



**General Teaching Council
for Northern Ireland**

Promoting Teacher Professionalism

Health and Safety Policy

March 2024

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Version Control

Date	Summary of Changes	Comments
March 2024	Policy updated	

Introduction

This policy describes the General Teaching Council for Northern Ireland's (GTCNI) approach to the management of health and safety.

Purpose and Aims

- To provide a safe and healthy environment for its employees, clients, visitors, contractors, and others who may be affected whilst at work, by the services it provides or whilst on its premises. A safe working environment can only be achieved and maintained with close co-operation and active participation from staff of all grades and disciplines.
- To ensure that GTCNI complies with its statutory responsibilities under the Health and Safety at Work (Northern Ireland) Order 1978, the Management of Health and Safety at Work Regulations (Northern Ireland) 2000 and all other relevant associated legislation and requirements to which GTCNI must comply and to actively promote a positive health and safety culture.
- To ensure that health and safety management in the organisation is based on a continuous improvement model.

Our HR Strategy

GTCNI's HR Strategy aims to have a well-led, high-performing and outcomes-focused GTCNI, which is a great place to work, where everyone can reach their full potential, and can do so in a safe and well-equipped work environment, including home-working.

Our ambition is long-term, but to achieve the outcomes we want, we have identified priorities (goals and work-streams) which we will act on now.



Statement of Intent

GTCNI believes that excellence in the management of health and safety is an essential element of its work and we recognise that health and safety is a key corporate risk and we acknowledge that minimising risk in all areas is inseparable from our other corporate business objectives.

We expect all managers and employees to contribute towards achieving these objectives.

GTCNI is actively engaged and committed to improving health and safety standards, irrespective of an individual's location, role, or responsibility.

Health and safety is a key responsibility for all managers and is a shared responsibility for employees, at all levels within the organisation.

GTCNI aims to encourage initiative and adopt best practice within an organisational culture where all employees are aware of their individual health and safety responsibilities.

It is GTCNI's objective to provide and maintain, so far as is reasonably practicable, a safe and healthy working environment for all its employees and other persons likely to be affected by our activities or processes, in accordance with the statutory duties set out in the:

- Health and Safety at Work (Northern Ireland) Order 1978;
- Management of Health and Safety at Work Regulations (Northern Ireland) 2000, and

- all other relevant associated legislation and requirements with which GTCNI must comply.

GTCNI will achieve this by:

- actively identifying health and safety hazards and unsafe processes/systems of work with a view to eliminating, controlling or minimising risk where practicable through a recognised assessment process;
- ensuring its continued commitment to the prevention of injury and ill health through health and safety policy development, health at work initiatives, undertaking risk assessments and promoting health and safety awareness;
- continually improving health and safety management and performance in line with the standards set out in [HSG652](#) so as to ensure its suitability, adequacy and effectiveness;
- ensuring that effective arrangements and adequate resources are allocated to support the Health and Safety Policy and safety management system;
- monitoring and reviewing the health and safety performance of the organisation to ensure effective governance, making health and safety review a standing SMT agenda item;
- providing suitable and sufficient health and safety information, instruction and training to enable employees to develop and improve their competencies within their working environment in order to carry out their work or activity in a safe and effective manner; and
- engaging and consulting with employees and their representatives on health, safety and wellbeing.

GTCNI is committed to the continuous improvement of its health and safety management system and will carry out a review of the Health and Safety Policy on an annual basis or more frequently as required to verify that its contents are still valid.

Responsibilities

Chief Executive

The Interim Chief Executive Officer (CEO) has overall responsibility for all matters relating to health and safety within GTCNI. He will put in place processes to ensure that anyone who may be affected by any activity undertaken by, or on behalf of, GTCNI is not exposed to foreseeable risk, so far as is reasonably practicable.

The Interim CEO is accountable for:

- setting the strategic direction for health and safety management and ensuring it is integrated into the health and safety business objectives for the organisation;
- ensuring that strategic health and safety issues are addressed at senior management team meetings;
- ensuring that Senior Managers have effective safety management systems and arrangements in place; monitoring the effectiveness of the organisation's health and safety objectives through regular review at SMT meetings; and
- reporting to SMT, and DE in a governance capacity, on the application and development of the Health and Safety Policies.

Senior Managers

Senior managers are responsible for the implementation and realisation of the strategic direction for health and safety management, as set by the SMT and the Interim CEO.

Within their respective departments, senior managers are responsible for all matters relating to the health and safety of employees and persons likely to be affected by their activities.

This responsibility extends to:

- in conjunction with the full SMT, the development of operational health and safety plans for their respective department;
- developing and monitoring the performance of working procedures designed to reduce the risks of personal injury and/or damage to workplace resources;
- developing health and safety targets for their departments and to monitor progress against these targets;

- ensuring that regular inspections of the workplace and procedures are undertaken to identify hazards and that steps are taken to eliminate or minimise associated risks;
- ensuring that health and safety forms an integral part of operational management processes;
- ensuring that health and safety objectives are cascaded throughout their department;
- ensuring that procedures are established for implementing an appropriate safety management system (which encompasses safety policy, procedures, risk profiling and performance review) for their department;
- ensuring that regular inspections of the workplace and procedures to identify hazards, reporting these hazards and ensuring steps are agreed to eliminate or minimise associated risks;
- initiating risk assessments where there is a significant risk to health and safety, and communicating the results of those assessments to employees and other persons likely to be affected by the activity or process;
- ensuring that all employees are provided with training and adequate supervision to allow them to work safely;
- ensuring that all accidents and incidents are investigated, taking appropriate action to prevent recurrence; and
- participating in the arrangements which have been developed to ensure active communication with employees.

First Line Managers / Supervisors

First Line Managers and Supervisors are responsible for the implementation of and compliance with the operational health and safety plans for their respective business areas.

Each First Line Manager / Supervisor is responsible for:

- implementing health and safety targets for their business areas / section and to monitor progress against these targets;
- undertaking regular inspections of their business area workplace and procedures to identify hazards, report these hazards and ensuring that steps advised to eliminate or minimise associated risks are implemented;

- undertaking risk assessments where there is a significant risk to health and safety and communicating the results of those assessments to employees and other persons likely to be affected by the activity or process;
- conducting a regular review of health and safety procedures to ensure their continued effectiveness within the First Line Manager's / Supervisor's area of responsibility;
- arranging for all employees in their business area / section to be provided with such training and supervision as is considered appropriate for them to perform their work safely;
- developing safe systems and procedures to reduce the risk of personal injury and/or damage to plant or equipment and monitor their performance on a regular basis; and
- investigating and reporting on all accidents and incidents and initiating appropriate measures to prevent recurrence.

Employees

Each employee is responsible for:

- taking reasonable care not to endanger their own health and safety and that of other persons likely to be affected by their acts or omissions;
- undertaking their tasks as instructed and in line with training received;
- reporting to their line manager / supervisor any health and safety concerns, no matter how trivial it may seem;
- not interfering with or misusing any equipment provided to ensure safe working practice in the workplace;
- reporting any accident involving injury, damage to plant and equipment, or potential injury, damage or loss;
- co-operating with and assisting other management colleagues in implementing the Health and Safety Policy;
- adhering to all applicable risk assessments and method statements; and
- co-operating in the investigation of any accident or incident that has led, or which GTCNI consider might have led, to incident or injury.

You should be aware that failure to comply with health and safety rules and instructions or with the requirements of this policy may be treated as misconduct and dealt with under GTCNI's Disciplinary Procedures.

Health and Safety Practitioners

In GTCNI, health and safety practitioner leads will comprise full SMT and first line managers and supervisors, guided by the Corporate Services Finance, Administration and Premises Officer who will hold the position of lead practitioner.

The lead practitioner will meet SMT monthly (an SMT standing agenda item), to discuss any H&S related issues, legislation or codes of practice updates and agree actions.

All Health and Safety Practitioner Leads are responsible for:

- the implementation of relevant health and safety legislation, regulations and Codes of Practice in order that the organisation may comply with relevant legislation and regulations within their area of responsibility;

The Corporate Services Finance, Administration and Premises Officer as GTCNI lead practitioner will:

- provide competent professional support and advice to the Interim CEO, SMT and First Line Managers / Supervisors on the development, in conjunction with the Corporate Services HR Officer, of an effective Health and Safety Policy supported by an effective safety management system;
- advise on the formulation and development of the Health and Safety Policy to take account of new or existing activities and processes;
- participate as necessary in any employee consultation used as a forum for health and safety discussions;
- monitor, inspect, audit and review the safety management system detailed in this policy and report back to SMT;
- advise on procedures for reporting, investigating, recording and analysing accidents and incidents to prevent recurrence;
- advise, in conjunction with other specialists / advice from DE as sponsor body, on training programmes for employees; and

- communicate, on behalf of GTCNI, with the [Health and Safety Executive for Northern Ireland](#) and other statutory bodies on all matters regarding health and safety at work.

Arrangements for Health and Safety – Safety Management System

Introduction

In line with [HSG652](#), GTCNI has developed a safety management system that includes policies, procedures and safe systems of work.

Below is an outline of the significant parts of the system.

Risk Assessment

To comply with the [Management of Health and Safety at Work Regulations \(Northern Ireland\) 2000](#), GTCNI is required to make a suitable and sufficient assessment of the risks to the health and safety of its employees to which they are exposed whilst they are at work and the risks to the health and safety of persons not in its employment arising out of, or in connection, with the conduct of its undertakings, and including any contractors or visitors to its premises.

Risk assessments are undertaken by managers in consultation with their affected employees.

Where the risk is considered significant, this is recorded and appropriate controls put in place.

Controls are monitored regularly by managers and reviewed on a quarterly basis, or more frequently where the need arises.

A risk assessment should be undertaken where a new activity or new equipment is introduced.

Employees should be informed by their manager of any risks involved in their daily work activities and of the safe system of work in place to mitigate, so far as is reasonably practicable, the risk of injury.

Risk assessments made under these regulations include an assessment of the risks posed to new and expectant mothers.

5-step Approach to Risk Assessment

The Health and Safety Executive for Northern Ireland (HSENI) recommend a five-step approach to risk assessment:

step 1 - identify hazards and those at risk - what has the potential to cause injury or ill-health;

step 2 - decide who might be harmed and how;

step 3 - evaluate the risks with existing controls in place and decide if additional precautions are required to reduce the risk further;

step 4 - record your findings and implement them;

step 5 - review your risk assessment and update if necessary.

GTCNI has adopted this approach and to assist our colleagues in the completion of 'suitable and sufficient' risk assessments, the template and series of generic risk assessments below can be applied.

Generic Risk Assessments

The generic risk assessments referred to have been developed using the formulas below. They can be modified by each business area if needs be by applying the criteria below to the generic assessment, making that assessment specific to the specific area of work. This system of risk assessment is semi-quantitative in approach and mirrors the 5 X 5 Matrix used in GTCNI's Corporate Risk Register format.

For example:

The risk rating in the generic assessments is calculated using the formula:

Likelihood (Probability) X Severity (Impact)

e.g. something 'unlikely' to occur in your opinion (2) multiplied by severity rating of 'significant' (3) would result in a risk rating of 6 which is 'Tolerable' and only requires the control measures to be monitored and reviewed.

This calculation must be made with your existing precautions (control measures) in place. If you do have all, or more, of the existing precautions in the generic assessment operating then the risk factor may be lower.

If however, you have identified a particular hazard covered by a generic risk assessment and you do not have all, or any, of the existing precautions listed in place, then your risk factor will be higher and will require further action on your behalf to reduce the risk. This may involve adopting some, or all, of the 'existing precautions' listed and listing them as 'additional precautions' which are in effect further measures you need to implement to control the risk. You may also have other control measures in mind that are not listed and which are equally valid in controlling the risk. It is important that a lead person is identified as the person

responsible for the remedial measures. A feasible date for implementation should also be recorded and no action by this date should prompt a reminder to the responsible person.

When the 'additional precautions' are implemented and the risk assessment is reviewed then the 'additional precautions' become 'existing precautions' and the risk factor is recalculated.

Likelihood/Probability Rating		
Highly Probable/Almost Certain	Will occur immediately or in the short term (chance of occurrence > 85%)	5
Probable/very likely	Could occur immediately or in the short term (Probability 61 to 85%)	4
Possible/likely	Fairly likely to occur in medium term, or in some circumstances (Probability 31 to 60%)	3
Unlikely	Unlikely to occur but could occur at some time (Probability 11 to 30%)	2
Remote/Rare	May only occur in exceptional circumstances (Probability <11%)	1

Severity/Impact Rating		
Catastrophic	Single or multiple fatalities, widespread illness, permanent or life changing injuries	5
Major/serious	Major/serious injury or illness to an individual or group	4
Significant	Significant injuries or illness requiring absence from work	3
Moderate	Moderate injuries requiring first aid	2
Minor	Minor injury	1

Risk Matrix

SEVERITY/IMP ACT	Catastrophic	5	5	10	15	20	25
	Major	4	4	8	12	16	20
	Significant	3	3	6	9	12	15
	Moderate	2	2	4	6	8	10
	Minor	1	1	2	3	4	5

	1	2	3	4	5
	Remote / Rare (< 11%)	Unlikely (11-30%)	Possible (31-60%)	Probable / Very Likely (61-85%)	Almost Certain (> 85%)
	LIKELIHOOD/PROBABILITY				

Risk Levels

Risk Level Description	Numerical Value
High – Intolerable. Immediate action required. Activity should be stopped until control measures can be implemented to reduce risk before the work can resume	15 - 25
Medium – Substantial. Activity can proceed, but with caution, ensuring control measures are maintained. Efforts should be made to control/reduce the risk.	8 - 12
Low – Tolerable. Activity can proceed. Control measures must be monitored and reviewed as required to ensure they remain suitable and sufficient.	4 - 6
Insignificant – Trivial. Monitor activity/task for future changes that would increase the risk	1 - 3

Lone Worker and Risk Assessments

Lone working within GTCNI is a rare occurrence, but it may be that an individual is working alone in GTCNI's offices on a currently established homeworking day or alone at a third-party location for a meeting / presentation / training course.

For these latter items, the health and safety policies of the third-party locations are deemed to be in force.

For irregularly occurring episodes of working alone at GTCNI's offices, the following steps are to be adhered to:

- Senior Line Manager approval is obtained in advance.
- Ground Floor In / Out tab for appropriate floor (ordinarily 4th) is switched from Out to In on arrival, and reversed upon departure.
- Senior Line Manager is updated by phone/text by lone-working employee upon arrival and departure from GTCNI office (including locking up building if required).
- Workload to be addressed when working alone is pre-agreed with Senior Line Manager.

For more regular attendance in a lone capacity, the following assessment should be completed (a blank template can be forwarded by Corporate Services for completion):

Office		Activity	Lone working	Review Date:		
Assessment completed by:						
Name:		Date:		Signature:		
Hazard	Persons Exposed and How	Current Controls	Further Action Necessary	Action by Whom	Action by When	Completed
Lone working - working in offices alone / in isolated locations		Only agreed risk tasks to be undertaken, Avoid high risk activities (e.g. working at height)				
	Colleagues	Notify manager of start time and when finished				
		Reduce time spent working alone so far as is reasonably practicable				
	Visitors	Means to summon assistance close to hand, mobile phone carried				
		Notify staff on site of location / estimated duration of task if working on site remote from others.				
	Accident, injury, delayed assistance in emergency	Adequate security in place				
		Access to site controlled e.g. through coded doors etc.				
		Use of visitor badges / signing in book				
		Ensure all external doors / windows secured to prevent unauthorised access				
		Do not allow access to unknown callers.				
		External lighting adequate				
		Key holders should be strictly controlled and numbers kept to a minimum				
		Appropriate instruction and training provided				
		Lone workers aware of emergency procedures				
		Lone workers have access to adequate first-aid facilities				
	PPE is provided to lone workers where required					
	Arrangements for providing help or back up are in place					

Fire Safety and Emergency Evacuation

In conjunction with the current landlord and other managed services contracts, GTCNI will ensure that fire risk assessments for its premises are carried out by a suitably qualified person in compliance with the requirements of The [Fire and Rescue Services \(Northern Ireland\) Order 2006](#) supported by the [Fire Safety Regulations \(Northern Ireland\) 2010](#).

Recommendations arising from fire risk assessments will be implemented by GTCNI as appropriate.

Fire Marshalls/Wardens have been appointed to ensure that all employees are aware of GTCNI's fire evacuation policy and procedure and that all occupants are evacuated from the building in an emergency. All employees are to read and be aware of appropriate responses within this plan.

Suitable means of raising the alarm in the event of a fire shall be provided and the alarm system shall be inspected and maintained at suitable intervals by qualified persons.

“Evacuation Drills” will be carried out in accordance with the requirements of the Fire Safety Evacuation Plan.

Emergency exit signs shall be provided in prominent places to provide clear instruction on the means of escape in a fire.

Means of escape shall be suitably maintained to ensure that they are not obstructed.

A fire log book should be maintained.

You should familiarise yourself with the instructions about what to do in the event of fire which are outlined in the Staff Handbook and the Fire Warden’s and Fire Safety Evacuation Plan.

You should also know where the fire extinguishers are; ensure that you are aware of your nearest fire exit and alternative ways of leaving the building in an emergency.

Health and Safety Inspections (Proactive Monitoring)

To improve health and safety performance and to assist in promoting a positive health and safety culture, the Health and Safety lead practitioner will ensure that health and safety inspections are carried out on a quarterly with input from line managers.

The involvement of Health and Safety practitioners in this process will be encouraged.

It is the responsibility of the relevant manager to eliminate unsafe acts, and unsafe conditions and take immediate corrective action to prevent recurrence.

Health and safety inspections, associated actions, recommendations, responsibilities and timescales should be recorded.

Accidents and Incidents

GTCNI aims, so far as is reasonably practicable, to prevent or reduce the number of accidents and incidents.

It will monitor all accidents and incidents and implement the necessary control measures to prevent any recurrence.

All accidents and incidents must be recorded in line with GTCNI’s accident reporting procedure.

Initial investigation will be undertaken by the business area manager/supervisor. Where required, in compliance with the [Reporting of Injuries, Diseases and Dangerous Occurrences Regulations \(Northern Ireland\) 1997 \(RIDDOR\)](#), accidents and/or incidents will be reported to the appropriate enforcing authority in accordance with the NI RIDDOR reporting requirements.

First Aid and Defibrillator

GTCNI will ensure, through the risk assessment process that adequate provisions are made to administer first aid for any injuries sustained by employees whilst at work.

Where it is assessed as being necessary, competent persons will be appropriately trained and supported to carry out their roles in accordance with the duties in the [Health and Safety \(First Aid\) Regulations \(Northern Ireland\) 1982](#).

First aid facilities/kits and a defibrillator are located in reception on the 4th floor beside the sign-in book.

The names of specific first aiders will be prominently displayed in the workplace.

Instruction and Training

GTCNI is committed to providing instruction and training for all employees on safe working practices and procedures.

GTCNI will ensure, through its internal and external training programmes that all employees have the appropriate level of competence to be able to safely carry out their roles.

Managers must ensure that all new employees receive induction training and that all employees are competently trained in the safe use of any equipment that they may use during the course of their employment.

They must also ensure that all employees receive refresher training and any further training necessary as a result of changes in the workplace arising from the introduction of new procedures or new equipment.

Health and safety training records for all employees must be held and relevant managers will be responsible for ensuring that all the necessary training is implemented.

GTCNI will continue to meet its statutory and mandatory Health and Safety training requirements with the mitigation of risk as the key priority.

Working Environment

All managers will monitor the general working environment as required. This will include the monitoring of noise, lighting, ventilation, fumes, dust levels and infestation. Any problems in these areas will be reported to the Health and Safety Lead Practitioner and the Premises Officer for measurement and the implementation of remedial measures if necessary.

Housekeeping

GTCNI is committed to ensuring that a good standard of housekeeping is maintained on its premises. This includes arrangements to ensure:

- the safe condition of floors, passageways and stairs;
- the provision of unobstructed corridors and passageways;
- the proper storage and stacking of materials;
- the proper disposal of waste materials;
- adequate access and egress to stored materials, packing, passageways and emergency exits;
- the safe condition and positioning of furniture and equipment;
- the identification and rectification of potential hazards; and
- the general cleanliness/tidiness of work areas, toilets and washrooms.

This is maintained on a daily basis by all first line managers and supervisors in collaboration with the Premises Officer, but is the responsibility of all employees.

Control of Substances Hazardous to Health (COSHH)

It is the aim of GTCNI to replace substances hazardous to health with safer alternatives. The Control of Substances Hazardous to Health Regulations (Northern Ireland) 2003 (amended 2005), ([COSHH \(NI\)](#)), require an employer to undertake an assessment of health risks within work areas where substances deemed to be hazardous to health are in use and to take any necessary actions required to control and monitor employees' exposure to those substances.

Managers will undertake an assessment and implement controls to eliminate risk, so far as is reasonably practicable. It is the responsibility of the relevant manager to ensure an

assessment is carried out and that information related to the hazards, associated risk and required safety measures are communicated to employees who use the substance.

Display Screen Equipment (DSE)

In compliance with the [Health and Safety \(Display Screen Equipment\) Regulations \(Northern Ireland\) 1992](#), which takes into account the [EC Directive 90/270/EEC](#) on VDU / Monitor safety, GTCNI will ensure that users of display screen equipment are identified and workstation assessments conducted by a suitably qualified person.

All employees should familiarise themselves with GTCNI's Display Screen Equipment Policy, and any issues assessed and reported on using the Display Screen Equipment Review checklist.

Eye Tests for DSE Users

Eye tests for permanent employees will be made available to users on request and in line with GTCNI's Display Screen Equipment Policy.

For full details on how to arrange an eye test, please refer to the Eye Care Policy and complete the Eye Care form.

Provision and Use of Work Equipment

In line with the [Provision and Use of Work Equipment Regulations \(Northern Ireland\) 1999](#), GTCNI is committed to ensuring that all machinery and equipment used on its premises is suitable and fit for purpose.

All employees will be provided with adequate information and training to enable them to operate the equipment safely.

All managers will be responsible for ensuring that equipment is maintained in good order and repair. Managers are required to ensure all equipment is regularly inspected and all defective equipment withdrawn from use until faults are rectified or the equipment is replaced.

Personal Protective Equipment and Clothing

GTCNI is committed to ensuring that the duties enshrined in the [Personal Protective Equipment at Work Regulations \(Northern Ireland\) 1993 \(PPE\)](#) are met.

If relevant, suitable and sufficient PPE will be made available to employees carrying out operations and activities where the risk assessment has identified a need for this.

All users of PPE will be provided with information and instruction as to the correct use of the equipment. PPE must comply with current regulations and meet European standards.

All instances of damage or loss to PPE should be notified to the relevant manager who will arrange for repair or replacement.

Transportation and Manual Handling of Materials

GTCNI is committed to the safe transportation, manual handling and storage of materials used in its work processes in line with the [Manual Handling Operations Regulations \(Northern Ireland\) 1992](#).

GTCNI is committed to the elimination of the requirement for manual handling where possible and managers will undertake a risk assessment of all manual handling activities which cannot be eliminated.

Managers are responsible for ensuring that the correct procedures for handling and transportation are used and for identifying any additional training requirements. Control measures will be implemented to reduce the risk of injury.

Suitable and sufficient training on manual handling techniques will be provided to all relevant employees.

Use of Vehicles for GTCNI Business

For employees who use their own vehicles for GTCNI business, a mileage allowance will be paid.

Employees must also ensure that:

- they hold an appropriate licence and insurance to drive their vehicle for business purposes;
- the vehicle is taxed and has an in-date MOT certificate where appropriate, and
- they do not use a mobile phone while driving.

GTCNI retains the right to examine these documents periodically to ensure that they remain current.

Safety Signs

GTCNI will comply with the [Health and Safety \(Safety Signs and Signals\) Regulations \(Northern Ireland\) 1996](#) and ensure that safety signs are displayed throughout its premises.

All managers will be responsible for ensuring that the instructions outlined in the signage are being adhered to.

Working on other People's Premises

GTCNI employees or persons acting or working on GTCNI's behalf on other people's premises must ensure that they are made aware of and comply with that company or organisation's health and safety policy and practices.

Control of Contractors, Service Engineers and Other Visitors

Contractors must comply with GTCNI's Health and Safety Policy and will be required to carry out and provide details of risk assessments where required.

Contractors, service engineers and visitors, etc. who enter GTCNI premises to conduct business are the responsibility of the officer to whom they are reporting (ordinarily, the Premises Officer).

Each visitor must sign the Visitors' Book at the door of the 4th floor office on entering and leaving GTCNI.

Electricity at Work

GTCNI will ensure compliance with the [Electricity at Work Regulations \(Northern Ireland\) 1991](#).

The inspection of portable electrical appliances should be undertaken on an annual basis and fixed wiring tests every five years.

Only suitably qualified electrical contractors will be employed for all electrical work which includes wiring, installing and repairing electrical equipment.

Smoking Policy

GTCNI operates a no smoking policy in its premises as required by the [Smoking \(Northern Ireland\) Order 2006](#) and in accordance with [JNC Circular 33](#) (Revised June 2014).

E-cigarette / Vaping Policy

GTCNI does not permit the use of e-cigarettes, also known as “vapes”, or any other nicotine-inhaling product on its premises.

Occupational Health and Wellbeing

GTCNI is committed to ensuring the health and wellbeing of all employees.

Occupational health and wellbeing services are available through external partners with whom GTCNI has a managed service contract arrangement. Further details can be obtained from the Corporate Services HR Officer.

Liaison with Enforcing Authorities

GTCNI is committed to the establishment of good working partnerships with all statutory enforcing authorities.

Security of GTCNI Premises

GTCNI is committed to ensuring the safety of its employees and visitors whilst on its premises and will take steps to ensure that suitable and sufficient electronic, physical and procedural security measures, based on risk assessments, are implemented.

GTCNI will undertake to provide competent security advice to ensure that its employees and other persons who may be affected by its activities, and its property are not put at risk, so far as is reasonably practicable.

Hybrid Working

GTCNI has recognised that there is an ongoing need for enhanced awareness of flexible working arrangements in GTCNI following the recovery phase of the COVID-19 worldwide pandemic.

Having initiated an agile response to, initially, home-working during the pandemic, GTCNI, in response to PHA-recovery advice, then implemented a hybrid work model from April 2022.

This hybrid work model currently takes the form of 2 workdays in the office and 3 workdays from home, with exceptional circumstances dictating a further day a week or more office-based where specific circumstances indicate a need. Where additional days only affect a subset of employees, affected employees can then choose to work from home on one of the

nominated in-office days. Where all staff are affected by an additional in-office day, no such flexible location-swap will be offered. This hybrid work model is subject to six-monthly review.

The Hybrid Homeworking Policy should also be read in conjunction with GTCNI's Flexible Working Hours Policy as the rules still apply, whether an employee is working in the office or from home. When working from home, it is incumbent on the employee to ensure that a supervisor or first line manager is aware that he / she is 'at work'. Normal flexible work hours recording rules apply.

In the event of an epidemic or pandemic alert we will organise our business operations and provide advice on steps to be taken by staff, in accordance with official guidance and GTCNI's Hybrid Homeworking Policy, to reduce the risk of infection at work as far as possible. Any questions should be referred to your line manager.

Health and Safety Policy - Audit and Review

GTCNI is committed to the continuous improvement of its health and safety management system and will carry out a review of the Health and Safety Policy every three years, or more frequently as required to verify its contents are still valid.