

## **Health and Safety Policy**

### **General Statement of Intent**

#### Health, Safety and Welfare

The Institution pursues a policy which seeks to ensure, so far as is reasonably practicable, the health, safety and welfare of its employees, volunteers and others who may be affected by its activities, and declares its intention to satisfy the requirements of the Health and Safety at Work etc. Act 1974, and all other applicable and relevant statutory provisions.

Management and other employees who authorise work to be carried out at any time are responsible for ensuring that the requisite health, safety, and welfare arrangements are made available and achieved.

The Health and Safety at Work etc. Act 1974 and all relevant applicable regulations are to be complied with at all times and all employees shall contribute towards making work areas as safe as possible, by continually reviewing working practices and ensuring that best practices are employed with respect to safety.

All employees and contractors are expected to provide and maintain reasonably safe workplaces and working environments, safe systems and working methods, with the minimum of risk to themselves or to others who may be affected by their actions, including members of the public. They are also expected to actively promote high standards of health, safety and welfare within the Institution.

Instruction and information on health, safety and welfare is contained within the IMechE Health and Safety Policy. The Institution will retain and keep updated a copy of the document for the information of those who work on its premises.

This statement has been approved by the Chief Executive of the Institution who is responsible for ensuring that a suitably competent employee is appointed to have particular responsibility for health, safety and welfare, to whom reference should be made in the event of any difficulty arising in the implementation of the policy. It is the duty of everyone to adhere strictly to this policy at all times and to assist in the Institution's aim to achieve a continuous improvement in health, safety and welfare standards.



Alice Bunn  
Chief Executive  
May 2022

## **Introduction**

This policy has been prepared in accordance with the provisions of the Health and Safety at Work etc. Act 1974 and the regulations made under it.

For the avoidance of doubt in this policy, the term "visitors" covers anyone including members, students, tenants, and members of the public visiting the Institutions premises.

The Institution of Mechanical Engineers' (IMechE) policy, so far as is reasonably practicable, is to provide and maintain safe and healthy working conditions, safe equipment, and safe systems of work for all IMechE employees, as well as to provide such information, training and supervision as required for this purpose.

The Institution will also endeavour to ensure, so far as is reasonably practicable, the health, safety, and welfare of all visitors to One Birdcage Walk or any of the IMechE's premises. The allocation of duties for safety matters and the arrangements that will be made to implement the policy are set out below. The policy will be kept up to date, particularly in light of any changes to our buildings or activities. To ensure this, the policy, and the way in which it is operated will be reviewed on an annual basis and the appropriate changes made.

## **Organisation and Responsibilities**

### **Chief Executive**

Has overall responsibility for health and safety and ensures that arrangements are in place to satisfy health and safety regulations and the appropriate Codes of Practice. Specific responsibilities may be delegated to other employees.

### **Director of HR**

Responsible for ensuring that the arrangements outlined in this policy are carried out and updated as necessary.

### **Head of Building Services**

The Head of Building Services, based at One Birdcage Walk, has responsibility for the day-to-day implementation of the arrangements outlined in this policy, which are detailed below:

- Be familiar with health and safety regulations as far as they concern IMechE premises.
- Be familiar with the health and safety policy and arrangements to ensure they are observed.
- Ensure so far as is reasonably practicable, that safe systems of work are in place.
- Ensure the buildings are clean and tidy and properly maintained.
- Ensure that safety equipment and clothing is provided and used by all personnel where this is required.
- Ensure that all plant, equipment and tools are properly maintained and in good condition and that all operators have received the appropriate training.
- Ensure that adequate access to building exits is maintained.
- Ensure adequate firefighting equipment is available and maintained.

### **Accountable Managers**

Each Director will assume the role of accountable manager and become responsible for all projects or events within their directorate that are run for, or on behalf of, the Institution. Directors may nominate an accountable manager for specific projects or events who have a duty to take responsibility for their actions and the implications of their decisions. However, Directors are responsible for ensuring that the accountable managers have enough training and support to be competent to carry out the health and safety duties required.

The responsibilities of an accountable manager are outlined below:

- Be familiar with health and safety regulations as far as they concern the project or event for which they have been appointed responsible.
- Be familiar with the Institution's health and safety policy and any local arrangements to ensure they are observed including local procedures for First Aid and Fire Safety.
- Ensure so far as is reasonably practicable, that safe systems of work are in place in the premises where the event is being held.
- Ensure that safety equipment and clothing is available and used by all employees where this is required.
- Ensure that all plant, equipment and tools are properly maintained and in good condition, and that all operators have received the appropriate training.

Accountable Managers are required to undertake a risk assessment for each activity as deemed necessary. Risk assessment templates can be found on the Institution's intranet and must be completed prior to the event or project taking place.

Accountable Managers are responsible for scanning and storing each risk assessment on their departmental drive. The document may be required for review on an annual basis.

### **Responsible Person**

Where necessary and particularly at other premises, a Responsible Person may be appointed to ensure the day-to-day implementation of the arrangements outlined in this policy are adhered to.

The responsibilities of a Responsible Person are outlined below:

- Be familiar with health and safety regulations as far as they concern the premises for which they have been appointed responsible.
- Be familiar with the health and safety policy and arrangements to ensure they are observed.
- Ensure so far as is reasonably practicable, that safe systems of work are in place in the relevant premises.
- Ensure the buildings are clean and tidy and properly maintained.
- Ensure that safety equipment and clothing is available and used by all employees where this is required.
- Ensure that all plant, equipment and tools are properly maintained and in good condition and that all operators have received the appropriate training.
- Ensure that adequate access to building exits is maintained.
- Ensure adequate firefighting equipment is available and maintained.

### **Employees and Visitors**

All employees and visitors to IMechE premises have a responsibility to cooperate in the implementation of this health and safety policy and to take reasonable care of themselves and others. Employees and visitors must therefore:

- Comply with safety rules, operating instructions and working procedures.
- Use protective clothing and equipment when it is required.
- Report any fault or defect in equipment immediately to the appropriate person.

- Report all accidents (however minor), injuries, near misses or other potential safety hazards as soon as possible.
- Not misuse any equipment provided for health and safety purposes.

## **General Arrangements**

This section sets out the IMechE's arrangements to minimise, as far as is reasonably practicable, risks to the health and safety of employees, visitors and contractors.

### **Workplace and Welfare Facilities**

The Institution shall, where reasonably practicable, ensure that all workplaces meet the health, safety and welfare needs of all members of its workforce.

This will include providing:

- Sufficiently ventilated enclosed work areas.
- A reasonable, comfortable temperature in work areas without the need for special clothing.
- Suitable lighting.
- Adequate working space.
- Suitable floor and traffic routes free from uneven and slippery surfaces.
- Sufficient number of sanitary conveniences and washing facilities.
- A supply of drinking water.
- Provision of accommodation for clothing to store workers own and work clothing.
- Facilities for changing to/from work clothes (if applicable).
- Facilities for rest and to eat meals.

### **Health and Wellbeing and Stress Management**

The Institution is committed to creating and providing a workplace that promotes good employee health and wellbeing, focusing on key organisational enablers such as health and safety, training, employee competence and work life balance etc.

We strive to maintain a workplace that is open and collaborative with an inclusive culture and behaviours and we will promote areas such as mental wellbeing and first aid, musculoskeletal, physical health and promoting healthy lifestyles.

We recognise that we have a duty to take action to reduce and where reasonably practicable to eliminate ill health which is caused by work related stress. Where we believe an employee is showing signs of work related stress we will endeavour to have in place systems to discreetly monitor and assess individuals. Where appropriate we will aim to provide occupational health assistance and counselling programmes where required.

We will:

- Promote and live by our values and behaviours.
- Promote and deliver a Diversity and Inclusion engagement programme for employees and volunteers.
- Engage, train and promote Mental Health First Aiders in the workplace.
- Ensure good communication between management and staff, particularly where there are organisational and procedural changes.
- Ensure staff are fully trained to discharge their duties.
- Ensure staff are provided with meaningful developmental opportunities.
- Monitor workloads to ensure that employees are not overloaded.
- Monitor working hours and overtime to ensure that employees are not overworking.
- Monitor holidays to ensure that employees are taking their full entitlement.
- Ensure that bullying and harassment is not tolerated within the organisation.
- Be vigilant and offer additional support to an employee who is experiencing stress outside work e.g., bereavement or separation.

Additionally, the Institution will aim to provide details of available local and national resources, policies and services that would support implementation of our commitment. We will continue to provide employee assistance support via our "Medicash" provider which is available 24/7 as well as access to Occupational Health. Further information on both Medicash and Occupational Health can be sourced from the HR department.

### **Accidents**

All accidents must be logged in the Accident Report book located in each of the Institution's premises. Any workplace accident must be reported as soon as possible to the Responsible Person or Head of Building Services who will advise if the accident is reportable to the authorities.

### **Slips, Trips and Falls – Condition of Floors, Steps and Paths**

In order to reduce as far as is reasonably practicable the risk of slips, trips and falls, an inspection will be made every two weeks by a Responsible Person of all floors and stairs at each IMechE site and any defects will be reported to the Head of Building Services or Responsible Person, who will arrange for repairs or remedial measures to be carried out.

### **Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR)**

The Head of Building Services is responsible for the management of RIDDOR related incidents and a report is required only when:

- The accident is work related.
- It results in an injury of a type which is reportable.

### **First Aid**

Employees should familiarise themselves with the location of the First Aid boxes and First Aiders, or Responsible Person, at each premise. Appointment and training of First Aiders is monitored and arranged by the Head of Building Services.

### **Fire Safety**

The Institution's policy is to fulfil its obligations under the Regulatory Reform (Fire Safety) Order 2005. In order to achieve this, it undertakes the following:

- An assessment of the fire risks in its buildings and the risks to neighbours.
- A check that a fire can be detected in a reasonable time and that people can be warned.
- A check that people who may be in the building can get out safely by utilising emergency lighting and fire exit signage.
- Provide reasonable fire-fighting equipment.
- A check that those in the building know what to do if there is a fire.
- A regular check that IMechE firefighting equipment is in place, serviceable and that there is an annual maintenance contract in place with a reputable company.

### **Fire Extinguishers**

Fire extinguishers are located on the escape routes around the building and Institution's premises. The extinguishers should be checked every week by a member of the Facilities team or Responsible Person to ensure that they are still in place and have not been discharged or tampered with. Additionally, the extinguishers are maintained annually at each site by an external contractor.

### **Fire Procedure**

These fire instructions are issued for the guidance and safety of everyone. All employees should:

- Make certain that they are familiar with all fire exits and means of escape at the premises they work in.
- Ensure staircases, landings and other exits are kept clear from obstructions at all times.
- Ensure that fire doors are kept closed.

- Report any defects or faults with fire detection or firefighting equipment to the Head of Building Services or Responsible Person.
- It is the responsibility of the most senior person in each department to know the whereabouts of their team so that employees can be accounted for in the event of a fire.

### **Actions on Discovering a Fire**

- Activate the nearest alarm.
- Evacuate the building and proceed immediately to the assembly point.
- Do not enter the building until clearance has been obtained from a Fire Brigade Officer or the Responsible Person.

Employees should familiarise themselves with the fire procedure for the premises that they are working in or visiting.

### **Electrical Safety**

Misuse and abuse of electricity is a significant cause of fires and injury. Faulty electrical equipment can kill. All employees must observe the following:

- Visually check all electrical equipment before use.
- Report all faults immediately to the Head of Building Services or Responsible Person.
- Do not attempt to use or repair faulty equipment.
- No electrical equipment is to be brought onto the premises and used until it has been tested by the approved person and entered in the electrical equipment record.

Every two years all portable electrical equipment will be tested by a competent person with an appropriate level of electrical knowledge and experience, who has the correct equipment to complete the tests, knows how to use it and can correctly interpret the results. Any unsafe equipment will be safely disposed of.

Every five years, the fixed electrical system of each site will be inspected and tested by a competent contractor who is a member of the NICEIC.

### **Gas Equipment Safety**

All gas boilers and any other gas equipment are maintained and checked annually by a competent contractor who is registered with the Gas Safe Register. Any necessary work required for safety is implemented immediately and overseen by the Head of Building Services.

### **Hazardous Substances**

The Head of Building Services or Responsible Person will maintain a list of all hazardous substances used in the premises. Where possible, the Institution has eliminated the use of hazardous substances.

Hazardous substances are defined by the Control of Substances Hazardous to Health Regulations 2002 (COSHH) as 'harmful, irritant, corrosive, toxic, very toxic, flammable, highly flammable, extremely flammable, explosive, oxidising or dangerous for the environment'.

For all hazardous substances, data sheets or product information provided by the manufacturers are used to determine the correct method of use, protective clothing needed, method of storage, and action to take in the event of an accident. A COSHH file is available at each premises for inspection.

### **Safety of Plant and Machinery**

The Responsible Person will maintain a list of all items of plant and machinery. The procedures for checking and rules for use of such equipment are as follows:

- Employees must not operate plant or machinery that they are not trained and authorised to use.
- Employees must not misuse any parts of machinery not intended for that use.
- Machinery must be switched off before any adjustments are made or when they are not in use.
- After carrying out maintenance and adjustments, all guards must be replaced before the machinery is used.
- Before using any item of plant or machinery, a check must be made to ensure it is in a safe working condition, correctly adjusted, and there are no loose nuts, bolts or other defects.
- The appropriate personal protective equipment must be worn when operating any item of plant or machinery.
- Persons under the age of 18 may use hand tools only and are not permitted to operate any power driven item of plant or machinery.
- Ladders may only be used when other equipment, such as tower scaffolds or mobile elevated work platforms, cannot be used and for work of a short duration, provided that they can be safely secured. This may necessitate the use of ladder ties.
- Any defect and damage found to any item of plant or machinery must be reported to the Responsible Person.
- All plant and machinery will be regularly maintained and a schedule kept of maintenance requirements by the Head of Building Services and Responsible Persons at each IMechE site.
- Persons must not work on their own unless they have a means of communication and have notified a colleague of the details of the work being undertaken and agreed a procedure to ensure their safety.

### **Lighting**

In order to ensure that the Institution's premises are adequately lit, an inspection will be made every two weeks by a Responsible Person to ensure that all lights in the building(s) are working. Any bulbs that require replacing should be reported to the Head of Building Services or Responsible Person, who will ensure that the bulbs are replaced following appropriate safety procedures.

### **Manual Handling – Lifting, Carrying and Moving Loads**

The IMechE's aim is to eliminate the need for manual handling as far as is reasonably practicable. Where it is not possible to avoid the need to move loads, a risk assessment will be carried out by the Head of Building Services or Responsible Person making use of lifting aids, including trolleys, lifts and hoists, as far as possible. The necessary training will be provided to all those employees who are required to undertake manual handling.

Only those persons who have received the appropriate training are authorised to undertake manual handling tasks.

### **Display Screen Equipment (DSE)**

IMechE policy is to assess the risks to all habitual users of computer workstations and to reduce those risks to the lowest level possible. The following factors will be considered when carrying out risk assessments:

- Stability and readability of the screen.
- Contrast and brightness of the screen.
- Tilt and swivel of the screen.
- Suitability of keyboards, desks and chairs.
- The workstation environment.
- The user-friendliness of the software.
- The use of other IT equipment such as laptops and iPads.

The Institution will aim to carry out a DSE assessment on all new employees within two weeks of the commencement of their employment

### **Asbestos**

An asbestos risk register will be carried out for all of the Institution's premises. Where necessary, asbestos found will be removed by a licensed contractor. Information regarding any asbestos remaining in the building is given to all contractors and anyone else who may be affected. The asbestos risk register will be located with the Health and Safety records of each building.

### **COVID 19**

In line with UK Government guidance the IMechE has created a risk assessment to identify the risks posed to occupiers of the IMechE premises and take all steps so far as is reasonably practicable to protect its members, employees and visitors. The risk assessment is available for all employees to reference via the IMechE intranet and on the Institution Website.

### **Contractors**

Anyone entering IMechE premises for the purposes of carrying out work, other than an employee, will be regarded as a contractor. All contractors, including those who are self-employed, must abide by the following:

- Have their own health and safety policy (where required by law) and be able to provide a copy of the same.
- Produce evidence that they have appropriate Public and Employers' Liability insurance in place.
- Comply with all the requirements of this health and safety policy and cooperate with IMechE employees in providing a safe place of work and a safe system of operation.
- Where plant and machinery is brought onto the premises by contractors, they must be able to show where necessary that the equipment has been inspected and tested to ensure its safe operation.
- Contractors may only use sub-contractors or persons other than their own direct employees with the express permission of the Head of Building Services or Responsible Person. However, responsibility will remain with the contractors.

All contractors will be given detailed instructions regarding the areas where they are permitted to work and the extent of the work they are authorised to undertake.

### **Fleet Management**

We will ensure the safety of our employees whilst travelling by road in the course of our business (and to protect others who might be affected by their actions) from the hazards and risks surrounding occupational road safety. To do this we ensure only authorised and appropriately licenced drivers, use vehicles for work purposes. We also ensure that all vehicles are adequately insured, inspected, and maintained.

### **Health and Safety Law Poster**

A copy of the 2009 Health and Safety Executive (HSE) poster 'Health and Safety Law – what you should know' is displayed at each of the IMechE's premises.

### **Identified Risk**

In each of the Institutions Premises, both general and site-specific Health, Safety and Welfare risks have been identified. For specific information on each risk, reference should be made to the risk assessments held at each site.



## **Additional Health and Safety Policies**

The policies listed below form part of the IMechE Health and Safety Policy and can be found on the intranet:

- Legionella Policy.
- Personal Protective Equipment (PPE) Policy.
- Fire Evacuation Procedure.
- Lone Worker Policy.
- Confined Space Management.
- Asbestos Management Plan.
- Clear Desk Policy and Furniture Standards.
- The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations.
- Smoking Policy.
- The Control of Substances Hazardous to Health (COSHH) Policy.
- Management of External Contractors
- IMechE Fleet Policy

## **References**

- Health and Safety at Work etc Act 1974
- The Management of Health and Safety at Work Regulations 1999 (Amended 2006)
- The Personal Protective Equipment Regulations 2002
- Control of Substances Hazardous to Health Regulations 2002 (COSHH)
- Construction (Health, Safety & Welfare) Regulations 2006
- Dangerous Substances and Explosive Atmosphere Regulations 2015
- The Work at Height Regulations 2005
- Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013
- Regulatory Reform (Fire Safety) Order 2005.
- The Health and Safety (Display Screen Equipment) Regulations 1992
- The Construction (Design and Management) Regulations 2015
- Road Vehicle (Construction and Use) Regulations 1986

## **Review of Procedures**

The Head of Building Services is responsible for the implementation of this policy and will monitor and review its implementation and related procedures on a regular basis.

Employees and those working for or on behalf of the Institution are encouraged to contact either the Head of Building Services or their departmental manager with any suggestions, comments or feedback that they may have on how these procedures may be improved.

The Institution reserves the right to amend and update this policy as required.

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Philip Goodge

Head of Building Services