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## **NORTH OF ENGLAND INSTITUTE OF MINING AND MECHANICAL ENGINEERS**

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Mr D Newton FNEIMME Hon. Secretary

Dr D C Bell C.Eng. MIMMM. MNEIMME Hon. Treasurer

# **North of England Institute of Mining and Mechanical Engineers**

## **Health and Safety Policy**

### **1. Summary**

Our policy is to provide and maintain safe and healthy working conditions, equipment and systems of work for all our staff/employees/volunteers, and to provide such information, training and supervision as they need for this purpose. We also accept our responsibility for the health and safety of other people who may be affected by our activities.

The allocation of duties for safety matters and the arrangements, which we will make to implement the policy, are set out below.

The policy will be kept up to date, particularly as the NEIMME changes in nature and size to ensure our responsibilities are met in relation to:

- Health & Safety at Work Act (1974)
- Management Regulations (1999)
- Other relevant current legislation.

### **2. Introduction**

This policy sets out how NEIMME intends to provide and maintain safe premises and healthy working environments for its staff and visitors. To achieve this, the NEIMME will:

- 2.1. Assess risks effectively and apply measures to control them. It aims to provide and maintain safe plant, equipment and associated operating procedures.
- 2.2. Identify substances that are potentially hazardous to health and make sure arrangements are made to control the risks they pose.
- 2.3. Provide information, instruction, training and supervision to ensure everyone can carry out their work safely. These provisions will be refreshed periodically or

- when anything that could affect Health and Safety changes significantly.
- 2.4. Involve and consult with worker representatives on Health and Safety issues.
  - 2.5. Investigate accidents, incidents and cases of work-related illness, so it can identify and put right any shortcomings in its Health and Safety management processes.
  - 2.6. Have effective arrangements in place to deal with injuries and reduce the effects of any incidents that could result in injury, ill health or damage to the environment.
  - 2.7. Make sure information on Health and Safety issues is shared across the organisation
  - 2.8. Make sure it continuously improves its Health and Safety performance and that resources are available to help it deliver those improvements.
  - 2.9. Review its Health and Safety policies and procedures at least once a year.

### **3. General information**

- 3.1. NEIMME employs five (5) or more employees. Its primary place of business is: Neville Hall, Westgate Road, Newcastle Upon Tyne, Tyne and Wear, NE1 1SE. During 2018 and 2019 its headquarters building will be closed for repair and renovation; alternative premises in Newcastle upon Tyne will be secured for staff offices some of its public facing activities will be held in premises hired or donated by organisations in cities and towns throughout the North.
- 3.2. The business is compliant with the Employers' Liability (Compulsory) Insurance Regulations 1998 and is displaying copies of its Certificate of Insurance at its place of business.

### **4. Organisation of Health and Safety responsibilities within NEIMME**

Everyone within North of England Institute of Mining and Mechanical Engineers has a responsibility for ensuring that the business operates safely. Specific responsibilities are listed below.

- 4.1. The NEIMME Council is ultimately responsible for ensuring that Health and Safety Policies and Procedures are observed and implemented. The NEIMME Management Group through its Chair has the responsibility to monitor the implementation of Health and Safety through reports from its officers at its meetings.
- 4.2. The Foundation Director (the most senior employed officer) has the responsibility to ensure that Health and Safety Policy is implemented in all NEIMME's buildings and activities and will delegate the day to day management of Health and Safety to the Centre Manager.
- 4.3. The NEIMME Management Group, through the Centre Manager, will ensure that there are effective policies, codes of practice and instructions to staff for health,

- safety and welfare, issued on behalf of NEIMME, for all workers in the business whether employed, self-employed or contractors working on site.
- 4.4. The Centre Manager is to ensure that the business is given current information regarding Health and Safety legislation and is to identify NEIMME's responsibilities, also to initiate and advise on amendments to the Health and Safety policy, Codes of Practice and any safety instructions.
  - 4.5. The Centre Manager shall disseminate information on health, safety and welfare within the organisation as appropriate.
  - 4.6. The Centre Manager shall be the custodian of NEIMME'S Health and Safety records.
  - 4.7. The Centre Manager shall co-ordinate NEIMME'S Health and Safety audits and inspections/risk assessments, and supervise the general administration arising from Health and Safety matters.
  - 4.8. The Centre Manager shall arrange that workers' safety representatives be appointed (where appropriate), trained and perform their duties satisfactorily.
  - 4.9. The Centre Manager shall ensure that records are kept of the business's activities in respect of:
    - Training given to all workers (including safety representatives);
    - Copies of all inspection/audit and risk assessment reports; and
    - Accident/incident reports and statistics.
  - 4.10. The Centre Manager shall compile an annual report on the state of Health and Safety within NEIMME which shall give an overview of the training of workers, any repairs and maintenance that are required in the interests of Health and Safety, recommendations on procedures that need to be introduced to comply with current and forthcoming Health and Safety legislation, and accident statistics for the business.
  - 4.11. The Centre Manager will ensure that workers' reports are completed where accidents and incidents occur, that appropriate entries are made in the accident book and that where required, the accidents/incidents are reported to the appropriate enforcing authority.
  - 4.12. The Centre Manager will arrange Health and Safety training courses for all workers (where appropriate) including induction training.
  - 4.13. The Centre Manager will liaise with the fire authorities, environmental health officers, and other official bodies as appropriate.
  - 4.14. The Centre Manager will arrange for the testing and inspection, by a competent contractor, of fire alarms, firefighting appliances, and emergency lighting within the NEIMME's premises. Records will be kept of those tests and inspections.
  - 4.15. The Centre Manager will monitor the safety performance of NEIMME by monitoring the accident books, use of first aid facilities, the length of time that is taken before action is taken on repairs and maintenance, reports from enforcement authorities, reports from safety representatives and Health and Safety advisors.

- 4.16. The Centre Manager will monitor the appointment of contractors to perform work for the business and will ensure by reference to materials supplied by the contractors in respect of Health and Safety enquiries, that they are competent to carry out the work. During the period that the contractors are on the premises, the Centre Manager will continue to monitor the work of those contractors by liaison with the person to whom the contractors are to report.
- 4.17. The Centre Manager will ensure that risk assessments are performed, reviewed, and recorded as required by legislation.
- 4.18. The Centre Manager will arrange for occupational health medical examinations to be undertaken where necessary.
- 4.19. The Centre Manager will prepare quarterly Health and Safety reports for the Foundation Director and the Chair of the NEIMME Management Group.
- 4.20. The Chair of the Management Group and the Centre Manager will report on Health and Safety matter to the NEIMME Council on at least a six-monthly basis

**5. All workers, volunteers and contracted consultants have the following responsibilities:**

- 5.1. To read and understand this Health and Safety policy and to perform their work in accordance with the requirements of this document;
- 5.2. To read and understand any Codes of Practice and any safety instructions that are issued from time to time, and to perform their work in accordance with the requirements of those documents; and
  - To take care of their own Health and Safety and that of others who may be affected by their acts or omissions;
  - To co-operate with the employer to enable the business to comply with any legal duty or requirement placed upon it or its workers;
  - Not to recklessly or intentionally interfere with anything provided in the interests of Health and Safety;
  - To work in a safe manner and not take unnecessary risks that could endanger themselves or others;
  - Where possible, to remove hazards or protect persons, as far as is reasonably practicable;
  - To follow laid down procedures and report to their line manager:
    - Any injury to themselves or others caused by work activities;
    - Any hazards that they find;
    - Any damage or defect to equipment, machinery, etc.;
- 5.3. To suggest ways of improving the Health and Safety policy and working methods, to their immediate line manager;
- 5.4. To ensure that equipment is kept in good condition, and use the correct equipment for the task to be undertaken;
- 5.5. Not to use equipment etc. for which it was not intended, or for which they have not been trained;

- 5.6. Where using, visiting, or working on premises other than those under the control of the company, to ensure that they are aware of any Health and Safety policies and procedures that may apply and are in force;
- 5.7. Not to take risks while working or indulge in 'horseplay', practical jokes, etc.;
- 5.8. To ensure that any young or inexperienced person working on the premises is not put at risk;
- 5.9. To know the emergency procedures that may apply to the premises, and familiarise themselves with the escape routes, fire alarm system, and firefighting equipment; and
- 5.10. To take care of visitors and others when having meetings on the premises, ensuring that they are not put at risk, are aware of any hazards on the premises and follow the emergency procedures if necessary.

## **6. Regular surveillance**

The Centre Manager will perform an inspection of the business's workplace on a regular basis to ensure that hazards and risks are reduced to the lowest level reasonably practicable.

## **7. Smoking**

- 7.1. Smoking is prohibited throughout the entire workplace with no exceptions.
- 7.2. The business has a smoking policy. Overall responsibility for the smoking policy implementation and review rests with the Centre Manager. All workers are obliged to adhere to, and facilitate the implementation of the policy. The Centre Manager shall inform all existing workers, consultants and contractors of the policy and their role in the implementation and monitoring of the policy. The Centre Manager will also give all new personnel a copy of the policy on recruitment/induction. Appropriate 'No Smoking' signs will be clearly displayed at the entrances to, and within the premises. Local disciplinary procedures will be followed if a worker does not comply with this policy. Those who do not comply with the smoking law are also liable to a fixed penalty fine, and possible criminal prosecution. The business will provide support for smokers who want to stop.

## **8. Risk assessments**

- 8.1. The business has prepared or is preparing various risk assessments of specific risks arising within its business. Workers should contact the Centre Manager for information on specific risks.
- 8.2. The business shall review these risk assessments at least as often as may be required in accordance with applicable regulations.

## **9. Specific Procedures as at 1<sup>st</sup> July 2017**

### **9.1. Accidents and First Aid**

- All accidents are to be reported to the First Aider (in her absence report to the Office Administrator) and recorded in the NEIMME accident/incident book. (Located in Centre Manager's office).
- Reportable accidents are recorded on form F2508A and brought to the attention of the Centre Manager for notification to the Local Authority.
- Unusual or unexpected incidents are also to be reported to the First Aider (in her absence report to the Office Administrator) and recorded in the accident/incident book for review of current arrangements.
- The First Aid Box is in the Library. Jennifer Hillyard is the appointed person responsible for the First Aid Box.
- The qualified first aider is Jennifer Hillyard

### **9.2. Fire safety**

- NEIMME operates a no smoking policy.
- All employees/staff/volunteers will be advised of the fire action procedure, location of fire alarms and fire exits at their induction.
- Fire evacuation drills are arranged by the Centre Manager, practiced at least every six months and records maintained of the evacuation times by the Centre Manager. Procedures are displayed throughout the building.
- Firefighting equipment is available throughout the buildings and maintained by Mines Rescue.
- Fire alarms arms points have an operational check quarterly, ensuring each point is operated in turn over an annual period.
- All employees have a duty to identify that escape routes are clear at all times. Any deficiencies that cannot be resolved should be reported to the Centre Manager. In the event of an evacuation the Centre Manager will ensure their areas are clear of staff and visitors, without endangering their own escape.
- In the event of an evacuation, the visitors' book and employees/staff diary will be removed by the Centre Manager for use as a roll call.
- The Centre Manager will complete a roll call and liaise with Fire Service personnel.

### **9.3. Housekeeping and premises**

All employees will monitor that:

- Safe stacking and storage methods are followed
- Standards of cleanliness and hygiene are maintained in all areas
- Waste is disposed of safely in appropriate containers

- Corridors and exits are kept clear and free of obstruction
- Equipment in their work area is in good working order.

Employees/staff will ensure that they co-operate with all reasonable requests from the Officers to ensure the above standards are maintained.

#### **9.4. Electrical equipment**

- Electrical equipment is inspected annually.
- All employees and users will ensure a risk assessment is prepared and safe work practices are in place to ensure trailing wires are covered and fastened down, portable equipment is placed in a safe position, regular visual checks of equipment are made, and equipment faults are reported and corrected
- Equipment for hire or use by visitors will be inspected visually prior to the event for loose connections and faults to plugs or cables. Equipment with known faults will not be used.

#### **9.5. Display screen equipment**

All employees will assess their workstation and ensuring it meets their individual needs. Information in adjusting their workstation and good work practices is available from the Centre Manager.

#### **9.6. Manual handling**

Manual handling will be reduced as far as possible by monitoring and reviewing all work tasks. The Librarian will ensure a risk assessment is prepared of manual handling tasks and agree with employees/staff/volunteers' safe work practices. These work practices will be reviewed to meet individual needs, particularly where changes in health indicate they are not appropriate e.g. pregnancy, known back complaints.

Employees/staff/volunteers must bring to the attention of the Centre Manager any health problems that may be affected by handling activities.

#### **9.7. Training**

All employee/staff/volunteers will complete an induction programme with information about Health and Safety arrangements within the organisation. Any updates or changes to these arrangements will be discussed at staff meetings and supervision sessions. Employees/staff will be offered further Health and Safety training to support their identified needs appropriate to their work tasks.

## **9.8. Organisations and Contractors**

Organisations, contractors and volunteers using the premises will be informed that they must comply with the requirements of the Health & Safety at Work Act 1974 and that their employees, trainers, trainees and volunteers are made aware of their own duties and liabilities under the Act.

## **9.9. Advice & consultancy**

Information and advice on Health and Safety arrangements should first be sought from the Centre Manager

Signed as being the Health and Safety Policy on 01 July 2017.

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Simon Brooks

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