



HEALTH AND SAFETY POLICY

Scope and Purpose	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 accepts that a duty of care extends to all other persons who may be affected by its operations.
Roles and Responsibilities	As contained within policy.
Process review	The policy will be annually reviewed and more often as required.
Date Last reviewed	June 2022
Date of next review	June 2023



HEALTH AND SAFETY POLICY

Part 1: Statement of Intent

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.

The College is committed to achieving a measurable, progressive improvement in health and safety standards, with legal requirements establishing a minimum acceptable level.

Belfast Bible College will so far as reasonably practicable:

- Provide adequate control of the health and safety risks arising from it's activities;
 - Ensure that College facilities and equipment are safe and comply with the legislative and other statutory requirements;
 - All user groups, particularly employees will receive necessary information, instruction and training;
 - Ensure all staff and volunteers are competent to do their tasks and will be given adequate training;
 - Prevent accidents and cases of work-related ill health;
 - Put arrangements in place for consultation on health and safety matters;
 - Ensure safe handling and use of substances;
 - Review and revise this policy annually or more often as required.
-

Signed:

Name: Rev James Burnett

Position: Principal and Chief Executive Officer

Date:



Part 2: Responsibilities:

1. The Principal/Chief Executive, Rev James Burnett with the Board of Trustees accepts overall responsibility for all matters, including those regarding health, safety and welfare. The Principal/Chief Executive Officer has delegated his authority in matters concerning the routine operation of the Policy to the Operations Manager, Jill Dunlop and Operations Team Leader, Michelle Clingan. The Finance and Risk Committee of the College oversees College Health, Safety and Welfare matters and reports to the Board on these issues. In this respect, the Chair of that Committee is the Corporation's Health & Safety 'Champion'
2. In liaison with the Operations Manager, Line managers are responsible for ensuring that all relevant safety policies and procedures are implemented within their own departments/areas of responsibility
3. The Lecturer is immediately responsible for learners and visitors to the classroom, break out rooms etc.
4. All staff are required to:
 - Co-operate with Managers on health and safety matters
 - You must take reasonable care of your own health and safety and that of others who may be affected by your activities.
 - You must not misuse or interfere with anything that College has provided for health and safety reasons.
 - You should report to us any shortcomings in health and safety arrangements.
 - To report an accident, incident or near-miss, complete a Health and Safety Incident Form.
 - Serious and wilful non-compliance with safety provisions by staff may be referred for disciplinary action, although every effort will be first made to resolve such matters informally.
 - In an emergency, please contact 999. In addition, the Site Warden and other Operations staff can be contacted using the mobile numbers below. Depending on the nature of the issue, they are able to call the Emergency Services or maintenance etc. upon your initial contact with them.

Our Contact Details

Belfast Bible College
Glenburn Road South
Dunmurry
BT17 9JP
Tel: 02890 301551

Operations Manager: Jill Dunlop
07846716541



Operations Team Leader: Michelle Clingan
07857607444

Site Warden: Brooke Logan
07568680149

SITE WARDEN

The Site Warden, Brooke Logan has specific responsibilities for health and safety in hostels and is expected to assist those arriving onsite outside normal working hours by briefing them on emergency procedures, accident reporting and security arrangements. The Site Warden is also the appointed person in the event of an emergency occurring outside normal working hours.

They must:

- Be familiar with the contents of the College's Health and Safety Policy and Fire Safety Policy.
Be familiar with the operation of the panels which control the fire alarm systems, to be aware of procedures relating to situations in which the fire alarms have gone off, and to take control when emergency situations arise.
- Undertake, refresh and renew Fire Warden, Fire Safety Awareness, Emergency First Aid at Work, Safeguarding Awareness, Manual Handling and Mental Health Workplace First Responder training.
- Know how to operate fire alarm systems and carry out routine safety checks.

CONTRACTORS

- The Operations Manager, Jill Dunlop shall ensure that all contractors undertaking works on the premises are made aware of the College's Health and Safety Policy and Fire Safety Policy.
- Belfast Bible College will 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.

VISITORS

In general:



- 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 policies and arrangements in place to manage the health and safety of themselves and others whilst on the premises.
- The extent to which a visitor is embedded in the safety management arrangements will be determined by the purpose and 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 health and 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.

In particular:

- Visitors to the College are not allowed to wander about unaccompanied.
- All visitors should initially report to reception, where the purpose of their visit can be established prior to them signing in/out.
- Visitors must follow security procedures designed to protect College property and where issued, wear their visitors badge at all times.
- Visitors must follow instructions from Operations staff or from their host particularly in emergency situations.
- Contractor's access to college buildings will be strictly controlled by Operations staff according to agreed access control procedures.

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 Part 2 (4) 'All Staff'. Serious and wilful non-compliance with safety provisions by students may be referred for disciplinary action, although every effort will be first made to resolve such matters informally.

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

RISK ASSESSMENTS

The risk assessment procedures are outlined in the 'Risk Assessments Procedures' document.

Part 3: Arrangements

CONSULTATION



The College will create and maintain a joint consultative structure for health and safety matters which will ensure there is opportunity for regular formal dialogue between management, staff and students at all levels.

SAFE PLANT AND EQUIPMENT

- The Operations Manager, Jill Dunlop will ensure that instruction regarding the operation of plant and equipment is provided to users.
- Only trained and competent operatives will be permitted to operate plant and equipment.
- Any defects discovered should be reported to an appropriate person (as detailed above).
- Plant and equipment deemed dangerous will be taken out of service until repaired or replaced.
- The Operations Team Leader, Michelle Clingan is responsible for identifying all equipment/plant needing maintenance whilst the Operations Manager, Jill Dunlop is responsible for ensuring effective maintenance procedures are drawn up and checking that all identified maintenance is implemented. The Operations Manager will also check that new plant and equipment meets health and safety standards before it is purchased.

SAFE USE OF SUBSTANCES AND CHEMICALS

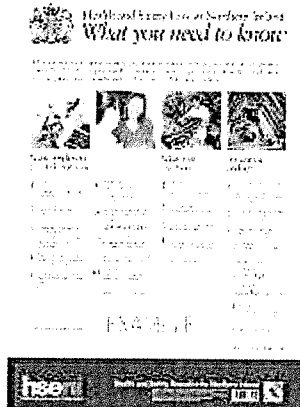
The Operations Manager, Jill Dunlop with the support of the Operations Team Leader, Michelle Clingan will ensure the following:

- Identify all substances which need a COSHH assessment
- Arrange COSHH assessments and ensure that all actions identified from the assessments are implemented
- Ensure that all relevant employees are informed about the COSHH assessments
- Check that new substances can be used safely before they are purchased

Assessments will be reviewed annually or when the work changes, whichever is sooner.

INFORMATION, INSTRUCTION AND TRAINING

- The Health and Safety Law in NI poster is displayed prominently on the noticeboard at Reception in Glenburn House where all staff can read and see it



- Staff will also be provided with the equivalent poster pocket card
- First aid notices will be displayed throughout our buildings and explain who our first aiders are and where to find the nearest first aid box.
- Signage throughout our buildings explains what to do in an emergency.

Health and Safety Policy

- The 'Health and Safety Policy' will be brought to the attention of all staff and students and shared with other users groups as required. It is available on the College website, Moodle and BBC SharePoint sites where it can be easily seen and read by all members of the College community.

Employers' liability compulsory insurance (ELCI) certificate

- A copy of our ELCI certificate is displayed electronically on the BBC Staff SharePoint site. We will make staff aware of how and where to find the certificate and have reasonable access to it

The Operations Manager, Jill Dunlop is responsible for the following:

- Providing health and safety advise
- Ensuring supervision of young workers/trainees is arranged/undertaken/monitored
- Ensuring that all staff work at a location which is under the control of the College and are given relevant health and safety information

COMPETENCY TRAINING

- As an employer, the College will make sure that all our staff are trained well enough to be able to work safely. They will provide clear instructions and information, and adequate training, for all employees.
- The Operations Manager, Jill Dunlop will undertake appropriate training to ensure she keeps up to date with how to identify the hazards and control the risks arising from the College's work activities.



- All employees will be given induction training when they first start work. This will cover basic health and safety procedures including the arrangements for first aid, fire, evacuation and any College rules.
- Managers will identify the skills and knowledge needed for their staff to carry out their work safely and compare this against their current skills and knowledge and identify the gaps.
- Risk assessments and the accident book will be used by the Operations Manager, Jill Dunlop to identify areas where further training is required.
- Much of the training required for standard work processes will be carried out 'in-house' using experienced staff, however certain training, such as first aid or fire warden training can only be given by external training providers and will be arranged by the Operations Manager, Jill Dunlop or Line Manager.
- Training records will be kept by the Operations Manager, Jill Dunlop on personnel files and within health and safety documentation. Records will also indicate the content and duration of the training.
- If staff are not using their skills regularly their competence will decline. To avoid this, periodic refresher training will be given. For certain skills, refresher training is compulsory. First-aiders for example will attend refresher training every year for their training certificate to remain valid.
- Young people are a vulnerable group that will require extra training and close supervision. Their specific needs will be outlined in a young person's risk assessment.
- Migrant workers are another vulnerable group which will be given careful consideration and we will satisfy ourselves that they have understood any training that they have been given. Pictures and diagrams may be useful in helping to deliver training messages. We may also need to make use of a translation service.

ACCIDENTS, FIRST AID AND WORK-RELATED ILL HEALTH

- The Operations Manager, Jill Dunlop will carry out a risk assessment to decide the level of first aid provision required by the College and ensure that first aid arrangements including any necessary training is put in place.
- As a minimum, the College will have an appointed person to take charge of first-aid arrangements including first aid notices and suitably stocked first-aid kits in all buildings.
- The Operations Manager, Jill Dunlop will monitor accidents and ill health and review our first-aid provision as appropriate.
- First aiders will receive training appropriate to the level identified in the needs assessment. This may be first aid at work (FAW); or emergency first aid at work (EFAW) and will undertake annual refresher training.
- The contents of first-aid kits will reflect the outcome of your first-aid needs assessment but will not include tablets and medicines.
- The Operations Manager, Jill Dunlop will ensure that first aid provision is communicated by putting up notices explaining who the first-aiders are and where to find the nearest first aid box.



- Under health and safety law, the College will report and keep records of certain injuries, accidents including any 'near misses' and cases of work-related diseases.
- Accident reporting arrangements are included in Information Handbooks for Staff, Volunteers, Students, Guests and those hiring College facilities and forms part of the welcome and induction of these groups to the College.
- To report an accident, incident or near-miss, please report it to a member of the Operations team or complete the [Health and Safety Incident form](#).
- Records are kept by the Operations Manager, Jill Dunlop and stored in compliance with data protection law. As accident records are considered sensitive data, personal information involved will only be shared with staff on a need to know basis only.
- Records will be held for at least **three years** from the date on which it was made and in accordance with the Colleges Data Retention Policy.
- It is a legal requirement under the Social Security Administration (NI) Act 1992 and the Social Security (Claims and Payments) Regulations (Northern Ireland) 1997 to keep an accident and incident book.
- The Accident and Incident Book complies with the Data Protection Act, helping to ensure that accident recording is complying with data protection law and is available from the Operations Manager.
- The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (Northern Ireland) 1997, (RIDDOR) place a duty on the College to report certain accidents and ill-health that occur due to work. The Operations Manager will ensure compliance to these requirements by reporting accidents, diseases and dangerous occurrences to the enforcing authority as required.
- To check that our working conditions and ensure safe working practises are being followed, the Operations Manager will investigate accidents, incidents and 'near misses' and work-related causes of sickness and ensure that the findings to these investigations are reported to prevent reoccurrence.

EMERGENCY PROCEDURES

- Emergency procedures are outlined in the relevant Handbooks and covered during welcome and induction sessions.
- Signage throughout our buildings explains what to do in an emergency.
- The Operations Manager, Jill Dunlop will ensure that fire risk assessments are carried out and that the necessary fire safety precautions are implemented and maintained.
- They will also ensure that information, instruction and training is provided to help prevent fires and what to do if a fire starts.
- The Fire Safety Policy which has been created and kept under review by the Operations Manager, Jill Dunlop and details in full the College's fire safety arrangements.

WORK RELATED STRESS



The Operations Manager, Jill Dunlop alongside the Principal and CEO, Rev James Burnett will work to ensure the College supports effective actions to enhance well-being. For mental health to flourish, risk factors will be reduced and protective measures enhanced, including:

- Visible commitment to good management practices
- Adopt and adhere to formal policies on stress and mental health
- Encourage a culture of openness in relation to mental health issues and thus address stigma
- Assess the risk and potential causes of stress within the organisation
- Draw up action plans to promote mental well-being and reduce stress
- Offer interventions to promote mental well-being or rehabilitate staff which may include employee assistance programmes or cognitive behaviour therapy
- Provide information and training to staff and to help line managers hold initial conversations with employees as one part of an employer's journey towards preventing work-related stress
- Specific advice and guidance will be made available for preventing work-related stress while working at home

LONE WORKING

- Lone working is defined as those working by themselves without close or direct supervision – this takes place outside normal working hours between 6pm and 8am on weekdays and at weekends and includes both staff and contractors
- The Operations Manager will ensure that a risk assessment is carried out and controls introduced to protect the health and safety of lone workers
- Procedures will be put in place to monitor lone workers. These may include periodically visiting and observing people working alone and pre-arranged intervals of regular contact
- First aid and fire warden cover will be in place during any periods of lone working

WELFARE FACILITIES

The Operations Manager, Jill Dunlop with the support of the Operations Team Leader, Michelle Clingan will ensure the following:

- Enough toilets and washbasins for those expected to use them, including disabled toilets
- Clean, well-lit and ventilated facilities
- Hot and cold running water
- Supply of toilet paper, soap and means for drying hands, for example paper towels
- Area for eating and drinking with a way of getting a hot drink, for example a kettle
- A way of heating food, for example a microwave, if hot food cannot be purchased near by



- A supply of clean drinking water either tap or bottled
- Changing facilities if the work involves wearing specialist clothing
- Ensure that good hygiene standards are maintained by ensuring cleaning schedules are in place and being implemented, food hygiene inspections are carried out and water hygiene monitoring and testing is in place

PERSONAL PROTECTIVE EQUIPMENT (PPE)

- PPE will be supplied as required based on the outcomes of the risk assessments
- Users will be instructed to keep such equipment in a safe place when not in use and must account for their PPE if asked

ELECTRICAL

The Operations Manager, Jill Dunlop will ensure:

- 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
- Electrical Installation Condition Reports are carried out every 5 years with any remedial work arranged by the Operations Manager, Jill Dunlop

GAS APPLIANCES

The Operations Manager, Jill Dunlop will ensure:

- Gas appliances and carbon monoxide detectors will be checked at least every 12 months
- Installation, checking and maintenance will only be carried out by a Gas Safe Registered engineer

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

STUDIES OFF THE PREMISES

The College wishes to ensure that all student activities take place in a safe environment.

This also extends to activities which takes place off-site and each external venue has its own regulations and procedures to follow in the event of emergency.



If students have a scheduled activity at an external venue, they should always be aware of that venue's emergency procedures.

Students undertaking work placement / studies away from the premises of the College will be under the control of the work placement / study provider for the period of work placement / study. Students on placement will be advised of the Colleges Out of Hours Procedures for making contact with the College in an Emergency. All such arrangements will be coordinated by the relevant staff member.