

INVEST NI

HEALTH AND SAFETY AT WORK POLICY

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VERSION HISTORY

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0.2	18 Nov 2010	Content changes following TUS suggested amendments	Alistair Moffett
1.0	9 Feb 2011	Released following minor text amendments and numbering corrections	Alistair Moffett

Health and Safety Policy Statement

Invest NI recognises its statutory responsibility to provide healthy and safe working conditions and practices and believes they are essential to achieving our organisational aims in line with our core vision and values.

It is our aim to conduct operations in a way that presents no risk of injury or ill health to employees, stakeholders, visitors or contractors; and gives rise to no damage to plant, equipment, materials or any other property as a result of accidents, fires or dangerous occurrences.

This is a process of continuous improvement, reliant on the systematic identification, assessment and control of hazards and risks, underpinned by awareness of the relevant legislative requirements. Invest NI will set objectives and targets, and measure and monitor our achievement through regular inspection, audit and the thorough investigation of accidents and incidents.

Invest NI is committed to making available adequate resources to fulfill this policy, and ensuring that its staff are consulted and involved at every relevant stage.

Primary responsibility to ensure the implementation and maintenance of health and safety controls and procedures is placed on Departmental Management, but the success of this policy requires the involvement and commitment of everybody in the company, and strict compliance with the Health and Safety Policy.

All employees have a legal obligation to co-operate in the day-to-day implementation of this policy and to take reasonable care for their own health and safety and the safety of other people who may be affected by their acts or omissions. We ask all of you to work in a way which presents no risk to themselves or others, and meets the organisation's expectations.

Alastair Hamilton
Chief Executive

HEALTH AND SAFETY IN INVEST NI

1. INTRODUCTION

- 1.1 Invest NI is concerned about the health, safety and welfare at work of all members of staff. The Organisation has a duty to protect staff and keep them informed about Health and Safety at work. Each member of staff has a responsibility to look after him/herself and others in the working environment.
- 1.2 Invest NI has a number of policies, procedures and provisions with regard to Health and Safety in the workplace.

2. HEALTH AND SAFETY POLICY

- 2.1 Invest NI's **Health and Safety Policy Statement**, signed by the Chief Executive, outlines the arrangements contained within the policy and is displayed in all Invest NI offices in prominent positions.
- 2.2 As well as providing an overview of the structure for responsibility for Health and Safety in the organisation, this policy gives detail on the following:
 - Evacuation
 - Safety in the Workplace
 - Reporting of Accidents and Dangerous Occurrences
 - Fire Precautions
 - Control of Substances Hazardous to Health
 - Legionella Control and Prevention
 - Electrical Safety
 - Display Screen Equipment
 - Manual Handling
 - First Aid
 - Use of Vehicles
- 2.3 The policy, entitled Health and Safety at Work Policy is available on Invest NI's Intranet with paper copies held by Regional Office Managers and the Facilities Manager.
- 2.4 The Policy is designed to address all aspects of Invest Northern Ireland's responsibilities under the Health and Safety at Work (Northern Ireland) Order 1978 and the Management of Health and Safety at Work Regulations (NI) 2000.

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1. ORGANISATIONAL ROLES AND RESPONSIBILITIES

1.1 CHIEF EXECUTIVE

1.1.1 The Chief Executive is ultimately responsible for health and safety throughout the organisation, and has the following specific responsibilities:

- (a) to meet Health and Safety requirements laid down by the Board, the Health and Safety at Work, etc. Order 1978 and associated Health and Safety legislation
- (b) to monitor the management of Invest NI's Health and Safety Policy and ensure all recommended corrective actions are implemented; and
- (c) to set priorities against identified remedial action plans and decide upon the allocation of resources with respect to these

The Chief Executive has delegated day-to-day responsibility for health and safety to the **Director of Human Resources**.

The Facilities Manager is accountable to the Director of Human Resources.

1.2 MANAGING DIRECTORS / DIRECTORS

1.2.1 Managing Directors / Directors are responsible for ensuring that the Health and Safety Policy is implemented within their respective Divisions.

1.2.2 They must monitor and report on their workplace to ensure that safe conditions are maintained, ensuring that risks are identified, assessed, eliminated or minimised so far as is reasonably practicable. Their job plan should reflect their Health and Safety responsibilities.

Duties include:

- (a) ensuring staff receive induction and on-going training in all relevant aspects of Health and Safety from appropriate sources
- (b) ensuring that employees, contractors and visitors are aware of safety procedures
- (c) ensuring, with the assistance of the Facilities Manager, that all equipment and materials used are suitable for the task and are kept in good working condition
- (d) taking immediate and appropriate steps to identify, investigate and rectify any risks to health and safety arising from the work activity, seeking the advice of qualified individuals when necessary
- (e) bringing to the attention of the Facilities Manager/Deputy or, if necessary, Senior Management, any health and safety issue that require attention

- (f) ensuring that all accidents and 'near misses' are properly recorded and reported to the Facilities Manager/Deputy, who will ensure that an investigation is carried out to determine causal factors
- (g) maintaining safe access to and around their work area at all times
- (h) ensuring that specific areas of health and safety, e.g. manual handling, COSHH, display screen and equipment and first aid are correctly managed
- (i) having health and safety as a regular item on team meetings
- (j) acting as the 'responsible person' under RIDDOR legislation (Reporting of Injuries, Diseases and Dangerous Occurrences Regulations) for reportable accidents within their area of responsibility

1.4 THE FACILITIES MANAGER

1.4.1 The Facilities Manager will ensure that statutory provisions are met, Health and Safety Policy is adhered to and will have knowledge and understanding of the work environment, the principles of risk assessment and the prevention of risk together with the identification of workplace hazards. This person will act as a link between Invest NI divisions or Local Offices, trade union and Health and Safety Representatives and will be responsible for developing a culture of heightened awareness of the importance of effective Health and Safety practices.

The duties include:

- (a) Reviewing and co-ordinating the implementation of the Health and Safety Policy, producing organisation-wide safety policies that are approved, reviewed, updated and approved regularly
- (b) Acting as a centre of knowledge about the formal implications of all aspects of Health and Safety Legislation
- (c) Developing and maintaining contact with external Health and Safety agencies
- (d) Liaison with contractors and sub-contractors on relevant Health and Safety issues and ensuring work is executed in line with Invest NI policy and goals
- (e) Distributing guidance documents from relevant organisations to managers / directors / Chief Executive as appropriate
- (f) Maintaining an information centre, including a library of relevant books and journals
- (g) Ensuring that arrangements are made for the co-ordination and collection of statistics and for making official reports to the Health and Safety Executive and other relevant bodies
- (h) Co-ordinating all accident and incident reporting and to oversee the arrangements for RIDDOR
- (i) Advising and assisting managers on Health and Safety matters in order to ensure compliance with current and proposed safety legislation; and to ensure local issues are resolved

- (j) Ensuring that staff are aware of the Health and Safety precautions that visitors are required to comply with and ensure that staff have systems to inform visitors of these
- (k) Co-ordinating risk assessments and attending inspections as deemed necessary
- (l) Taking action as appropriate following receipt of reports relating to incidents / accidents
- (m) Reporting on health and safety management and monitoring
- (n) Maintaining central records of department/service policies and ensure they are reviewed and upgraded regularly
- (o) Identifying and participating in Health and Safety training
- (p) Co-operating with Health & Safety representatives
- (q) Interpreting UK and EU legislation relating to Health and Safety matters and drafting of policy documents advising on compliance with legislation
- (r) Advising on yearly safety audits of work areas/activities and reporting the findings at the relevant management level
- (s) Analysing and compiling data on accidents, incidents and dangerous occurrences in order to monitor trends and advise accordingly.

1.5 MEMBERS OF STAFF

1.5.1 Line Managers have a responsibility to take all reasonable steps to ensure the day to day health and safety of their staff.

1.5.2 All employees must:

- (a) take reasonable care for their own health and safety and the safety of other persons who may be affected by their acts or omissions
- (b) work in accordance with information, instruction and training provided
- (c) not intentionally misuse or recklessly interfere with anything that has been provided for health and safety reasons
- (d) report any hazardous defects in plant and equipment, or shortcomings in the existing safety arrangements to a responsible person without delay
- (e) not undertake any potentially hazardous task for which authorisation and/or training has not been given

1.6 STAFF TRAINING

Invest NI will ensure that it provides adequate training (including new starters induction), information, instruction and supervision to ensure that work is conducted safely, based on the needs of staff.

To this end:

- (a) Managers will receive appropriate training on their responsibilities in implementing this policy

- (b) Managers must ensure that where Health and Safety training is mandatory their staff attend as instructed
- (c) Non-attendance at Health and Safety training, in the absence of a reasonable explanation, may result in disciplinary action

1.7 HEALTH AND SAFETY COMMITTEE

1.7.1 The Invest NI Health and Safety Committee will address wide ranging issues, oversee the formulation, implementation and review of the Invest NI Health and Safety Policy, act as consultation forum for new Health and Safety related policy and advise on issues not resolved at a local level.

1.7.2 The Committee is identified as a key group in support of the implementation of our core standards for health, safety and governance.

It should comprise:

- Director of Human Resources (Chairperson)
- Regional Office Manager
- Facilities Manager and Deputy
- Accredited Union Appointed Safety Representatives
- Invited people with interest in Health and Safety at the discretion of the Chairperson.

1.7.3 The Health and Safety Committee will meet bi-annually. Although the Chairperson reserves the right to call an extraordinary meeting to discuss any events deemed worthy of such a meeting.

2 EVACUATION

2.1 INTRODUCTION

- 2.1.1 Situations may arise when Invest NI premises will have to be evacuated. To assist in the orderly evacuation of staff, a number of marshals and deputies have been appointed and given specific responsibilities. They will be identifiable by high visibility vests.
- 2.1.2 Localised arrangements apply for staff assembly points in the event of evacuation. All staff must ensure they know the locations of these points for the buildings they occupy.
- 2.1.3 The main circumstances in which evacuation may be necessary are:
1. The outbreak of fire
 2. The activation the Fire Alarm System via two or more of the fixed installation detectors within a close vicinity of each other or one of the break glass points
 3. The report or suspicion of a bomb or suspicious device in circumstances which gives reasonable grounds for concern
 4. Upon advice from an appropriate Authority.

2.2 ACTION

- 2.2.1 Outbreak of Fire: the staff member who observes the incident occurring should **IMMEDIATELY** sound the alarm by pressing the nearest breakglass fire alarm call point. These call points are situated throughout the building and in the vicinity of each fire exit. The Fire Service will be automatically alerted by this action.
- 2.2.2 Activation of the Fire Alarm: staff should follow instructions given via the public address system by the automated address
- 2.2.3 Suspicious Device / advice from the Authorities: the HR Director / Facilities Manager will issue communication on whether or not evacuation is required after consultation with the Police / Security Forces.
- 2.2.4 **STAFF SHOULD NOT HANDLE OR INVESTIGATE ANY SUSPICIOUS OBJECT.**
- 2.2.5 In the case of a security or other alert, the HR Director or deputy may issue specific instructions as to the evacuation procedure. It should be noted that while the Safe Assembly Points may be the same as in a Fire Evacuation, the route to them may be different depending upon

the advice of the emergency services and location of any suspicious object.

- 2.2.6 The basic principle of evacuation will remain the same. All personnel must **IMMEDIATELY** leave the building and make their way to the designated assembly point. Marshals will ensure all areas of the building are clear.
- 2.2.7 **YOU MUST NOT RETURN TO YOUR WORKSTATION TO COLLECT PERSONAL BELONGINGS.**
- 2.2.8 The instructions of the Marshals must be obeyed by staff at all times.
- 2.2.9 Where there is risk of explosion marshals will ensure that staff do not congregate near windows as shards of glass would cause serious injury.
- 2.2.10 Staff who witness any incident or have information that may assist any investigation will, in the first instance, ensure this is relayed to a marshal.
- 2.2.11 Staff will only re-enter building when the all-clear has been given by the security forces, fire and rescue services and marshals.
- 2.2.12 During an evacuation, arrangements will be made by management to keep staff and TUS informed of the situation. If the evacuation is protracted, due consideration will be given to the welfare and comfort of the staff.
- 2.2.13 Emergency evacuation procedures will be practised at regular intervals (twice per year, minimum) or as is deemed necessary by the Human Resources Director. Details of the drill will be recorded as per the instructions contained in the Fire Safety Manual.
- 2.2.14 Failure to comply with Fire Evacuation Procedures will be treated as a serious breach of safety and may lead to disciplinary action.

3 RISK ASSESSMENT

3.1 INTRODUCTION

3.1.1 Invest NI acknowledge that Risk Assessment is an essential stage in the successful management of health and safety. The organisation will identify significant risks, set in place processes to minimise them with the ultimate aim of preventing accidents, near misses and ill-health.

3.2 APPROACH TO RISK ASSESSMENT

3.2.1 Invest NI will adopt the five step approach to risk assessment suggested the Health and Safety Executive.

3.2.2 The five steps are as follows:

- (1) Identification of the risk
- (2) Identification of who may be at harm
- (3) Evaluation of the risk
- (4) Recording the findings
- (5) Review and revision of the findings

3.2.3 Invest NI will identify risks to staff using various methods. No one method should be applied to identify risks: a combination will be required. They are summarised below:

- (1) Observation of the task
- (2) Review of data of accidents, near misses etc
- (3) Inspection of the workplace
- (4) Application of the relevant legal standards

3.2.4 Invest NI recognises that risk may extend beyond staff and could include visitors, third party service providers, the other occupants or tenants of shared buildings. Some staff may also be at particular risk at different times, for example expectant mothers.

3.2.5 The evaluation of the risk will incorporate the decision on the adequacy and effectiveness of existing precautions or if more should be introduced. The evaluation of risk can be done by creating a risk matrix that ranks a severity of harm (slight, serious or major) against the likelihood of occurrence (low, medium and high) for a particular activity.

3.2.6 The findings of risk assessments should be kept and made available to management, Trade Union Side and other appropriate authorities as required.

- 3.2.7 Whilst there is no legislative timescale for the review of risk assessments, Invest NI will undertake to review them following any significant changes to the relevant circumstances or where there is reason to believe it is no longer valid.

4 SAFETY IN THE WORKPLACE

4.1 INTRODUCTION

4.1.1 This procedure provides general rules to assist all staff to achieve a high standard of "good housekeeping". The use of these will promote a tidy, clean and safe working environment by establishing good working practices

4.1.1 These practices will also alert staff to possible hazards and contribute to the prevention of accidents and fire.

4.1.2 The rules cover all offices and associated areas, including corridors, canteens, stores, toilets, lifts and car parks.

4.2 OFFICE AREAS

4.2.1 All office areas should be as clean and tidy as is practically possible.

4.2.2 All equipment, files and stationery should be used and stored in a correct manner in line with existing protocols and guidelines.

4.2.3 All waste paper should be immediately disposed of in the proper manner and not allowed to accumulate excessively.

4.2.4 Accidents associated with poor housekeeping (slips, trips, falls) can be avoided by not leaving items lying around on floors.

4.2.5 No task or use of equipment should be undertaken without training in the required procedures and knowledge of all related safety aspects.

4.2.6 When training is in progress adequate supervision should be provided by line management.

4.2.7 Office floors should be uncluttered and minor spillages (eg tea/coffee etc) should be cleaned as quickly as possible. Escape routes must be clear at all times.

4.2.8 All electrical and computer leads should be secure and correctly located.

4.2.9 All storage units (pedestals/cupboards/filing cabinets) should be left in a tidy and secure manner after use.

4.3 COMPUTER SUITES/SERVER ROOMS

- 4.3.1 All equipment should be used by trained staff or staff under supervision only. Damage or malfunction to equipment should be reported to the appropriate manager without delay.
- 4.3.2 Air ventilation should be maintained around photocopying and IT equipment.

4.4 STORES

- 4.4.1 All storage must be kept in a safe and correct manner.
- 4.4.2 The safe keeping of combustible waste is important. It should be kept away from sources of ignition. While awaiting disposal it should be bagged and the store should be kept locked.
- 4.4.3 Stores must be used by designated personnel only.

4.5 CANTEEN / TOILETS / COMMON AREAS

- 4.5.1 Good housekeeping practices will apply to all staff using toilets, canteens and kitchens.
- 4.5.2 These areas should be used with consideration of other users and minor spillages etc should be cleaned up by users.
- 4.5.3 Other spillages or equipment malfunction should be reported to Facilities Management.
- 4.5.4 Surfaces in breakout areas and the shelves within fridges should be kept in a hygienic manner. Spillages should be cleaned immediately.

4.6 LIFTS

- 4.6.1 Staff should obey any notices displayed in and around lifts, especially in regard to the maximum load level.
- 4.6.2 Staff should never use either a service or passenger lift, which is out of service, likewise, always be aware of floor level differences when entering or leaving lifts.
- 4.6.3 If the lift should fail with you inside, use the telephone or activate the alarm and await further instruction. Do not try to leave the lift until told to do so by the lift engineer or fire brigade.

4.7 CAR PARKS

- 4.7.1 By their nature car parks involve walking where there are cars. It is

essential you drive cautiously upon entering and be attentive when walking to and from your car.

- 4.7.2 Those staff allocated a car parking space should make sure they park their vehicle within marked limits leaving enough space to get in and out and allowing other people access to their cars.
- 4.7.3 Never park where your vehicle obstructs the access to a fire point or fire exit.
- 4.7.4 Any suspicious activity around these areas should be reported immediately to the relevant Authorities

4.8 OTHER WORKPLACES

- 4.8.1 On occasions it will be necessary for staff to attend the workplace of other companies, clients or stakeholders. These would include (but are not limited to) other offices, shops, factories, construction sites, laboratories, farms and rural properties.
- 4.8.2 Invest NI will supply all necessary training and personal protective equipment (hard hats, toe caps, masks, glasses, gloves, earplugs/mufflers) to attend such sites. The member of staff must apply the training provided and ensure the upkeep of the equipment allocated.
- 4.8.3 Should an induction to a site be required, the member staff must attend. Should he or she believe that following the induction they are unprepared to go onto the site (either through lack of training or protective personal equipment) he or she should report this to their line manager immediately.
- 4.8.4 Once on a site staff must obey all health and safety notices, report any hazards to the appropriate officer and adhere to all security procedures in place, including use of prescribed routes and wearing of name badges.
- 4.8.5 Should an accident occur it should be recorded in the site's accident book. It should also be reported upon return to your usual workplace to allow further investigation, if necessary.
- 4.8.6 You should familiarise yourself with the evacuation procedures of the site and various alarms that may be used in case of emergency. Make your way to the designated safe assembly point and adhere to the instructions of the appointed wardens/fire officers.

4.9 PERSONAL PROPERTY

- 4.9.1 Staff are responsible for their own personal property and belongings.

4.10 RESPONSIBILITY

4.10.1 Office/Department Managers and staff will be responsible for good housekeeping within their designated areas.

4.10.2 Office/Department Managers will ensure that staff working within their designated area promote a tidy, clean and safe working environment through the adoption of these guidelines.

4.10.3 The Facilities Manager is ultimately responsible for floor, corridor, toilet and other general cleaning of the premises. These areas will be subject to regular checks by the Facilities Manager/Deputy.

5 REPORTING OF ACCIDENTS AND DANGEROUS OCCURRENCES

5.1 INTRODUCTION

5.1.1 Statutory reporting of incidents by the employer is covered by the Reporting of Accidents and Dangerous Occurrences Regulations (NI) 2004 (RIDDOR). In addition, employees have a duty under regulation 24 of the Social Security (Claims and Payments) Regulations 1979 to notify the employer (verbally or in writing) of any injury at work that could lead to a claim for benefit.

5.2 ACCIDENT RECORDING

5.2.1 Accidents or near misses must be recorded in the accident book (BI510). BI510 utilises tear-off sheets to comply with the Data Protection Act 1998. Major injuries and dangerous occurrences should be reported to the Health and Safety Inspectorate (form NI2508) through the Facilities Manager/Deputy.

5.2.2 In Invest Northern Ireland HQ, the Accident Book is located in the FM Suite on the ground floor; in the Local Offices it can be found by asking at Reception.

5.2.3 Particulars of an accident should be entered by the injured person or by a third person on their behalf as soon as possible after the accident.

5.2.4 As soon as an entry is made in the accident book, details should be sent to the Facilities Manager/Deputy who will make arrangements for any necessary investigation to be undertaken.

5.2.5 Sections (1) – (6) of the accident book should be completed in all cases no matter how minor the injury may appear.

5.2.6 If an accident occurs that results in injury to a member of the public, or any other person, the details should be entered in the Accident Book as soon as possible.

5.2.7 If a member of staff suffers an injury whilst acting on behalf of Invest NI on non-Invest NI premises, the details should be recorded in the occupier's Accident Book on site. A duplicate record should be made in the Invest NI accident book upon return to the office.

5.3 REPORTING OF ACCIDENTS

5.3.1 Reports of accidents to staff should be sent to Facilities Manager who will decide whether or not a RIDDOR is required. If a RIDDOR is completed the Facilities Manager will retain a copy for his record.

5.3.2 Completion of the RIDDOR will occur if **any** following are reported:

- any fatal or major injuries to employees or other people in an accident connected with work
- any of the dangerous occurrences listed in RIDDOR
- any injury that results in a person not at work (e.g. a member of the public) being taken directly to hospital
- any other injury to an employee which results in their absence from work, or inability to do their normal work for more than three consecutive days
- reportable diseases

5.4 ACCIDENT INVESTIGATION

5.4.1 All accidents will be investigated. Study of incidents producing minor injuries or near misses can often reveal a major hazard. The depth of investigation (and who will undertake it) will depend upon the degree of injury or damage but should primarily depend upon the basic hazard. The selection of the appropriate action to eliminate the hazard can only be done when it has been assessed through investigation.

5.5 THE INVESTIGATION

5.5.1 When an accident or potentially dangerous incident occurs it will be investigated to identify:

- the cause(s)
- any lessons to be learned, including shortfalls in safety performance, standards or procedures
- actions required to prevent a recurrence

An investigation is not a legal requirement under RIDDOR, but failure to investigate an accident can incur penalties from the enforcing authorities for being unable to provide further information should it be required. Insurers may wish to see investigation reports as well, or to carry out their own investigation to assess the potential for a claim for damages by the injured party.

5.6 PROVISION OF INFORMATION TO SAFETY REPRESENTATIVES

5.6.1 Invest Northern Ireland will facilitate safety representatives in any inspections and make available copies of any document relevant to the workplace or to the employees being represented.

6 FIRE PRECAUTIONS

6.1 INTRODUCTION

6.1.1 This procedure outlines and the responsibility of Invest NI under the Fire Services (NI) Order 1984.

6.2 RESPONSIBILITIES

- 6.2.1 Fire inspections, the maintenance and repair of fire fighting equipment and general advice on fire prevention are provided by the DFP Properties Division Fire Safety Unit. All relevant details of inspections, tests and maintenance will be recorded. Any maintenance work which might compromise the effectiveness of fire safety provisions should be undertaken outside normal working hours.
- 6.2.2 DFP Properties Division Fire Safety Unit carries out Fire Risk Assessments on each of our premises to assess the potential risk to the safety of our staff, property and business continuity from fire and, where appropriate, makes recommendations to ensure compliance with fire safety legislation. These Assessments will be reviewed after any major changes to the building fabric or to the intended use of an area.
- 6.2.3 The NI Fire Brigade may carry out occasional inspections of a site in a familiarisation role to ensure the safety of their personnel in the event of a fire. Invest NI will cooperate fully in such inspections.
- 6.2.4 A Fire Precautions Officer and a Deputy will be appointed for each location and will have an advisory role, reporting to the Director or above.
- 6.2.5 Routine inspections and day-to-day fire precaution matters are the responsibility of the Premises Officer or, in his absence, the Deputy. Any deficiencies requiring attention by outside contractors will be reported to the Facilities Manager whose responsibility it will be to ensure that appropriate corrective action is taken. All relevant details of inspections should be recorded on the appropriate forms.
- 6.2.6 Office managers are responsible for ensuring that no hazards exist in the working areas under their control.
- 6.2.7 All members of staff have a responsibility to ensure that they comply with fire safety recommendations and do not endanger themselves or others.

6.3 FIRE PREVENTION

6.3.1 Fire prevention is a combination of control measures and risk mitigation to reduce the chance of fire starting. Invest Northern Ireland will take the following steps to prevent fire:

- a) Elimination or reduction in the use and storage of flammable materials
- b) Control of ignition sources (adherence to no smoking policy)
- c) Combustible material stored away from ignition sources like light fittings and heaters
- d) Good housekeeping to prevent the build-up of rubbish
- e) Good electrical safety – use correct fuse rating, inspections of plugs
- f) Regular servicing and inspection of plant and equipment

6.4 FIRE FIGHTING PROVISIONS

6.4.1 Our buildings are equipped with the two main types of fire extinguishing systems

- (i) Fixed installations like sprinkler and suppression systems
- (ii) portable extinguishers

6.4.2 It is the responsibility of the Facilities Manager to ensure that the correct planned preventative maintenance procedures are in place to ensure that these fixed installations are in working order

6.4.3 All inspection tests, service dates and results should be recorded in the log book by the Fire Precautions Officer or Deputy along with any test certificates.

6.4.4 The various types of extinguisher used for different classes of fire are as follows:

- Water - suitable for most types of fire other than electrical fires and fires involving flammable liquids
- Foam - suitable for burning oils, fats and flammable liquids.
- Dry powder - suitable for all types of fire
- Carbon dioxide - mainly used for electrical fires but can be used on burning liquids

6.4.5 Extinguishers, fire hoses and fire blankets are situated at points around the buildings are situated through. Staff should familiarise themselves with the location of each.

6.4.6 STAFF SHOULD NOT USE ANY FIRE FIGHTING EQUIPMENT UNLESS TRAINED TO DO SO OR IF DOING SO COMPROMISES THEIR SAFETY.

6.5 ALARM SYSTEMS

- 6.5.1 An alarm panel located in Reception controls the system and will pinpoint the location from which an alarm has been raised.

Sounders are located at various points around the building to give a clearly audible warning to staff in the event of a fire. The sounders emit a high pitched multi-tone signal which staff will hear during tests.

The alarm system, with a few exceptions, must be manually triggered by operation of one of the wall mounted break-glass sensors. In the event of discovering a fire, an officer should go to the nearest sensor and break the glass. The same person should, if feasible, immediately report details of the incident to Reception.

On hearing the alarm (except during test), staff will immediately evacuate the building via the most appropriate route and remain at their designated safe assembly point until instructed otherwise. Staff should familiarise themselves with the location of assembly point at each building they use.

7 CONTROL OF SUBSTANCES HAZARDOUS TO HEALTH

7.1 INTRODUCTION

7.1.1 Where chemicals may present a hazard in any of our premises, the protection of our staff is covered by the Control of Substances Hazardous to Health Regulations (NI) 2003 (as amended by the Control of Substances Hazardous to Health (Amendment) Regulations (Northern Ireland) 2003 and 2005 "COSHH (NI)"). These substances are not limited to chemicals but can include dusts, carcinogens and bacteria.

7.2 OBLIGATIONS

7.2.1 Where chemicals are stored or used (including correction fluids, cleaning materials and photocopier toners) Invest NI will:

- (a) carry out a suitable and sufficient assessment of the risk and the measures needed to control exposure to the hazard
- (b) ensure that the exposure of employees to substances hazardous to health is either prevented or adequately controlled
- (c) provide suitable personal protective equipment (as a last resort) where other controls are not reasonably practicable
- (d) maintain control measures in efficient working order and good repair
- (e) ensure that control measures are properly used
- (f) provide suitable and sufficient information, instruction and training

7.2.2 Employees must:

- (a) make full and proper use of control measures described above
- (b) report any defects in control measures to the employer

8 LEGIONELLA CONTROL AND PREVENTION

8.1 INTRODUCTION

8.1.2 The primary sources of guidance on matters relating to legionellosis risk management are the “Approved Code of Practice for the control of legionella bacteria in water systems (L8)” and the ‘Safe’ hot water and surface temperatures Health Guidance Note which give advice on compliance with the Health and Safety at Work (Northern Ireland) Order 1978 and COSHH regulations in respect of risk from legionella bacteria.

8.2 BACKGROUND

8.2.1 Legionellosis is the term used for infections caused by Legionella pneumophila and other similar bacteria. Legionnaires' disease is a pneumonia that principally affects those who are susceptible due to age, illness, immunosuppression, smoking etc. it may be fatal. Legionellae can also cause less serious illnesses which are not fatal or permanently debilitating but which can affect all people.

8.2.2 Legionellosis is caused by the inhalation of airborne droplets, which contain legionella bacteria. However, infection can only occur under certain conditions that permit the growth and multiplication of the organism and involve the creation of droplets, which can be inhaled.

8.3 SYSTEMS SUSCEPTIBLE TO RISK

8.3.1 There are a number of water systems that create the conditions in which the legionellosis causing bacteria may thrive. These include:

- (a) Any plant containing water likely to exceed 20°C and which releases aerosols or spray
- (b) Cooling towers / evaporative condensers
- (c) Hot and cold water systems

8.4 THE PREVENTION OF LEGIONELLOSIS

8.4.1 The two ways in which legionellosis will be prevented and controlled are as follows:

- (a) Eliminating conditions which permit the proliferation of legionella bacteria
- (b) Minimising the creation and release of water sprays and aerosols.

8.4.2 The precautions which will be taken to do this in Invest NI buildings include:

- (a) Avoiding water temperatures between 20°C and 45°C

- (b) Avoiding water stagnation
- (c) Avoiding the use of materials in the system that can harbour or provide nutrients for bacteria
- (d) Keeping the system clean to avoid the build up of sediments which may provide nutrients or harbourage
- (e) The use of a suitable water treatment programme which involves regular disinfection and maintenance of the system
- (f) Ensuring that the system operates safely and is well maintained

9 ELECTRICAL SAFETY

9.1 INTRODUCTION

9.1.1 Invest Northern Ireland is committed to a high level of electrical safety in all aspects of work normally encountered on our premises. Further advice and information can be obtained from the following documents:

- Electricity at Work Regulations (NI) 1991, No 13
- Guidance Note PM32 on 'The safe use of portable electrical apparatus'
- Guidance Note GS27 on 'Protection against electric shock'

9.2 INSPECTION OF EQUIPMENT

9.2.1 A formal inspection of all portable equipment will be carried out at least once a year by a qualified person/company, with other equipment inspected periodically but at period not exceeding five years. After inspection a label will be fixed to the piece of equipment to say it has been inspected and advising when the next inspection is due.

9.2.2 In addition to as these formal checks, staff should also carry out a number of routine checks on electrical equipment before use:

- look for worn, cracked, nipped or damaged cables
- broken switches, plugs or sockets
- signs of overheating (melted plastic/scorch marks)

9.2.3 **If equipment develops a fault staff should not attempt to repair it. Defects should be reported through the appropriate channels, to the Facilities Manager. Faulty equipment should not be used until it has been repaired or replaced**

9.3 PERSONAL EQUIPMENT

9.3.1 Any personal / "domestic" electrical equipment (kettles, heaters, coffee makers, fans, mains radios etc) within offices will not be tested. Given the potential risk this equipment possesses, Invest NI prohibits the use of these items on our premises.

10 DISPLAY SCREEN EQUIPMENT

10.1 INTRODUCTION

10.1.1 Invest Northern Ireland accepts its responsibilities to ensure the health and safety of workers at workstations with display screens through the provision of the best possible level of safety as detailed in the Health and Safety (Display Screen Equipment) Regulations (Northern Ireland) 1992.

10.2 CONTROL MEASURES

10.2.1 Measures that will be taken by Invest Northern Ireland to mitigate risks include:

- Analysis of workstations upon request to evaluate the conditions which they create for staff, particularly as regards possible risks to eyesight, physical problems and problems of mental stress
- Taking appropriate measures to remedy the risk factors
- Informing staff on all aspects of health and safety relating to their workstations and on all health and safety measures taken in compliance with directives and legislation
- Training staff in the use of their workstations before first starting this type of work, or whenever the organisation of the workstation is substantially modified
- Making eyesight tests available and facilitating the provision of corrective spectacles where necessary
- Monitoring the system as appropriate using feedback of staff, review of risk assessments carried out etc
- Arranging training as required

10.3 ASSESSMENT

10.3.1 Any DSE assessment should involve an examination of the complete workstation being used and its environment.

10.3.2 The main elements of the assessment are:

1. The desk - this should have ample space to carry out the work and be of sufficient height to allow for postural changes
2. The chair – this should have height and back adjustment and also have lumbar support
3. The computer - screen should be adjustable and the characters should be easily read
4. General environment - the equipment should be free of glare from windows or lights (if not window blinds / curtains are essential). Temperature, humidity and noise levels should be reasonable

11 MANUAL HANDLING

11.1 INTRODUCTION

11.1.1 Manual handling is the transporting or supporting of loads by hand or bodily force (HSE 1998). This includes lifting, lowering, pushing and carrying objects. Invest NI's policy and guidelines are in line with Manual Handling Operations Regulations (Northern Ireland) 1992.

11.2 OBLIGATIONS

11.2.1 Employers must:

- (a) Avoid the need for hazardous manual handling, as far as reasonably practicable
- (b) Assess the risk from injury from any hazardous manual handling that can't be avoided
- (c) Reduce the risk of injury from hazardous manual handling, as far as reasonably practicable

Employees must:

- (a) Follow appropriate systems of work laid down for their safety
- (b) Make proper use of equipment provided for their safety
- (c) Inform employer if they identify hazardous manual handling activities
- (d) Take care to ensure that their activities do not put others at risk

11.3 CONTROL MEASURES

11.3.1 Invest Northern Ireland will reduce the risk of injuries through manual handling by applying the following measures:

- (a) The use of appropriate equipment to avoid the need for manual handling by staff
- (b) Where manual handling cannot be avoided, to provide staff with protective equipment to reduce the risk in handling loads.
- (c) Assessment, in advance if possible, of any manual handling operations of a hazardous nature that cannot be avoided
- (d) Arranging training as required

12 FIRST AID

12.1 INTRODUCTION

12.1.1 The object of First Aid is not to replace the services of a doctor or hospital, but to contain injuries and to promote recovery until such time as the services of the medical profession are at hand, and then to assist those personnel.

12.2 OBLIGATIONS

12.2.1 It is a statutory duty for every employer to provide equipment and facilities, which are adequate and appropriate in the circumstances, for employees if they are injured or become ill at work, and to give information on first-aid provisions to employees (Health and Safety (First Aid) Regulations (NI) 1982).

A revised Approved Code of Practice to the Regulations came into effect on 9th October 2000 to emphasise the need for risk assessment, instead of following prescriptive first-aider/employee ratios.

12.3 RISK ASSESSMENT

12.3.1 Employers must assess the risks in their operation and then provide adequate equipment and facilities to enable first aid to be rendered to employees.

12.3.2 Risks include:

- the number of employees present at any one time
- the nature of the work (hazards and risk)
- the extent of employees working in scattered locations
- the distance from outside facilities/treatment
- shift patterns and holidays

12.4 FIRST-AIDERS

12.4.1 Invest Northern Ireland ensures that first aiders are trained and examined by an Health and Safety Executive approved organisation (e.g. the British Red Cross Society or St John Ambulance Brigade) and are in possession of a current first-aid certificate

All first aiders are given three yearly refresher courses. In the event of an emergency the first aider whilst acting upon the emergency may call upon other staff for assistance.

The name and locations of each the trained first aiders can be found on the Intranet and a list will be kept at Reception.

- 12.4.2 Staff and first-aiders should each familiarise themselves with the location of the first aid room on the first floor of the Headquarters Building at Bedford Square.

12.5 EQUIPMENT

- 12.5.1 First aid boxes are allocated to each of the first aiders. They should ensure that the first aid boxes are adequately stocked according to guidelines. Any deficiencies should be reported by the first aider to the Facilities Manager / Deputy who will be responsible for acquiring adequate stocks of First Aid supplies.

12.6 EMERGENCY ACTION

- 12.6.1 If an accident occurs anywhere on site, help should be sought from one of the qualified first aiders if injury is sustained. They may be summoned via the operator at reception. If the accident is of a serious nature the Facilities Manager or deputy should be alerted immediately. All incidents should be investigated by the Facilities Manager who will ensure that the incident is recorded in the Accident Report Book. Each item used from the first aid box should be replaced as soon as possible.

13 USE OF INVEST NI VEHICLES / PRIVATE VEHICLES FOR BUSINESS USE

13.1 INTRODUCTION

13.1.1 This procedure provides guidelines on the use of Invest NI and private vehicles used on official business.

13.2 LEGISLATIVE GUIDELINES

13.2.1 Whilst using Invest NI vehicles or private vehicles for business use, the following legislative guidelines must be adhered to:

- the Road Traffic Act
- the Highway Code (or its equivalent if in Eire)
- all relevant bye-laws
- Invest NI's non smoking policy

13.2.2 Staff should ensure that their vehicles are serviced at the requisite mileage or time interval, that the vehicle is kept in a roadworthy condition and is sent for examination when required.

13.2.3 The vehicle should also have the appropriate insurance cover for business use and to carry passengers.

13.2.4 If any defects are noted which render the vehicle unroadworthy arrangements should be made immediately to have repairs carried out and the vehicle should be withdrawn from use until such times as the vehicle is again roadworthy.

13.2.5 In the event of accidents whilst on the road, when using the Invest NI vehicle or private cars on official business no liability must be admitted by drivers. Invest NI must be informed as soon as possible.

13.2.6 Staff must report to Human Resources any condition or medication being taken that may affect their driving capabilities.

13.3 MOBILE PHONES

13.3.1 Since February 2007 the use of handheld mobile phones or a similar hand-held device whilst driving has been punishable by a £60 fine and 3 penalty points on your licence

13.3.2 A driver can also be prosecuted for using a hands free device if they are not in proper control of the vehicle when using the device.
Invest NI prohibits the use of mobiles even when using a one of these kits and, accordingly, hands free kits will not be provided.

- 13.3.3 Staff should keep their mobile phones turned off while driving and utilise the voicemail or call divert facilities.
- 13.3.4 Managers should not expect to be able to speak to their staff on a mobile phone while they are driving
- 13.3.5 If, during a journey, use of a mobile is absolutely necessary, staff should find a safe place to park to make their call / check their messages.