



HEALTH AND SAFETY POLICY

Policy Statement, Duties and Responsibilities

International House Belfast will, so far as is reasonably practicable, ensure our employees' and our clients' safety and welfare at our place of work.

International House Belfast will consult employees on matters relating to their health and safety at work, including:

- Any change which may substantially affect your health and safety at work.
- IH Belfast's arrangements for getting competent people to help us satisfy health and safety laws
- The information you have to be given on the likely risks and dangers arising from your work, measures to reduce or get rid of these risks and what you should do if you have to deal with a risk or danger
- The planning of health and safety; and
- The health and safety consequences of introducing new technology

International House Belfast's duties include:

- Making your workplace safe and without risks to health.
- Ensuring equipment is safe and without risks to health.
- Ensuring articles and substances are moved, stored and used safely.
- Providing adequate welfare facilities.
- Giving you the information, instruction, training and supervision necessary for your health and safety

International House in particular will:

- Assess the risks to your health and safety.
- Make arrangements for implementing the health and safety measures identified as being necessary by the assessment.
- Record the significant findings of the risk assessment.
- Draw up a health and safety policy and bring it to the employees' attention.
- Appoint someone competent to assist with health and safety responsibilities.
- Set up emergency procedures.
- Provide adequate first aid facilities.
- Make sure that the school satisfies health, safety and welfare requirements.
- Make sure equipment is suitable for its intended use and properly maintained and used.
- Prevent or adequately control exposure to substances which may damage your health.
- Take precautions against danger from flammable or explosive hazards, electrical equipment, noise and radiation.
- Provide health surveillance as appropriate.
- Ensure that appropriate safety signs are provided and maintained
- Report certain injuries, diseases and dangerous occurrences to the appropriate health and safety enforcing authority.



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Employee and Client Responsibilities

- Take reasonable care for your own health and safety and that of others who may be affected by what you do or not do
- Co-operate with IH Belfast on health and safety
- Correctly use work items provided by IH Belfast in accordance with training and instruction.
- Do not interfere with or misuse anything provided for your health, safety or welfare.

Paul McMullan
IH Belfast DIRECTOR

April 2018
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