



**Isle of Man
Government**

Reilrys Ellan Vannin



Health and Safety at Work General Health and Safety Policy

Department of Education and Children
Rheynn Ynsee as Paitchyn

October 2014

The Health and Safety at Work Act 1974 in England was applied to the Isle of Man by the Health and Safety at Work Act and Enforcing Authority (Application) Order 1980. The latter came into force on the Island in 1982.

This was further updated and applied to the Isle of Man by the Health and Safety at Work Order 1998 (SD 155/98).

This document supersedes the previous General Policy document, which was issued in November 2103.

Contents

4. Health and Safety Policy – Statement of Intent
5. Organisational Structure – General Statement
6. Responsibilities and Duties – Chief Executive Officer
7. Responsibilities and Duties – Heads of Divisions and Services, Headteachers and the Principal of the Isle of Man College of Further and Higher Education
8. Responsibilities and Duties – Senior Managers including Bursars, the Head of the Music Service, the Principal Youth Officer for the Youth Centres and the General Manager Sports Facilities
9. Responsibilities and Duties – Middle and Junior Managers including School Heads of Departments, Higher Executive Officers, Executive Officers, Principal Education Support Officers, Senior Education Support Officers, NSC Supervisors, Personal and Senior Secretaries and others with supervisory responsibilities
10. Responsibilities and Duties – All Employees
11. Responsibilities and Duties – Health and Safety Adviser
12. General Duties and Advice
13. Local Arrangements

Health and Safety Policy

Statement of Intent

The Chief Executive Officer believes that protecting the health, safety and welfare of staff working at the Department of Education and Children is a fundamental responsibility. To achieve this, the Department of Education and Children, through the work of the various sections and schools, will put appropriate arrangements in place that reflect the level of risk presented by the activities carried out on its behalf. As part of these arrangements, consideration will be given to the potential impact the work activities of the Department of Education and Children and its staff may have on people not employed by it such as pupils, students, members of the public and contractors.

In establishing the arrangements to manage the risks, the Department of Education and Children will establish best practice based on legislative and industry standards and implement such through a safety management system. This will support the development of a positive health and safety culture.

The safety management system will include:

- The timely setting of specific and relevant policies
- The clear allocation of responsibilities and duties for all staff
- The integration of health and safety into arrangements for planning and implementing objectives
- The measurement of performance against the objectives
- The audit and review of the arrangements to ensure they are suitable and sufficient for the risks faced by the organisation.

To ensure that these arrangements address the key issues of the Department of Education and Children and its staff, the Chief Executive Officer requires processes to be put in place that ensure appropriate cooperation and communication as well as the competence of staff to discharge their duties. All of these arrangements will be supported by control mechanisms that will ensure the efficient and effective implementation of the safety management system.



Professor Ronald Barr
Chief Executive Officer
Department of Education and Children

Date: 27 October 2014

Organisational Structure

General Statement

The Chief Executive Officer and the Senior Leadership Team acknowledge and accept the employer's responsibilities for health, safety and welfare as outlined in the Health and Safety at Work Act and other legislation, as applied to the Isle of Man.

The responsibilities and duties have been drawn up to cover all aspects of health, safety and welfare management giving the Department of Education and Children (DEC) a mechanism for setting policy, planning and implementation, measuring performance and reviewing arrangements.

In taking this forward they have allocated all employees responsibilities and duties for health, safety and welfare. This will enable all employees to understand what is expected of them in assisting the DEC to meet its legal obligations and to apply best practice.

To further contribute to the process for successfully managing health, safety and welfare elements covering co-operation, communication, competency and control have also been included in the documentation.

This organisational structure will assist the DEC in developing and implementing procedures, safe systems of work and risk assessments which will ensure, so far as reasonably practicable, the health, safety and welfare of all employees and others that may be affected by the delivery of services.

People working on a supply or contract basis to provide services to the DEC should be regarded as employees for the purposes of the General Health and Safety Policy. They must be made aware of the responsibilities and duties documents that reflect the work they will be undertaking.

Line managers are responsible for ensuring all employees under their control are aware of their responsibilities and duties and the requirements of the health and safety policy documents.

Responsibilities and Duties

Chief Executive Officer

- Ensure the DEC has an adequate health and safety policy and arrangements which address the level of risk presented by the work activities, including emergency plans.
- Develop strategies for implementing health and safety, ensuring they have been integrated into general operational business planning and its delivery.
- Make adequate provision for measuring, reviewing and auditing health and safety performance.
- Ensure that the health and safety policy is effectively communicated to all staff and that consultation is built into the process.
- Ensure adequate arrangements are in place for the appointment of competent people to work for the DEC.
- Support the continued development of staff through the provision of suitable information, instruction and training.
- Ensure the DEC is adequately resourced to enable all activities to be undertaken in a safe manner and in accordance with best practice and health and safety guidelines.
- Set a positive personal example by words and actions.

Responsibilities and Duties

Heads of Divisions and Services, Headteachers and the Principal of the Isle of Man College of Further and Higher Education

Responsible for the day-to-day operation and management of health and safety and welfare policies and practices as delegated by the Chief Executive Officer, within all areas of their undertaking. Ensuring advice is obtained from competent health and safety and fire safety advisers in order to comply with regulatory controls.

- Formulate health and safety policy and arrangements for adoption reflecting the level of risk presented by the work activities, including emergency plans.
- Establish mechanisms for implementing health and safety and integrating it into individual operational plans and their delivery.
- Formulate and monitor programmes for measuring, reviewing and auditing health and safety performance.
- Establish mechanisms for ensuring effective communication and consultation takes place with all staff on health and safety policy matters.
- Establish mechanisms for ensuring the appointment of competent people to work within their establishment/service.
- Ensure the provision of suitable information, instruction and training for all staff.
- Ensure adequate resourcing to enable all activities to be undertaken in a safe manner, reporting shortfalls to the Chief Executive Officer.
- Set a positive personal example by words and actions.

Responsibilities and Duties

Senior Managers including Bursars, the Head of the Music Service, the Principal Youth Officer for the Youth Centres and the General Manager Sports Facilities

- Contribute to the formulation and adoption of health and safety policy to reflect the level of risk presented by the work activities, including emergency plans.
- Support the development and implementation of the mechanism for delivery of health and safety, integrating it into business planning and process.
- Contribute to the development and implementation of monitoring programmes for measuring, reviewing and auditing health and safety performance.
- Support the development and implementation of effective communication and consultation with all staff on health and safety policy matters.
- Contribute to the development and implementation of arrangements to ensure the appointment of competent people to work for the Department.
- Contribute to the development and implementation of the provision of suitable information, instruction and training for all staff.
- Ensure all activities are undertaken in a safe manner, reporting shortfalls in resources to the line manager.
- Set a positive personal example by words and actions.

Responsibilities and Duties

Middle and Junior Managers, including School Heads of Departments, Higher Executive Officers, Executive Officers, Principal Education Support Officers, Senior Education Support Officers, NSC Supervisors, Personal and Senior Secretaries and others with supervisory roles

- Support the adoption of health and safety policy to reflect the level of risk presented by the work activities, including emergency plans.
- Support the development and implementation of the health and safety policy through integrating it into work activities.
- Contribute to the development and implementation of monitoring programmes for measuring, reviewing and auditing health and safety performance.
- Support the development and implementation of effective communication and consultation with all staff on health and safety policy matters.
- Contribute to the development and implementation of arrangements to ensure the appointment of competent people to work for the Department.
- Contribute to the development and implementation of a provision for suitable information, instruction and training for all staff.
- Oversee activities ensuring they are undertaken in a safe manner, reporting shortfalls in resources to your line manager.
- Set a good personal example by words and actions.

Responsibilities and Duties

All Employees

- Take reasonable care of self and others who may be affected by own acts or omissions at work.
- Co-operate with the employer or other persons enabling them to comply with their legal duties including implementing their health and safety policy.
- Do not intentionally or recklessly interfere with or misuse anything provided in the interests of health, safety or welfare.
- Carry out own work in accordance with any information, instruction or training received.
- Report any work situation which, in accordance with training and instruction received, represents a danger to the health and safety of any person.
- Report, in accordance with training and instruction received, any shortcomings in arrangements for health and safety.
- Set a positive personal example by words and actions.

Responsibilities and Duties

Health and Safety Adviser

- Prepare health and safety strategies and develop internal policy.
- Support others to carry out risk assessments.
- Carry out regular site inspections to monitor the implementation of procedures and local arrangements e.g. fire evacuation arrangements or installation of equipment.
- Attend safety committee meetings.
- Lead in-house training with managers and employees about health and safety issues and risks.
- Keep records of inspection findings and produce reports that propose improvements and monitor implementation.
- Oversee the standard and quality of the incident and accident reports and use professional judgment to determine if further investigation is required.
- Keep up to date with new legislation and maintain a working knowledge of relevant health and safety legislation and any developments that may impact on the Department.
- Liaise with regulatory bodies, the Government's Principal Health and Safety Adviser and other specialists as may be required.
- Produce management reports and guidance notes.

General Duties and Advice

All staff have legal duties which are summarised in the 'All Employees' section of this document.

These legal duties are over and above any other responsibilities allocated in this policy and should therefore be read in conjunction with other elements of this Health and Safety Policy.

Instructions

Managers should ensure that this written statement of the policy is brought to the attention of all members of staff.

The Department will keep the factors affecting the health and safety of all employees under review and appropriate amendments will be issued from time to time.

Joint Consultation

Joint consultation on all health and safety matters is available through regular meetings. These meetings include those with primary and secondary headteachers, education support staff, lecturers and with representatives of the trade unions and professional associations.

Health and safety will be a core agenda item of these meetings so that the Health and Safety Adviser and other attendees can raise health and safety issues.

Any shortcomings in the policy or additions to it may be addressed through the establishment of working parties where required.

Copies of the minutes/notes of these meetings should be sent to the Department's Health and Safety Adviser to monitor any health and safety issues discussed.

External Health and Safety Agencies

In the absence of the Departmental Health and Safety Adviser, external advice and support for health and safety is available from two sources:

- Ms Caron Palmer, Principal Health and Safety Adviser, the Cabinet Office, Office of Human Resources Division, Goldie House, Upper Church Street, Douglas. Telephone: 685737.
- Environment, Safety and Health Directorate, Department of Environment, Food and Agriculture, Thie Slieau Whallian, Foxdale Road, St Johns IM4 3AS. Telephone: 685952.

Fire safety advice can also be obtained from the Departmental Health and Safety Adviser or in their absence, external advice can be obtained from the Fire and Rescue Service Community Fire Safety Team, Department of Home Affairs, Homefield, Woodbourne Road, Douglas, Telephone: 647303

Local Arrangements

Managers and supervisors should create detailed safety arrangements for their areas of responsibility. These safety arrangements should reflect the Department of Education and Children's **General Health and Safety Policy Statement of Intent**.

The detailed arrangements should reflect:

- a systematic approach which identifies priorities and sets objectives;
- the structure required to ensure that improvements in health and safety performance can be achieved; and
- monitoring and reporting procedures as a means of measuring that these arrangements for promoting health and safety are being implemented.

In addition, every manager will ensure that the safety arrangements are kept up to date and issued to all staff as appropriate.

Additional Documentation Carrying Relevant Health and Safety Information

Please also refer to other Department and school/service specific policies, procedures and other documentation e.g. ICT Acceptable Use Policy, Lone Working Policy and Procedures, Transportation of Pupils with Special Educational Needs Policy, Educational Visits and Overnight Stays Policy, Administration of Medication and Medical Care Guidance, Emergency Plans, School Science Policy, School Design and Technology Policy, School Physical Education Policy, School Work Experience Policy, etc.

These policies and procedures must be followed and form part of the arrangements currently in place to support the Department's General Health and Safety Policy.