



Saint Joseph's Centre for the Deaf

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# HEALTH AND SAFETY POLICY

## **INTRODUCTION**

Saint Josephs Centre for the Deaf promotes and supports the rights of Deaf people in order for them to receive fair and equal treatment in all aspects of their lives.

Saint Joseph's Centre was established to provide a resource base for deaf people in the community. It has grown to be a fully functioning activity centre for the deaf community and also provides a useful meeting space for businesses, organisations and community groups.

### **What do we mean by Health and Safety?**

Health and Safety at work is the promotion and maintenance of the physical and mental wellbeing of staff by creating a working environment which is safe and healthy and is one where the welfare of staff is a major factor. In addition, Health and safety considerations extend to those visiting our premises and those to whom we provide services.

## **Policy Statement**

Saint Josephs Centre for the Deaf is committed to providing a healthy and safe working environment for our employees, and others who may be affected by our work activities including persons using our services.

We accept the aims and provisions of the Health and Safety at Work Order(NI) 1978 and other relevant health and safety legislation.

## POLICY

The Health and Safety of staff/volunteers/subcontractors (hereafter referred to as staff) of St Joseph's Centre for the Deaf is our most important value. We are determined to operate the Centre so as to ensure the Health, Safety and Wellbeing of staff and to ensure that visitors are kept free of injury and illness.

Saint Josephs Centre for the Deaf is committed to providing a safe environment through our staff's understanding and actively performing their duties and responsibilities to maintain the highest level of safety at all times.

This will be achieved by: -

- ❖ Committing that we will continuously train and develop staff .
- ❖ Positively reinforcing good safe working practices and behaviour
- ❖ Ensuring that all staff regardless of their role or position will be involved at every opportunity to improve H&S standards.
- ❖ This will be achieved by ensuring that clear, transparent, two way-communication and consultation between all parties takes place via:
- ❖ Near Miss/Dangerous Occurrence/H&S Awareness reporting
- ❖ Safety Alerts
- ❖ Health & Safety Meetings
- ❖ Health & Safety Notice Boards
- ❖ All staff leading by example by being visibly active and consistently challenging unsafe behaviour.
- ❖ Challenging our performance and standards at every opportunity to avoid

complacency and to continually improve.

We are committed to:

- ❖ Developing a positive Health and Safety culture throughout the organisation
- ❖ Identifying risks and hazards, and carrying out control measures to minimize such risks so far as reasonably practicable
- ❖ Providing and maintaining work equipment without risk to health
- ❖ Providing information, instruction, training and supervision to staff to enable them to carry out their work safely
- ❖ Ensuring that staff, volunteers, contractors, etc are made aware of this Policy
- ❖ Reviewing Health and Safety Issues and performance in accordance with changes to Health and Safety legislation

- ❖ Reviewing and updating the Health and Safety Policy as necessary
- ❖ Undertake annual Health and Safety Audits in Saint Josephs Centre for the Deaf
- ❖ Report to St Josephs Centre for the deaf committee, on health and Safety matters to ensure that Health and Safety is acknowledged and embraced by the governance function of the organisation.

## **Responsibilities**

Overall and final responsibility for Health and Safety within St Joseph's Centre for the Deaf rests with the Centre Director, on behalf of the committee.

All Staff have a responsibility to co-operate fully with health and safety requirements in order to achieve a healthy and safe working environment.

All Staff are required to take reasonable care to ensure the safety of themselves and of others while carrying out their work activities.

All Staff are required to report and record all incidents in the accident book and where a serious accident occurs, this has to be reported to the Centre Director or member of the Committee, as soon as possible.

All Employees must take responsibility to report any known health or safety problem to the Director or member of the Committee.

All Staff must be committed to providing healthy and safe working environments for all who may be affected by our work activities including persons using our services.

All Staff accept the aims and provisions of the Health and Safety at Work Order(NI)1978 and other relevant health and safety legislation.

Health and Safety induction training, job specific training and Risk Assessments will be arranged by the Centre Director in association with the Centre Committee.

It is the responsibility of the Director, on behalf of the Committee to ensure that reportable accidents under Reporting of Injuries Diseases and Dangerous Occurrences Regulations (RIDDOR) are reported to the Health and Safety Executive.

## **General Arrangements**

### **Risk Assessments**

Risk assessments will be undertaken by a professional Health and Safety Officer, or appropriate Committee member who will report findings to the Director, who will approve the action(s) required.

The Director will be responsible for making sure that the action is carried out and that risks have been reduced. Assessments will be reviewed every 12 months or when an activity changes.

### **Consultation**

Consultation with staff will be mainly through staff meetings, and where necessary individual discussions which directly involve their work.

### **Equipment**

Risk Assessments will be undertaken on equipment when there is a significant risk.

When new equipment is purchased, a Risk Assessment will be undertaken prior to its use.

All equipment will be regularly maintained, and records kept. Any equipment that is found to be faulty should be reported to the Director or Committee member, immediately.

### **Substances**

All chemicals or substances will be assessed and staff informed accordingly. Assessments will be reviewed every 12 months or when an activity or substance(s)/chemical(s) has changed.

### **Training**

Health and Safety induction training and job specific training will be provided for all staff and volunteers as appropriate.

### **Accidents, First Aid**

All accidents and incidents will be recorded in the Accident book located beside the First Aid Box.

### **Fire and Evacuation**

- Fire Safety equipment will be regularly tested and maintained, and records kept.
- Fire evacuation procedures will be carried out in accordance with current legislation and details recorded.
- **In the event of fire, all buildings (offices/upstairs flat) will be immediately evacuated, and a staff member will dial 999**
- All staff and visitors should assemble at the assembly point indicated on the fire regulations notice.



- Fire exits and escape routes will be kept clear at all times.

All Staff must be committed to providing healthy and safe working environments for all who may be affected by our work activities including persons using our services.

All Staff accept the aims and provisions of the Health and Safety at Work Order(NI) 1978 and other relevant health and safety legislation.

I am committed to:

- Developing a positive Health and Safety culture throughout the organisation
- Identifying risks and hazards, and carrying out control measures to minimize such risks so far as reasonably practicable
- Providing and maintaining work equipment without risk to health
- Providing information, instruction, training and supervision to staff to enable them to carry out their work safely
- Ensuring that staff, volunteers, contractors, etc are made aware of this Policy

- Reviewing Health and Safety Issues and performance in accordance with St Joseph's Centre for the Deaf Health and Safety Policy
- Reviewing and updating the Health and Safety Policy as necessary. Next review January 2021

Signed: *Very Rev P Devlin*

Date: *3/02/20*