



HEALTH AND SAFETY POLICY

Scope and Purpose	This guidance is for all staff, students, volunteers, contractors, external venue users & visitors attending Belfast Bible College.
Implication of non-adherence	Accident or injury to all of the above whilst on campus.
Compliance and Regulatory requirements	To comply with Health & Safety executive rules and regulations including Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (Northern Ireland) 1997. (RIDDOR), Workplace Health, Safety and Welfare – Approved Code of Practice {Workplace, Health & Welfare} Regulations (Northern Ireland) 1993}, and First Aid at Work – Approved Code of Practice{Health and Safety (First Aid) Regulations (Northern Ireland) 1982}
Who uses the process	All staff, students, volunteers, external venue users, visitors and contractors.
Roles and Responsibilities	As contained within policy
Process review	This process should be reviewed bi-annually or upon notification of additional or amended legislation or regulation
Date Last reviewed	This document has been agreed between the College Board of Directors and Director of Operations & became effective from January 2014. This document has since been revised by the Operations Manager June 2021.
Date of next review	June 2022



HEALTH AND SAFETY POLICY STATEMENT

Belfast Bible College will so far as is reasonably practicable, ensure that the College facilities and equipment are safe and comply with the statutory requirements. As and when required, all user groups, particularly employees will receive the necessary information and training to make use of facilities & use equipment correctly and safely. Arrangements will be available for consultation on safety matters.

While health, safety and welfare of the college is the responsibility of Belfast Bible College Board, it is the duty of all user groups to act responsibly and to do everything that is reasonable to prevent injury to themselves, and other members of the College community or general public who may have occasion to attend the premises.

This Safety Policy will be reviewed periodically and amended if necessary.

The safety performance of the college will be monitored on a regular basis and action taken to improve safety standards.

Belfast Bible College requires each user group to act and comply with the Safety Policy in the spirit intended.



DUTIES AND RESPONSIBILITIES

GENERAL DUTIES

Belfast Bible College accepts that it is their duty to provide, so far as is reasonably practicable, arrangements for ensuring the health, safety and welfare at work of all its employees.

Belfast Bible College also accept that a duty of care extends to all other persons who may be affected by its operations.

Belfast Bible College Board

The Operations Manager shall understand the aims of the Belfast Bible College Safety Policy and take note of the responsibilities assigned and shall:

- Determine presence of particular hazards on the premises which may affect the health and safety of employees.
- Explaining the sequence of works, outlining potential hazards at each stage and indicate the appropriate precautions that need to be taken.
- Shall ensure that all work within the premises of the Belfast Bible College commences and progresses as planned and that all relevant legislative requirements are adhered to.
- Ensure that the working methods of employees comply with all the relevant legislation requirements.
- Ensure that all employees and contractors undertaking works on the premises are made aware of the Company Health and Safety Policy.
- Ensure that the safety performance of the Belfast Bible College is monitored and advice given to improve safety standards.
- Ensure that corrective action is taken promptly.
- Ensure all accident and incidents are investigated and recorded and reported to the appropriate enforcing authorities.
- Ensure remedial action is taken to ensure that reported accidents and incidents do not reoccur.



EMPLOYEES (INCLUDING VOLUNTEERS)

Shall co-operate with the policies of Belfast Bible College and other persons to such an extent that will enable the Belfast Bible College or other persons to comply with all relevant legislation.

Shall use correctly all facilities including equipment, tools, safety and personal protective equipment provided by the Belfast Bible College and keep them clean and in a functional condition.

Shall report all defects in work equipment, and personal protective equipment once discovered.

Shall report all accidents and/or incidents to through reception.

BELFAST BIBLE COLLEGE WARDEN

The warden must be competent and have received sufficient training and instruction to undertake the tasks involved in the day-to-day operation of the college premises.

Duties to be undertaken must be provided in writing and complimented with risk assessments for activities which pose a significant risk of injury to the warden and/or others.

The warden must be instructed not to undertake any task which is deemed to be beyond his capability or competence.

CONTRACTORS

Belfast Bible College must ensure contractors appointed to complete tasks within college are competent and suitably trained to do so.

Method statements and risk assessments must be provided by contractors for all work activities deemed to be of significant risk to themselves and others.

Contractors are responsible for planning, managing and monitoring their work activities to ensure that neither they nor other members of the College community are exposed to health and safety risks. By liaising with College staff prior to the undertaking work activities, they must also ensure plans are in place to respond effectively to health and safety incidents and other emergencies that might occur through or in the course of their work.

EXTERNAL VENUE USERS

Event organisers hiring use of College facilities are responsible for planning, managing and monitoring their event to ensure that staff and the visiting public are not exposed to health and safety risks. By liaising with College staff prior to the event, they must also ensure plans are in place to respond effectively to health and safety incidents and other emergencies that might occur at their event.



VISITORS

The College has a legal duty to safeguard the health and safety of all visitors to its premises, including visiting workers. They are expected to cooperate with the College in the discharge of its duties and to comply with any arrangements in place to manage their health and safety while on the premises.

The extent to which a visitor is embedded in the safety management arrangements will be determined by the purpose & duration of their stay and/or the nature and complexity of the work being undertaken. The scope of the work should be clarified and documented in a formal agreement, which clearly demarcates areas of responsibility including those who have a supervisory role for the visitor.

Visitors are expected to comply with safety procedures in the same manner as employees. Where they disregard safety provisions then they are exposing the College to risk and action will be taken to address this.

STUDENTS

In health and safety law, students are classed as visitors and the College has a duty to safeguard their health and safety. The College expects students to cooperate with all measures provided for health and safety and they are expected to follow the provisions as set out in the above section entitled EMPLOYEE (INCLUDING VOLUNTEERS). Serious and wilful non-compliance with safety provisions by students may be referred to the Proctors for disciplinary action, although every effort will be first made to resolve such matters informally.



GENERAL REQUIREMENTS

ACCIDENT REPORTING

Employees including those with a supervisory role must be instructed to report all accidents no matter how slight to RECEPTION as soon as reasonably practicable in order that an entry may be made in the Accident Book. Belfast Bible College will fully investigate all accidents which result in hospital treatment or which results in an employee being absent from work for a period of time.

Belfast Bible College will notify the Enforcing Authorities in accordance with their statutory requirements under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (Northern Ireland) 1997. (RIDDOR)

FIRST AID

Employees including those with a supervisory role must ensure first aid treatment is sought for any injury, no matter how slight, that is incurred through or in the course of College affairs.

First aid kits in the workplace are under the control of the trained first aiders.

SAFETY TRAINING AND INSTRUCTION

Belfast Bible College recognises its responsibility to ensure all staff are properly trained and instructed in all issues of health and safety relevant to their work with the College.

Belfast Bible College will periodically train employees as applicable in relation to health and safety issues such as: -

- Accident reporting
- Use of personal protective equipment
- Manual handling of loads
- Electrical safety
- Emergency procedures / use of firefighting equipment
- Assessment of Visual Display Screen equipment

FIRE PRECAUTIONS

Employees must familiarise themselves with the firefighting equipment and emergency procedures.

Firefighting equipment must not be tampered with and access too will be kept clear at all times.

Firefighting equipment will be serviced at least annually.

Selected employees/student residents will be trained in the use of firefighting equipment. Emergency evacuation procedures will be practised and recorded annually.



PERSONAL PROTECTIVE EQUIPMENT (PPE)

Employees and students must use all items of PPE supplied to them on all necessary occasions. Employees and students must use all PPE as instructed and keep such equipment in a safe place when not in use and must account for their PPE if asked.

ELECTRICAL APPLIANCES

Portable electrical appliances will be inspected regularly by a competent person and findings recorded in a register.

Damaged or defected equipment once discovered will be taken out of service until repairs have been carried out.

CONTROL OF SUBSTANCES HAZARDOUS TO HEALTH (COSHH)

The use of substances hazardous to health will be assessed as required by the COSHH regulations.

RISK ASSESSMENTS / METHOD STATEMENTS

To compliment the appropriate regulations Belfast Bible College will provide risk assessment and method statements for all activities deemed to be hazardous. Control measures and the use of personal protective equipment will be communicated to the employees and monitored to ensure compliance.

MANUAL HANDLING

Employees will not be expected to lift, move or handle any weight beyond their capabilities. An assessment of lifting operations will be carried out and instruction and training given to those involved in manual handling.

PLANT AND EQUIPMENT

Operatives will be given instruction regarding the operation of plant and equipment. Only trained and competent operatives will be permitted to operate plant and equipment. Any defects discovered will be reported. Plant and equipment deemed dangerous will be taken out of service until repaired or replaced.

STUDIES OFF THE PREMISES

Students undertaking work placement / studies away from the premises of the Belfast Bible College will be under the control of the work placement / study provider for the period of work placement / study.

PART TIME STUDIES

Belfast Bible College health and safety policy will apply to part time studies and activities which are held within the confines of the college premises.