

HEALTH AND SAFETY POLICY

Introduction

RCOphth are fully committed to ensuring the Health, Safety and Welfare of all our employees and those other parties that may be affected by our activities and operations. RCOphth will ensure that all our Health and Safety system will be reviewed regularly and that the objectives are clear and that all changes to legislation will be understood and implemented. We will strive to provide information, instruction, training and supervision to all employees and provide competent staff to carry out their duties within RCOphth.

RCOphth requires all employees to ensure they carry out their duty under the Health & Safety at Work Act 1974 and all other relevant legislation. All employees must also co-operate with RCOphth to carry out their health and safety responsibilities. To neglect these responsibilities would be seen as a direct infringement of RCOphth's Health & Safety Policy and will be dealt with under the company's disciplinary procedure and could lead ultimately to dismissal.

Roles and Responsibilities

The Chief Executive has ultimate control of health, safety and welfare matters in relation to the activities of the College and must delegate competent staff to carry out those duties to ensure not only the protection of those at risk but also to comply with Health & Safety legislation in force.

The Facilities Manager will have day-to-day responsibility for health and safety. The Facilities Manager is equally responsible for ensuring that any issues or risks are brought to the attention of the Chief Executive.

Each line manager is responsible for the health and safety of all persons (including visitors and contractors) who report to them or work within their area of responsibility, even when they are not present at the workplace.

All employees will be expected to take all reasonable care for the health and safety of themselves and others whom their actions or omissions may affect.

Employees must never intentionally or recklessly misuse or interfere with any health, safety and welfare provisions and they will be expected to co-operate with management and other staff on all matters relating to health and safety.

Fire Evacuation Plan

If you discover a fire:

- Immediately operate the nearest Fire Alarm Point by pushing the plastic inwards until it breaks. Fire Alarm Points are located throughout the building.

- Warn everyone in the area by shouting “FIRE” and commence evacuating the building. Do not use the lifts.
- On your way out inform reception of the location of the fire.
- If it is safe to do so, and you have been trained how to, then attack the fire using the extinguishers provided.

Action on hearing the fire alarm:

- The fire alarm is a loud siren.
- Stop work and any telephone calls immediately.
- Evacuate the building by the nearest safe route and proceed straight to the assembly point which is at: The corner of Euston Street and Cobourg Street, opposite the Bree Louise pub.
- If you are with any visitors or contractors, then you are responsible for their safe evacuation and for accompanying them to the assembly point.
- Do not stop to collect personal belongings.
- Do not use the lift.
- Close, but do not lock, all doors and windows behind you to contain the fire and smoke.
- At the assembly point report to your Fire Warden.
- Do not return to the building until told it is safe.

Our Fire Actions are detailed on notices displayed round the building. A test of the fire alarm will be carried out every Tuesday at 10.00.

To comply with current health and safety regulations we are obliged to have a register of visitors to the College. Please sign the register at the reception desk when you enter the building and sign out when you leave.

The complete RCOphth Health and Safety manual can be provided on request (by email as pdfs). If you have any health and safety related questions, please ask the [Facilities & Corporate Services Manager](#) in the first instance.