

## Health and Safety Policy

Date: October 2020

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Policy Information	
<b>Policy Title</b>	Health and Safety Policy
<b>Policy Number:</b>	POL002
<b>Version</b>	3.0
<b>Policy Sponsor</b>	Chief Executive
<b>Policy Owner</b>	Assets Manager
<b>Committee and date recommended for approval</b>	Business Support Committee 24 September 2020
<b>Date approved by the Board</b>	15 October 2020
<b>Equality Screening Status</b>	1. 11 May 2015 2. Screening Reviewed: 19 August 2020
<b>Rural Needs Impact Assessment Status</b>	1. Rural needs impact assessed: 19 August 2020
<b>Date Set For Review</b>	August 2023
<b>Related Policies</b>	<ul style="list-style-type: none"> <li>• Environmental Policy</li> <li>• Freedom of Information Policy</li> </ul>

## **1.0 Introduction**

- 1.1 Libraries NI recognises and accepts its responsibilities for Health and Safety as an employer, in particular the duties laid down in Article 4 (Employers' Duties) of the Health and Safety at Work (NI) Order 1978 and all subsequent legislation made under that Order. It also recognises and accepts its duties laid down in Article 5 and 6 of that Order to persons other than their employees.

## **2.0 Purpose**

- 2.1 The purpose of this policy is to ensure as far as is reasonably practicable, that no person is placed in a situation where injury or ill health may occur as a result of the Authority's undertaking and that any such risks are assessed and appropriately controlled.

## **3.0 Policy**

- 3.1 Libraries NI will take all reasonably practical steps to meet its Health and Safety responsibility for those employed by it under the terms of Libraries Act (Northern Ireland) 2008.
- 3.2 Where reasonably practicable, it will pay particular attention to the provision and maintenance of:
- a safe place of work, safe access to it and safe egress from it
  - plant, equipment and systems of work that are safe
  - safe arrangements for the use, handling, storage and transport of articles and substances
  - sufficient information, instruction, training and supervision to enable all employees to avoid hazards and contribute positively to their safety and health at work
  - a healthy working environment
  - adequate welfare facilities.
- 3.3 Libraries NI will, so far as is reasonably practicable, provide and maintain up to date information for all staff on the potential hazards of substances, equipment and/or systems used at work.
- 3.4 Without detracting from the primary responsibility of managers, supervisors and employees for ensuring safe conditions of work, the Authority, where reasonably practicable, will provide competent technical advice on safety and health matters where this is necessary to assist management in its task.

- 3.5 Libraries NI will co-operate fully in the appointment of safety representatives for staff by recognised unions and will provide them, where appropriate, with sufficient facilities and training to carry out this task.
- 3.6 Libraries NI will co-operate fully where requested in the setting up of a Safety Committee(s) where appropriate.
- 3.7 Libraries NI reminds its employees of their own duties under Article 8 of the Health and Safety at Work (NI) Order 1978 to take reasonable care for their own safety and that of other persons and to co-operate with their employer so as to enable it to carry out its own responsibilities successfully.
- 3.8 A copy of this statement will be made available to all employees either electronically or in hard copy. It will be reviewed, added to or modified from time to time and may be supplemented in appropriate cases by further statements relating to the work of particular groups of workers.

#### **4.0 Authority**

- 4.1 This policy is managed by the Libraries NI Asset Manager.

#### **5.0 Related Documents**

Procedures to support this policy are published on the staff intranet.

- Libraries NI Risk Assessment Guidance
- Libraries NI Accident Report Procedures
- Risk Assessment Template and Scoring Matrix
- Risk Assessment – worked examples
- Accident Reporting Standard Forms
- Roles and Responsibilities (Appendix One)

## **Appendix One**

### **1.0 Responsibility**

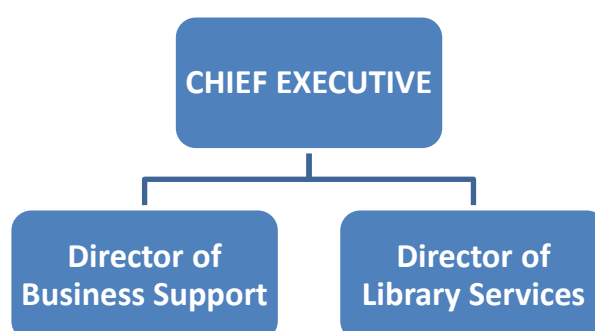
#### **1.1 Chief Executive**

The Chief Executive has overall responsibility for all matters relating to the health, safety and welfare of all persons employed by the Authority.

In the discharge of these responsibilities the Chief Executive shall:

- require the Senior Management Team and Heads of Service to initiate and control appropriate safety procedures within their areas of responsibility to give effect to the spirit and intention of the Libraries NI Safety Policy
- regularly review the effectiveness of the Safety Policy with each of the Senior Officers taking into account the annual report<sup>1</sup> of safety performance compiled by the Authority's Safety Adviser(s) and, where necessary, require them to make any amendments or improvements to the Policy
- require senior officers when making recommendations to the Board to take account of the safety implications associated with the activities, plans and deployment of resources with special regard for the safety needs of employees and the general public
- ensure that strategic Health and Safety issues are regularly addressed at Senior Management meetings.

**Senior Management Team**



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<sup>1</sup> An annual report detailing any deaths/serious injuries, notifiable injuries, slips/trips etc. and potential claims against the organisation will be presented to the Business Support Committee each year reporting on the previous year's performance.

## **1.2 Senior Management Team**

The Senior Management Team is responsible for all matters relating to the health, safety and welfare of employees and the general public in their respective areas of control.

In the discharge of their responsibilities they will:

- be responsible for the organisation and supervision of the establishments and facilities for use by staff under their control and/or by members of the general public
- ensure that all significant risks within their areas of responsibility are assessed and assessments recorded as required by Regulation 3 of the Management of Health and Safety at Work Regulations (Northern Ireland) 2006 (as amended)
- arrange for the full co-operation of their respective sections with the Libraries NI Safety Adviser in the identification of hazards, investigation of injuries and implementation of training programmes
- identify through the staff appraisal scheme safety training needs for staff under their control
- participate fully in the consultative machinery established by the Libraries NI for the purposes of health and safety
- encourage all staff to operate safe working procedures.

<b>ORGANISATIONAL STRUCTURE</b>
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## **2.0 Chief Executive's Department**

### **2.1 Overall responsibility for:**

- Internal Audit
- Board Secretariat.

## **3.0 Business Support Directorate**

### **3.1 Director of Business Support**

Overall responsibility for:

- Human Resource Services
- Finance (inc. Procurement and Payroll);
- Assets Management (inc. estates management, capital planning/development and contracts management)
- ICT and Information Systems.

## **4.0 Services Directorate**

### **4.1 Director of Library Services**

Overall responsibility for:

- Public Library Network
- Key Service Priorities
- Resources and Bibliographic Services
- Marketing and Communications.

## **5.0 HEADS OF SERVICE/HEADS OF DEPARTMENTS**

5.1 The Heads of Service/Heads of Departments are responsible for Health and Safety matters that are the Authority's responsibility.

5.2 In the discharge of their responsibilities they will be responsible for:

- arranging for the full co-operation of their respective Management Units with the Safety Adviser(s) in the identification of hazards and investigation of injuries
- Completing written risk assessments and implementing safety procedures with guidance from the Safety Adviser(s), detailing significant hazards likely to be encountered within their areas of responsibility and the corresponding control measures to be adopted
- initiating action to rectify, where reasonably practicable, all defects and hazards that are Libraries NI's responsibility and which have been brought to their attention
- identify through the staff appraisal scheme safety training needs for staff under their control
- participating fully in the consultative machinery established by the Authority for the purposes of Health and Safety encouraging all staff to operate safe working procedures
- reviewing the effectiveness of the Health & Safety Policy in consultation with the Authority's Safety Adviser(s) or other designated officer.



## **6.0 DEPUTY HEADS OF SERVICE/SERVICE DEVELOPMENT MANAGERS**

6.1 Deputy Heads of Service/Service Development Managers are responsible for ensuring that the content of this Safety Policy is followed in practical terms.

6.2 In the discharge of their responsibility each Deputy Head of Service/Service Development Manager shall:

- complete written risk assessments and implement safety procedures with guidance from the Safety Adviser(s), detailing significant hazards likely to be encountered within their areas of responsibility and the corresponding control measures to be adopted
- assess the extent to which the Health & Safety Procedures are being observed within their section by regular inspection and interview, and by participating fully in the investigation of injuries and incidents
- take corrective action in cases of non-compliance with Health & Safety Procedures
- arrange for the full cooperation of their sections with the Safety Adviser(s).

## **7. AREA MANAGERS**

7.1 Area Managers are responsible for the day to day application of this Safety Policy.

7.2 In the discharge of this responsibility each Area Manager shall:

- ensure that risk assessments have been carried out to assess all significant risks within the area of their control
- assist Libraries NI in ensuring that staff are provided with regular training that will assist them to work safely
- ensure the provision and maintenance of procedures for the safety of staff who come under their control
- ensure that all staff are aware of any instructions or safety advice pertaining to their particular discipline issued by either Libraries NI or the Department for Communities or relevant association pertaining to a particular area of work where such exists
- ensure that all safety reports pertaining to their area of responsibility are understood and that the detailed work has been completed
- ensure that adequate arrangements exist for carrying out regular fire drills and that all staff participate in and are aware of such arrangements
- identify through the staff appraisal scheme safety training needs for staff under their control
- ensure that all accidents to staff, and visitors are reported promptly to Libraries NI and the appropriate report form completed
- ensure that all staff operate safe working practices in the execution of their duties
- in the absence of the Area Manager a nominated officer will assume the role.

## **8. BRANCH LIBRARY MANAGERS**

8.1 Branch Library Managers are responsible for ensuring that the content of the Safety Policy is followed in practical terms in areas under their control.

8.2 In the discharge of this responsibility each Branch Library Managers shall (or in their absence, a person nominated by the Branch Library Managers will assume the responsibility):

- ensure that all significant risks within their area of responsibility are assessed as required by Regulation 3 of the Management of Health and Safety at Work Regulations (Northern Ireland) 2006 (as amended)
- ensure that any protective clothing and/or equipment as required are available in branch library
- ensure that staff are provided with regular training that will assist them to work safely
- ensure that all safety reports pertaining to their area of work are fully implemented
- ensure that adequate arrangements exist for carrying out regular fire drills and that all staff participate in and are aware of such arrangements
- ensure that all safety instructions and advice issued by Libraries NI or the Department for Communities are acted upon
- ensure that all staff in the library are aware of any safety precautions to be taken when undertaking potentially hazardous procedures
- ensure that all staff include safe working methods in their instruction to other staff and members of the public
- ensure that any equipment or machinery known to require repair is not used until the necessary work has been carried out
- report all accidents and potential hazards to the Area Manager
- identify through the staff appraisal scheme safety training needs for staff under their control
- ensure that contractors employed by and carrying out work on behalf of Libraries NI carry out their undertakings in a safe manner so as to ensure the health and safety of all personnel on the premises. Branch Library Managers have a general duty to monitor the actions of contracting personnel on site and report any concerns to the appropriate line manager.

## **9.0 ALL EMPLOYEES**

9.1 All employees have a responsibility to exercise personal care and attention for the safety of themselves and others and co-operate with their employer in the execution of this policy.

9.2 In the discharge of this responsibility employees shall:

- perform their duties in a safe manner and pay particular attention to Safety Procedures in operation
- report all accidents and injuries to their supervisor as soon as possible and where appropriate assist in the completion of accident report forms
- obtain adequate treatment as soon as practicable if injured
- report all defects in equipment and protective clothing and potential hazards to their supervisor
- assist in the investigation of injuries and accidents.