

# HousingExecutive

## General Health & Safety Policy

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## **Chief Executive's Health & Safety Policy Statement**



As Chief Executive of the Northern Ireland Housing Executive I have primary responsibility for ensuring the health, safety and welfare of all staff, contractors, clients, tenants, visitors and other persons who may be impacted by the Housing Executive's activities. I regard health and safety as one of our top priorities and am fully committed to ensuring that not only do we comply with our legal obligations but that we are seen as a best practice organisation when it comes to health & safety.

Supported by the Board and Directors, I am committed to achieving the highest standards in all aspects of health, safety and welfare within the Housing Executive.

My Policy Statement reflects the importance I attach to the effective management of health, safety and welfare. My objectives are to:

- ✓ Protect and promote the health, safety & welfare of all staff, contractors, clients, tenants and visitors;
- ✓ Meet in full the requirements of all applicable Health & Safety legislation;
- ✓ Establish a positive, proactive Health & Safety culture by embedding the management of Health & Safety throughout the organisation and promoting the adoption of best practice.

The effective management of health & safety should be of concern to everyone within the Housing Executive. It clearly contributes to our business success and is therefore a key priority placed upon myself, my Directors, line managers and contractors. I, and my Directors, will ensure that appropriate arrangements are implemented to ensure the Housing Executive meets statutory requirements and establish these as the minimum standard by ensuring effective management of health & safety through a process of proactive, continual improvement and striving to implement best practice.

In order to implement and to maintain the effective management of health, safety and welfare, I have issued a Health & Safety Policy and supporting Health & Safety Manual, which sets out responsibilities, arrangements and procedures to be implemented in order to meet my objectives.

It is a functional responsibility of my Directors and line managers to provide effective, visible leadership and ensure that this Policy and procedures for health, safety and welfare are fully implemented and adhered to within their area of operational responsibility. Staff are empowered to take action to minimise health & safety risks and should raise any issues of concern with their line manager as soon as possible.

I undertake to ensure that adequate resources, including the provision of information, training, instruction and supervision, are made available to ensure the competence of all staff to fulfil their role and responsibilities.

We will assess, engage with and actively monitor our contractors to ensure their health & safety capability, competence and performance fulfil our expectations.

All staff, contractors, clients and visitors have a legal responsibility to fully co-operate with the implementation of the Health & Safety Policy and procedures. Staff have a legal duty to themselves, their colleagues and those they come into contact with, to work safely.

Chief Executive: Clark Bailie Dated: 9 January 2017  
(Clark Bailie)

## **1. Introduction**

### **1.1 Background**

The Northern Ireland Housing Executive (NIHE) is responsible for ensuring that it not only meets statutory requirements but that it actively and positively promotes the adoption of best practice and embeds a positive, proactive Health & Safety culture of continuous improvement by:

1. The provision of a safe place of work, safe plant and equipment, along with appropriate inspection, maintenance and servicing regimes;
2. Appointing and developing professional, competent staff and providing them with the appropriate level of resources, training information and supervision to enable them to undertake their Health & Safety roles and responsibilities in a safe and proper manner and the adoption of best practice;
3. Ensuring that Compliance/Health & Safety requirements and best practice are considered and documented as an integral part of the management function including during planning and procurement processes; and
4. The selection, appointment, supervision and monitoring of competent, contractors to undertake work on behalf of the NIHE in a safe and proper manner and taking appropriate corrective action to address performance below that required by statutory Health & Safety requirements.

### **1.2 Objectives**

- I. To encourage co-operation between Health & Safety Line Management/Trade Union Representatives and staff (including agency) by instigating measures designed to promote their safety. This will be formally achieved through the Corporate Health & Safety Committee and the Senior Management Health & Safety Committee representing the interests of both management and the Trade Unions in addressing issues affecting health and safety in the Housing Executive;
- II. Defined roles and Health & Safety responsibilities for all line management and staff. Line Managers will hold responsibility for all matters relating to the management of Health & Safety within their area of operational responsibility and accountability. Staff shall co-operate with their line management in reporting any shortfall that may be identified in respect of the Health & Safety provisions within any workplace;

- III. The development, implementation and review of Compliance/Health & Safety Policies in consultation with Health & Safety Trade Union Representatives which are easily accessible to all line managers and staff;
- IV. The development and delivery of Health & Safety training for all levels of NIHE staff, as appropriate, to ensure that they are competent to undertake their Health & Safety roles and responsibilities;
- V. Arrangements for the reporting and investigation of incidents associated with our work activities and property tenures and to share learning to prevent further similar occurrences and in consultation with Trade Union Representatives;
- VI. Undertaking Compliance/Health & Safety Inspections and Audits, followed up by appropriate Corrective Action Plans being implemented to address any areas of non-compliance with statutory requirements. Ensuring that effective management of Health & Safety is a priority;
- VII. The introduction and targeting of promotional materials to highlight and address particular aspects of Compliance/Health & Safety Policies;
- VIII. The provision of information, guidance and advice from staff within the Compliance/Health & Safety Departments for all line managers and NIHE staff including agency staff;
- IX. To ensure that individuals and departments fulfil their Health & Safety responsibilities within their respective areas of operational responsibility with the support of line management and the Compliance/Health & Safety department; and
- X. To encourage proactively promoting workplace health, safety and welfare, by demonstrating management commitment and visible leadership.

## **2. Scope of the Policy**

This policy is applicable to all NIHE line managers, staff and agency staff.

Contractors employed by NIHE are expected to co-operate with NIHE as the employer in respect of all arrangements implemented in meeting statutory requirements.

### 3. Definitions

**Responsible Person** – A person with direct operational responsibility for the control of staff engaged in work activities who are to any extent under their control and / or in relation to any premises who has control of the premises (as occupier or otherwise) in connection with the carrying on by him of a trade, business activity or other undertaking (for profit or not).

### 4. Roles and Responsibilities

Whilst overall responsibility for Health & Safety rests with the Chief Executive, all Northern Ireland Housing Executive Board Members and NIHE staff at all levels have specific Health & Safety responsibilities, as detailed within this policy.

#### Board Members

Chair of the Board and Board Members are responsible for:

1. Accountability to the Department for Communities (DfC) for ensuring that the Northern Ireland Housing Executive is fully compliant with the requirements of the Health and Safety at Work (NI) Order 1978 and all relevant statutory provisions;
2. Liaising with the Chief Executive and Directors to fully embed the Health & Safety management function within the NIHE's management process;
3. Delegating the day-to-day responsibility for Health & Safety to the Chief Executive;
4. Recognising that the effective management of Health & Safety is an integral element of our business;
5. Scrutinising Health & Safety performance and compliance with statutory requirements;
6. Responsibility for ensuring sufficient resources are available to permit the Chief Executive, Directors, Assistant Directors and line management to comply with their legal duties; and

7. Ensuring Health & Safety implications are considered and documented during procurement and project planning as an integral part of the decision making process.

### Chief Executive

The Chief Executive is responsible for:

1. Accountability to Board of the NIHE for adherence to the Health and Safety at Work (NI) Order, 1978 and all relevant statutory provisions;
2. Preparing and reviewing the Chief Executive's Health & Safety Policy statement;
3. Overall responsibility for the development, implementation and review of Compliance/Health & Safety Policies by the Directors, Assistant Directors, Heads of Service and line managers;
4. Recognising that the effective management of Health & Safety is an integral element of our business;
5. Liaising with Directors to fully integrate the Health & Safety management function within the NIHE Management processes;
6. Delegating authority for Health & Safety matters to the appropriate Directors;
7. Ensuring provision is made to appoint sufficient competent persons to assist and advise the NIHE on Compliance/Health & Safety matters;
8. Ensuring that adequate resources are made available to implement the policy and the requirements of relevant statutory provisions;
9. Ensuring Health & Safety implications are considered, and documented, during procurement and project planning;
10. Ensuring that adequate arrangements for consultation and communication on Health & Safety matters are provided, at all levels throughout NIHE;
11. Fulfilling the role of the Statutory Duty Holder in respect of the Management of Legionella bacteria within the domestic hot & cold water systems;
12. Fulfilling the role of the Statutory Duty Holder in respect of Fire Safety Management; and



### 13. Fulfilling the role of the Statutory Duty Holder in respect of Asbestos Management.

#### Directors

All Directors are responsible for;

1. Ensuring they dedicate an appropriate amount of their time and resources to proactively managing Health & Safety within their area of operational responsibility, positively addressing and promoting Health & Safety, demonstrating management commitment and providing visible leadership;
2. Ensuring Health & Safety implications are considered and documented during procurement and project planning;
3. Ensuring sufficient resources are available to permit their Assistant Directors, Heads of Service, senior managers, line managers and staff to comply with the NIHE's statutory duties;
4. Ensuring that the NIHE's Health & Safety Policies are effectively implemented and monitored within their area of operational responsibility and that their managers and supervisors accept ownership with regards to their appropriate responsibilities in Health and Safety;
5. Ensuring that the HSENI is notified of construction activities where required by the Construction (Design and Management) Regulations (NI) 2016, including signing of the NI 10 Form;
6. Ensuring that they fulfil the duties of the client on behalf of NIHE for all work which falls within the requirements of the Construction (Design and Management) Regulations (NI) 2016;
7. Ensuring Health & Safety implications are considered during procurement and project planning, including new buildings, planned improvements, maintenance of premises, purchase of equipment, substances and the employment of staff.
8. Ensuring that adequate arrangements for consultation and communication of Health and Safety information are maintained throughout their areas of responsibility;
9. Assessing and taking appropriate action on reports from competent persons on matters of Health and Safety;

10. Making adequate arrangements for and ensuring that Health and Safety training needs are identified to enable staff to perform their duties competently;
11. Ensuring that procedures include the protection of visitors or the public and that all safety considerations are observed by contractors employed by their departments;
12. Maintaining a positive culture towards Health and Safety in order that it can be engendered at all levels of the workforce;
13. Ensuring that Risk Assessments and Safe Systems of Work (SSoW) are completed and reviewed, that control measures are implemented and observed within appropriate timescales and that employees under their control are informed of any subsequent procedure changes within properties in their area of operational responsibility;
14. Agreeing suitable, Specific, Measureable, Achievable, Realistic, Time-constrained, Evaluated and Reviewed "SMARTER" Compliance and Health & Safety objectives and KPI's with their line management and ensuring these are achieved;
15. Fulfilling the role of the Responsible Person in respect of the Management of Legionella bacteria within the domestic hot & cold water systems within properties in their area of operational responsibility;
16. Fulfilling the role of the Responsible Person in respect of Fire Safety Management within properties in their area of operational responsibility; and
17. Fulfilling the role of the Responsible Person in respect of Asbestos Management within properties in their area of operational responsibility.

### **Director Asset Management**

The Director Asset Management is appointed as the Lead Director for Health & Safety and is responsible for all aspects of Health & Safety management, including specifically:

1. Championing Health & Safety at the Chief Executives Business Committee (CXBC) and Board level;
2. Ensuring Health & Safety implications are considered, and documented, during procurement and project planning;



3. Positively promoting Compliance/Health & Safety across the NIHE;
4. Ensuring the Compliance/Health & Safety functions have adequate resources to fulfil their roles and responsibilities; and
5. Ensuring Compliance/Health & Safety is embedded within a positive and proactive Health & Safety culture of continuous improvement.

### **Assistant Director Compliance/Health & Safety**

The Assistant Director Compliance/Health & Safety is responsible for all aspects of Compliance/Health & Safety management, including specifically:

1. Positively promoting Compliance/Health & Safety across the NIHE;
2. Ensuring the Compliance/Health & Safety functions have adequate resources to fulfil their roles and responsibilities;
3. Ensuring Compliance/Health & Safety is embedded within a positive and proactive Health & Safety culture of continuous improvement; and
4. To provide advice and guidance to the Chief Executive's Business Committee on all Compliance/Health & Safety issues.

### **Assistant Directors, Heads of Service & Senior Managers**

Assistant Directors, Heads of Service & Senior Managers are responsible for ensuring:

1. The effective implementation of the organisation's Compliance/Health & Safety Policies;
2. That the effective management of Compliance/Health & Safety is a priority;
3. Establishing and maintaining a positive culture towards Compliance/Health & Safety by promoting the benefits amongst their workforce and by demonstrating management commitment and providing visible leadership;
4. Sufficient time and resources are available to permit their line managers and staff to comply with the statutory requirements and enable the promotion and adoption of best practice;
5. Agreeing suitable, Specific, Measureable, Achievable, Realistic, Time-constrained and Evaluated and Reviewed "SMARTER" Compliance/Health & Safety objectives and KPI's with their line management and ensuring these are achieved;

6. That Health & Safety implications are considered, and documented, during procurement and project planning;
7. That Risk Assessments are undertaken for all tasks, activities and processes within their respective areas of operational responsibility and informing employees under their control of the hazards and indicating the appropriate control measures that need to be implemented and adopted and any subsequent changes to Policy and procedures;
8. Undertake develop, communicate, review and monitor written Safe Systems of Work (SSoW) for all tasks, activities and processes;
9. Their line managers undertake documented quarterly workplace inspections, of activities under their control to check that appropriate Compliance/Health & Safety performance standards are being maintained, Safe Systems of Work (SSoW) are being followed and that the workplace, including all vehicles, plant, machinery and equipment is being maintained in a safe condition;
10. That their line managers initiate and implement appropriate corrective action where required e.g. as a result of significant changes, investigations into incidents, as a result of their regular formal workplace inspections, the Risk Assessments process, or Health & Safety Inspections and Audits etc.;
11. That their line managers provide clear and precise Health & Safety instructions to those under their control with regard to themselves and others;
12. Their line managers provide plant, equipment and systems of work within their areas that are safe and without uncontrolled risk to safety or health;
13. That their line managers are recording and reporting to the Health & Safety Team all incidents within their respective areas, in line with NIHE Health & Safety Policy;
14. Their line managers are conducting incident investigations within their area of operational responsibility, co-operating with and where necessary assisting the Health & Safety Team and others in any investigations;
15. Their line managers are undertaking a Training Needs Analysis and ensuring that all persons under their operational responsibility have received an adequate level of Health & Safety information, instruction

and training to allow them carry out their tasks, activities or processes and to operate any vehicles, plant, machinery or equipment in a safe and competent manner;

16. Their line managers are providing staff, visitors and contractors with an adequate level of supervision appropriate to their level of competence and the nature of the task or activity being undertaken;
17. Their line managers are monitoring housekeeping in the area under their control and ensuring that it remains clean and tidy at all times;
18. That their line managers are providing any necessary appropriate Personal Protective Equipment (PPE) and Respiratory Protective Equipment (RPE) and that it is suitable for the task, easily accessible and worn as and when required and that it is inspected, maintained, stored and appropriate records of same are maintained; and
19. Where RPE is required that Face Fit Testing has been undertaken for every person who is required to use RPE.

### **Head of Human Resources**

The Head of Human Resources is responsible for ensuring:

1. That Human Resources Policies associated with the Health, Safety and Wellbeing of staff are in place and reviewed;
2. That persons under their control have received an adequate level of information, instruction and training to enable them to carry out their work activities in a safe and proper manner;
3. There are sufficient resources available to comply with health & safety statutory requirements, specifically Regulation 11 of the Control of Substances Hazardous to Health (NI) 2003 and Regulation 6 of the Management of Health and Safety at Work Regulations (NI) 2000;
4. The Head of Human Resources is responsible for ensuring that an appropriate health surveillance regime is implemented, including maintenance of appropriate records, to meet statutory requirements and protect employees' health and wellbeing, to make suitable arrangements for the provision of Health Surveillance as detailed in Appendix 1;
5. That pre-employment medicals are undertaken as appropriate and that Health Needs Assessments are undertaken for all job roles;

6. The appointment of suitable and sufficient qualified resources, i.e. Occupational Health Advisors (OHAs) or specialist Consultants to undertake Health Surveillance as appropriate (see paragraph 4.9 below);
7. That staff co-operate with NIHE as their employer to enable the organisation to fulfil its duty of care to employees in line with the Health and Safety at Work (NI) Order 1978; and
8. To ensure consultation and engagement with Trade Union side on all relevant matters.

### Line Managers

Line Managers are responsible for;

1. Establishing and maintaining a positive culture towards Compliance/Health & Safety by promoting the benefits amongst their workforce and by demonstrating management commitment and providing visible leadership;
2. Agreeing suitable "SMARTER" Compliance/Health & Safety objectives and KPI's with their line management and ensuring these are met;
3. Ensuring sufficient resources are available to permit their managers and staff to comply with the statutory requirements and enable the promotion and adoption of best practice;
4. Ensuring they dedicate an appropriate amount of their time and resources to proactively managing Compliance/Health & Safety;
5. Ensuring Health & Safety implications are considered and documented during procurement and project planning;
6. To consult and engage with relevant Health & Safety Trade union representatives to ensure that the interests and concerns of staff are considered in relation to Health & Safety matters.
7. Conducting Risk Assessments for all tasks, activities and processes and informing staff and contractors under their control of the hazards, indicating the appropriate control measures that need to be implemented and adopted and of any subsequent changes to Policy and procedures;

8. Developing, communicating, maintaining, and monitoring written Safe Systems of Work (SSoW) with regard to safe working methods for all tasks, activities and processes;
9. Conducting formal documented quarterly workplace inspections, activities under their operational responsibility / control to ensure appropriate Compliance/Health & Safety performance standards are being maintained, Safe Systems of Work (SSoW) are being followed and that the workplace, including all vehicles, plant, machinery and equipment is being maintained in a safe condition;
10. Initiating and implementing appropriate corrective actions where required e.g. as a result of significant changes, investigations into incidents, as a result of their regular formal workplace inspections, the Risk Assessments process, or Health & Safety Inspections and Audits etc.;
11. Ensuring that clear and precise Health & Safety instructions are given to those under their control with regard to themselves and others;
12. Ensuring that plant, equipment and systems of work within their areas are safe and without risk to safety of health;
13. Recording and reporting to the Corporate Health & Safety Team all adverse incidents within their respective areas, in line with the appropriate NIHE Health & Safety Policy;
14. Conducting incident investigations within their area of operational responsibility, co-operating with and where necessary assisting the Corporate Health & Safety Team and others in any investigations;
15. Undertaking a Training Needs Analysis and ensuring that all persons have received an adequate level of health & safety information, training, instruction and supervision to allow them carry out their tasks, activities or processes and to operate any vehicles, plant, machinery or equipment in a safe and competent manner;
16. Ensuring staff, visitors and contractors are subject to an adequate level of supervision appropriate to their level of competence and the nature of the task or activity being undertaken;
17. Monitoring housekeeping in the area under their control and ensuring that it remains clean and tidy at all times;

18. Ensuring that any necessary appropriate Personal Protective Equipment (PPE) and Respiratory Protective Equipment (RPE) is selected, compatible with other PPE / RPE, issued and worn as and when appropriate and that it is inspected, maintained, stored and appropriate records of same are maintained; and
19. Ensuring that where RPE is provided that Face Fit Testing has been undertaken for all staff who are required to use RPE.

### **Corporate Facilities Manager**

The Corporate Facilities Manager is responsible for;

1. Managing all aspects of NIHE's Office Accommodation that fall within the responsibility of Asset Management;
2. Managing, monitoring and supervision of the Regional Facility Managers; Technical Facilities Officers and Premises Officers;
3. Ensure Regional Facilities Managers and Technical Facilities Officers and have access to HMS and have undertaken training in its use;
4. Ensure an asset list is available within all office buildings;
5. Ensure that Regional Facility Managers; Technical Facilities Officers and Premises Officers have received an appropriate level of information, training, instruction and supervision to ensure their competence to fulfil their roles and responsibilities;
6. Managing, monitoring and supervision of contract security, catering staff, cleaning staff etc.;
7. Ensure communication, co-operation and consultation with service providers;
8. Accountability to their respective Line Manager for the implementation of the General Health and Safety Policy and applicable Health and Safety Policies and Procedural Arrangements;
9. Ensure that the effective management of Compliance Health, Safety and Fire is a priority;
10. Ensure sufficient resources are available to permit their managers and staff to comply with the statutory requirements and enable the promotion and adoption of best practice;



11. Ensure Health, Safety and Fire Implications are considered and documented during all procurement and project planning exercises;
12. Establishing and maintaining a positive culture towards Compliance Health, Safety and Fire by promoting the benefits amongst their workforce and by demonstrating management commitment and providing visible leadership;
13. Agreeing suitable "SMARTER" compliance and Health, Safety and Fire objectives and KPI's with their line management and ensuring these are met;
14. Ensure they dedicate an appropriate amount of their time and resources to proactively managing compliance health, safety and fire;
15. Ensure Risk Assessments (RA) are undertaken by Technical Facilities Officer(s) in all premises under their operational control for all tasks, activities and processes; which may include (not an exhaustive list):
  - I.Safe access & egress;
  - II.Use of car parks;
  - III.Workplace transport and traffic management;
  - IV.Gritting of access and egress points during periods of snow and ice; and
  - V.Traffic Management Audit of car parks.
16. Ensure Safe Systems of Work (SSoW) are undertaken by Technical Facilities Officer(s) in all premises under their operational control for all tasks, activities and processes covered by a Risk Assessment;
17. For high risk activities / work within corporate business premises ensure that any Permit to Work (PtW) is complied with and all restrictions enforced;
18. Ensure all necessary health and safety documentation including risk assessments and method statements have been received from appointed contractors undertaking work within each office building and retained on site by Technical Facilities Officers and/or Premises Officers;
19. Ensure all applicable employees have been informed of the findings of the risk assessments and communication of safe systems of work has

been undertaken with them (this can be undertaken by employees' Line Managers during team meetings);

20. Ensure a quarterly formal documented health and safety inspection regime is in place for Technical Facilities Officer and proactively implemented for all District Offices and actions resulting from these are reported on at quarterly Facilities Management meetings;
21. Ensure actions within the Corporate Health & Safety Department's Corrective Action Plans resulting from their annual health, safety and welfare audits are reported on and monitored at quarterly Facilities Management meetings;
22. Ensure scheduled inspection/servicing and maintenance is undertaken of all equipment in each office building and reported on at quarterly Facilities Management meetings;
23. Approve actions resulting from Fire Risk Assessment undertaken by the Fire Safety Team;
24. Ensure actions from Fire Risk Assessments undertaken by the Fire Safety Team are reported on; and their implementation monitored at quarterly Facilities Management meetings;
25. Approve actions resulting from Quarterly Fire Safety Audit undertaken by the Fire Safety Team;
26. Ensure actions from the Quarterly Fire Safety Audit undertaken by the Fire Safety Team are reported on; and their implementation monitored at quarterly Facilities Management meetings;
27. Ensure actions from the Legionella Risk Assessments undertaken by the appointed contractor are reported on, and their implementation monitored at quarterly Facilities Management meetings;
28. Ensure that clear and precise Health & Safety Instructions are given to those under their control with regards to themselves and others including accident/incident reporting procedures;
29. Ensure Regional Facility Managers; Technical Facilities Officers and Premises Officers are aware of the accident/incident reporting procedures and process for undertaking accident/incident investigations;

30. Assisting the Corporate Health & Safety Department with undertaking investigations into serious adverse incidents;
31. Attendance at the quarterly Corporate Health & Safety Committee Meetings;
32. Undertaking a Training Needs Analysis and ensuring that all persons under their operational responsibility have received an adequate level of health and safety information, instruction and training to allow them to undertake their tasks, activities or processes in a safe and competent manner; and
33. To attend training as necessary to ensure they remain competent within the role of Corporate Facilities Manager(s).

### **Regional Facilities Managers**

Regional Facilities Managers are responsible for assisting the Corporate Facilities Manager in fulfilling their responsibilities as outlined within 4.13 above within their area of operational responsibility.

### **Technical Facilities Officers**

Technical Facilities Officers are responsible for assisting the Regional Facilities Managers in fulfilling their responsibilities as outlined within 4.14 above within their area of operational responsibility.

### **Premises Officers**

The Premises Officer, and their nominated deputy, are responsible for ensuring that:

1. There is adequate provision made for fire safety management, including Fire & Evacuation Marshals and Fire & Evacuation Wardens, checking and signing off Fire Log Book on a monthly basis;
2. There is adequate First Aid provision made, including First Aiders / persons trained in Emergency First Aid / use of defibrillators as appropriate.
3. They partner and share information with Facilities Staff in order to resolve issues concerning the estate.

### **DLO Depot Managers**

In addition to the general duties for Line Managers set out in 4.12 above, DLO managers are responsible for;

1. Ensuring that daily safety checks are carried out on plant and equipment and specifically that any work equipment with a safety device (e.g. emergency stop) is functionally tested before first daily use;
2. Maintaining an asset register of work plant and equipment under their control;
3. Ensuring that all equipment under their control has a suitable schedule of planned preventive maintenance;
4. Maintaining a suitable and sufficient level of emergency response in line with the risks posed by the operation under their control e.g. spill response, first aid response, fire response;
5. Workplace transport and traffic management risk are assessed; and
6. All statutory insurance checks are carried out within time constraints and corrective actions taken before re-use e.g. Lifting equipment insurance engineer thorough examination/ inspection.

#### **Asset Management - Compliance Department**

The Compliance Manager is responsible for;

1. Ensuring that guidance on all Fire, Asbestos, Legionella, Gas Safety, Electrical Safety, including compliance with current and forthcoming legislation, to relevant Health & Safety Committees, line managers and staff;
2. To ensure that compliance related risk assessments, inspections, servicing and maintenance, surveys, reviews and audits are completed for relevant property tenures, property and equipment, to ensure compliance with statutory requirements.
3. To ensure that compliance related training is delivered by competent persons
4. To liaise with the Health & Safety Executive Northern Ireland (HSENI), NIHE's insurers and legal advisors in respect of Fire, Asbestos, Legionella, Gas Safety, Electrical Safety, and other compliance matters as necessary; and
5. To conducting incident investigations and producing written reports, including recommendations / Corrective Action Plans, as appropriate;

## Asset Management - Health & Safety Manager

The Health & Safety Manager is responsible for the management of the Corporate and Construction Health & Safety Teams and the Emergency Planning function, including specifically:

1. Providing expert advice, guidance and assistance to senior management, Health & Safety Committees, line managers and staff on all Health, Safety & Welfare matters, including current and forthcoming legislation and of best practice;
2. To fulfil the role of Competent Person in conjunction with the Health & Safety Advisors/Managers within the meaning of Regulation 7 of the management of Health & Safety at Work Regulations (Northern Ireland);
3. Development, review and monitoring of a comprehensive suite of Health & Safety Policies;
4. Conducting Health & Safety inspections, surveys and audits as appropriate in conjunction with Trade Union side and producing written reports, including recommendations for corrective action and the adoption of best practice, as appropriate;
5. To liaise with the line manager in relation to ceasing any work, tasks, activities or processes where any uncontrolled risk poses a serious and imminent danger to the health, safety or welfare of any person until such time as such risks can be adequately controlled;
6. Design, delivery and undertaking a suite of a comprehensive range of internal Health & Safety training and the selection, management, monitoring and supervision of external training providers as appropriate;
7. The Health & Safety Manager is responsible for ensuring appropriate arrangements for Workplace Exposure Monitoring, is implemented including maintenance of appropriate records, to meet statutory requirements.
8. Liaising with the Health & Safety Executive Northern Ireland (HSENI), NIFRS, NIHE's Legal Team, Insurers and Team Advisors in respect of Health & Safety matters as necessary;
9. Conducting incident investigations and producing written reports, including recommendations / Corrective Action Plans, as appropriate;

10. Providing advice, assistance and guidance to facility and line managers in undertaking and reviewing Risk Assessments (RA);
11. Providing advice, assistance and guidance to facility and line managers in undertaking and reviewing written Safe Systems of Work (SSoW);
12. Providing advice, assistance and guidance to facility and line managers in undertaking and reviewing COSHH Risk Assessments; and
13. Maintaining the NIHE Emergency Plan and maintaining competence on civil contingencies matters; and
14. The Health & Safety Manager is responsible for ensuring that an appropriate Workplace Exposure Monitoring regime is implemented, including maintenance of appropriate records, to meet statutory requirements. Appendix 2 contains the Risk Assessment and Workplace Exposure arrangements to be implemented by the Health & Safety Department; ensuring:
  - I. That workplace monitoring is undertaken as appropriate;
  - II. That all users of Respiratory Protective Equipment (RPE) are provided with Face Fit Testing as appropriate for the type(s) of RPE they are required to use.

#### **Regional/Area/Senior Project Managers, Project Managers, Maintenance Officers and Contract Managers**

Regional / Area, Senior Project Managers, Maintenance Officers and Contract Managers, with the support of their line management and Compliance/Health & Safety Teams, are responsible for all aspects of Health & Safety within their area of operational responsibility, including specifically:

1. Ensuring any Principal Designer, Designer, Principal Contractor or Sub-Contractor is provided with appropriate pre-construction information in respect of work falling within the remit of the Construction (Design and Management) Regulations (NI) 2016;
2. Ensuring any Principal Designer, Designer, Principal Contractor or Sub-Contractor has the appropriate skills, knowledge, training and experience to undertake the work / projects falling within the remit of the Construction (Design and Management) Regulations (NI) 2016 and has access to appropriate competent Health & Safety Assistance as



required by Regulation 7 of the Management of Health & Safety at Work Regulations (Northern Ireland) 2000;

3. Undertaking the role of the Client in respect of work falling within the remit of the Construction (Design and Management) Regulations (NI) 2016;
4. For high risk activities / work within Corporate business premises ensure that any Permit to Work (PtW) is complied with and all restrictions enforced as appropriate;
5. Undertaking the role of the Principal Designer / Designer, as appropriate, in respect of work falling within the remit of the Construction (Design and Management) Regulations (NI) 2016; and
6. Supervision and Monitoring.

### **Fire Marshals**

Fire Marshals duties include:

1. To head directly to the Designated Fire Assembly Point during evacuation of building;
2. To liaise with Fire Wardens at Fire Assembly point following evacuation of building to ascertain all persons within their designated areas have been evacuated;
3. To liaise with the NIFRS following evacuation of building advising them that all persons have safely evacuated the building;
4. To attend post-evacuation meeting with Fire Wardens and Premises Officer to report back on any issues identified during evacuation; and
5. To attend fire safety training including refresher training.

### **Fire Wardens**

Fire Wardens duties will differ depending on buildings stationed in; as follows: include:

Castlereagh Frederick Street / Bangor / Ballycastle / Ballymoney / Coleraine / Strabane / Carrickfergus / Waterside / Collon Terrace / Larne / Antrim / Newtownabbey 1 / Newtownabbey 2 / Lurgan / Portadown / Banbridge / Armagh / Armagh Archive Store / Newry / Cookstown / Dungannon / Magherafelt / Omagh (7 Holmview Terrace) / Enniskillen / Lisburn Diary Farm / Lisburn Antrim Street

1. To undertake scheduled checks within their area and record on appropriate forms within Fire Log Book and report any issues with firefighting equipment to the building Technical Facilities Officer;

2. To undertake a sweep of their designated areas within the building during evacuation of the building;
3. To report to their designated Fire Marshall at the Fire Assembly Point results of their final sweep;
4. To attend post-evacuation meeting with Fire Marshalls and Premises Officer to report back on any issues identified during the evacuation (to also occur following the 6 monthly evacuation drill);
5. To liaise with the Premises Officer to arrange and undertake 6 monthly evacuation drills and record results in fire log book; and
6. To attend fire safety training including refresher training.

McAllister House / Housing Centre / Great Victoria Street / Strangford House /  
Waterloo / Richmond Chambers / Twickenham House

Security Personnel on site will be responsible for undertaking scheduled fire checks throughout the building and liaising with the building Premises Officer to arrange 6 monthly evacuation drills

1. To undertake a sweep of their designated areas within the building during evacuation of the building
2. To report to their designated Fire Marshall at the Fire Assembly Point results of their final sweep
3. To attend post-evacuation meeting with Fire Marshalls and Premises Officer to report back on any issues identified during the evacuation (to also occur following the 6 monthly evacuation drill)
4. To liaise with Building Premises Officer to be notified of practice evacuation drills (organised by building security)
5. To attend fire safety training including refresher training

Downpatrick (Newry & Mourne District Council / Shankill (Health Trust)/  
Limavady (Private Landlord)

Security Personnel on site will be responsible for undertaking scheduled fire checks throughout the building and liaising with the building Premises Officer to arrange 6 monthly evacuation drills

1. To undertake a sweep of their designated areas within the building during evacuation of the building;

2. To report to their designated Fire Marshall at the Fire Assembly Point results of their final sweep;
3. To attend post-evacuation meeting with Fire Marshalls and Premises Officer to report back on any issues identified during the evacuation (to also occur following the 6 monthly evacuation drill);
4. To liaise with Building Premises Officer to be notified of practice evacuation drills (organised by building security); and
5. To attend fire safety training including refresher training.

#### 9 Lanyon Place / Marlborough House

Security Personnel on site will be responsible for undertaking scheduled fire checks throughout the building and liaising with the building Premises Officer to arrange 6 monthly evacuation drills

1. To undertake a sweep of their designated areas within the building during evacuation of the building;
2. To report to their designated Fire Marshall at the Fire Assembly Point results of their final sweep;
3. To attend post-evacuation meeting with Marshalls and Premises Officer to report back on any issues identified during the evacuation (to also occur following the 6 monthly evacuation drill);
4. To liaise with Building Premises Officer to be notified of practice evacuation drills (organised by building security); and
5. To attend fire safety training including refresher training.

#### All Staff

All staff, including part-time, casual, temporary, seasonal and agency staff are, with the support of their Line Management are responsible for the following aspects of Health & Safety Management within their area of operational responsibility, including specifically:

1. Taking reasonable care of their own and other persons Health, Safety and Welfare;
2. Only using vehicles, plant, machinery, equipment or substances or safety devices in accordance with training and instruction received;
3. Co-operating fully with the NIHE, as their employer, in respect of all Health & Safety Policies and procedures;

4. Notifying their line manager of any incident associated with their work activities (whether or not an injury has occurred) and ensuring that it has been reported and recorded in accordance with NIHE Policy;
5. Notifying their line manager and other persons potentially affected of any situation, which they consider to represent any serious and or immediate danger to health and safety;
6. Notifying their line manager of all relevant health, safety and welfare issues of which they become aware and work;
7. Adhering to all Safe Systems of Work (SSoW) that are applicable to their work activities and in accordance with training, instructions and supervision provided;
8. Ensuring that they wear and correctly use all Personal Protective Equipment (PPE) or Respiratory Protective Equipment (RPE) and other safety devices that are set out in the Safe Systems of Work (SSoW) or Risk Assessments for their tasks / activities as instructed including clean shaven for tight fitting RPE;
9. Notifying anyone who may be affected by their work of any potential hazards, i.e. the general public (special attention must be given to children, young persons and vulnerable persons), other employees and contractors;
10. To make your line manager and/or occupational health department (and DVA where necessary) aware of any health conditions which may impact upon the safety and wellbeing of yourself or others, at work.
11. Not wilfully misusing, damaging, tampering with, or abusing any equipment or clothing provided;
12. Undertaking user checks before operating vehicles, plant, machinery and equipment which they are authorised to do before use;
13. Setting aside / isolating and labelling any faulty, damaged or unsafe equipment and informing their line manager;
14. Not bringing to work any personal equipment. i.e. including tools, radios, personal stereos, kettles, etc. unless authorised to do so by their line manager and PAT tested;

15. Familiarise themselves with the escape routes, evacuation procedures and emergency procedures, Fire & Evacuation Wardens and Fire & Evacuation Marshals relevant to each place in which they work;
16. Familiarise themselves with the location of First Aid facilities and the identity of the local qualified First Aider/s on the premises;
17. Ensuring that working areas are maintained in a clean and tidy condition and assisting the maintenance of a good standard of hygiene and housekeeping within their workplace;
18. Not indulging in horseplay or other activities, which could endanger the safety of themselves or others; and
19. Attending all relevant programmes of Health & Safety training.

## **5. Implementation of the Policy**

### **Arrangements**

This General Health & Safety Policy is supplemented by specific Health & Safety Policies containing the detailed arrangements covering each of the key areas of Health & Safety Management. These will be available to download from Gateway.

NIHE's Health & Safety Policy and manual will comprise of two volumes:

- I. Section One containing NIHE's Health & Safety Policies; and
- II. Section Two is to be used to store hard copies of relevant completed and "signed off" departmental Health & Safety documentation e.g. General Health & Safety Risk Assessments, written Safe Systems of Work (SSoW), COSHH Risk Assessments, Manual Handling Risk Assessments, Emergency Procedures etc.

An up to date copy of this General Health & Safety Policy must be displayed on Health & Safety Notice Boards, which is to be maintained and updated by the appropriate line manager within all workplaces along with the following Health & Safety information:

- I. HSENI Law Poster;
- II. Chief Executive Health & Safety Policy Statement;
- III. Certificate of Employers Liability Insurance;
- IV. Fire Action Notice;
- V. First Aid Signage;
- VI. TU Safety Representatives / RoES details;

- VII. How to contact the Compliance/Health & Safety Team;
- VIII. General Health & Safety Policy;

Information relating to individual staff should not be displayed on Health & Safety Notice Boards. Risk Assessments and safe systems of work should be readily available to staff.

### **Monitoring and review of Health & Safety Management**

NIHE's Health & Safety Policies will be subject to continual ongoing review and will be revised as and when required, with any such revisions being brought to the attention of all members of staff as appropriate.

The Health & Safety Management system, and Health & Safety Performance, will be monitored and reviewed using appropriate KPI's. The Health & Safety Department will undertake Health & Safety Inspections and Audits of NIHE Departments and Services and provide written Audit Reports to the relevant Directors and line managers.

### **Resources**

Responsibility for staff training requirements, equipment, completion of Risk Assessments and Safe Systems of Work and other resources associated with implementation of this Policy are detailed in the responsibilities section.

Access to available Training Programmes/Providers is available through the Learning Management System.

### **Dissemination / Circulation**

This policy is required to be implemented by all Divisions within NIHE. The latest version of the Policy is available from Gateway. All staff, managers and Departments with specific responsibilities are required to comply with this Policy as detailed. The Policy requirements should be brought the attention of all relevant staff.

### **Performance Monitoring**

It is the responsibility of the line manager to monitor compliance with this policy. The Compliance/Health & Safety Department will perform a pivotal role in ensuring that the Policy is implemented and will oversee monitoring of the specific requirements of the Policy.

### **Auditing Compliance**

Audits of compliance with the Policy, associated procedures and processes may also be undertaken by the Technical Inspection Unit, Internal Audit and Department for Communities.



This Policy will be reviewed every 3 years and new versions issued following any amendment, updating or revision as appropriate.

## **6. Evidence Base/References**

Liaison with Assistant Director Compliance/Health & Safety, Assistant Managers Health & Safety, Health & Safety Teams, Compliance Team, Corporate Health & Safety Committee Members, Senior Management Health & Safety Committee Members, Equality Unit Manager, Rural Housing Officer and Policy Governance Committee.

The following Documentation was reviewed

- I. Health & Safety at Work Order (Northern Ireland) 1978;
- II. The Management of Health and Safety at Work Regulations (Northern Ireland) 2000; and
- III. Health & Safety Guidance on Health & Safety Management HSG65

The following online guidance was also used:

- I. The Health & Safety Executive and Health & Safety Executive NI websites

## **7. Consultation Process**

It is a legal requirement to consult with the staff, managers and trade unions on the purpose, objectives and responsibilities within the Policy. The Policy was devised in collaboration with the Asset Management NIHE Senior Management and Corporate Health & Safety Committees, and other stakeholders. Staff and their trade union representatives were consulted during the development and introduction of this policy.

## **8. Appendices**

Appendix 1 - Health Surveillance

Appendix 2 - Risk Assessment and Workplace Exposure Monitoring

## 9. Signatures

Danny Dugdale  
Health & Safety Manager

Karen Cunningham  
Assistant Director, Compliance / Health & Safety

Paul Isherwood  
Director of Asset Management

## Appendix 1 - Health Surveillance Arrangements

Type of Health Surveillance	Examples & Who might be harmed
Audiometric Checks (Hearing tests)	Mechanics / Construction / Maintenance staff / Grounds Maintenance staff exposed to Noise from Vehicles, Plant, Equipment, Tools and Processes
Ophthalmic (Eyesight Screening tests)	DSE Users / Drivers / Fork Truck operators, and staff with existing eyesight issues. (Full Eyesight tests are to be undertaken by a qualified Ophthalmic Optician)
Medicals	Staff involved in Driving / Night Working / Lone working / Working at Heights / Confined Space Entry
Dermatological	Caretakers using cleaning chemicals, Construction / Maintenance staff / Grounds / Vehicle maintenance staff exposed to hazardous substances, Mechanics using oils etc. or as identified by the COSHH Risk Assessment process
Lung Function Tests	Mechanics undertaking motor vehicle repair, e.g. welding and exposure to metal fume. Joiners / labourers exposed to hardwood dusts, Construction / maintenance staff / grounds maintenance staff exposed to Respirable Crystalline Silica (RCS) or as identified by the COSHH Risk Assessment process
Blood Tests	Testing of those injured by Needle-sticks, to be referred to nearest A&E Department. Exposure to heavy metal fume (chromium, beryllium, cadmium, lead) and respirable sensitisers (colophony) when welding, motor vehicle exposure to PTFE derivatives, staff exposed to lead, exposure to mercury residue from broken fluorescent bulbs etc. or as identified by the COSHH Risk Assessment process
Hand-Arm Vibration	Mechanics / Joiners / Construction / Maintenance staff / Grounds maintenance staff exposed to vibration when using vibrating tools e.g. strimmers, rock breakers, reciprocating saws, power tools, sanders, chainsaws, Stihl saws, angle grinders etc.
Whole Body Vibration Health Surveillance	Mechanics / Construction / Maintenance / Grounds maintenance staff exposed to vibration by using vibrating vehicles, plant and equipment e.g. ride on mowers

## Appendix 2 -Risk Assessment & Workplace Exposure Monitoring

Risk Assessment & Workplace Exposure Monitoring	Examples & Who might be harmed
Hazardous Substances (COSHH) Risk Assessment and monitoring	Mechanics / Construction / Maintenance staff / grounds maintenance staff exposed to hazardous vapours, fume or dusts e.g. chemicals, paints, solvents, biological agents, hard wood dusts, Respirable Crystalline Silica (RCS) or as identified by the COSHH Risk Assessments process
Ergonomic/ Musculoskeletal	Ensuring that the workplace or workstation is adapted to suit the needs of an individual and to prevent musculoskeletal disorders and static or psychological stress, for example Display Screen Equipment* (DSE) assessments for office workers
Hand-Arm Vibration Risk Assessment and Workplace Exposure Monitoring	Mechanics / Joiners / Construction / Maintenance staff / Grounds maintenance staff exposed to vibration when using vibrating tools e.g. strimmers, rock breakers, reciprocating saws, power tools, sanders, chainsaws, Stihl saws, angle grinders etc.
Whole Body Vibration Risk Assessment and Workplace Exposure monitoring	Staff who in the course of their work are exposed to Whole Body or Hand-Arm Vibration through the use of ride on mowers, vibrating tools e.g. plate compactors, reciprocating saws, sanders etc.
Noise Risk Assessment and Workplace Exposure monitoring	Mechanics / Construction / Maintenance staff / Grounds maintenance staff exposed to noise from tools / plant and process
Air quality and temperature assessment and monitoring	Environmental pollutants such as carbon monoxide, nitrogen dioxide, relevant environmental parameters such as relative humidity and temperature levels attained
Asbestos Risk Assessment and monitoring**	Air Clearance Tests / Reassurance Testing following Asbestos removal work. **
<p>*Local in-house DSE Risk Assessor or Corporate H&amp;S Department where there is a more complex or underlying medical condition</p> <p>**Via Compliance Asbestos Team under current contract arrangements</p>	