



Business Assurance

ISO Quality, Environmental and Occupational Health and Safety Policy



Quality, Environmental and Occupational Health & Safety Policy

The Northern Ireland Council for the Curriculum, Examinations and Assessment (CCEA), which was established on 1 April 1994, is a Non-Departmental Public Body (NDPB) reporting to the Department of Education (DE). Its establishment has resulted in a unique educational body in United Kingdom terms in that it brings together the four areas of curriculum, assessment, qualifications and regulation.

CCEA's duties and functions are detailed in the Education (NI) Order 1998 (Articles 73 to 80). In summary, the role of CCEA is to:

- keep under review all aspects of the curriculum, examinations and assessment for grant aided schools and colleges of further education;
- undertake statutory consultation on proposals relating to legislation involving the curriculum, examinations or assessment;
- advise the DE on matters concerned with the curriculum, assessment, examinations and external qualifications;
- accredit and approve qualifications;
- conduct examinations and assessments, and the moderation of relevant examinations and assessments, ensuring that standards are recognised as equivalent to standards of examinations and assessments conducted by other bodies or authorities exercising similar functions in the United Kingdom;
- publish and disseminate information relating to the curriculum, assessment and examinations; and
- develop and produce teaching support materials for use in schools.

In addition, CCEA has a remit for the development of educational technology and the production of multimedia resources.

The scope of the integrated quality, environmental and occupational health and safety systems applies to the provision of consulting and business services to the Department of Education (William Ritchie and Clarendon buildings) and to publishing and distribution (Mallusk building) (Note: the William Ritchie is managed under the Harbour Commissioners contract).

CCEA is committed to fulfilling compliance obligations and other requirements as per the three management standards, ISO 9001, ISO 14001 and ISO 45001, which it manages as an integrated management system (IMS). The detail of how the IMS functions is contained in the integrated manual. This integrated policy supports and sets out the objectives under the three strands.

Quality

CCEA's quality policy sits within the context of its mission which is *to enable the full potential of all learners to be achieved and recognised.*

The aspiration of CCEA is to meet and exceed the expectations and requirements of its stakeholders and interested parties through a process of continuous improvement

involving all staff. These will be identified through consultation and effective two way communication. A key player in CCEA's strategic direction is the Department of Education (DE). In pursuit of its strategic direction, CCEA will aim to develop a broad and relevant curriculum supported by high quality assessment and qualifications. The objectives within this policy under the Quality theme will be the basis to achieve these aspirations and will be structured on a process and risk-based approach.

To achieve these goals CCEA and its staff will be involved in processes and actions designed to:

- achieve customer satisfaction;
- achieve no fail deadlines;
- reduce costs and increase income;
- improve internal and external communications; and
- enable staff to fulfil their potential.

Specific quality objectives for given periods of time are set out within CCEA's business plan which combines DE objectives and operational objectives and the Strategic Framework and Strategy Map. These are subject to reporting and review through CCEA's performance management arrangements. To meet these goals CCEA will deploy tried and tested quality frameworks including: ISO 9001; ISO 14001; ISO 45001; ISO 27001, ISO 20001 and Investors in People.

Environment

CCEA assumes responsibility for and considers the impact of its business activities on the environment. CCEA is committed to fulfilling its compliance obligations and to protecting the environment in which it operates, preventing pollution from its activities and complying with environmental legislation. It seeks to ensure its environmental response is appropriate to compliance and other obligations, to the scale of its business and to the environmental impacts of CCEA's activities, products and services.

CCEA recognises the need and importance of managing its environmental performance by setting and reporting on environmental performance goals. It is committed to continuous environmental improvement which is supported by actively engaging with interested parties. This approach is achieved through the deployment of an environmental improvement plan, an ongoing programme of modernisation and in the promotion of sustainability delivered through our support of the Northern Ireland Curriculum.

To promote CCEA's approach to preventing pollution and minimising the impact of its operations on the environment CCEA endeavours to achieve the following objectives:

- comply with existing and emerging environmental legislation and compliance obligations;
- reduce the waste burden through reduction in paper consumption;
- proactively identify opportunities to reuse and recycle and to conserve energy;
- ensure the responsible disposal of all waste (including hazardous waste);

- continually improve the ISO 14001 environmental management system to enhance environmental performance;
- promote active employee involvement to attain environmental goals; and
- monitor progress and maintain environmental performance reports.

Occupational health, safety and welfare

CCEA is committed to fulfil its legal requirements and other requirements. CCEA is committed to provide and maintain safe and healthy working conditions for its employees, the people it works with and for those who visit its premises and to preventing work-related injury and ill health. CCEAs is committed to achieve this as appropriate to the purpose, size and context of CCEAs operations alongside the specific nature of its occupational health and safety (OHS) risks and opportunities.

CCEA will achieve this by:

- Actively committing to identifying health and safety hazards and unsafe processes/systems of work with a view to eliminating hazards and reducing OH&S risks, whilst also identifying OHS opportunities.
- Ensuring its continued commitment to the prevention of work-related injury and ill health.
- Promoting employee wellbeing through for example, health at work initiatives, undertaking risk assessments and promoting health and safety awareness.
- Committing to continually improving the occupational health and safety (OHS) management system and performance in line with the ISO 45001 standard and CCEA objectives.
- Committing to consultation and participation of employees, their representatives, and other interested parties.
- Promoting and raising awareness of OHS issues with all workers and other interested parties, drawing attention to the consequences of non-compliance.
- Providing suitable and sufficient OHS information, instruction and training to enable employees to develop and improve their competencies within their working environment in order to carry out their work in a safe and efficient manner.

Occupational health and safety is everyone's responsibility, and a prime responsibility of all levels of management. It is therefore expected that everyone will contribute towards achieving these policy objectives. At an operational level, the Resources Team and the Business Assurance Team will ensure that CCEA operates an effective OHS Management System. CCEA's aim, and the aim of CCEA's Executive Team, is to encourage initiative and adopt best practice in a culture where employees at all levels of CCEA are aware of their individual health and safety responsibilities and are actively engaged and committed to improving standards of OHS.

Signed

Justin Edwards

Chief Executive
25 January 2021

This policy will be communicated to all staff, including all new employees, so that it may be practiced and/or realised during day-to-day operational work. This policy is communicated to staff through the CCEA SharePoint Hub, through induction and externally on CCEA's website for interested parties information and comment. The policy and management systems will be reviewed through CCEA's ISO management arrangements.

Version No	Prepared by	Approved by	Amendment	Comments	Date for next Review
7 Jan 2021	JMcG	Draft	Inclusion of CCEA's scope and remit, a statement of commitment and a revision history	DRAFT	Next MRM
18 Jan 2021	JMcG	Second draft for CEO approval	Integration of three ISO policies into one on auditor recommendation	DRAFT	Next MRM
25 Jan 2021	JMcG	CEO	Signed off by the Chief Executive	Version 1	Next MRM

