near electrical lights. Notices and other papers should be secured at all Four Corners.

5.10. No electrical equipment or appliance, nor any other heating appliance may be used on the premises except those supplied by the Organisation and must be authorised by the Manager or Chairperson.

5.11. All electrical machines with the exception of and the photocopier must be switched off, when not in use and plugs must be removed from sockets. Unauthorised personnel must not use machines requiring skilled operators.

5.12. Machine operators and typists must ensure that long hair, jewellery and items of clothing are not allowed to get near moving machine parts.

5.13. Protective clothing and equipment provided must always be used, and any faults in such equipment reported immediately as in 5.7 above.

5.14. Manufacturers' instructions and warnings on cleaning fluids, inks, Letraset glosses, correcting fluids and all substances used at work must be read and adhered to. Many of these fluids are flammable, poisonous or injurious if inhaled. Some particular spray containers are injurious to eyes. Caps to containers must be replaced immediately after use.

5.15. Stocks of flammable liquids should be kept to a minimum of one in all rooms with the exception of the store. Containers when not in use should be stored in a metal cupboard or cabinet away from heat or direct sunlight.

5.16. SMOKING IS NOT PERMITTED:

- a) In the Education Room.
- b) In storage areas.
- c) In areas where flammable substances are being used.

5.17. Smokers must always use proper ashtrays for cigarette ends, ash and matches – never wastepaper bins (waste paper etc. must not be put in the ashtrays where lighted cigarette ends have been placed).

5.18. Cables of telephone, electrical typewriters, fax machines, computers and other electrical appliances or machines must be positioned so that people cannot trip over them.

5.19. Before leaving your work area, check that:

5.19.1. All windows are closed.

5.19.2. No cigarette, cigar or pipe has been left burning.

5.19.3. All electrical appliances (e.g. kettles, fires, etc.) have been switched off and all plugs removed (with the exception of the fixed heating system).

5.20. Designated person closing building.

5.20.1. All the measures at 5.19 are checked.

5.20.2. All doors are closed.

5.20.3. Alarm system is activated.

5.20.3. External Door/Shutters secured.

6. The Order makes it clear that every employee is required to take reasonable care for the health and safety of themselves and others while at work, to co-operate fully with their employer in meeting the requirements and not intentionally or recklessly to interfere with or misuse anything at the place of work.

2. 7. Any member of Newstart staff who has suggestions for improving or extending existing precautions and for promoting and developing awareness by the employees of such precautions should contact the Manager to whom all enquiries should also be addressed.

This policy statement is subject to continuing revision or renewal.