

ONCHAN DISTRICT COMMISSIONERS

*Hawthorn Villa,
79 Main Road, Onchan.*

ORDINARY MEETING

25th June 2026

Sir/Madam

You are hereby summoned to attend an **ORDINARY Meeting of the Authority** to be held in the Boardroom at **HAWTHORN VILLA, 79 MAIN ROAD, ONCHAN** to transact the undernoted business on:

Monday 29th June 2026

7:00 pm - Board Meeting

which will be followed by a meeting of the Board sitting **IN COMMITTEE**. Items on this agenda marked **(P)** will be considered in private, and correspondence is circulated separately.

Please note that the minutes referred to in the agenda have yet to be confirmed by the Authority as a true and correct record of proceedings at the various meetings, and will be published after ratification.

Yours faithfully



**R PHILLIPS
CHIEF EXECUTIVE/CLERK**

AGENDA

The order of business at every meeting of the Authority shall be in accordance with that laid down in Standing Order No. 17 or by a resolution duly moved and seconded and passed on a motion which shall be moved and put without discussion.

Chief Executive/Clerk to provide emergency evacuation procedure for Hawthorn Villa at the commencement of the Meeting.

1. To choose a person to preside if the Chairman and Vice-Chairman be absent:

None.

2. Declarations of Interest of Members and Officers (in accordance with Standing Order 18):

3. To deal with any business required by statute to be done before any other business:

None.

4. To approve as a correct record and sign the Minutes of the:

4.1 Minutes of the Ordinary Meeting held on Monday 16th June 2026 (Appendix 4.1)

5. To dispose of any relevant business arising from such minutes if not referred to in the Minutes of any Special Committee:

None.

6. To dispose of any relevant business adjourned from a previous meeting:

None.

7. To deal with any business expressly required by statute to be done:

None.

8. To consider any planning decisions/communications from the Department of Infrastructure Planning Committee:

8.1 Plans for Consideration (Appendix 8.1)

	Planning Reference	Applicant/Address	Return Date
(a)	PA 26/00361/B	Mr M Thomas – 49 Windermere Drive	3 rd July 2026
(b)	PA 26/00391/A	Haydn Minay Ltd – Haydn Minay Garage & The Rowans, Church Road	2 nd November 2026
(c)	PA 26/00396/B	Mr J Bond – 27A Birch Hill Avenue	10 th July 2026
(d)	PA 26/00589/C	Onchan AFC – Blackberry Lane	10 th July 2026
(e)	PA 26/00567/CON	St Peter's Church, Church Road	10 th July 2026

9. Finance and General Purposes:

- 9.1 (P) Quarter 4 Management Accounts *(Appendix 9.1)*

10. Consideration of any Reports from the Clerk or other Officer:

- 10.1 Proposed meeting with Ørsted *(CEO to Report)*
 10.2 Replacement Road Signs – Update *(Appendix 10.2)*
 10.3 Staff Holidays during Christmas and New Year 2026/27 *(Appendix 10.3)*
 10.4 Unit A, Willow House – Vacant Commerical Property *(Appendix 10.4)*

11. Consideration of any relevant correspondence (already circulated unless indicated):

None.

12. To answer any questions asked under Standing Order 25:

None.

13. To answer any Motions in the order in which notice has been received:

None.

14. Environmental and Technical Services:

- 14.1 Health & Safety Policy – Update *(Appendix 14.1)*

15. Housing Matters:

- 15.1 (P) Overnight Accommodation (Emergency Accommodation) Heywood Court Sheltered Housing Complex *(Appendix 15.1)*

16. Chairman's Announcements:

Dates for Diary:

Date	Organisation	Event	Time
29 th June 2026	Onchan District Commissioners	Board Meeting	7:00 pm
1 st July 2026	Archibald Knox	Quiz Night – in aid of Isle Listen	7:45 pm
13 th July 2026	Onchan District Commissioners	Board Meeting	7:00 pm

17. Any other URGENT business as authorised by the Chair for consideration

PLANS LIST

Board Meeting to be held on Monday 29th June 2026

The Lead Member of Environmental and Technical Services and the District Surveyor have viewed the applications and recommend the following:-

	Applicant/Address	Description
PA 26/00361/B Return Date 03/07/2026	Mr Mark Thomas 49 Windermere Drive Onchan IM3 2DS	Replacement of existing attached garage and detached workshop with single storey extension and alterations to doors and fenestration to northwest elevations of existing dwellinghouse, with formation decking to rear curtilage, and erection of fence to northeast of front curtilage
	<i>Recommendation – Approve</i>	
PA 26/00391/A Return Date 02/11/2026	Haydn Minay Ltd Haydn Minay Garage & The Rowans Church Road Onchan IM3 1BF	Application in principle (with all matters reserved) for the demolition of the existing vehicle repair garage and dwellinghouse and erection of new dwellinghouses
	<i>Recommendation – For Members Consideration</i>	
PA 26/00396/B Return Date 10/07/2026	Mr Joseph Bond 27A Birch Hill Avenue Onchan IM3 4EP	Erection of single storey extension to southeast elevation of existing dwellinghouse with associated alterations to doors and replacement of roof, extension of hardstanding with formation of additional off-street vehicular parking
	<i>Recommendation – Approve</i>	
PA 26/00589/C Return Date 10/07/2026	Onchan AFC Blackberry Lane Onchan IM2 4PD	Temporary change of use of land to provide a camping area for the period 18th to 21st June 2026, in conjunction with the Annual Junior Football Tournament at the Douglas High School Old Boys Football Pitch (adjacent site)
	<i>Recommendation – Defer</i>	
PA 26/00567/CON Return Date 10/07/2026	St Peter's Church, Church Road	Registered building consent for the removal of cement strap pointing on the North and South elevations of Onchan Parish Church and replacing with lime mortar – RB 119
	<i>Recommendation – Approve</i>	



REPORT

Report to:	Board of Onchan District Commissioners
Reporting Officer:	Chief Executive/Clerk
Date of the Meeting:	29 th June 2026
Subject:	Replacement Road Signs - Update
Public or Private Document:	Public

Introduction:

At the Ordinary Board Meeting held on 6th October 2025, the Board resolved that the Authority will include Manx wording on all road and street name signage for which the Authority is responsible, when such signage requires replacement due to damage or deterioration.

Furthermore, it was agreed that officers would obtain costings for replacing the road signage on Main Road, Governors Road, Whitebridge Road, and Summerhill Road in advance of any requirement for replacement due to damage or deterioration.

Following this meeting, the Chief Executive/Clerk advised the Board not to progress with replacement signage at that time, as he had become aware that the Isle of Man Government intended to publish a guidance document for public bodies to consider adopting in relation to standardising the appearance of public signage.

The Board later met with representatives from Culture Vannin on 27th April 2026, during which the proposed guidance document was discussed. However, it is noted that no such document has yet been published or adopted by the Isle of Man Government.

The Board is therefore requested to consider whether it wishes to commence replacing road signs now, based on a proposed template prepared by the Authority's officers, or whether it wishes to continue to delay replacement until the Isle of Man Government publishes its guidance document.

Previously Considered by the Board:

- Ordinary Board Meeting held on 6th October 2025.
Minute reference C25/10/01/13.
- Private Meeting with representatives from Culture Vannin held on Monday 27th April 2026.

Recommendation/s or Action/s Taken:
<u>Option 1</u> That the Board resolves to commence the replacement of road and street name signage using the draft template included within the Chief Executive/Clerk's report dated 29th June 2026, incorporating Manx wording in accordance with the Board's 2025 decision. <u>Option 2</u> That the Board resolves to continue to delay the replacement of road and street name signage until the Isle of Man Government publishes its guidance document on standardised public signage, and that officers bring the matter back before the Board for further consideration, including draft templates based on the guidance document.
Supporting Rationale:
<u>Option 1</u> • Proceeding now allows the Authority to demonstrate leadership in promoting Manx language and culture, aligning with the Board's 2025 resolution. • Some signage already requires replacement. Replacing signs proactively improves the appearance of the District. • The Isle of Man Government's guidance document has not yet been published, and no timeline has been confirmed. Continuing to wait may cause indefinite delays to replacing signage. • Officers already have a draft template and can obtain quotations for replacement signs now. Costs may increase over time due to inflation, material costs, and contractor availability. • Resolving and implementing a standardised template now ensures uniformity across new and replacement signs, rather than a patchwork of differing styles in the future. <u>Option 2</u> • Acting before Government guidance is published may be perceived as disregarding a national standardisation effort. • Waiting for the guidance could avoid duplication of work, reduce officer time spent revising templates, and ensure long term alignment with island wide policy. • The forthcoming guidance will include best practice recommendations, accessibility improvements, and Manx language formatting conventions that would strengthen the Authority's signage approach.
Alternatives Considered but not Recommended:
Not applicable.

Standing Orders:
Not applicable.
Resource Impact:
<u>Option 1</u> Officers within the District Surveyor's Department will need to engage with sign suppliers and contractors to arrange new signage installations during the current financial year. <u>Option 2</u> Will require the Chief Executive/Clerk to continue to liaise with the Isle of Man Government to progress the publication of the signage guidance.
Financial Impact:
It is proposed that any replacement signage will be funded within the Authority's existing budget.
Legal and/or Insurance Impact:
Not applicable.
Equality Impact:
Not Applicable.
Climate Change Impact:
Not applicable.
Consultation with Others:
- Chairman and the Lead Member for Environmental and Technical Services – Onchan District Commissioners. - District Surveyor – Onchan District Commissioners. - Culture Vannin – Isle of Man Government.
General Data Protection Regulations and/or Confidentiality Impact:
Not applicable.
Appendices:
See the enclosed: - Draft Onchan District Commissioners road name signage template prepared by the Authority's officers. - Draft Isle of Man Government Guide to the use of Manx on Isle of Man Signage.

For Members Consideration

A handwritten signature in black ink, consisting of several fluid, overlapping strokes that form a stylized representation of the name Ross Phillips.

**ROSS PHILLIPS
CHIEF EXECUTIVE/CLERK**



MAPLE AVENUE

Slight Shynnaght

Guide to the use of Manx on Isle of Man signage

Introduction

This is the first guide of its type to lay out how to incorporate Manx into **new or replacement** public signage in the Isle of Man. Demand for its creation has come from Local Authorities and individuals who have been seeking support, guidance & direction.

Manx is protected under the European Charter for Regional or Minority Languages (ECRML), with the Isle of Man government applying Part III of the Charter in 2021

A Tynwald resolution in 1985 established the opinion that “Manx Gaelic should be supported and encouraged by all agencies of Government and Boards of Tynwald so far as they are practically able”. It addressed the official and legal standing of Manx, stating that all official oaths could be made in either Manx or English, that Manx placenames should be protected and that bilingual place names in Manx and English should have equal standing.

In December 1995 the Department of Education produced a report on the Future Development of the Manx Language, which was received by Tynwald. It gave a commitment to support and promote the language, building upon previous resolutions and leading to more formal programs and educational institutions in the subsequent years.

The guidance clarifies that British Standard BS EN 17210:2021 ‘Accessibility and Usability of the Built Environment’ applies to Manx wording as well as English wording.

It is pleasing to introduce the guide at the start of *Blein ny Gaelgey* — the Year of the Manx Language, which will feature a wide range of events, projects, and activities to promote and celebrate the language across the Isle of Man and internationally and provide a lasting legacy. This simple guide supports these aims.

Minister Daphne Caine MHK , DESC

APPENDIX 10.2

Guidance:

Signage types	
Road & Place names	1) If a Manx name is being used as the main place description, then NO English translation is required e.g. Ballabeg. 2) Where English is being used currently or being proposed then a Manx translation should be included, e.g. for [Birch Drive], the translation would be [Imman Beih]. If there is a pre-existing established Manx name then that should be used rather than a literal translation of the English, eg [Bowring Road] would be [Bayr Geinne].
Footpath signage	PRoW footpaths with existing Manx names such as the Raad Ny Follan, Bayr Ny Skeddán do not require a translation. Where there is an English name the Manx should be included also. A QR code with a link to pronunciation and English meaning may be added.
Countryside Codes & Litter codes/campaigns	Both English & Manx should be given.
Brown Tourist Signs	Both English & Manx should be given.
Highway Signage	The use of Manx language at this stage is not being considered, but it is noted that bilingual highways signage is used frequently in other parts of the British Isles

Design & style considerations	
Manx positioning on sign	Manx positioning to be decided by each local authority or public body.
Prominence	Manx & English should be given equal prominence.
Font style	The Manx is to be in a plain, contemporary and easy to read font, of equal size to the English.
Font colour	Currently, English appears on street signage in black, whilst Manx is either in black, red, blue or green. Black has proven to be the most cost effective choice, but local authorities may choose to use another colour, providing it will not fade sooner.
Case	Upper case lettering for placenames. 'Welcome to' and other wording should use sentence case capitalisation only.
Braille	UEB is to be used for transcriptions from Manx.

Support

Translation Services	
Culture Vannin	translations@culturevannin.im
Translation response times.	Culture Vannin's Translations Service suggest a lead-in time of two working weeks.

Quality Assurance	
Manx Language Officer (MLO), DESC	To advise on policy, offer guidance and perform final checks before signs are produced.

Visual Guide for Street Signage:

Is the established name in Manx, eg; [Creg ny Baa], or in English, eg; [Tennis Road]?

Manx

English

Both

Unsure

NO need for translation into English.

Example:



English comes first, Manx translation below, equal prominence. Example:



Both names should be used, the earlier or better established name coming first.

Example:



Guidance is available from the Manx Language Officer, or the Translations Service at Culture Vannin.

Visual Guide for 'Welcome to ...' Signage:

Manx positioning on sign	Manx positioning to be decided by each local authority or public body.
Prominence	Manx & English should be given equal prominence.
Font style	The Manx is to be in a plain contemporary font, of equal size to the English.
Font colour	Currently, English appears on street signage in black, whilst Manx is either in black, red, blue or green. Black has proven to be the most cost effective choice, but local authorities may choose to use another colour, providing it will not fade sooner.
Case	Upper case lettering for placenames. 'Welcome to' and other wording should use sentence case capitalisation only.

Example:

The positioning of the Manx is at the discretion of the local authority. ✓

The Manx and English are given equal prominence. ✓

The font for both languages plain and contemporary. ✓

The font colour of one language will not fade before the font of the other. ✓

Upper case lettering is used for placenames. 'Welcome to' and other wording uses sentence case capitalisation only. ✓





MEMORANDUM

Memorandum to:	Board of Onchan District Commissioners
Reporting Officer:	Chief Executive/Clerk
Date of the Meeting:	29 th June 2026
Subject:	Annual Leave Policy and Procedure – Staff Holidays During Christmas and New Year 2026/27
Public or Private Document:	Public

Introduction:

The Board is advised that, in accordance with the Authority's Annual Leave Policy and Procedure, Section 3, the Authority's employees (with the exception of the Refuse Department) will be required to take compulsory leave on the following dates:

- Tuesday 29th December 2026; and
- Wednesday 30th December 2026.

The Board is further advised that, in accordance with Section 4(c) of the Authority's Annual Leave Policy and Procedure, the Authority's employees (except for the Refuse Department) will be awarded privilege days on the following dates:

- Thursday 24th December 2026; and
- Thursday 31st December 2026.

Previously Considered by the Board:

Ordinary Meeting held on Monday 14th April 2025.

Minute Reference C25/04/01/09.

Supporting Information:

- Section 7.4 of the National Joint Council Agreement states the following:

"Extra Statutory Holidays Employees shall have an entitlement to two extra statutory days holiday, the timing of which shall be determined by the authority in consultation with the recognised Trade Unions with a view to reaching agreement or added to annual leave by local agreement."

- Section 3 of the Authority's Annual Leave Policy and Procedure states: <i>"Employers can define the times when employees can take their leave - for example a Christmas shut down, school holiday or to meet changing business requirements. Employees would be notified in advance of the start of the leave year in such cases."</i> - Section 4 (c) of the Authority's Annual Leave Policy and Procedure states: <i>"Onchan District Commissioners grant their employees two extra days holiday over the Christmas period, the timing of which shall be determined by the Chief Executive/Clerk."</i>
Standing Orders:
Not applicable.
Resource Impact:
The arrangements for compulsory leave and privilege days do not apply to the Refuse Department, as employees within the Department work throughout the Christmas and New Year period to ensure the continuation of domestic and commercial refuse collection services. Employees of the Refuse Department will instead accrue time off in lieu for the privilege days, to be taken at a time of their choosing, in addition to not being required to use two days of their ordinarily accrued annual leave as compulsory leave.
Financial Impact:
Not applicable.
Legal and/or Insurance Impact:
Not applicable.
Equality Impact:
Not applicable.
Climate Change Impact:
Not applicable.
Consultation with Others:
Executive Officer/Assistant – Onchan District Commissioners.
General Data Protection Regulations and/or Confidentiality Impact:
Not applicable.

Appendices:
None.

For Members Attention.

A handwritten signature in black ink, consisting of several fluid, sweeping strokes that form a stylized representation of the name Ross Phillips.

**ROSS PHILLIPS
CHIEF EXEUCTIVE/CLERK**



REPORT

Report to:	Board of Onchan District Commissioners
Reporting Officer:	Chief Executive/Clerk
Date of the Meeting:	29 th June 2026
Subject:	Unit A Willow House – Vacant Commercial Property
Public or Private Document:	Public

Introduction:

The commercial space known as Unit A at Willow House, located above the Harvey Briggs Onchan Library, has recently become vacant following notification from the former tenant that they no longer require the premises for their business operations.

The current layout and planning approval for Unit A permit its use as an office. Both the current and previous Boards have explored alternative uses for the space, including the potential to extend the provision of the library's services.

The Board is therefore requested to consider whether it wishes to commence advertising the space to attract interest from prospective commercial tenants, or whether it prefers to explore options for expanding the library's services.

Previously Considered by the Board:

- Library services memorandum – Ordinary Board Meeting held on 14th June 2021.
Minute reference C21/06/02/09.
- Unit A Willow commercial tenancy report – Ordinary Board Meeting held on 4th September 2023.
Minute reference C23/09/01/20.

Recommendation/s or Action/s Taken:

Option 1

That the Board resolves to commence advertising Unit A, Willow House, for commercial rental income purposes based on the Board's current working practice of offering a five year tenancy term.

Option 2

That the Board resolves to commence advertising Unit A, Willow House, for commercial rental income purposes based on a short term tenancy with a break clause in addition to investigating design options and the associated expenditure for the potential repurposing of the space to extend the provision of Harvey Briggs Onchan Library services at a future date.

Option 3

That the Board resolves not to commence advertising Unit A, Willow House, for commercial rental income purposes, and that the space remain vacant to allow the library to utilise the space for storage and other library services in addition to investigating design options and the associated expenditure for potential permanent repurposing of the space to extend the provision of Harvey Briggs Onchan Library services at a future date.

Option 4

That the Board defers the matter and requests that more information be brought back to the Board for further consideration.

If required, site visits to Willow House for the Board Members can be arranged.

Supporting Rationale:**Option 1****Positive Impacts:**

- A five year tenancy provides predictable income that supports the Authority's financial planning and District Rate setting.
- Aligns with the Board's current established approach to commercial lettings, ensuring consistency and administrative simplicity.
- Longer term tenancies typically attract more committed commercial tenants and allow the Authority to charge a higher level of rent.
- No design, feasibility, or repurposing work is required by the Authority's officers.
- Costs are limited to advertising and officer time, with no specialist consultancy or capital expenditure required. There is also no need to consider utilising the Authority's General Reserves to fund any proprietary works within the current financial year, as no budget provision has been made for repurposing the space.

Negative Impacts:

- Entering into a five year tenancy commits the space for a significant period, limiting the Authority's ability to expand library services if required.
- If demand for library services continues to increase, the Authority remains restricted to the current footprint of the Harvey Briggs Onchan Library.

- Existing challenges experienced by the Authority's employees, such as insufficient workspace, limited storage, and restricted access to appropriate welfare facilities, remain unresolved.
- Existing shortfalls in service provision for library users, including insufficient study space, limited access to computers, and a lack of suitable community event space, also remain unresolved.

Option 2

Positive Impacts:

- A shorter term tenancy allows the Board to generate a predictable income that supports the Authority's financial planning and District Rate setting while keeping open the possibility of repurposing the space in the future.
- Officers can be allowed time to investigate designs and costs without incurring a loss of income to the Authority, which will negatively impact budgets and the District Rate.
- Recognises the potential future demand for enhanced library services and the limitations of the current space provided.
- Enables the Authority to formally address current challenges experienced by employees by providing improved workspace, increased storage capacity, and enhanced access to appropriate welfare facilities.
- Creates potential to expand study areas, increase access to computers, and develop suitable community event spaces, thereby improving the overall quality and accessibility of the library's services.

Negative Impacts:

- Dependent on the terms agreed with a prospective tenant, entering into a one to four year tenancy commits the space for a significant period, limiting the Authority's ability to expand library services if required.
- Shorter term tenancies may attract less interest from prospective commercial tenants or lower rental offers.
- Existing challenges experienced by the Authority's employees, such as insufficient workspace, limited storage, and restricted access to appropriate welfare facilities, remain unresolved for a period.
- Existing shortfalls in service provision for library users, including insufficient study space, limited access to computers, and a lack of suitable community event space, also remain unresolved for a period.
- Engaging architects and quantity surveyors will create a higher cost burden for the Authority. There is currently no allowance within the approved 2026/27 budget to fund feasibility work, design development, costings, or any physical construction works. As a result, alternative funding options, such as utilising the Authority's General Reserves, would need to be considered.

- The neighbouring commercial tenant has expressed concerns regarding sharing communal areas with members of the public, rather than maintaining the current arrangement where communal spaces are shared only between Units A and B. They have indicated that they may consider relocating if the Authority progresses plans that materially affect their tenancy.

Option 3

Positive Impacts:

- Not entering into a tenancy commits the space to expand the library's services.
- As demand for library services continues to increase, the Authority will be well positioned to develop and enhance services outside the existing library space.
- Existing challenges experienced by the Authority's employees, such as insufficient workspace, limited storage, and restricted access to appropriate welfare facilities, would be resolved more quickly.
- Existing shortfalls in service provision for library users, including insufficient study space, limited access to computers, and a lack of suitable community event space, would be resolved more quickly.

Negative Impacts:

- The Authority foregoes income, which will impact the District Rate budgeting.
- A commitment to fund future construction works would be required in order to utilise the space. This may become challenging for some Board Members when they are expected to consider the Authority's legal responsibilities alongside wider District priorities for inclusion within future District Rates and annual budgets.
- Engaging architects and quantity surveyors will create a higher cost burden for the Authority. There is currently no allowance within the approved 2026/27 budget to fund feasibility work, design development, costings, or any physical construction works. As a result, alternative funding options, such as utilising the Authority's General Reserves, would need to be considered.
- The neighbouring commercial tenant has expressed concerns regarding sharing communal areas with members of the public, rather than maintaining the current arrangement where communal spaces are shared only between Units A and B. They have indicated that they may consider relocating if the Authority progresses plans that materially affect their tenancy.

Option 4

Positive Impacts:

- Deferral allows Board Members and officers to gather additional detail, undertake further analysis, or clarify uncertainties before the Board commits to a specific course of action.

- Site visits to Willow House can be arranged, enabling Board Members to better understand the physical constraints and opportunities before making a final decision. Negative Impacts: - Unit A remains vacant and generates no income for the Authority. - If the Board ultimately wishes to expand library services, deferral postpones the start of any feasibility, design, or development work.
Alternatives Considered but not Recommended:
Not applicable.
Standing Orders:
Not applicable.
Resource Impact:
<u>The Chief Executive/Clerk</u> - Options 1 and 2 will require: ➤ Liaison with Deanwood Estate Agents to advertise the premises, as well as undertaking other advertisements via the Authority's social media pages and website; and ➤ Preparation of a tenancy agreement for a new tenant. - Options 1, 2, and 3 will require assistance to the relevant officers in relation to the preparation of planning and building control applications if a change of use of the space is required. - Options 2 and 3 will require assistance to the relevant officers in relation to feasibility work, including design development, costings, and estimating expenditure in relation to any potential repurposing of the space, as well as preparation of a business case and petition to borrow funding. - Option 4 will require liaison with officers and the Board Members to arrange site visits and to collate additional information due for consideration at a future Board Meeting. <u>District Surveyor</u> - Options 1, 2, and 3 may require the preparation of planning and building control applications if a change of use of the space is required. - Options 2 and 3 will require feasibility work, including design development, costings, and estimating expenditure in relation to any potential repurposing of the space. - If Options 2 or 3 were progressed by the Board in relation to repurposing the space, the following will be required:

- Preparation of a business case and a petition to borrow funding.
- Preparation of a building control application.
- Preparation and administration of a tender; and
- Liaison with contractors.

Property Maintenance Manager

- Options 1 and 2 will require liaison with the Authority's retained electrical contractor to undertake end of tenancy electrical safety checks.
- Will be required to assist the District Surveyor in relation to all matters relating to Options 1, 2, and 3.
- Options 2 and 3 will require changes to the operational management of building services such as fire and intruder alarms, which will need to be managed and documented, as well as providing staff training.

Chief Finance Officer

- Options 2 and 3 will require financial planning regarding impacts to future budgets and District Rates, as well as assistance to prepare a business case and petition for borrowing funding.

Head Librarian

- Options 2 and 3 will require assistance to the relevant officers in relation to the preparation of planning and building control applications if a change of use of the space is required.
- Options 2 and 3 will require assistance to the relevant officers in relation to feasibility work, including design development, costings, and estimating expenditure in relation to any potential repurposing of the space, as well as preparation of a business case and petition to borrow funding.
- If Options 2 or 3 were progressed by the Board in relation to repurposing the space, the following will be required:
 - Change to operational procedures, including the management and documentation of them, plus staff training.
 - Temporary working arrangements to facilitate any works that will impact the current service provision of the existing library space.

Financial Impact:

Option 1

- The advertising fees for Deanwood Estate Agents and the electrical safety checks will be funded from the Authority's existing budget.
- The rent per annum is currently set at £15,000 plus VAT. There is additional income received by the Authority in relation to rates, refuse, and communal area utility charges.

Option 2

- The advertising fees for Deanwood Estate Agents and the electrical safety checks will be funded from the Authority's existing budget.
- The rent per annum is currently set at £15,000 plus VAT. There is additional income received by the Authority in relation to rates, refuse, and communal area utility charges.
- There is currently no allowance within the approved 2026/27 budget to fund feasibility work, design development, costings, or any physical construction works. As a result, alternative funding options, such as utilising the Authority's General Reserves, would need to be considered; however, drawing on the Authority's Reserves is not advised given the current level held.

Option 3

- There is currently no allowance within the approved 2026/27 budget to fund feasibility work, design development, costings, or any physical construction works. As a result, alternative funding options, such as utilising the Authority's General Reserves, would need to be considered; however, drawing on the Authority's Reserves is not advised given the current level held.

Option 4

- No impact.

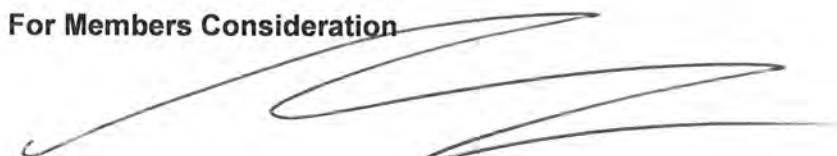
Legal and/or Insurance Impact:**Local Government Consolidation Act 1916, Sections 333, 337, 338, and 339 (Public Libraires and Museums)**

(333) The commissioners of a district may, from time to time, with the approval of the Tynwald Court, appropriate any lands vested in such commissioners; and such commissioners may also, with such approval, purchase or take on rent any lands or any suitable buildings; and the said commissioners may, upon any lands so appropriated, purchased, or taken on rent respectively, erect any buildings suitable for a public library or museum, or both, and may apply, take down, alter, and extend any buildings for such purposes, and rebuild, repair, and improve the same respectively, and fit up, furnish, and supply the same respectively with all requisite furniture, fittings, and conveniences.

(337) The general management, regulation, and control of any library or museum established under this Act in any district, shall be vested in the commissioners, or of such committee (the members whereof need not be commissioners) as the commissioners may from time to time appoint, and such commissioners or committee (as the case may be) may, from time to time, provide the necessary fuel, lighting, and other similar matters, books, newspapers, maps, and other articles for the use of the library or museum, and cause the same to be bound or repaired when necessary, and appoint salaried officers and servants, and dismiss the same, and make rules and regulations for the safety and use of the library and museum, and for the admission of the public.

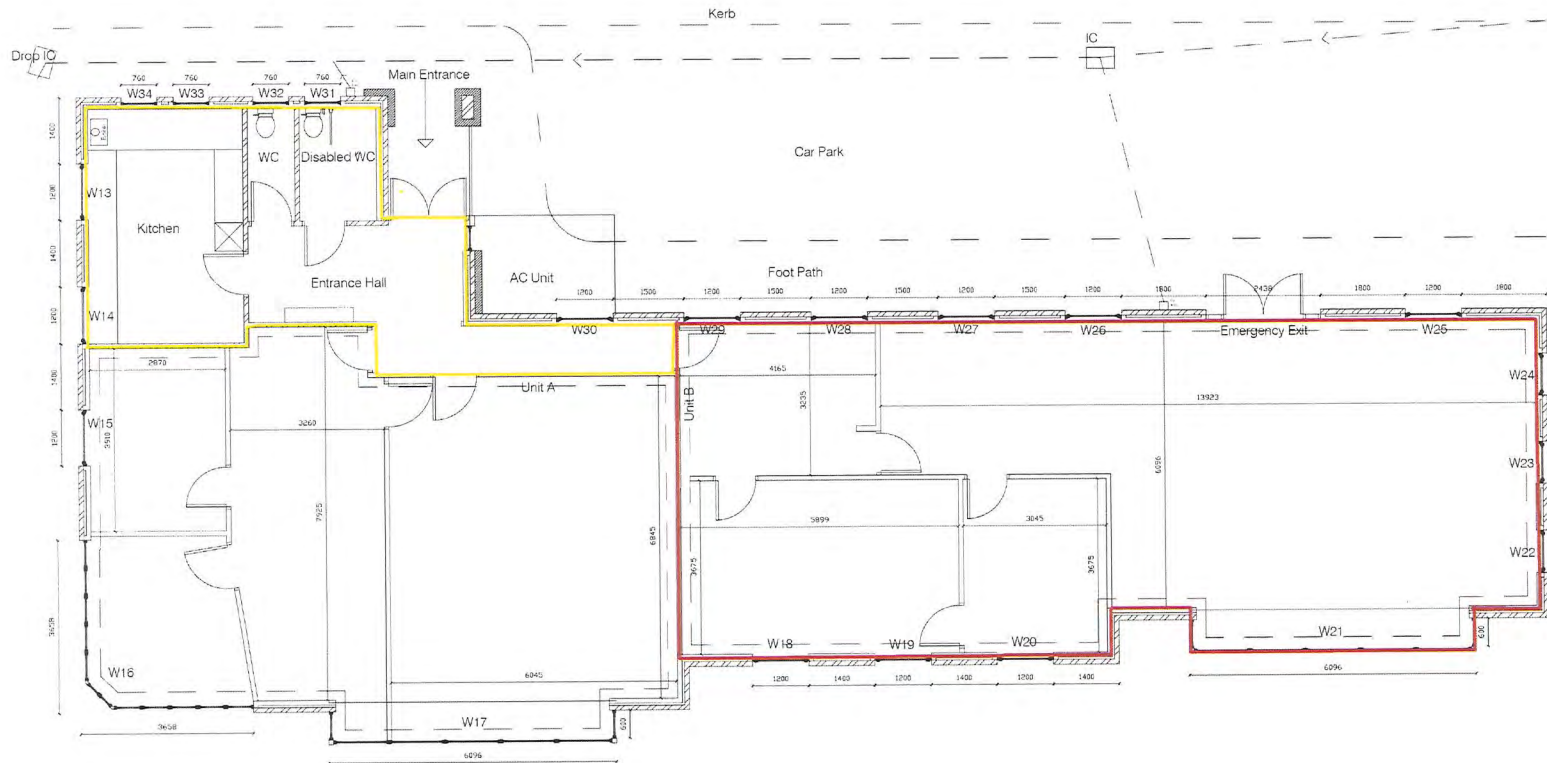
(338) <i>All libraries and museums established under this Act shall be open to the public free of all charge.</i> (339) <i>Any library established by the commissioners before the commencement of this Act shall be deemed to be a library established under this Act.</i>
Equality Impact: - Expanding library services could significantly benefit members of the public with disabilities, older persons, children, young people, and low income households. - Such services can provide social inclusion, study spaces, literacy support, free access to resources, and digital inclusion.
Climate Change Impact: Not applicable.
Consultation with Others: - Lead Member for Finance and General Purposes, and the Lead Member for Environmental and Technical Services – Onchan District Commissioners. - Chief Finance Officer, District Surveyor and Head Librarian – Onchan District Commissioners. - Enigma Accountancy – Unit B Willow House commercial tenant.
General Data Protection Regulations and/or Confidentiality Impact: Not applicable.
Appendices: See the enclosed: - Layout plan of Willow House, including both Units A (highlighted in red) and B, as well as the communal spaces (highlighted in yellow). - Internal photographs of Unit A, Willow House. - Library services memorandum considered at the Ordinary Board Meeting held on 14th June 2021.

For Members Consideration



ROSS PHILLIPS
CHIEF EXECUTIVE/CLERK

APPENDIX 10.4



NOTES

All dimensions and levels to be checked on site prior to commencement of any works. Written dimensions to be read in preference to scaled.

Willow House
61 - 69 Main Road, Onchan
IM3 1AJ

Upper Ground Floor Plan

Scale 1:50

June 2017

Onchan District Commissioners



Willow House Communal Entrance Area



Unit A Willow House Main Office Space



MEMORANDUM

To:	ONCHAN DISTRICT COMMISSIONERS
From	Melanie Jones, Head Librarian
Subject:	Library Report 2020/21
Date:	09/06/21

Library Report 2020/21

Overview

The library was open for little more than 6 months in 2020/21. The main issues this year were:

- The COVID-19 pandemic: lockdowns, social distancing, and cautious re-openings which left many members nervous of returning to public spaces, and undergoing regular periods of self-isolation.
- Upgrades and refurbishment to the building which necessitated complete removal of all stock and furniture. The library has been vastly improved by the redecoration, re-carpeting, renewal of heating and electrical facilities works. A great team effort was made by library and ODC staff to restore the library on completion of the works.
- Staffing levels due to the retirement of the Head Librarian after a lengthy period of absence, a maternity leave and vacancy. Permanent week-day staffing was reduced to one for three of the six open months, with support from relief or ODC staff. A team was re-established in November 2020.
- Upgrade of Library Management System from Heritage IV to Heritage Cirqa: Lockdown 1 provided the opportunity to upgrade our system - with testing, development and configuration of the new system undertaken from home. Additionally, making data available to the public for the first time necessitated extensive data cleaning and updating. This work has been ongoing. Services are now available to the public online
<https://onchan.cirqahosting.com/HeritageScripts/Hapi.dll/search1>

Questions from the Board

1. Membership numbers

Changes have been made to the management of the library membership data to improve compliance with data processing legislation.

Membership records are now being removed annually, retaining only those members who have used the library in recent years - a period of 3 years has been used initially and will be monitored.

This leaves us with a total of registered members: 2228

2. Has the membership increased to the Library being all Island free?

Whether membership has increased as a result of removing membership fees in the last year would be difficult to ascertain as we have not collected that data at the time of taking new registrations, and have experienced almost 6 months of closures which leaves us with little comparative data on the previous year.

The library has however received positive feedback and some lapsed members who had initially decided against renewing due to the cost, did report having changed their minds on being informed we no longer charged.

Statistics for new registrations in 2019/20 and 2020/21 are provided below. Bearing in mind the library was open for little more than 6 months in 2020/21 this appears to be a good result:

Area	19/20	20/21
IM1	2	3
IM2	29	36
IM3	159	139
IM4	35	29
IM5		1
IM6	1	
IM7		1
IM8	2	
IM9		3
	228	212

3. How many children's reading events in 2020 to date?

Most planned events and school visits had to be cancelled due to the COVID-19 pandemic and almost 6 months of closures.

APPENDIX 10.4

Our main annual event for Children - the Reading Agency's Summer Reading Challenge which we had registered to deliver physically in 2020 was converted to an online delivery model by the Reading Agency due to lockdown, and E-books were purchased to support this.

The Winter Reading Challenge was supported but was also an online delivery model.

Weekly story times have continued whenever possible and these were converted to online delivery during the lockdowns.

Activities and reading sessions have taken place throughout half-term holidays when open, and prior to Christmas.

Saturday morning Lego workshops have taken place fortnightly when possible which engage children in specific tasks – often requiring reference to the library to research ideas.

Manx Wildlife Trust events – one of these sessions went ahead with reading activities and story-telling included, but the programme of events which had been pre-booked was largely cancelled.

4. How many children's events are planned for the summer months?

The library has registered to deliver the Summer Reading Challenge for 2021. We have purchased additional books and resources this year.

In addition to the Reading Agency's delivery model, supporting activities will be hosted throughout the summer which are currently being planned.

The usual weekly reading activities are expected to continue.

5. How many adult/children's book clubs are there?

There is currently one monthly book group for adults. Attempts to form book groups for younger ages in the past have apparently not been successful, but there are plans to revisit this.

6. Is the Library promoting itself in the community to its full potential to attract all age groups?

The priority this year has been upgrading the service to provide us with an attractive, modernised and relevant service which we can then promote successfully.

The stock in particular has needed a thorough overhaul to clear out inactive, poor condition and dated stock, and replace this with new titles. This is now on-going activity to maintain an active and relevant stock.

We do however, currently promote locally using posters around the community, within the library, via online media, and attendance at events.

The upgraded Library Management System has provided an online catalogue to the public for the first time, promoting our stock and services externally to a wider community.

Our updated membership data allows us to use this as a means of direct communication with our customers – which has already drawn back members who had drifted from us.

Developing our publicity and promotional activities is high on our list of priorities and the new library team have started planning meetings to co-ordinate our program of development work and contribute to formal planning of our activities.

We would like to see investment in a professional re-branding of the service with professional marketing and promotional materials to use in the wider community to spread a new message.

7. Any other useful data for board members

An initial assessment in 2019 of the library issue figures showed a steady decline in use, but figures for January - March 2020 – prior to the pandemic, showed an improvement.

Contributing factors may have been:-

- Major stock clearance and renewal programme begun in August 2019
- Increase in the number of loans permitted on a library account from 4 to 8

Library issues are distinct from renewals which it appears have in the past been combined in statistical presentations. Going forward issue statistics will be presented for issues alone.

Figures below show recent issues, with months affected by closures highlighted. There was also an extended closure for the Christmas break in 2020:

	2019	2020	2021
Jan	1839	1891	279
Feb	1694	2026	2084
Mar	1785	2347	305
Apr	1662	0	1182
May	1635	18	1739
Jun	1679	1	
Jul	1946	1293	
Aug	2018	1925	
Sep	1831	1756	
Oct	1877	2118	
Nov	1982	1889	
Dec	1411	1580	
Year	2019	2020	2021
Issues	21359	16844	5589

8. The Librarian's vision for the future including public IT services

The library in its current space and design was opened in the late 1980's. Since then, demands and expectations have changed significantly and libraries need to be flexible modern spaces, adaptable to change and attractive and welcoming to different age groups.

If additional space were possible, Willow House could offer a wider range of services, library café, art exhibition area, young people's resource centre, ICT training suite for use by both members and local businesses.

Flexibility

The space currently available is very limited. Some refurbishment is necessary to incorporate mobile shelving and display units which would allow spaces to be reconfigured easily for new layouts, changing stock priorities and promotions, and clearing spaces for talks and events. The current arrangement of ceiling mounted projection facilities is restrictive to our layout and could be replaced with a mobile wide-screen which would have wider uses around the library.

Children's library refurbishment

A complete children's library refurbishment is essential to provide an attractive and interesting environment for children to want to be. The same old shelving as used for adult stock is currently in use for children's which is too tall, dark and austere. It is unsuitable for supporting children's books in a range of formats, whilst keeping them accessible and visible.

A children's library should be distinctive from the rest of the library with bright colours, lower height furniture and as much front facing of stock as possible.

Seating and tables suitable for children.

Separate IT facilities for children with stricter Internet filtering.

These improved spaces and facilities would provide a more attractive environment to encourage children to engage with reading clubs and allow us to host new activities such as code clubs, homework facilities etc.

Support for Young Adults

Although there is a small YA fiction collection, information requirements of this age group have not been included. We are currently developing information resources to cater for the requirements of this age group – including the Reading Well for Young People scheme, careers information, preparation for work and study skills. There is currently no physical space specifically designed to invite young adults, and little space to accommodate this.

Housebound Services

Public Library Services often provide book selection and delivery services to housebound members and this is a service we would like to establish formally. Informally staff have, on occasion taken books to members' homes who live nearby and have been suddenly

incapacitated, but increasingly we feel there is more of a need to support such members – particularly now that we are living with COVID and potential periods of enforced self-isolation.

Local Interest

We would like to extend provision for the local area specifically – compiling research on the Onchan area which should be our specialism, as opposed to amassing large collections of anything published on the Isle of Man – this is the role of the Manx National Heritage Library, and we do not have the space.

Scrolling presentations of historic images of the area could be displayed using digital photo frames and screens running PowerPoint presentations to include supporting information about the images. These would allow us to display more interesting content in a limited space whilst giving a more modern feel to the library.

More information about the local authority, constituency maps on display and political engagement information, surgeries – perhaps specifically for young people could be held in the library.

Literacy and Learning

There has been a strong interest within the library on arts and crafts, but it is clear that there is a need to re-focus on the core service of a library as a place of literacy, learning, information provision and social inclusion. Modernising and extending our IT provision to increase our capacity for training and workshops is vital.

There has been some engagement with local services in Education and the Job Centre who have shown interest in working on some joint initiatives but these stalled during the pandemic – something which will be revisited.

Libraries as an Essential Service

Prior to the first closure in March 2020, we encouraged members to stock-up on reading material and issued almost a week's worth of books on our final day open.

Concerns from members who were already isolated, living alone, not part of the online community and having nothing other than their reading were distressing and as a public service we believed that during a national lockdown, it was our duty to provide extra support. The toll of the pandemic on mental health, the detrimental effects of misinformation, and the effect of the pandemic on children's education who may have been left without books and resources has been widely reported – three key areas that public libraries could have supported better – if permitted.

However, during the pandemic, libraries were classed as non-essential services as, according to a Government response during a media briefing, they encouraged indoor gatherings.

Click and Collect

With our services now accessible online, the library trialled a click-and-collect service during the third lockdown once the active number of cases had dropped to low levels during the final 7 days of closure.

An appointment system with 10 minute buffers between, allowed members to collect their books safely from the open library foyer with nobody else present. Staff remained inside the library and monitored the collections. Books could be reserved in advance online, or by telephone.

We received good feedback from those who used the service and a wish that it had been possible throughout lockdown to support them.

Our click and collect trial proved that library services could continue to be provided safely on an individual basis with no indoor gatherings necessary.

Public libraries in the Isle of Man do not have the protection of legislation to make them a free, comprehensive, statutory service as is the case in the UK (Public Libraries and Museums Act 1964). The decision by the Board to drop membership fees was a very welcome development in removing barriers to access and making Onchan Library more socially inclusive, but the view from Government that they are non-essential in times of need is concerning.

We would like to see the profile of public library services raised to essential to allow us to continue our work in the event of any future closures, and raise our profile within the community.

For Members considerations

1. Developing publicity and promotional activities
2. Investment in a professional re-branding of the service with professional marketing and promotional materials to use in the wider community to spread a new message
3. Additional space - Willow House could offer a wider range of services, library café, art exhibition area, and young people's resource centre, ICT training suite for use by both members and local businesses.
4. Mobile wide-screen which would have wider uses around the library
5. Children's library refurbishment
6. Formally establish a housebound service
7. Digital photo frames and screens to run PowerPoint presentations
8. Support joint initiatives
9. Future 'lock downs' offer Click-and-collect service throughout
10. Profile of public library services raised to essential during any further Pandemics



REPORT

Report to:	Board of Onchan District Commissioners
Reporting Officer:	District Surveyor
Date of the Meeting:	29 th June 2026
Subject:	Health and Safety Policy -Update
Public or Private Document:	Public

Introduction:

The Health and Safety Policy is due for annual review.

All Members and employees of Onchan District Commissioners have a duty of care under the Health and Safety at Work Act 1974 and under The Authority's current Health and Safety Policy. These levels of responsibility will be different depending on the position held within the Authority.

Previously Considered by the Board:

Ordinary meeting of the Authority held on Monday 14th July 2025

Minute reference C25/07/01/14

Recommendation/s or Action/s Taken:

That the Board resolves to accept and adhere to the Authority's updated Health and Safety Policy 2026, and that the document be reviewed annually or sooner if required.

Supporting Rationale:

A health and safety policy sets out The Authority's general approach to health and safety. It explains how The Authority, as an employer, will manage health and safety in the business. It should clearly say who does what, when and how.

If employing five or more employees, you must write your policy down. If employing fewer than five employees you do not have to write anything down, but it is useful to do so.

You must share the policy, and any changes to it, with your employees.
(<https://www.hse.gov.uk/>)

Standing Orders:
Not applicable
Resource Impact:
Not applicable
Financial Impact:
Not applicable
Legal and/or Insurance Impact:
<u>Relevant legislation</u> • Health and Safety at Work Act etc 1974 • The Management of Health and Safety at Work Regs 2003
Equality Impact:
Not applicable
Climate Change Impact:
Not applicable
Consultation with Others:
• Onchan District Commissioners - Chief Executive/Clerk • Onchan District Commissioners - Health and Safety Committee • External Health and Safety Adviser – Safety Net Limited
General Data Protection Regulations and/or Confidentiality Impact:
Not applicable
Appendices:
See enclosed the draft Health and Safety Policy 2026

For Members Consideration.


Ryan Forgie
District Surveyor



**ONCHAN
DISTRICT
COMMISSIONERS**

**HEALTH &
SAFETY
POLICY AND
PROCEDURE**

Date: 29th June 2026
Review: 29th June 2027

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 - 3.44 Workplace Safety
 - 3.45 Young Persons

4. Organogram (Management Structure)

Policy Review

History:-

Please be aware that this version of this document may not be the latest available version, which is available in the Authority's Document Management System, and which supersedes all previous versions.

Those to whom this policy applies are responsible for familiarising themselves periodically with the latest version and for complying with policy requirements at all times.

Effective from:	Replaces:	Originator:	Page X of Y
July 2025	25/05/2024	Chief Executive/Clerk	
Management Team Approval: (Health and Safety Committee)			7 th July 2025
Board Ratification:			

History or Most Recent Policy Changes – MUST BE COMPLETED		
Version:	Date:	Change:
1 st July 2019	1 st July 2019	New Policy
1 st January 2021	1 st January 2021	Updated Policy
30 th May 2023	24 th May 2023	Updated Policy
21 st May 2024	15 th May 2024	General Formatting 2.1.4 Changed Finance Manager title 2.1.5 Changed Assistant Finance Manager title
14 th July 2025	14 th July 2025	General errors resolved 2.1.5 (P) added 2.1.6 (n) added 2.1.7 (o) added 3.14 Competent added to last bullet point
29 th June 2026	29 th June 2026	Updated Policy

1. General Statement of Intent

Onchan District Commissioners ("the Authority") is committed to ensuring the health, safety and welfare of employees and others who may be affected by its activities. Whilst the prime objective is to conduct the undertaking in accordance with the Health and Safety at Work Etc Act 1974 and supporting legislation, the Authority are not however, content merely to comply with statutory duties, but are determined to ensure that the highest health and safety standards are achieved. The Authority looks to all employees to co-operate on all matters relating to health and safety at work and to ensure that this Health & Safety Policy is observed at all times. The Authority will take all reasonable steps to meet its health and safety responsibilities, paying particular attention to the provision of:

- 1.1** Safe plant and equipment and safe systems of work;
- 1.2** Safe arrangements for the use, handling, storage and transport of articles and substances;
- 1.3** Information, supervision and the necessary instruction and training to enable all members of staff to avoid hazards and contribute positively to their own health and safety;
- 1.4** A safe place to work, including safe access and egress to and from it;
- 1.5** A safe and healthy working environment with adequate welfare facilities;

This statement of general policy and any subsequent amendments will be brought to the attention of all employees and other relevant persons who may be affected by the undertakings of the Authority.

The Authority requests that all employees read the Policy and co-operate on all matters relating to Health and Safety. The Authority expects all employees to ensure this Health and Safety Policy is observed at all times.

Signed:
Chief Executive/Clerk

2. Organisation

The organogram provided within Appendix A illustrates the management structure developed by the Authority to ensure good Health and Safety standards are achieved throughout the Authority.

2.1.1 The Board of Onchan District Commissioners (“the Board”)

Overall and ultimate responsibility for Health and Safety rests with the Board.

The Board will:

- (a) Ensure that a suitable and sufficient Health and Safety Policy (“the Health and Safety Policy”) is in place and reviewed each year;
- (b) Ensure hazards and risks are identified and suitable controls are in place to eliminate, reduce or adequately control such risks;
- (c) Ensure adequate resources are provided to implement the Health and Safety Policy;
- (d) Ensure that health and safety is regularly discussed as an agenda item at board meetings and the discussions and resolutions are minuted;
- (e) Act upon sound advice given by members of the Health and Safety at Work Inspectorate or the Health and Safety Advisor or the Chief Executive/Clerk;
- (f) To take appropriate action following accidents/incidents and near misses and/or any health and safety concerns reported to the Board;
- (g) To ensure compliance with all appropriate Health and Safety Regulations, Approved Codes of Practice and Industry Standards and Guidance relevant to the Authority's buildings and activities.
- (h) To provide a clear commitment to health and safety;
- (i) Any other duty/responsibility that may reasonably be expected in this position to ensure health and safety is effectively managed.

2.1.2 The Chief Executive/Clerk

- (a) To ensure all staff read and understand the Health and Safety Policy and ensure the effective implementation of the Policy;
- (b) Made adequate arrangements for the periodical review of the Health and Safety Policy;

- (c) Identify health and safety performance targets for the Authority;
- (d) Co-Ordinate the efforts of the staff in matters of health and safety;
- (e) Report to the Board on health and safety matters;
- (f) Allocate and utilise resources to meet the requirements of the Health and Safety Policy including those required by the Health and Safety Advisor;
- (g) Liaise with and have regular meetings with the Health and Safety Advisor to discuss health and safety;
- (h) Be aware of legislation, codes of practice, guidance notes and safe working practices relevant to the Authority's buildings and activities;
- (i) Enforce the Authority's Disciplinary Procedures in regard to breaches of the Health and Safety Policy and practices;
- (j) Act upon the advice given by members of the Health and Safety Inspectorate or the Health and Safety Advisor;
- (k) Ensure that health and safety is taken into account prior to awarding contracts to external companies;
- (l) Arrange for adequate health and safety training as required;
- (m) Set a personal example in relation to health and safety at work;
- (n) Take reasonable care of their health and safety and of others who may be affected by their acts or omissions;
- (o) Attend health and safety training and staff meetings, as necessary and work in accordance with any training and instructions provided;
- (p) Ensure compliance with relevant Health and Safety Regulations, Approved Codes of Practice and HSE or HSI Guidance;
- (q) Ensure hazards and risks are identified and suitable and sufficient controls are in place to eliminate, reduce or adequately control such risks;
- (r) Ensure that accidents, diseases, dangerous occurrences and near misses are reported to the Health and Safety Inspectorate as required by the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 ("RIDDOR");
- (s) Any other duties/responsibility that may reasonably be expected in this position to ensure health and safety is effectively managed.

2.1.3 Health and Safety Co-Ordinator/District Surveyor

- (a) Ensure the effective implementation of the Health and Safety Policy on a day to day basis;
- (b) Co-ordinate the management of health and safety in all Departments;
- (c) Report to the Chief Executive/Clerk on health and safety matters;
- (d) Request adequate resources to meet the requirements of the Health and Safety Policy;
- (e) Where necessary, seek the advice and assistance of the external Health and Safety Advisor;
- (f) Monitor the effectiveness of the Health and Safety Policy and make recommendations to the Chief Executive/Clerk where appropriate;
- (g) Instigate disciplinary procedures for breaches in the Health and Safety Policy or practices;
- (h) Ensure health and safety performance is taken into account prior to awarding contracts to external companies;
- (i) In conjunction with the appropriate manager ensure that all accidents and incidents are investigated immediately, remedial action is taken where necessary and the findings communicated to the Chief Executive/Clerk;
- (j) Ensure hazards and risks are identified and suitable and sufficient controls are in place to eliminate, reduce or adequately control such risks;
- (k) Take reasonable care of their own health and safety and of others who may be affected by their acts or omissions;
- (l) Co-operate with the Employer on health and safety matters;
- (m) Attend periodical meetings with the Health and Safety Advisor to discuss health and safety issues and performance and to act upon sound advice given;
- (n) Ensure compliance with legislation, codes of practice, guidance notes and safe working practices relevant to the Authority's buildings and activities;
- (o) Assist the Chief Executive/Clerk to enforce the Authority's Disciplinary Procedures in regard to breaches of the Health and Safety Policy or practices;
- (p) Act upon sound advice given by members of the Health and Safety at Work Inspectorate or the Health and Safety Advisor;

- (q) Attend health and safety training, as necessary. Work in accordance with any training and instructions provided;
- (r) Ensure that accidents, diseases, dangerous occurrences and near misses are reported to the Health and Safety Inspectorate as required by the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 ("RIDDOR");
- (s) Arrange for adequate health and safety training, as required;
- (t) Any other duty/responsibility that may reasonably be expected in this position to ensure health and safety is effectively managed.

**2.1.4 Heads of Service
(Deputy Clerk and Chief Finance Officer)**

- (a) Ensure the effective implementation of the Health and Safety Policy on a day to day basis;
- (b) Co-ordinate the management of health and safety within the service;
- (c) Report to the Health and Safety Co-Ordinator or Chief Executive/Clerk on health and safety matters within their service;
- (d) Request adequate resources to meet the requirements of the Health and Safety Policy within their service;
- (e) Where necessary, seek the advice and assistance of the Health and Safety Co-ordinator or external Health and Safety Advisor;
- (f) Monitor the effectiveness of the Health and Safety Policy within their service and make recommendations to the Chief Executive/Clerk where appropriate;
- (g) Instigate the Authority's Disciplinary Procedures for breaches in the Health and Safety Policy and practices;
- (h) Ensure health and safety performance is taken into account prior to awarding contracts to external companies within their service;
- (i) Ensure that all accidents, incidents and near misses within their service are reported and investigated immediately, remedial action is taken where necessary and the finding communicated to the Health & Safety Co-Ordinator or Chief Executive/Clerk;
- (j) Ensure hazards and risks are identified within their service and suitable and sufficient controls are in place to eliminate, reduce or adequately control such risks;

- (k) Take reasonable care of their own health and safety and of others who may be affected by their acts or omissions;
- (l) Co-operate with the Employer on health and safety matters;
- (m) Attend periodical meetings with the Health and Safety Advisor to discuss health and safety issues and performance within their service and to act upon sound advice given;
- (n) Ensure compliance with legislation codes of practices, guidance notes and safe working practices relevant to their service;
- (o) Assist the Chief Executive/Clerk to enforce the Authority's Disciplinary Procedures in regard to breaches of the Health and Safety Policy and practices within their services;
- (p) Act upon sound advice given by members of the Health and Safety Work Inspectorate or the Health and Safety Advisor or the Chief Executive/Clerk;
- (q) Attend Health and Safety training and Staff Meetings, as necessary. Work in accordance with any training and instructions provided;
- (r) Produce written risk assessments and issues to employees. Ensure employees understand their duties and responsibilities to comply with risk assessments;
- (s) Ensure work is carried out safely and in accordance with relevant risk assessments or safe working procedures;
- (t) Ensure that accidents, diseases, dangerous occurrences and near misses are reported to the Health and Safety Coordinator immediately;
- (u) To set a personal example in relation to health and safety at work;
- (v) Any other duty/responsibility that may reasonably be expected in this position to ensure health and safety is effectively managed within their service.

2.1.5

Section Managers

(Property Maintenance Manager, Environmental and Technical Services Manager, Head Librarian, Finance Department Manager and Housing Manager)

- (a) Assist the Head of Service/Health and Safety Co-Ordinator to ensure the effective implementation of the Health and Safety Policy on a day to day basis within their service;
- (b) Assist the Head of Service/Health and Safety Co-Ordinator to co-ordinate the management of health and safety within their service;

- (c) Report to the Head of Service/Health and Safety Co-Ordinator on health and safety matters within their services;
- (d) Request adequate resources to meet the requirements of the Section Managers;
- (e) Where necessary, seek the advice and assistance of the Head of service or Health and Safety Co-Ordinator;
- (f) Monitor the effectiveness of the Health and Safety Policy within their service and make recommendations to the Head of Service/Health and Safety Co-Ordinator where appropriate;
- (g) Ensure that all accidents, incidents and near misses within their service are reported and investigated immediately, remedial action is taken where necessary and the findings communicated to the Health and Safety Co-Ordinator;
- (h) Ensure hazards and risks are identified within their service and suitable and sufficient controls are in place to eliminate, reduce or adequately control such risks;
- (i) Take reasonable care of their own health and safety and of others who may be affected by their acts or omissions;
- (j) Co-operate with the Employer on health and safety matters;
- (k) Attend periodical meetings within the Health and Safety Committee to discuss health and safety issues and performance within their service and to act upon sound advice given;
- (l) Ensure compliance with legislation, codes of practice, guidance notes and safe working practices relevant to their service;
- (m) Act upon such advice given by members of the Health and Safety Inspectorate, Health and Safety Advisor, Head of Service/Health and Safety Co-Ordinator or the Chief Executive/Clerk;
- (n) Ensure health and safety toolbox talks are provided, as necessary, for all employees within their section;
- (o) Attend health and safety training and staff meetings, as necessary. Work in accordance with any training and instructions provided;
- (p) Produce written risk assessments and issue to employees. Ensure employees understand their duties and responsibilities to comply with risk assessments
- (q) Ensure employees understand their duties and responsibilities with risk assessments;
- (r) Ensure all accidents, diseases, dangerous occurrences and near misses are reported to the Health and Safety Co-Ordinator

immediately, to set a personal example in relation to health and safety at work;

- (s) Any other duty/responsibility that may reasonably be expected in this position to ensure health and safety is effectively managed within their service.

2.1.6 Property Maintenance Officer/Environmental and Technical Services Officer

- (a) Assist the Section Managers to ensure the effective implementation of the Health and Safety Policy on a day to day basis within their service;
- (b) Assist the Section Managers to co-ordinate the management of health and safety within their service;
- (c) Report to the Section Managers on health and safety matters within their service;
- (d) Request adequate resources to meet the requirements of the Section Managers;
- (e) Where necessary, seek the advice and assistance of the Section Managers;
- (f) Ensure that all accidents, incidents, and near misses within their service are reported and investigated immediately, remedial action is taken where necessary and the findings communicated to the Health and Safety Co-Ordinator,
- (g) Ensure hazards and risks are identified within their service and suitable and sufficient controls are in place to eliminate, reduce or adequately control such risks;
- (h) Take reasonable care of their own health and safety and others who may be affected by their acts or omissions;
- (i) Co-operate with the Employer on health and safety matters;
- (j) Ensure compliance with legislation, codes of practice, guidance notes and safe working practices relevant to their service;
- (k) Act upon sound advice given by the Health and Safety Co-Ordinator or the Chief Executive/Clerk;
- (l) Ensure health and safety toolbox talks are provided, as necessary, for all employees within their service;
- (m) Attend health and safety training and staff meeting, as necessary. Work in accordance with any training and instructions provided;
- (n) Produce written risk assessments and issue to employees. Ensure employees understand their duties and responsibilities to comply with risk assessments
- (o) Ensure employees understand their duties and responsibilities to comply with risk assessments;

- (p) Ensure work is carried out safely and in accordance with relevant risk assessment or safe working procedures;
- (q) Ensure that all accidents, diseases, dangerous occurrences and near misses are reported to the Health and Safety Co-Ordinator
- (r) To set a personal example in relation to health and safety at work;
- (s) Any other duty/responsibility that may reasonably be expected in this position to ensure health and safety is effectively managed within their service.

2.1.7 Parks and Refuse Foremen and Sheltered Housing Co-Ordinators

- (a) Assist the Section Manager to ensure the effective implementation of the Health and Safety Policy on a day to day basis;
- (b) Assist the Section Manager to co-ordinate the management of health and safety within their service;
- (c) Report to the Section Manager on health and safety matters within their service;
- (d) Monitor the effectiveness of the Health and Safety Policy within their service and make recommendations to the Section Manager/Officers where appropriate;
- (e) Ensure that all accidents, incidents and near misses within their service are reported and investigated immediately, remedial action is taken where necessary and the findings communicated to the Section Manager;
- (f) Ensure hazards and risks are identified within their service and suitable and sufficient controls are in place to eliminate, reduce or adequately control such risks;
- (g) To take reasonable care of their own health and safety and of others who may be affected by their acts or omissions;
- (h) Co-operate with the Employer on health and safety matters;
- (i) Attend periodical health and safety meetings to discuss health and safety issues and performance within their service and to act upon sound advice given;
- (j) Comply with legislation, codes of practices, guidance notes and safe working practices relevant to their services;
- (k) Act upon sound advice given by Section Managers, Heads of Services, Environmental and Technical Services Officer and the Property Maintenance Officer or the Chief Executive/Clerk;

- (l) Identify health and safety training needs for their team and request appropriate training to their Section Manager;
- (m) Attend health and safety training as necessary. Work in accordance with any training and instructions provided;
- (n) Produce written risk assessments and issue to the Section Manager for approval by the Health and Safety Co-Ordinator or Chief Executive/Clerk. Ensure employees understand their duties and responsibilities to comply with the risk assessments;
- (o) Produce written risk assessments and issue to employees. Ensure employees understand their duties and responsibilities to comply with risk assessments
- (p) Ensure work is carried out safely and in accordance with the relevant risk assessment and safe working procedures;
- (q) Ensure that accidents, diseases, dangerous occurrences and near misses are reported to the Section Manager as required by RIDDOR;
- (r) To set a personal example in relation to health and safety at work;
- (s) Any other duty/responsibility that may reasonably be expected in this position to ensure health and safety is effectively managed within their service.

2.1.8 Employees

- (a) Read, understand and comply with the Health and Safety Policy;
- (b) Report to the immediate Line Manager any health and safety concerns. Escalate the reporting to the Section Manager and/or Heads of Service and/or the Chief Executive/Clerk;
- (c) Ensure that all accidents and incidents within their service are reported to the Line Manager;
- (d) Comply with reasonable instruction to ensure hazards and risks are effectively managed and/or controlled;
- (e) Take reasonable care of their own health and safety and of others who may be affected by their acts or omissions;
- (f) Co-operate with the Employer on health and safety matters;
- (g) Follow sound advice given by the Line Manager/Supervisor/Section Manager;
- (h) Attend health and safety training as necessary. Work in accordance with any training and instructions provided;
- (i) Comply with written risk assessments and follow reasonable

work instructions in order to ensure safe systems at work;

- (j) Any other duty/responsibility that may reasonably be expected in this position to ensure health and safety is effectively managed within their service.

2.1.9 Health and Safety Committee

- (a) Make adequate arrangements for the periodical review of the Health and Safety Policy;
- (b) Identify health and safety performance targets for the Authority;
- (c) Report to the Board on health and safety matters;
- (d) Be aware of legislation, codes of practice, guidance notes and safe working practices relevant to the Authority's buildings and activities;
- (e) Act upon sound advice given by members of the Health and Safety Inspectorate or the Health and Safety Advisor;
- (f) Ensure that health and safety is taken into account prior to awarding contracts to external companies;
- (g) Approve risk assessments and safe working procedures, as necessary;
- (h) Any other duty/responsibility that may reasonably be expected in this position to ensure health and safety is effectively managed.

3. Health and Safety Arrangements

3.1 Accidents and Incidents

The Authority understands their legal duty to report certain accidents and incidents (including specific diseases) to the Appropriate Authority under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) 1995 and will ensure that accidents and incidents are thoroughly investigated. Responsibility for reporting has been delegated to key personnel.

All accidents and incidents will be recorded. It is the Authority's policy to monitor accidents, incidents and near misses. The aim of the active and reactive monitoring is to achieve continual improvement each year and to assess safety performance on an annual basis.

3.2 Alcohol and Substances

The Authority has a zero tolerance policy in relation to the use of drugs and alcohol at work. Any employee in breach of this policy will be subject to disciplinary action which could lead to dismissal. Should any employee be found to be under the influence of drugs or alcohol at work the Authority will consider

the facts involved and decide whether to invoke the Authority's Disciplinary Procedures.

3.3 Asbestos

The Authority understands its duty to manage asbestos in relation to all their facilities under the Control of Asbestos Regulations 2012. To ensure asbestos materials are not inadvertently disturbed, we will ensure that work does not start until we are in receipt of an appropriate Asbestos Survey Report.

The Authority will assess the risks involved and take appropriate action to ensure such material is managed so that asbestos fibres are not released into the air. It is policy that all employees who work on existing buildings of the Authority must have received Asbestos Awareness Training.

3.4 Biological Hazards/Health Protection

The Authority will ensure that risks associated with biological hazards are eliminated or minimised so far as reasonably practicable. All employees will be made aware of these hazards. To reduce the risks involved it is policy to:

- Identify tasks that may increase the risk of contact with such organisms;
- Assess the risks involved and ensure adequate controls measures are put in place;
- Ensure that control measures are enforced;
- Provide good PPE and adequate washing facilities;
- Ensure anti-bacterial wipes/gels are available on-site;
- Ensure good first-aid facilities are provided on-site;
- Provide awareness training on biological hazards.

3.5 Car Parks/Depots

It is policy of the Authority to ensure that car parks and depots are appropriately set out and marked. Car parks and depots will be inspected regularly for debris, litter and will be well maintained.

3.6 Communication and Consultation

The Authority understands that to ensure the Health and Safety Policy is effective, employees need to be involved. The Authority will therefore allocate responsibilities to ensure that employees understand what they have to do. Employees will

be consulted and encouraged to get involved wherever possible.

The Authority will also ensure that employees are made aware of the Health and Safety Policy, including any revisions to the Health and Safety Policy.

3.7 Construction Work

The Authority fully recognises the legal requirements of the Construction Design and Management Regulations 2003 ("CDM") and the hazards associated with CDM. When CDM arises the relevant measures will be implemented to achieve legal compliance with the regulations. Should the Authority be designated as a Client within the scope of the legislation it will ensure that all relevant personnel are suitably trained and competent. The Authority will also ensure that:

- (a) CDM is carried out safely and is properly co-ordinated so as to ensure the health and safety of construction workers and others who may be affected by the work;
- (b) Suitable management arrangements for the project are in place including welfare facilities;
- (c) Sufficient time and resources for all stages of the project are allocated;
- (d) Designers and contractors are provided with pre-construction information;
- (e) When a project is notifiable the following additional measures will include:
 - Appointment of a Planning Supervisor;
 - Appointment of a Principle Contractor;
 - Ensure that the construction phase does not start unless there is a construction phase plan in place;
 - Provision of information for the health and safety file to the Planning Supervisors;
 - Retaining and providing access to the health and safety file.

3.8 Control of Contractors

Where necessary, the Authority will undertake competence and resources assessments prior to the appointment of a contractor(s) to ensure that only contractors that have a proven safety record and sufficient resources to manage safety are engaged to carry out work for the Authority.

The competence of Contractors will be assessed with reference to appropriate health and safety training, certification, Technical skills and experience. The Authority will not appoint contractors that have failed to demonstrate the relevant level of competency for the work to be undertaken

3.9 Control of Substances Hazardous to Health (“COSHH”)

It is the policy of the Authority to comply with the Control of Substances Hazardous to Health Regulations 2002 (UK) and ensure that no work is undertaken which may expose anyone to substances which are hazardous to health (including biological hazards) so far as reasonably practicable.

Appropriate COSHH assessments will be carried out for all substances used at work and the necessary risk controls measures will be implemented.

The Authority recognises their duty to control the storage, handling and use of hazardous substances. Control measures will:

- (a) Identify all purchased products, so as to decide whether they pose a significant risk of harm. When the Authority purchased products a copy of the Safety Data Sheet (“SDS”) from suppliers will be requested. This provides access to information on the associated hazards involved and the necessary controls measures needed;
- (b) Ensure the hazardous substances are correctly labelled to the recognised standard and are stored in the appropriate containers;
- (c) Ensure that safe working practices are produced and implemented.

All staff involved in the handling and use of chemicals will receive appropriate training and instruction.

3.10 Display Screen Equipment

It is the policy of the Authority to ensure that risks associated with the use of Display Screen Equipment (“DSE”) are minimised. All workstations will be assessed to ensure compliance with the Display Screen Equipment Regulations 1992 (UK). Users of DSE will be made aware of the risks associated with such work and health screening will be provided, as necessary.

All DSE users will receive awareness training in relation to the risks associated with the use of DSE to ensure employees know how to set up their workstations in order to reduce risks.

3.11 Electrical Safety

The Authority will ensure that electrical installations and equipment are properly installed, maintained and are fit for the purpose of the environment in which they are used.

Planned routine maintenance, user checks and servicing in line with the manufacturer's instructions will all help achieve electrical safety. The fixed electrical installation will be periodically inspected and tested at intervals appropriate to its age and condition in accordance with the Institution of Electrical Engineers (IEE) Wiring Regulations. Circuits or apparatus which are not satisfactory will be disconnected from the supply and removed from service. They will be repaired (or replaced) and tested before they are put back into service.

3.12 Emergency Procedures

It is the policy of the Authority to ensure that emergency procedures are established for the safe operation of the facility. Emergency equipment will be kept in its proper place and checked and maintained in good working order. Employees will be trained in the use of the equipment, and a record of such training will be kept. There are a number of alarms for different types of emergencies eg fire, plant failure, drowning etc. All alarms will be tested as necessary and there will be a record of equipment and alarm checks.

3.13 Environment

The Authority recognises that operational activities and services can have an impact on the environment. As such the Authority is committed to continual environmental improvement and prevention of pollution through implementation of the Health and Safety Policy. It is the policy of the Authority to:

- Minimise consumption of resources and raw materials;
- Minimise emissions and reduce energy consumption;
- Minimise waste and promote recycling;
- Purchase from suppliers who share our concerns for the environment and whenever possible, purchase and use recyclable products or products from sustainable sources;
- Meet or exceed all environmental legislation in relation to the facility;
- Exercise a positive influence with the industry through our awareness raising and behaviour changing activities;

- Comply with all relevant environment legislation.

3.14 Fire Safety

The Authority acknowledges its responsibility to ensure that reasonable steps are taken to reduce the risk of fire within the building and ensure people can escape safely if there is a fire. The Authority will ensure that Fire Risk Assessments ("FRA's") are undertaken for their facilities. Fire detection, alarms and emergency lighting systems will be appropriately inspected and maintained and fire drills will be organised on a regular basis.

3.15 First Aid

The Authority understands the requirement to provide First Aid facilities with regards to the Health and Safety (First Aid) Regulations 1981. The Authority will decide, as part of a risk assessment, the first aid provision needed. Consideration will be given to:

- The needs of staff;
- The type, quantity and location of equipment;
- The numbers of suitably qualified staff.

First Aid equipment will be properly stored near the first aid box. The equipment will be regularly checked to ensure it remains in good condition.

3.16 Gas Safety

The Authority will comply with regulatory requirements to maintain gas safety in their facilities and will comply with the highest standards. They will provide efficient and effective gas maintenance and servicing to ensure all gas appliances and fittings are in a safe condition. Only registered gas safe engineers will be appointed to work on any of the Authority's gas systems. Before a contract is awarded, checks will be undertaken to determine the quality and extent of the contractor's competence. This process will establish the contractor's ability to carry out gas work in a safe and competent manner, as a minimum, all contractors will provide a copy of their current gas safe registration; copies of all their gas Engineers' Registration; and Gas Qualifications and necessary insurances and indemnities. Accurate records to monitor compliance with legal requirements will be maintained.

3.17 Health Surveillance

It is the policy of the Authority to undertake health surveillance where it is considered appropriate. Health surveillance is required when a risk assessment identifies a potential risk of a work activity which could affect the health of an employee. Examples of such work may include:

- Work with biological agents which may cause human disease;
- Use of specific chemicals, fumes, dusts or other substances hazardous to health;
- Work causing excessive noise and/or vibrations to workers;
- Work with asbestos;
- Pregnant workers;
- Manual handling;
- DSE use.

The objectives of health surveillance are:

- Protect the health of individuals by detecting as early as possible, diseases or adverse health effects which may be work related eg exposure to hazardous substances, including biological agents;
- Assist in evaluating the effectiveness of existing risk management measures and identify where any further action may be necessary;
- Obtain, use, keep up to date and retain data and information for determining and evaluating risks to health.

3.18 Housekeeping

The Authority is committed to ensuring, so far as is reasonably practicable, the health, safety and welfare of all individuals. An important component of this is to ensure that good housekeeping practices are established. Housekeeping will be maintained to ensure facilities are kept clean at all times.

3.19 Legionella

The Authority acknowledges its responsibilities under the Health and Safety at Work Act 1974; the Control of Substances Hazardous to Health 2002; and the HSE Approved Code of Practice L8 "*The control of legionella bacteria in water systems*" 2013. The Authority will comply with relevant guidance (HSG 274) issued by the HSE in this respect. The Authority will take all reasonable precautions to prevent risk to health from exposure to legionella organisms by implementing appropriate control measures.

3.20 Lifting Operations and Lifting Equipment

The Authority is aware that the Lifting Operations and Lifting Equipment Regulations 1998 ("LOLER") are relevant to all activities involving the lifting and lowering of loads, whether those loads are goods, equipment or people. Lifting equipment is any work equipment, including any lifting accessories, used in lifting operations such as hoists, passenger lifts, straps, harnesses, ropes, hooks or eyebolts.

All lifting operation will be planned and supervises in line with the HSE LOLER Approved Code of Practice and Guidance. The level of planning and supervision applied will be commensurate with the level of risk. All lifting equipment will be thoroughly examined, inspected and maintained at suitable periods and stored securely and safety when not in use in accordance with the regulations and guidance.

3.21 Lone Working

It is the Authority's policy to avoid lone working wherever possible. Where it cannot be avoided, it is policy to establish one or more of the following control measures:

- Person working alone should maintain good contact with their Line Manager and/or colleagues and report problems immediately;
- Before commencing work employees should check the weather forecast. If fog or poor weather is forecast then it may not be safe to carry out such work;
- Before commencing work, employees should leave a record of their destination and expected time of return. If the location is remote, then the employee should also advise of their intended route, detailing start and finish locations;
- Line Managers and/or work colleagues must know what to do if the lone worker fails to return at the expected time;
- Lone workers should carry mobile phones or radios for use at work to enable them to call for help or assistance;
- If it is known that the remote location has no mobile phone signal then lone workers should consult with the Line Manager and agree another form of communication (including timings of such communication)
- Phone numbers or Line Managers should be provided to key persons (friends and family etc) for emergency purposes only;

- Fully stocked First Aid kits must be available to lone workers at all times;
- If risks cannot be reduced to an acceptable level, then team working will be necessary;
- All lone workers will be briefed on this policy.

3.22 Manual Handling

It is the Authority's policy to fully comply with the Manual Handling Operations Regulations 1992 (UK). As such it is policy to:

- Avoid the need for hazardous manual handling, as far as reasonably practicable;
- Assess the risk of injury from any hazardous manual handling activities which cannot be avoided;
- Reduce the risk of injury from manual handling, as far as reasonably practicable.

Due to the nature of the organisation, situations may arise whereby manual handling tasks are unavoidable and where this arises then control measures will be put in place to reduce such risks including:

- Re-organisation or redesign of the task;
- Sharing the load or the provision of suitable mechanical equipment;
- Training on manual handling and safe systems of work;
- Employees will be instructed to follow appropriate systems and make proper use of equipment provided for their safety.

3.23 Monitoring Health and Safety

It is the policy of the Authority to monitor health and safety on a regular periodic basis. This will include active and reactive monitoring. Active monitoring will be arranged in the form of regular inspections of the facility and documentation. Reactive monitoring will take the form of investigations into accidents and incidents. In addition the Authority will arrange for independent health and safety audits to be undertaken.

The aim of such monitoring is to provide information to the Authority on health and safety performances and to ensure continual improvements are achieved.

3.24 New and Expectant Mothers

The Authority recognises its duty to undertake a specific individual risk assessment of the tasks undertaken by new and expectant mothers, so as not to expose such workers to hazards that may cause harm. Following a risk assessment, controls will be introduced, where necessary. Such controls may include:

- Avoidance of heavy lifting;
- Providing adequate facilities for rest during the pregnancy;
- Monitoring the employee through the development of the pregnancy;
- Provide adequate facilities for new nursing mothers.

3.25 Noise

Due to the nature of the organisation situations may arise whereby the noise levels rise above the recognised accepted legislative standard. The Authority recognises the requirement to control the exposure of our employees to high noise levels. Where necessary, controls measures will be considered such as:

- Identifying areas and tasks that may pose risk of hearing damages;
- Undertaking a full and comprehensive noise assessment of the facility;
- The provision of ear protection zones and mandatory signage;
- Issuing appropriate Personal Protective Equipment ("PPE");
- Training on the use of PPE and other safety measures;
- Providing health surveillance for all personnel that are exposed to high noise levels.

3.26 Occupational Health

The Authority recognises that the health and well-being of its employees is a fundamental requirement for the effective operation of its services. Therefore, the Authority is committed to ensuring the physical and mental well-being of all employees. Where employees may be exposed to well-known occupational health hazards the Authority will take all reasonable precautions to reduce the risks involved. Employees are actively encouraged to report matters they consider to present risks to

their physical or mental well-being. Where necessary, the Authority will refer employees to specialist Occupational Health Practitioners for further advice and support.

3.27 Office Safety

The Authority recognises there are several laws relating to office environment such as:

- The Health and Safety at Work Act 1974;
- Control of Asbestos Regulations 2012
- Management of Health and Safety at Work Regulations 2003;
- Workplace (Health, Safety and Welfare) Regulations 1992; (UK)
- First Aid at Work Regulations 1981; (UK)
- Manual Handling Operations Regulations 1992; (UK)
- Display Screen Equipment Regulations 1992; (UK)
- Electricity at Work Regulations 1992; (UK)

The Authority is committed to full compliance with these regulations in order to achieve a safe and healthy office working environment.

3.26 Personal Protective Equipment (“PPE”)

It is the policy of the Authority to fully comply with the Personal Protective Equipment Regulations 1992 (UK). The regulations require employers to provide necessary PPE. Some or all of the following measures may be needed:

- Dust masks and face protection;
- Eye protection;
- Aprons/chemical suits/coveralls;
- Boots or wellingtons;
- Gauntlets or gloves;

The Authority will ensure risk assessments address the need for the provision of PPE.

3.29 Plant and Equipment

The Authority understands its responsibilities to provide and maintain safe plant and equipment under the Provision and Use of Work Equipment Regulations 1998 (PUWER/UK). To comply with the regulations the Authority will:

- Ensure that equipment provided is suitable and sufficient for the task;
- Ensuring that equipment is inspected and adequately maintained;
- Ensure faulty or defective equipment is removed from use;
- Ensure that only properly trained and competent persons use the equipment.

Appropriate risk assessments will be undertaken in relation to the use of plant and equipment.

3.30 Portable Electric Equipment

It is the policy of the Authority that electrical equipment will not normally be used in wet areas. Where it is necessary to use portable electrical equipment it must be selected and used carefully to reduce the electrical risks. The use of certain types of equipment will eliminate, or reduce substantially, those electrical risks, for example:

- Air powered tools;
- Equipment designed to withstand immersion in water;
- Battery operated tools;
- 25 V waterproof portable hand lamps;
- 50 V tools fed from a safe extra low voltage (SELV) system.

3.31 Risk Assessment

As an Employer, under the Management of Health and Safety at Work Regulations 2003 ("MHSWR"), the Authority acknowledges its responsibility to carry out assessment of the risks which may affect employees, and others, as a result of its undertakings. These requirements also take into account members of the public. The Authority will take appropriate action to eliminate or reduce risks as far as it is reasonably practicable. To ensure that hazards and risk are properly controlled the Authority will also:

- Make arrangements for implementing the health and safety measures identified to reduce risk;
- Appoint competent people to implement health and safety arrangements;
- Establish emergency procedures;
- Provide clear information and training to employees;
- Establish procedures for employees to follow if a situation of serious or imminent dangers were to arise;
- Co-operate on health and safety matters with other employers who share the same workplace and co-ordinate an exchange of information about such matters;
- Consult with employees on health and safety matters.

3.32 Safe Systems of Work

It is the policy of the Authority to ensure that safe systems of work are developed and maintained in relation to the activities and operations undertaken by the Authority.

3.33 Security

Effective precautions will be taken to prevent unauthorised access to the Authority's facilities, plant rooms, chemical stores and other areas will be secured against unauthorised access. The risks will be assessed and appropriate measures taken to reduce those risks. This will include the installation of intruder lighting and/or alarms. Signs prohibiting unauthorised access should also be displayed.

3.34 Slips and Trips

It is the policy of the Authority to ensure that premises are maintained to an acceptable standard. This involves good housekeeping and organisation to ensure situations do not arise that may cause slip, trip and fall hazards. To prevent such hazards the Authority will:

- Ensure workplaces are inspected regularly to identify potential slip, trip and fall hazards;
- Ensure slip, trip and fall hazards are removed immediately;
- Ensure a high standard of housekeeping is maintained each working day.

3.35 Smoking

In the interests of Health and Safety the Authority has adopted a “No Smoking” Smoking Policy within all its facilities. This includes the use of e-cigarettes.

3.36 Stress at Work

The Authority takes stress at work seriously and procedures will be developed to ensure that employees who are experiencing stress at work have clear guidance to mitigate the risks involved.

The Authority will take all reasonable steps to prevent stress at work and to protect all employees who may be at risk of excessive levels of work-related stress. The Authority will provide full support for any member of staff that may be experiencing excessive stress levels. Action will be taken to reduce stress levels where appropriate. In the first instance, the member of staff should contact their Line Manager.

3.37 Training and Induction

The Authority recognises that health and safety training is an important part of its overall safety policy. No member of staff will undertake any task which involves any foreseeable risk, unless they have received the proper and adequate training. The level and type of training required will be identified in the relevant risk assessment(s). Health and Safety inductions will be carried out by the relevant Line Manager for all new employees.

3.38 Vehicle Safety

The Authority understands that the use of HGV's and machinery may give rise to crush hazards. Therefore, it is policy to ensure that only fully trained and certificated personnel will operate such vehicles. Operators will be trained to the standards as laid down under the CPCS Scheme (UK) or the Isle of Man equivalent in this regard. All mechanical plant and equipment will be carefully selected and suitably planned. Where necessary, a competent Banksman will supervise reversing vehicles. Beacons and hazard lights will be in operation at all times machines are in use.

Under no circumstances will plant be left running whilst unattended and any operator failing to comply with this requirement will be subject to the Authority's Disciplinary Procedures.

3.39 Vibration

The Authority recognises that situations may arise that may pose a significant risk of exposure to vibration. Where this situation arises control measures will be adopted including:

- Identify the tasks where vibrating tools or machinery are in use;
- Assess the risks involved and the control measures needed;
- Ensure that the Authority's tools and machines are maintained to a high standard;
- Ensure that employees are not exposed to vibration that exceeds recommended exposure levels;
- Issue appropriate safety equipment to the personnel involved;
- Provide training on the use of PPE and other safety measures.

3.40 Violence and Aggression

Employees whose job requires them to deal with the public can be at risk from violence and aggression. With the above in mind, the Authority will ensure that employees are trained to spot the early signs of aggression and either avoid it or manage it. If necessary, the Authority will consider physical security measures such as video cameras and personal alarms in identified areas of risk.

3.41 Visitors & Public Safety

The Authority recognises their responsibility to ensure the health, safety and welfare of the public, visitors and contractors. Contractors working within the Authority's facilities must sign the visitor book on arrival and when leaving. They should also be advised of the emergency evacuation procedures.

3.42 Work at Height

The Authority recognise their duty to ensure the health, safety and welfare of employees against the risks involved in working at height the Authority will adopt the following control measures:

- Prevent the need to work at height where at all possible;
- Where work at height cannot be avoided then provide collective fall prevention, as a preference to personal fall protection;

- Ensure that access equipment is provided for work at height and is fit for purpose, correctly installed, used and maintained, and checked at the correct frequency;
- Ensure that risk assessments and inspections are carried out by competent and trained personnel;
- Provide work at height training for all personnel involved in such work.

3.43 Work Equipment

The Authority acknowledges its duties under the Provision and Use of Work Equipment Regulations 1998 (PUWER) (UK) to ensure that work equipment is suitable, used safely and properly maintained.

As an employer the Authority will ensure that employees are properly informed about the work equipment, including foreseeable abnormal situations which may arise during its operation; and also ensure that employees are competent in the use of work equipment.

3.44 Workplace Safety

The Authority is committed to meet the standards of the Workplace (Health, Safety and Welfare) Regulations 1992 (UK) to achieve a safe workplace and safe working environment. This requires the Authority to establish reasonable temperature levels; ventilation; good lighting; cleanliness and safe waste handling and disposal; good maintenance of the building and its floors and its traffic routes; good washing facilities, staff changing and clothes storage facilities; supply of wholesome drinking water; and facilities for rest and eating meals.

3.45 Young Persons

The Authority recognises its duty to undertake specific risk assessments in relation to the tasks undertaken by young persons at work. When this situation arises the following control measures are adopted:

- Assess the risks involved and the control measures needed;
- Ensure that the control measures identified are implemented;
- Restrict the work activities of young person's where failure to do so is likely to result in injury;
- Ensure that all relevant persons are informed of the activity and risks involved;

- Ensure that the young person is managed/supervised by experienced persons who are trained and competent.

5. Organogram (Management Structure)

**SELFLESSNESS – INTEGRITY – OBJECTIVITY – ACCOUNTABILITY – OPENNESS –
HONESTY – LEADERSHIP**

