Health and Safety Policy

Scope

Army FA is committed to providing a safe working, coaching, teaching and learning environment for all personnel, learners and any related third parties. Responsibility for health and safety ultimately lies with the Secretary, Army FA. However, all candidates and personnel have a legal responsibility, as stated under Section 7 of the Health and Safety at Work Act 1974, to do everything practicable to prevent an accident or injury to themselves and to fellow learners and/or personnel. The quality coordinators (QCs) specific to each qualification are responsible for ensuring this information is fully understood by their qualification team and by the learners who commence courses/programmes in their area.

Objectives

Army FA aims to promote health and safety, so far as reasonably practicable, by ensuring:

* the provision and maintenance of safe equipment that poses no risk to health
* the provision of relevant information to learners, personnel and any related third parties, including instruction, training and supervision, as is necessary to ensure health and safety
* maintenance of safe environments, including a means of access in a condition that is safe and without risk to health
* progressive identification and assessment of all risk, taking measures to eliminate or control it
* compliance with statutory regulation on health and safety and welfare of learners, personnel and any related third parties
* the health and safety and welfare of vulnerable learners is addressed through positive action
* all required and appropriately qualified members of personnel are given training to identify and control potentially hazardous situations/environments
* effective measures, such as fire alarms, are in place to deal with emergencies.

This list is not exhaustive and represents general principles followed by the Army FA in respect of health and safety.

First Aid Procedure

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| The nominated/appointed individuals(s) are: |
| First-aiders  Course tutors and assessors |

All confirmed nominees are appropriately qualified first-aiders, holding current first-aid certificates. Therefore, one of the first-aiders listed above must be contacted in the event of an incident occurring, to administer any first aid required. It is important that all issues where a first-aider has been involved are recorded in the necessary incident logbook(s) which accompany the first-aid box(es).

Whenever learners are present, to attend for a component of a course/programme, their tutor/assessor is responsible for making them aware of who their nominated first-aiders are and where they can be found (they are required to be on site at the time of a course/programme taking place).

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| The first aid box(es) are located: |
| With the tutors and assessors  Nominated first aiders are also provided with appropriate first-aid equipment. |

Risk Assessment Procedures

Tutors/assessors must ensure that suitable and sufficient control measures are in place to reduce identified risks when they are delivering any component of a course/programme. Any information a tutor/assessor has identified in relation to risk should be shared with/distributed to other members of personnel. All personnel required to conduct risk assessments will be given the appropriate training and/or will be made aware of what is expected of them in advance.

Prior to conducting a course/programme, the tutor/assessor will conduct a risk assessment and record relevant findings in line with the Army FA Health and Safety policy. Where tutors/assessors complete a session where they would not normally complete a session, a risk assessment must be conducted, to ensure the health and safety of all present. Additionally, a risk assessment is required to be conducted prior to any practical activity. A Risk Assessment form has been created for these purposes.

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*Sample* Risk Assessment Record

|  |  |  |  |  |  |
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| Location: |  | | | | |
| Subject/Activity: |  | | | | |
| Assessed by: |  | | | | |
| Number of learners: |  | Event Authorisation Number (EAN): |  | Date: |  |

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| HC and Hazard Description | Severity  (without control measures) | Risk-control Measures in Place (if none, state none) | Likelihood (with control measures) | | Risk |
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| Signed: |  | Time risk assessment completed: | |  | |

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| Key | |
| HC | Hazard code (a full description of these codes is given on the next page) |
| Hazard | Something which has the potential to cause harm |
| Severity | The degree of harm that the uncontrolled hazard has the potential to cause |
| Likelihood | The probability that the hazard potential will be realised, taking into account any risk-control measures in place |
| Risk | The degree of risk (low, medium, high), taking into account severity and likelihood |
| Irrespective of the risk, where the risk-control measures require personal action orthe use of personal protective equipment, such requirements must beclearly stated within relevant documentation and circulated as appropriate. | |

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| HC | Accident Categories |
| 1 | Contact with equipment/machinery in motion |
| 2 | Contact with a source of heat (eg hot metal surface) |
| 3 | Struck by a moving, flying or falling object |
| 4 | Striking against a fixed or stationary object |
| 5 | Struck by a moving vehicle |
| 6 | Trapped by something collapsing |
| 7 | Slip, trip or fall on the same level |
| 8 | Fall from a height |
| 9 | Injury while manual handling |
| 10 | Contact with an electrical source or an electrical discharge |
| 11 | Exposure to or contact with a harmful substance |
| 12 | Injury while using a hand tool |
| 13 | Drowning or asphyxiation |
| 14 | Injury by an animal |
| 15 | Exposure to fire |

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| Severity | Examples |
| Very low | Scratch, bruise, minor cut – normal activity will be resumed after first-aid treatment; there will be no lost time |
| Low | Severe cut, sprain, strain, minor burn – normal activity may not be possible immediately after treatment; there may be lost time |
| Medium | Burn, fracture, minor amputation, temporarily disabling back injury; accident will almost certainly result in lost time and/or major injury |
| High | Permanent disability, serious amputation (eg loss of a finger) |
| Very high | One or more fatalities |

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| Likelihood | Meaning |
| Very unlikely | So unlikely, probably close to zero |
| Unlikely | Unlikely, though conceivable |
| Possible | Could occur sometime |
| Likely | Will occur several times |
| Very likely | Occurs repeatedly and is to be expected |