

Please find attached the BIR statement on Health & Safety at Work dated January 2004.

Please complete the form below (signed and dated) as having read and understood the statement and return to the General Secretary.

ADDITIONAL NOTES FOR CONTRACTORS, SUB-CONTRACTORS & TEMPORARY STAFF

By signing below you also undertake to:

1. Comply with BIR Health & Safety Policy

Please note that if you fail to comply with BIR Health & Safety Policy and Procedures you may be required to leave the premises.

2. Adhere to a Safe System Of Working

You must be in possession of a Safe System of Working, documented in writing, for the tasks that you will be undertaking. You must have read and understood this document. You may not commence work without a Safe System of Working, documented in writing.

3. Use only fully compliant equipment

You must ensure that all equipment brought onto the premises to be used by yourself and others is safe and fit for purpose. You must be able to prove, if requested, that it complies with all relevant Health & Safety Regulations. You may not commence work unless your equipment is fully compliant.

Thank you for your co-operation.

Signature: _____

Date: _____

Name (please print): _____

Company Name: _____

Points of Contact:

- | | |
|--|--------|
| 1. All permanent BIR staff | PC/LC |
| 2. All BIR temporary/contract staff | PC/LC |
| 3. All BMUS staff | PC/ EB |
| 4. Mews Tenants | PC |
| 5. All contractors who carry out work on BIR premises | PC |
| 6. All Library volunteers | LK/PC |
| 7. Projectionists, temporary staff assisting with catering | PC/LC |
| 8. All hirers and/ or their agents | PC/LC |

IT IS ASSUMED THAT ALL VISITORS AND/OR MEMBERS COMING INTO THE PREMISES WILL READ THE BIR STATEMENT OF POLICY ON HEALTH & SAFETY AT WORK DISPLAYED IN THE STAFF ROOM (2ND FLOOR); BASEMENT NOTICE BOARD; BIR RECEPTION (GROUND FLOOR); AND BMUS OFFICE (THIRD FLOOR).

January 2004.

BIR Health & Safety at Work Policy Statement

1.0 INTRODUCTION

The following statement of policy covers the Institute's premises at 36 Portland Place and 10 Cavendish Mews North. The Statement will be reviewed annually by the BIR Health & Safety team: General Secretary, Facilities Manager, Facilities Co-ordinator and BIR Staff Health & Safety Representative.

2.0 GROUPS COVERED

It is the British Institute of Radiology's Policy so far as reasonably practicable to ensure the health and safety of all groups of people likely to be on the premises at 36 Portland Place or 10 Cavendish Mews North. These groups are assessed to be:

- BIR employees permanent and temporary
- Volunteers (members and non members) including Library & archive volunteers
- Meetings delegates
- BMUS tenants - their permanent and temporary employees
- Visitors
- Persons under 18 years of age
- Contractors and their sub-contractors
- Hirers or their agents
- Mews tenants
- 4th Floor residents at 36 Portland Place.

3.0 ACCOUNTABILITY AND RESPONSIBILITY FOR HEALTH AND SAFETY MATTERS

3.1 The Institute's Council remains ultimately accountable for the health and safety of all people and property while on the premises.

3.2 Responsibility for health and safety matters has been delegated by the Council to the General Secretary.

3.3 The General Secretary is assisted by the Facilities Manager and Staff Health & Safety Representative and Facilities Co-ordinator.

3.4 In the absence of the General Secretary responsibility is held by the other members of the Health & Safety Team.

4.0 ACCIDENT PREVENTION

4.1 Every precaution will be taken to prevent accidents happening on Institute premises.

4.2 Young persons under 18 years are NOT allowed onto the premises at 36 Portland Place without the prior approval of the General Secretary, or Facilities Manager. Children must be signed in the visitor's book at Reception with a note of the parent/guardians name as well. The age of the young person should be written in the visitor's book.

4.3 Each employee, temporary worker, visitor, volunteer, tenant and contractor and sub-contractor, hirer or their agents must co-operate with the Institute to ensure the highest standards of safety are maintained. It is the duty of all members of staff and the other groups of persons while working on the premises to:

- Take care of the health and safety of themselves and of other persons who may be affected by their acts or omissions.
- Co-operate with the Institute as far as necessary, to enable the Institute to comply with all statutory requirements or duties imposed upon it.
- Immediately advise his/her manager or the General Secretary if he/she notices a health or safety problem, which he/she is not able to put right.

5.0 TRAINING

5.1 Adequate training has been and where appropriate will be carried out to ensure the highest standards of health and safety can be achieved.

5.2 The persons responsible for organising health and safety training at the Institute are the General Secretary and Facilities Manager.

5.3 All BIR and BMUS permanent and temporary staff and BIR Library volunteers and contract office cleaners are required by the Institute to attend the Institute's annual health & safety training day usually run on two separate occasions. All those individuals must sign an attendance sheet.

5.4 The Institute supports appropriate health and safety training for the BIR's health and safety team.

6.0 STAFF HEALTH AND SAFETY REPRESENTATIVE

6.1 The Institute has a member of staff who is appointed to the role of Staff Health and Safety Representative.

6.2 The Management Team, Event Management Team and in particular the General Secretary, Facilities Manager and Facilities Co-ordinator have special responsibility to ensure best practice in all health and safety matters at the Institute. The Staff Health & Safety Representative will be given every encouragement to enhance health and safety compliance and best practice.

7.0 ACCIDENT REPORTING

7.1 The Institute has a policy of recording all accidents and dangerous occurrences in an **Accident Reporting Book** located in the Staff Room on the second floor. All employees, temporary staff, visitors, volunteers, contractors/sub-contractors, hirers or their agents and tenants must report such incidents to the Facilities Manager who will in turn make a report to the General Secretary for recording and investigation to prevent recurrence.

7.2 According to **"The Reporting of Injuries, Diseases and dangerous Occurrences Regulations 1995 (RIDDOR)"** all work related accidents, diseases and dangerous occurrences must be reported to the appropriate enforcing authority. This is a legal requirement for employers, the self employed and those in control of work premises. Any injury which results in a member of the public being taken to hospital is also reportable.

7.3 The **enforcing authority** for Health & Safety for the Institute is: The City of Westminster, Environmental Health Commercial Business Unit, Department of Environmental Health and Planning, Westminster Council House, Marylebone Road, London, NW1 5PT. Tel: 020 7641 6000. Fax: 020 7641 1113.

7.4 The General Secretary or Facilities Manager will report any of the following to the enforcing authority (the General Secretary must be advised in writing of any incident which will be stored on the central health and safety files):

7.4.1 **Death or major injury** (including as a result of physical assault) using form F2508 (supplies in the Staff Room with the Accident reporting Book).

7.4.2 **Over three day injury** applies to employees or self employed working on the premises using form F2508).

An over three day injury is one which is not a major injury but results in the injured person being away from work or unable to do their normal work for more than three days (including non working days).

7.4.3 **Disease** – If a Doctor notifies the Institute that an employee suffers from a reportable work related disease then a disease report Form F2508A must be used

7.4.4 **Dangerous occurrences** - If something happens which does not result in a reportable injury, but which clearly could have done then it may be a dangerous occurrence, such as a fire or explosion caused by an electrical short circuit, or the accidental release of a substance into the atmosphere which may damage health, which did not injure anyone but clearly could have. This must be reported immediately to the enforcing authority using Form F2508.

8.0 FIRST AID

8.1 The names of staff who have been trained in First Aid and from whom First Aid supplies are available, are posted on the Institute's Notice Board in the Entrance Hall.

8.2 A First Aid box is located in the Staff Room (2nd Floor) and Boiler Room Vault (Basement) and Lecture Theatre Foyer (Ground Floor) and the person responsible for the First Aid boxes is the Facilities Manager and in his absence the General Secretary.

8.3 An eye wash station is also located in the Boiler Room Vault.

9.0 FIRE SIGNS AND PROCEDURES

9.1 Fire signs are posted adjacent to call points throughout the building and all employees should familiarise themselves with these as well as the Fire Instructions in Institute's Health and Safety Manual.

9.2 If any query should arise employees should contact the General Secretary or the Facilities Manager.

9.3 The fire signs include details of the people who check escape routes, fire extinguishers and fire alarms, the company which maintains the fire equipment, where the fire equipment and fire alarms are in the building and the routine to be followed in case of fire.

9.4 The Assembly point is the corner of Portland Place with new Cavendish Street or the Biochemical Society 59 Portland Place.

10.0 BOMB ALERT

10.1 In the event of a bomb alert fire procedures should be followed.

11.0 SECURITY PROCEDURES

11.1 All on site at 36 Portland Place are expected to observe the security policy and procedures while on the premises.

12.0 PROTECTIVE CLOTHING AND APPROPRIATE EQUIPMENT

12.1 The Institute will provide protective clothing for any employees who in the interest of safety consider it necessary for their work. They should consult the General Secretary or Facilities Manager for further details.

12.2 Contractors and sub-contractors are expected to ensure that they have the relevant protective clothing and appropriate equipment to ensure a safe system of working before commencing work on site at Portland Place.

13.0 VISUAL DISPLAY UNITS

13.1 The Institute has taken steps to ensure that any identifiable risks to users of display screen equipment have been reduced to the lowest extent reasonably practicable.

13.2 Users of display screen equipment should ensure that their work at the screen is interrupted by changes in activity and short breaks to prevent the onset of fatigue.

13.3 Where a user experiences visual difficulties which may be caused by work on display screen equipment, the Institute will ensure that he/she is provided on request with an appropriate eye and eyesight test.

13.4 If as a result of the test the user requires special spectacles for his/her VDU work at the Institute, these will be given to users of display screen equipment to ensure competent and safe use of that equipment. (NB: The Institute will pay for the cost of a basic pair of frames).

14.0 MAINTENANCE OF OFFICE EQUIPMENT AND MACHINERY

14.1 The Institute will ensure that all office machinery and equipment is regularly serviced and inspected.

14.2 Users should however bring to the attention of the Facilities Manager any defect in equipment for example frayed electrical cords etc, in the absence of the Facilities Manager they should contact any member of the Health & Safety Team.

14.3 Defective equipment must not be used until the defect has been rectified or deemed safe to use by the Facilities Manager or General Secretary.

14.4 All machinery and equipment must be used correctly and must not be interfered with by members of staff/volunteers. In particular care must be taken when using the guillotine in the Print Room and standing on ladders or kick stools.

15.0 MANUAL HANDLING

15.1 Members of staff/volunteers and other groups should comply with safe manual handling practices and procedures at all times both on site at 36 Portland Place and while carrying out BIR business at off-site venues.

15.2 The Institute will, so far as is reasonably practicable, avoid the need for employees to undertake any manual handling operations in the course of their work, which involve the risk of injury.

16.0 HAZARDOUS SUBSTANCES

16.1 It is currently considered that health and safety risks from work with dangerous substances (including cleaning materials and other chemicals) is minimal.

16.2 Where there is any risk the Institute will ensure that there is adequate safety information available (for example manufacturers warnings), personal protective equipment/clothing will be provided where necessary and will provide for appropriate protection in the handling, storage and disposal of dangerous substances.

17.0 DECLARATION

All BIR permanent employees and temporary staff, BIR Library volunteers, volunteers, contractors and their sub-contractors, hirers or their agents, BMUS tenants (permanent and temporary staff) must sign Form BHS1.doc dated January 2004 that they have seen, read and understood this statement and return the signed statement to the General Secretary for inclusion on the relevant personnel and /or health and safety files.

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Date: January 2004.

Dr.Tim Hogan (General Secretary) on behalf of The British Institute of Radiology

HEALTH & SAFETY NOTICE

The enforcing authority for Health & Safety is:

City of Westminster

Environmental Health Commercial Business Unit

Department of Environmental Health & Planning

Westminster Council House

Marylebone Road

London NW1 5PT.

Telephone: 0207-641-6000.

Fax: 0207-641-1113.

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