



Isle of Man FA (IOM FA) Health and Safety Policy

IOMFA is committed to providing a safe working, coaching, teaching and learning environment for all staff, learners and any related third parties.

It is ultimately the responsibility of the IOM FA CEO to ensure that this procedure is implemented, published and accessible to all staff, learners and any relevant third parties.

All staff 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 personnel.

The Isle of Man FA aims to promote health and safety, so far as reasonably practicable, by:

- providing and maintaining safe equipment and environment, including a means of access in a condition that is safe and without risk to health
- preventing accidents and cases of work-related ill health and safety hazards arising from work activities via effective risk identification, assessment and implementation of control measures
- implementing regular emergency and evacuation procedures in case of a significant incident
- protecting the health and safety and welfare of all individuals via systematic risk management
- engaging with staff and any related third parties, to provide providing relevant information, instruction, training and supervision, as is necessary to ensure health and safety

- providing adequate training and allocating appropriately qualified members of personnel to identify and control potentially hazardous situations/environments
- complying with statutory regulation on health and safety and welfare of staff and any related third parties

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

First Aid

The nominated/appointed individuals(s) are:

First-aiders (Insert names)

- **XXXXXXXXXXXXXXXXXX**

Mental Health First Aider

- **Simon Elson**

It is important that all issues where a first-aider has been involved are recorded in the necessary incident logbook(s)/forms 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 whom 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).

- **The first aid box(es) is located:**
XXXXXXXXXXXX in the IOM FA HQ building
- **The De Fib is located:**
XXXXXXXXXXXX in the IOM FA HQ building

Accident Reporting

During a course the Tutor, Assessor, individual(s) in charge of the event (possible via delegation) involved in the accident/incident is responsible for

ensuring that an investigation takes place and an accident/incident/near miss report is completed.

In the case of an injury, following appropriate care for the injured individual, the Tutor/Assessor/individual(s) in charge of the event must inform the CEO at IOMFA

The Accident Report Form should be forwarded immediately via the quickest route to enable details

to be recorded and any actions noted.

IOM FA Risk Assessment Procedures

IOM FA, with the delivery/assessment sites used, will ensure that suitable and sufficient control measures are in place to reduce identified risks in the delivery of all courses/programmes.

All tutors/assessors 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, (where they would not normally complete a course/programme), the tutor/assessor will conduct a risk assessment and record relevant findings in line with the IOM FA health and safety policy to ensure the health and safety of all present.

A risk assessment form has been created for these purposes. 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.

All recorded risk assessments are made available to all relevant staff who must ensure that all control and/or recovery measures plans are complied with and related actions recorded.

Where we identify additional risks which were not previously identified, or where a current risk assessment is not in place a risk assessment must be conducted. Any information a tutor/assessor has identified in relation to risk should be shared with/distributed to other members of staff