



**ONCHAN
DISTRICT
COMMISSIONERS**

HEALTH & SAFETY POLICY AND PROCEDURE

Date: 14th July 2025
Review: 14th July 2026

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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

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 R. PHZ UZB

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**

