



POLICY ON HEALTH & SAFETY AT WORK (MAIN)

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Alternative Formats

This documentation can be made available in alternative formats such as large print, Braille, disk, audio tape or in an ethnic-minority language upon request. Requests for alternative formats can be made to the Probation Board (PBNI) using the following contact information:

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1.0 Application of Policy

1.1 Definitions

Board Members – The Chairman, Deputy Chairman and Members of the Board appointed by the Minister of Justice under the Probation Board (NI) Order 1982.

Employee – An employee is any person under a current contract of employment with PBNI, including temporary and fixed term contracts.

Agency Worker – An Agency worker is any person supplied to work with PBNI through an employment agency.

Seconded – A seconded is any person working with PBNI under a formal secondment agreement between the Board and another organization.

Student – A student is any person working with PBNI on the basis of a formal agreement between Board and his/her university, college or other course provider.

Volunteer – A volunteer is any person working with PBNI under the Board's Volunteering Policy.

Partnership worker – A partnership worker is any person working with PBNI on the basis of a formal partnership agreement between the Board and another organisation.

1.2 Application of this policy

This policy applies to all categories as defined at 1.1 above.

Except where the context otherwise requires, references in this policy to an employee should be read as referring also to all the other categories set out above, subject to variation between categories in line with agreements governing their relationship with PBNI.

The application of this policy to any of the categories defined at 1.1 above who are not employees of the Board does not in any way confer on them employee status.

In line with responsibility under legislation the Board recognises its health and safety obligations to persons other than persons at work in the matter of risks to health and safety arising out of or in connection with the Board's work activities.

2.0 Introduction

The requirement to have a Health and Safety Policy is a legal obligation arising from health and safety legislation. It requires every employer with five or more employees "to prepare and as often as may be appropriate, revise a written statement of the general policy with respect to the health, safety and welfare at work of its employees and the organisation and arrangements for the time being in force for carrying out that Policy".

Employers who fail to do so may find themselves issued with an improvement notice, ordering the matter to be corrected within a certain period. Non-compliance could lead to a heavy fine.

The organisation and arrangements in respect of this policy are set out in two separate documents entitled:-

- Organisation and Key Responsibilities for the Policy on Health & Safety at Work (Main)
- Arrangements for the Policy on Health & Safety at Work (Main)

3.0 Policy Aim

The aim of this policy is to secure, so far as is reasonably practicable, the health, safety and welfare of persons at work and protect persons other than persons at work against the risks to health and safety arising out of or in connection with the Board's work activities.

4.0 Policy Objective

To provide guidance and procedure in support of good practice in regard to health and safety at work.

5.0 Policy Outcome

That all of those to whom the policy applies are aware of the guidance and procedures, which the Board has put in place.

6.0 Policy Statement

6.1 The Probation Board for Northern Ireland recognises that the provision of a safe and healthy work place and working environment are the responsibility of the Board and that the health, safety and welfare of all employees at work should be safeguarded as far as is reasonably practicable.

The achievement of this objective requires the full commitment of all levels of management and all employees irrespective of grade or position.

6.2 The Board's policy in respect of health and safety at work is to:-

- (a) Promote standards of safety, health and welfare that comply fully with the terms and requirements of the Health and Safety at Work (NI) Order 1978 and all other relevant statutory provisions and approved codes of practice;
- (b) Maintain safe and healthy work places and safe systems and methods of work and to protect employees and others including the public in so far as they come into contact with foreseeable work hazards;
- (c) Provide and maintain a safe and healthy working environment for employees with adequate facilities and arrangements for their welfare;

- (d) Assist in the prevention of ill health and promote health and wellbeing. PBNI is committed to supporting the promotion of mental well-being at work and providing a supportive and participative working environment for all employees.
- (e) Provide employees with the information, instruction, training and supervision they need to work safely and effectively;
- (f) Develop safety awareness amongst employees and individual responsibility for health and safety at all levels;
- (g) Encourage full and effective joint consultation on health and safety matters;
- (h) Provide safety officers with adequate training and where appropriate appoint external specialists to assist the Board in meeting its statutory duties.

6.3 No safety policy is likely to be successful unless it actively involves employees themselves. The Board will, therefore, co-operate fully with safety representatives including those appointed by recognised Trade Unions, and will provide them where necessary with sufficient facilities to carry out this task and will also co-operate in establishing and facilitating a safety committee.

The discharge of these responsibilities and the development of a safety conscious culture within PBNI are objectives that require the commitment of all staff. In this connection the Board reminds its employees of their own duties under Articles 8 & 9 of the Order which requires employees to take reasonable care of their own safety and that of other persons, to co-operate with the Board so as to enable it to carry out its own responsibilities successfully and to not intentionally or recklessly interfere with or misuse anything provided in the interests of health, safety or welfare.

6.4 A copy of this statement will be issued to all employees and available on the intranet.

7.0 **Linkages**

This Policy also links to the following:-

- Policy on Health and Safety at Work (Personal Safety) and supporting documentation ie
 - Organisation and Key Responsibilities for the Policy on Health & Safety at Work (Personal Safety)
 - Arrangements for the Policy on Health & Safety at Work (Personal Safety)
- Procedures and Guidance for Blood Borne Viruses

8.0 **Procedure**

This policy is supported by the:-

- Organisation and Key Responsibilities for the Policy on Health & Safety at Work (Main)
- Arrangements for the Policy on Health & Safety at Work (Main)

9.0 **Complaints**

External complaints will be dealt with in accordance with the Board's Complaints Policy, Guidance and Procedures.

Internal complaints may be raised through normal management or supervision arrangements or under the Board's Grievance Policy and Procedures.

10.0 **Data Protection**

Staff of PBNI should be aware of their obligations under the Data Protection Act (2018) and Freedom of Information Act (2000) as set out in the Board's separate policy statements on Data Protection and Freedom of Information.

In short, all information held by PBNI, including the personal information of employees and service users, will be fairly and lawfully processed to enable PBNI to comply with its legislative and policy responsibilities in this area.

All staff of PBNI are responsible for applying the correct [Data Protection principles](#) when dealing with the information that they process and hold.

11.0 **Breach of Policy Provision**

Breach of the Board's policy and procedures by employees may merit consideration under the Board's Disciplinary Policy.

12.0 **Review**

This Policy will be reviewed 4 years from date of approval.

Interim reviews may also be prompted by feedback, challenge, h&s legislative changes or identified best practice.

13.0 **Signature**

Signed:



Chief Executive