

DEPARTMENT OF EDUCATION, SPORT AND CULTURE

RHEYNN YNSEE, SPOYRT AS CULTOOR



**Isle of Man
Government**

Reillys Ellan Vannin

Health and Safety at Work

**General Health and
Safety Policy** (Oct 2014, revised
Mar 2019, updated Apr 2023, Updated July 2023)

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Glossary

CO means the Chief Officer of the Department of Education, Sport and Culture.

Department means the Department of Education, Sport and Culture (DESC) including all Schools, University College Isle of Man (UCM), Culture and the Arts and Manx Sport and Recreation (MSR) and Youth, and the Central Department Teams.

DESC means the Department of Education, Sport and Culture including all Schools, UCM, Culture and the Arts, Manx Sport and Recreation, Youth, and the Central Department Teams.

OHR means the Isle of Man Government's Office of Human Resources.

PSAC means the Primary School Assessment Centre.

ESC means the Education Support Centre.

SLT means the Senior Leadership Team of the Department of Education, Sport and Culture.

Statement of Intent

The Chief Officer believes that protecting the health, safety and welfare of staff working at the Department is a fundamental responsibility. To achieve this, the Department, 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 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 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 confirm, as far as is reasonably practicable they are suitable and sufficient for the risks faced by the organisation.

To confirm that these arrangements address the key issues of the Department and its staff, the Chief Officer requires processes to be put in place that, as far as is reasonably practicable, support 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, as far as is reasonably practicable, support the efficient and effective implementation of the safety management system.

Graham Kinrade
Chief Officer
Department of Education, Sport and Culture
Date: **14 July 2023**

Summary

Our Shared Vision and Organisational Values

To inspire, empower and provide learning, sporting and cultural opportunities that support all children, young people and adults. In striving for excellence, be a forward thinking, inclusive and nurturing organisation which enables everyone to achieve; enriching the lives of the community within the Isle of Man.

RESPECT We will respect our customers, our service users, our people.

INTEGRITY We will act with integrity at all times.

CARING We will deliver our services and work in a caring manner.

FAIRNESS We will treat each other with fairness.

TRUST We will be an organisation who is trusted, both from outside and from within.

About This Policy

The Department is committed to supporting the health, safety and welfare of employees and others who may be affected by its service. To achieve this, the Department has developed this Health and Safety Policy to support that the main Health and Safety issues affecting its services are appropriately identified, assessed, and managed to support full compliance with Health and Safety law.

The Department requires that all employees read this Policy and familiarise themselves with the policies, duties and responsibilities referenced within. Employees are also required to observe the Health and Safety Policy at all times.

Policy Statement

The Department expects all staff to co-operate on all matters relating to Health and Safety at work and to support this policy's observation at all times. The Department will take all reasonable steps to meet its Health and Safety responsibilities, paying particular attention to the provision of:

- A safe place of work, including safe access and egress;
- A safe and healthy working environment with adequate welfare facilities;
- Information, supervision and the necessary instruction and training to enable all members of staff and relevant persons to recognise, report and avoid hazards and contribute positively to the Health and Safety environment;
- Safe arrangements for the use, handling, storage, transportation and disposal of articles and substances;
- Safe plant and equipment and safe systems of work.

People working on a supply, volunteer or contract basis, who provide services to the Department, should be regarded as employees for the purposes of this Health and Safety Policy, and must be made aware of their duties and responsibilities with regard to the work that they have agreed or are contracted to undertake.

Effective Date and Review

This document is effective from 14 July 2023 and will be subject to review as and when required, with annual review as a minimum requirement.

Responsibilities and Duties

Chief Officer

- Confirm that the Department has an adequate Health and Safety Policy, in conjunction with related arrangements to address the level of risk presented by the work activities, including emergency plans.
- Develop strategies for implementing Health and Safety, confirming they have been integrated into general operational business planning and its delivery.
- Make adequate provision for measuring, reviewing, and auditing Health and Safety performance.
- Confirm that the Health and Safety Policy is effectively communicated to all staff and that consultation is built into the process.
- Confirm that adequate arrangements are in place for the appointment of competent people to work for the Department.
- Support the continued development of staff in relation to Health and Safety through the provision of suitable information, instruction, and training.
- Confirm the Department 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.

Deputy Chief Officer, Head Teachers and the Principal of UCM, Heads of Service, all members of SLT, and the Head of PSAC and ESC.

- Responsible for the day-to-day operation and management of Health and Safety and welfare policies and practices, as delegated by the Chief Officer, within all areas of their undertaking. Encourage advice to be obtained from competent Health and Safety and fire safety advisers in order to comply with regulatory controls.
- Formulate a 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 effective communication and consultation takes place with all staff on Health and Safety Policy matters.
- Establish mechanisms for the appointment of competent people to work within their establishment/service.
- Co-ordinate the provision of suitable information, instruction, and training for all staff in relation to Health and Safety.
- Co-ordinate adequate resourcing to enable all activities to be undertaken in a safe manner, making the necessary amendments where required, and reporting shortfalls to the Chief Officer.
- Confirm that appropriate and up to date understanding of any vulnerable demographic/groups likely to use services or attend premises and to adopt appropriate measures to support their safety.
- Take reasonable care of self and others who may be affected by own acts or omissions at work; referring any Health and Safety matters of which you are unsure to your Line Manager.
- Set a positive personal example by words and actions.

Deputy Head Teachers, Senior Managers across all Divisions including members of the Senior Management Team, Arts Development Manager, Principal Youth Officer, Bursars, Office/Business Managers, Senior Executive Officers, Operational Managers for Villa Gaiety, and the General Manager for Sports Facilities.

- Confirm that all new starters and transferees receive a corporate/local induction, which includes reference to Health, Safety and Fire Training requirements, which aligns with local mandatory training relevant to their position and duties.
- Contribute to the formulation and adoption of a 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 support 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 in relation to Health and Safety.
- Confirm that all activities are undertaken in a safe manner, reporting shortfalls in resources to their line manager.
- Take reasonable care of self and others who may be affected by your acts or omissions at work, and referring any Health and Safety matters of which you are unsure to your Line Manager.
- Set a positive personal example by words and actions.

Middle and Junior Managers, Higher Executive Officers, Executive Officers, Principal Education Support Officers, Senior Education Support Officers, Villa Gaiety Supervisors, Kensington Arts Centre Manager, Youth Officers for the Youth Centres, NSC Supervisors, Personal and Senior Secretaries and others with supervisory roles.

- Confirm that all new starters and transferees receive a corporate/local induction, which includes reference to Health, Safety and Fire Training requirements, which aligns with local mandatory training relevant to their position and duties.
- Support the adoption of a 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 confirm 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 in relation to Health and Safety.
- Oversee activities satisfying yourself that they are undertaken in a safe manner, reporting shortfalls in resources to their line manager.
- On discovering a Health and Safety concern where you are in a position to safely rectify the matter yourself, then you should do so as soon as practicable.
- Take reasonable care of self and others who may be affected by your acts or omissions at work, and referring any Health and Safety matters of which you are unsure to your Line Manager.
- Set a good personal example by words and actions.

All Employees

- Make sure that you have received a new starter corporate / local induction, which includes reference to Health, Safety and Fire Training requirements and aligns with local mandatory training relevant to your position and duties.
- All employees are responsible for their own Health and Safety at work, and awareness of their responsibilities. Advice regarding face to face General Health and Safety Overview training sessions can be provided to groups by contacting the Department's Health and Safety Advisor, OHR. Online platforms such as 'Its Learning' and 'eLearn Vannin' provide access to online training information.
- Familiarise yourself with the local plans and policies, and associated responsibilities relevant to your location and role.
- Report any matters of Health and Safety concern as soon as practicable. Take reasonable care of self and others who may be affected by own acts or omissions at work. If you are unsure about any element of Health and Safety, please ask your Line Manager/Senior Officer.
- 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 your own work in accordance with any information, instruction, or training received.
- Report to your line manager any work situation which, in accordance with training and instruction received, represents a danger to the Health and Safety of any person.
- Report to your line manager, in accordance with training and instruction received, any shortcomings in arrangements for Health and Safety.
- On discovering a Health and Safety concern where you are in a position to safely rectify the matter yourself, then you should do so as soon as practicable, informing your line manager so this practice can be shared more widely.
- Set a positive personal example by words and actions.

Health and Safety Co-ordinator – The Department

The Head of Corporate Services will be the lead point of contact in the Department, based at Thie Slieau Whallian, in St Johns. If you are unsure who this is, please speak to your Line Manager/Senior Officer.

- Prepare Health and Safety strategies and develop internal central Policy with the Policy Hub.
- Encourage staff across the Department to report all matters, no matter how small, using the reporting mechanism in place.
- Support others with training in order to carry out risk assessments.
- Carry out regular site inspections to monitor the implementation of local policies, procedures, centralised record keeping and local arrangements e.g. fire evacuation arrangements, accident reporting.
- Attend Health and Safety Committee meetings, where necessary.
- Co-ordinate and work in conjunction with the OHR Health and Safety Advisors/Trainers, LEaD trainers and assist with any in-house training with Managers and Employees about Health and Safety issues and risks.
- Maintain records of inspection findings, support the production of reports that propose amendments and monitor their implementation to support completion of commitments.
- Oversee the standard and quality of the incident and accident reports and work with and seek advice from OHR Health and Safety Advisors, to determine if further investigation is required.
- Through OHR Health and Safety Advisors, keep up to date with new legislation, develop 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, where required.
- Produce management reports and guidance notes, as agreed with the Department's Chief Officer and Deputy Chief Officer.

OHR – Health and Safety Advisors

In the absence of the Department's Health and Safety Co-ordinator, external advice and support is available from the following source:

The Health, Safety and Welfare Team, the Cabinet Office, Office of Human Resources Division, Health, Safety & Welfare, Cabinet Office, Isle of Man Government. Unit 19. Snugborough Trading Estate, Union Mills. IM4 4LH. Tel: 01624 686999 (Head of Health, Safety & Welfare Team).

Available Assistance:

- Support, advice and assist the work of the Department's Health and Safety Co-ordinator and to all of the Department's Divisions, e.g. schools, UCM, Manx Sport & Recreation, Youth, the Culture and Arts. All of those areas who benefit from knowledge and advice from the Advisors.
- Advise and support the Department in this, their area of expertise.
- Assist and advise the Department, with regards to guidance and urgent action (as required) as to incoming incidents and their subsequent reporting/analysis.
- Assist and advise the Department as to developing best practice activities in this area.
- Advise the Department of any known, incoming/ongoing trends in terms of reported matters.
- Support Officers across the Department, with advice and training, within the remit of OHR Health and Safety Advisors.
- Support Officers across the Department, with advice and training, within the remit of OHR Health and Safety Advisors, in the event of incidents, where OHR Health and Safety Advisors are able to investigate incidents, note trends and support with ongoing, preventative measures.
- Attend Health and Safety Committee meetings, where requested.
- 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, advising accordingly.
- Produce management reports and guidance notes, as agreed.

All Staff 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 confirm that this written statement of the Policy is brought to the attention of all members of staff, in a manner in which their staff will understand. Managers should not rely on technology to relay this important information to their staff. For example, the document can be discussed in a staff meeting, to aid the individual member of staff's understanding of the document and their responsibility within it. 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 Head Teachers, 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 Co-ordinator and other attendees can raise Health and Safety matters of interest. 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 Co-ordinator to monitor any Health and Safety issues being discussed.

External Health and Safety Agencies

In the absence of the Department's Health and Safety Co-ordinator, external advice and support for Health and Safety is available from the following sources:

- The Health, Safety and Welfare Team, the Cabinet Office, Office of Human Resources Division, Health, Safety & Welfare, Cabinet Office, Isle of Man Government. Unit 19. Snugborough Trading Estate, Union Mills. IM4 4LH. Tel: 01624 686999 (Head of Health, Safety & Welfare Team).
- Fire safety advice can be obtained from the Fire and Rescue Service Community Fire Safety Team, Department of Home Affairs, Tromode Road, Douglas, IM2 5PA. Telephone: 647303.
- Regulation Directorate, Department of Environment, Food and Agriculture, Thie Slieau Whallian, Foxdale Road, St Johns, IM4 3AS. Telephone: 685952.

Associated Resources

DESC Policies

The Department holds a number of central policies, which are available through the MS Teams portal, for all staff to access. Please contact the Health & Safety Co-ordinator, if you have any questions regarding the central DESC policies.

Local Policies, processes and procedures within your work place

Please speak to your line manager for information relating to your local operational policies, processes and procedures, for example (***this list is not exhaustive***):

- Local Health & Safety Policy.
- Local Fire Plan and/or Procedure.
- Local Emergency Plans (may also be known as 'emergency evacuation plan' or 'business continuity plan', etc).
- Local Risk Assessments (e.g. Science, Design Technology, Physical Education, Snow and Ice, working at heights, etc).
- Local first aid policy (not limited to defib equipment, ambulance process, students on crutches, etc).
- Local Lone Working Policy.
- Local adverse weather, snow and ice policy/guidance.
- Local information/guidance regarding Educational Visits and Overnight Stays.
- Access to CLEAPPS information and guidance.
- Local Control of Substances Hazardous to Health (COSHH) Policy/guidance.
- Local Working at Heights Policy/guidance.
- Local School Science Policy/guidance.
- Local School Design and Technology Policy/guidance.
- Local School Physical Education Policy/guidance.
- Local Building Management Plan (e.g. Asbestos Plan, etc).
- Local Induction into your workplace information/guidance.
- Local information/guidance regarding bee keeping, if relevant.
- Local information/guidance regarding swimming pools, if relevant.

Policies, processes and procedures must be followed and form part of the arrangements currently in place to support this Policy.

Additional Resources (provided by OHR H&S Advisory)

Additional information can also be obtained from the OHR H&S Advisory Team for example the FA concussion guidelines, the provision of first aid, the British Standards for first aid boxes, etc. Please contact them directly for further information.

Legislative Links

The Health and Safety at Work Order 1998 brings into law the Health and Safety at Work etc. Act 1974 (of Parliament) which is the Island's primary piece of legislation covering occupational Health and Safety on the Isle of Man.

- The Health and Safety at Work etc. Act 1974 (of Parliament) - <https://www.gov.im/media/622787/healthsafetyatworketcact1974.pdf>
- The Health and Safety at Work etc. Act 1977 - https://legislation.gov.im/cms/images/LEGISLATION/PRINCIPAL/1977/1977-0001/HealthandSafetyatWorkEtcAct1977_2.pdf
- Management of Health and Safety at Work Regulations 2003 <https://www.gov.im/media/622283/managementhsregs.pdf>
- The Health and Safety (Reporting of injuries etc) Order 1992 <https://www.gov.im/media/1375818/reporting-of-injuries-diseases-and-dangerous-occurrences-regulations-1985.pdf>
- Construction (Design and Management) Regulations 2003 <https://www.gov.im/media/622277/cdmregs.pdf>
- Ionising Radiation (Application) Order 2019 https://legislation.gov.im/cms/images/LEGISLATION/SUBORDINATE/2019/2019-0281/IonisingRadiationApplicationOrder2019_2.pdf?zoom_highlight=ionising+radiation#search=%22ionising%20radiation%22
- Ionising Radiation Regulations 2017 - <https://www.gov.im/media/1366441/annex-to-ionising-radition-application-order-2019.pdf>
- Ionising Radiation (Medical Exposure) Regulations 2019 <https://www.gov.im/media/1366443/ionisingradiation-medicalexposure-regulations2019.pdf>
- Ionising Radiation (Basic Safety Standards and Justification of Practices) Regulations 2019 <https://www.tynwald.org.im/spfile?file=/links/tls/SD/2019/2019-SD-0283.pdf>
- Gas Safety (Installation, Use and Management) (Application) Order 2021 https://legislation.gov.im/cms/images/LEGISLATION/SUBORDINATE/2021/2021-0363/GasSafetyInstallationUseandManagementApplicationOrder2021_1.pdf?zoom_highlight=gas+safety#search=%22gas%20safety%22
- Gas Safety (Management) Regulations 1996 <https://www.gov.im/media/1375845/gas-safety-management-regulations-1996.pdf>
- Gas Safety (Installation and Use) Regulations 1998 <https://www.gov.im/media/1375846/gas-safety-installation-and-use-regulations-1998.pdf>

Version Control and Review

The business area that owns this document is Policy, Strategy & Governance.

Version	Owner	Date	Changes
V0.1	AS	20.02.20	Initial updates to existing policy.
V0.2	AS	Summer 2022	SMT & OHR Health & Safety Advisor review of updated version.
V0.3	KM	10.03.23 20.03.23 21.03.23 21.03.23	SMT Group updates added. Final Draft submitted for review by SMT. SMT Amendments updated. Amendments following OHR Health & Safety Advisor review.
V0.4	KM	20.04.23	Amendments following policy hub reformatting, to new view.
V0.5	KM	24.04.23 25.04.23	Final amends, policy hub feedback, copy shared with OHR H&S Advisory.
V0.5	KM/LK	26.04.23	Version issued to Head Teachers, Unions, Key Stakeholders.
V0.6	KM	16.06.23	Final formatting prior to SLT submission.
	KM	June 23	Submission to Department.
V1.0	KM	14.07.23	Final Version 1.0 published.

Review Date

This document was issued on 14th July 2023 and is due be reviewed in July 2024 by the Department's Health & Safety Co-ordinator.