



This is the Health and Safety Policy Statement of:

Northern Ireland Screen Commission

Our statement of general policy is:

- To provide adequate control of the health and safety risks arising out of our work activities
- To consult with our employees on matters affecting their health and safety
- To provide and maintain safe 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 prevent accidents and cases of work-related ill health
- To maintain safe and healthy working conditions
- To review and revise this policy as necessary at regular intervals.

Signed:
(Chief Executive)

Date: ...10 December 2015.....

Review Date: 10 December 2017...

Northern Ireland Screen's Health and Safety officer is: **Richard Bruce**

Responsibilities

1. Overall and final responsibility for health and safety is that of Richard Williams, Chief Executive
2. Day to day responsibility for ensuring the policy is put into practice is delegated to Richard Bruce, Health and Safety officer.
3. All employees have to:
 - Co-operate with managers and the Health and Safety officer 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 of others who may be affected by their acts or omissions.
 - Report all health and safety concerns to the Health and Safety officer.
 - Staff should keep all corridors and work areas clear from obstructions.
 - All rubbish, waste materials and spillage of liquids should be cleared up immediately and not allowed to accumulate.
 - All computers and electrical equipment must be turned off and plugs removed at the end of each day
 - All doors, including fire doors, and windows should be locked. The member of staff who is the last to leave the floor is responsible for turning off all lights and setting the burglar alarm.
 - Staff are expected to read all authorised notices and memos on matters concerning Health and Safety issues.

Health and Safety Risks arising from work activities

- Risk assessments will be undertaken by Richard Bruce.
- The findings of the risk assessment will be reported to Linda Martin, Director of Finance and Corporate Services.

- Action required to remove/control risks will be approved by the Chief Executive.
- Richard Bruce will be responsible for ensuring the action required is implemented.
- The Director of Finance and Corporate Services will check that the implemented actions have removed/reduced the risks.
- Assessments will be reviewed twice every twelve months or when the work activity changes, whichever is the soonest.
- Staff are encouraged to take a ten minute break from the computer and engage in other duties. Eyesight should be tested regularly and the company will make a contribution toward the cost of eye tests and lenses (usually capped at £90 max).
- Staff should ensure that they are comfortable at their desk, please inform the Director of Finance and Corporate Services if you need a different desk, or chair or an anti-glare filter.

Consultation with employees

- The employee Health and Safety officer is Richard Bruce and primary consultation with employees will be provided by him.
- Staff will also have the opportunity to raise any health and safety concerns at staff meetings.

Safe Equipment and Machinery

- Richard Bruce will be responsible for identifying all equipment needing maintenance. Damaged or faulty equipment must not be used and all faults should be reported to Richard Bruce immediately.
- Staff should not attempt temporary or running repairs unless they have been specifically trained and instructed to do so.
- Staff should not use any equipment, unless they have received training to do so.
- Richard Bruce will also be responsible for ensuring effective maintenance procedures are drawn up and implemented.

- Staff must not attempt to clean or mend any machinery or equipment whilst it is in use.
- Staff must not interfere with or misuse equipment; such conduct will be treated as a disciplinary offence which may result in dismissal.
- Any problems found with equipment should be reported to Richard Bruce.
- Richard Bruce will check that new equipment meets health and safety standards before it is purchased and installed.
- Staff must only operate equipment in accordance with the appropriate operating instructions.

Safe handling and use of substances

- Richard Bruce, will be responsible for identifying all substances which need COSHH assessment.
- Richard Bruce will be responsible for undertaking COSHH assessments.
- Linda martin, Director of Finance and Corporate Services, will be responsible for ensuring that all actions identified in the assessments are implemented.
- Richard Bruce will be responsible for ensuring that all relevant employees are informed about the COSHH assessments.
- Richard Bruce will check that new substances can be used safely before they are purchased.
- Assessments will be reviewed every twelve months or when the work activity changes, whichever is soonest.

Information, instruction and supervision

- The Health and Safety Law Poster and leaflets are displayed in the kitchen and any additional leaflets will be issued by Richard Bruce.
- Health and Safety advice is available from Richard Bruce.
- Supervision of young workers/trainees will be arranged and monitored by the Head of the Department responsible for placing them i.e. trainees placed with production companies will be monitored by the Head of Production or Head of Irish Language Broadcast Fund.

- The relevant head of department is responsible for ensuring that employees working at locations under the control of other employers are given relevant health and safety information.

Competency for tasks and training

- Health and Safety induction training will be provided for all employees by Richard Bruce.
- Job specific training will be provided by the head of department in which the employee is employed.
- Training records are kept by Finance department.
- Training will be identified, arranged and monitored by the employee and/or relevant head of department.

Accidents, first aid and work-related ill health

- The first aid box is kept in the Director of Finance and Corporate Services office.
- The appointed First Aider is xxxxxx and backup is provided by Aine Walsh, Head of ILBF.
- Members of staff must report all accidents, regardless of how slight, to the safety officer, Richard Bruce and the First Aider, xxxxxxxxxx.
- All accidents, incidents and cases of work-related ill health are to be recorded in the accident book; the book is kept by Richard Bruce.
- When a person suffers death or a major injury as a result of an accident in the work place, it must be reported to the enforcing authority, (Health and Environmental Department) on 028 90 320202 immediately and then in writing within ten days on an NI 2508 form.

In addition should any member of staff suffer an injury at work, which incapacitates them for three or more days that accident must also be reported to this department, also within ten days of the accident occurring. Richard Bruce and Linda Martin are both responsible for the reporting of accidents, incidents and cases of work-related ill health.

Monitoring

To check our working conditions and ensure our safe working practices are being followed, we will carry out inspections of the workplace, do spot checks and investigate accidents.

Richard Bruce and Linda Martin are responsible for investigating accidents, work-related causes of sickness absences and will act on findings arising from investigations to prevent recurrence.

Emergency procedures – fire and evacuation

- Richard Bruce is responsible for ensuring that a yearly fire risk assessment is undertaken and any recommendations are implemented.
- Fire Exits and escape routes should be kept clear and unobstructed at all times, the safety officer, will check these every three months.
- Fire extinguishers are maintained and checked on a yearly basis by Chubb (NI) Ltd through the DFP Framework Agreement. Fire alarms for the building are the responsibility of the landlord and their Managing Agent; Colliers CRE.
- Colliers CRE organise an emergency evacuation procedure every 6 months.
- Staff should familiarise themselves with fire and emergency drills and escape routes.
- In an emergency, staff should evacuate the building promptly in accordance with the evacuation procedure. Staff are obliged to take reasonable care for the health and safety of themselves and others by observing the terms of this policy and any directions from the safety officer, Richard Bruce.

FIRE – GENERAL:

Protection from fire is of vital importance to every person in the building. Make sure you know what to do in the event of fire.

- (i) If you spot a fire, sound the alarm by activating a break glass and telephone the Fire Brigade by dialling 999.
- (ii) Do not obstruct access to escape doors and extinguishers – you may want to reach them in a hurry.
- (iii) Make certain you know the position of the fire extinguishers at your place of work and how to operate them.
- (iv) Report any leakage of flammable material you may notice at once to your fire warden.
- (v) If you are unable to hear the fire alarm during test/drills, please advise the Director of Finance and Corporate Services, Linda Martin or the Health & Safety Officer, Richard Bruce.

EVACUATION PROCEDURES:

- (i) Leave the building immediately if the alarm bell rings.
 - (ii) Remember:
 - Do not stop to collect belongings.
 - Do not rush.
 - Do not use lifts.
 - (iii) Escort any temporary staff and visitors ensuring they follow the correct procedures. Disabled persons must be taken to a refuge area then assisted to the assembly point by competent person(s)/fire authority when the stairwells are no longer busy.
 - (iv) If possible use the front exit of the building. There are two exits:-
 - Via the front stairwell exiting onto Alfred Street
 - Via the side fire escape onto Clarence Street.
 - (v) The main assembly point is:-
 - The front entrance gates of St Malachy's Church, Alfred Street.
- In the event that this assembly point cannot be accessed or is not suitable the secondary assembly point is:-
- The corner of Alfred Street and Adelaide Street.

EVACUATION PROCEDURES - DISABLED STAFF/GUESTS

The focus on access into premises to enable disabled people to fully use a building needs to be matched with arrangements for their safe exit in the event of fire. The safe evacuation of disabled people requires careful consideration and attention.

Failure to make provision for safe evacuation arrangements for disabled people from the premises is likely to constitute a failure to comply with the requirements of fire safety law and may be an offence. It could also be considered to be disability discrimination under the DDA.

Personal Emergency Evacuation Plan (PEEP)

An evacuation plan for disabled people is commonly known as a PEEP: a Personal Emergency Egress Plan or Personal Emergency Evacuation Plan. The PEEP explains the method of evacuation to be used by a disabled person in each area of a building.

It should not be assumed that because a person has a disability that they will need or ask for a PEEP. Many individuals may not be aware that a PEEP is required. Of those who do know about the PEEP, some will be confident that they can get out of the building unaided.

It should be highlighted that people with "hidden impairments" such as a heart condition or epilepsy may also require assistance in an emergency situation.

Individual PEEP Plans for employees and regular visitors

An individual PEEP is a plan for employees and regular users of a building such as residents, contractors or students or anyone who may require special provision to ensure their safety in the event of fire. This is written by management on a case-by-case basis in conjunction with the individuals concerned, is tailored to their individual needs and includes detailed information of their movements during an evacuation. It may be necessary to provide a plan for each building and room that they visit. Once agreed, a copy should be kept by the disabled person concerned, the duty holder and any other person who requires to know the content of the plan

Preparation of an Individual PEEP

The Health and Safety officer has a PEEP questionnaire which will be used to assist in the formation of an individual PEEP. The H&S Officer will be responsible for writing the PEEP and must use this questionnaire in consultation with the person with a disability or those requiring assistance during an evacuation.

The H&S Officer person will speak with the individual person to establish suitable evacuation procedures. The individual concerned will be given information about the fire safety measures and building systems and their opinions and experience will be

sought and respected. It is essential that the individual is asked relevant questions and in a way that produces the best evacuation plan. A suitable PEEP should be negotiated taking into consideration what the building, management and disabled person or those requiring assistance can offer.

When writing the PEEP assumptions about an individual's abilities should not be made and it should not be automatically assumed that an individual cannot leave the premises independently. Most disabled people or those requiring assistance are likely to have a very clear idea of what it will take to get out of the building and in some instances, the person will be able to facilitate their own evacuation, especially if suitable aids and adaptations are provided. Different buildings may have different levels of adaptation and a disabled person may use different methods of evacuation in different buildings.

Individuals with a disability or those requiring assistance are expected to assist the planning process by giving any information necessary for the safe execution of the plan and promote facilitating their own evacuation. Sensitive information disclosed during the planning process will remain confidential. Information on the evacuation plan may be shared with other staff members but only with the prior permission of the person with a disability or the person requiring assistance.

Standard PEEP Plans for occasional visitors

There is a difference in the way that an evacuation plan is provided where the person requiring the assistance is not an employee or regular visitor, for example a customer. It is more difficult to organise an evacuation plan for people who are casually visiting a building or using a service on a one-off basis. However, by assessing the difficulty in evacuating premises and the types of evacuation that can be provided within the building, it will be easier to address needs. Where it is not possible to provide a bespoke plan for each person, a system of standard plans may be used.

The provision of standard PEEPs takes account of the following:

- the disabled person's movements within the building;
- the operational procedures within the building;
- the types of escape that can be made available;
- the building systems, e.g. the fire alarm;
- the existing egress plan.

Standard PEEPs

The H&S Officer retains a set of standard PEEPs required which cover:

- Restricted mobility
- Impaired Vision
- Impaired Hearing

These can be made available to any visitors who express a desire to have an evacuation plan pertinent to their situation made available to them.

Standard evacuation Plan - Restricted mobility

Circumstances: Mobility is limited / cannot negotiate stairs easily

Evacuation Procedure: Move the individual to the refuge area (lift lobby) and wait there for a member of the fire evacuation team who will assist the individual down the stairs and out of the building. Individuals, should wait for the stairwell to clear of traffic so as not to impede the evacuation of other people. Individuals can use the refuge areas on 2nd and 1st floor if a short rest is required.

Standard Evacuation Plan - Impaired Vision

Circumstances: Sight is limited and / or orientation is difficult

Evacuation Procedure: The individual will be escorted to the refuge area by the staff member they are visiting. A member of the evacuation team will meet the individual there and then assist them down the stairs and out of the building to the muster point – this should take place once traffic has eased on the stairwell.

Standard Evacuation Plan - Impaired Hearing

Circumstances: Unable to hear alarm

Evacuation Procedure: The person the individual is visiting will alert them to the need for evacuation and escort them out of the building by the nearest emergency exit.