



Manx Sport, Recreation & Youth (MSR&Y)

Health and Safety Policy



Contents

1.0	Statement of Intent	3
2.0	Scope	3
3.0	Policy Objectives	3
4.0	Managing Health & Safety	4
5.0	Organisational Health & Safety Responsibilities	4
5.1	All Staff Responsibilities.....	4
5.2	MSR&Y role specific day to day management responsibilities	5
6.0	Management of Risks	7
6.1	Risk Assessments	7
6.2	Emergency Action Plans (EAP)	7
6.3	Normal/Standard Operating Procedures & Work Instructions	8
6.4	Internal and External Safety Audits	8
7.0	Management of Fire Safety.....	8
7.1	Fire Risk Assessments	8
7.2	Fire Safety Policy	8
7.3	Staff Training and Induction to Fire Safety	8
7.4	Fire Checks	8
8.0	Facility Management	8
8.1	Compliance with Health & Safety legislation and best practice guidelines	8
8.2	Facility Checks	9
8.3	Equipment Checks.....	9
9.0	People Management	9
9.1	Safeguarding and Protecting Children	9
9.2	First Aid Training and Provision.....	10
9.3	Accident, Incident and Near Miss Reporting	10
10.0	Staff Management	10
10.1	Staff Welfare	10
10.2	Control of Substances Hazardous to Health (COSHH)	11
10.3	Working from Height	11
10.4	Lone Working	11
10.5	Pool Plant Operations	11
10.6	Personal Protective Equipment (PPE)	11
11.0	Associated Resources	11
12.0	Version Control and Review	11

1.0 Statement of Intent

Manx Sport, Recreation & Youth (MSR&Y) recognises and accepts its Health and Safety responsibilities as an organisation employing over 450 people and welcoming over 900,000 attendances to its services across the Island each year. MSR&Y is fully committed to providing:

- ✓ A safe and healthy workplace and working environment for its employees.
- ✓ Sport, recreation and youth facilities which are safe for customers to enjoy.
- ✓ Safe and enjoyable sport, recreation and leisure activities for customers to participate in.

Paul Bridson

Head of Manx Sport, Recreation & Youth

Department of Education, Sport and Culture

Date: 17 June 2024

2.0 Scope

This policy refers to all MSR&Y facilities, all activities delivered by the Sports Development Team, IOM Sport Team and the Youth Service Team and all staff employed across the division.

The facilities managed and operated by the division are:

- **National Sports Centre (NSC) Indoor Site**
Including training pool, leisure pool, main and secondary sports halls, bowls hall, gym/spa, squash courts.
- **NSC Outdoor Site**
Including Athletics Stadium, sand dressed synthetic pitch, The Bowl 3G pitch, perimeter raceway.
- **Regional Synthetic Pitches** (sand dressed)
At Castle Rushen, QEII and Ramsey Grammar High Schools.
- **Glencrutchery Swimming Pool**
- **The Outdoor Learning Centre**
- **IOM Sport High Performance Centre**
- **Regional Youth Clubs**
at Café Laare, Castletown YC, Laxey YC, Peel YC, Pulrose YC, Ramsey YC and Rushen YC

This policy directly links in to the [Department of Education, Sport & Culture's \(DESC's\) Health and Safety at Work – General Health and Safety Policy](#) (July 2023) aiming to outline the local arrangements of the management of Health & Safety across the division of Manx, Sport, Recreation & Youth.

The DESC Chief Executive's Statement of Intent can be found in the above policy.

3.0 Policy Objectives

The objectives of this policy are:

- ✓ To provide and maintain safe facilities and equipment for use by staff and customers.
- ✓ To provide adequate control of the health and safety risks arising for MSR&Y organised activities.
- ✓ To ensure that all employees are competent to carry out their role, and to give them adequate and relevant training and supervision.
- ✓ To minimise the risk of accidents or ill health at MSR&Y facilities and during MSR&Y organised activities.

4.0 Managing Health & Safety

In order to achieve these policy objectives the MSR&Y management team will utilise the Health and Safety Executive's best practice guidance model HSG 65 – see overleaf.

- Regularly review the MSR&Y Health & Safety Policy.
- Maintain up to date NOP's, SOP's & EAP's for all areas within the division.
- Plan for emergencies – have EAP's in place for all areas within the division.
- Undertake regular reviews of the Business Continuity Plan.
- Plan for the effective deployment of staffing resources.

- Learn from accidents / incidents and near misses and implement change where necessary.
- Act upon legislation and best practice updates.
- Act upon Health and Safety updates and instructions issued from the Department's Health and Safety advisors.



- Undertake Risk Assessments.
- Implement safe working practices.
- Encourage staff to be alert and vigilant in relation to H&S.
- Train staff to safely perform their duties.
- Implement a programme of daily, weekly and monthly building & safety checks.
- Maintain accurate accident / incident / near miss records.

- Undertake quarterly review of Health and Safety performance at MSR&Y management meetings.
- Implement independent assessments of Health and Safety, for example Quest and other periodic external audits.
- Implement regular Risk Assessment and Working Instructions reviews.
- Review the daily, weekly and monthly building & safety checks.
- Review accidents/incidents and seek out accident hot spots or trends.

5.0 Organisational Health & Safety Responsibilities

Please see the tables in section 5.2 which covers the Health and Safety responsibilities associated with the specific roles within the division.

In addition to these role specific responsibilities; staff must also reference the section which applies to their role in the [Department of Education, Sport & Culture's \(DESC's\) Health and Safety at Work – General Health and Safety Policy](#) (July 2023)

5.1 All Staff Responsibilities

All MSR&Y employees have a duty to:

- Look after the Health and Safety not only of themselves and other employees, but also of everyone with whom they come into contact with whilst carrying out their day-to-day duties.
- Identify and report any potentially unsafe situations or working practices.
- Work in a safe manner and in accordance with any safety instructions and training given.
- Never perform a task which may be a hazardous one, without first carrying out a suitable and efficient risk assessment for that activity.
- Use the work equipment supplied for the job, in accordance with the manufacturer's instructions (where applicable) and wear any personal protective equipment (PPE) as required.

In addition to the responsibilities outlined above, staff are empowered to take decisions regarding the safety of the workplace. This means that if at any time an employee feels that the working environment presented to them or others is unsafe, they must not start the task in question, or, where the activity has already commenced, stop it immediately. They should inform their supervisor or line manager about the unsafe practice at the earliest opportunity.

All employees have a duty to take care of themselves and any others who may be affected by their acts or omissions.

5.2 MSR&Y role specific day to day management responsibilities

Role	Health and safety day to day management responsibilities
Head of Sport, Recreation & Youth	<ul style="list-style-type: none"> - Ensuring full implementation of MSR&Y Health & Safety Policy. - As budget holder, allocate sufficient financial resources to maintain Health and Safety standards as laid out in this policy. - Ensuring regular reviews of Health & Safety across the MSR&Y management team.
National Sports Centre & Satellite Site Staff	
Role	Health and safety day to day management responsibilities
General Manager Sports Facilities	<ul style="list-style-type: none"> - Ensuring full implementation of MSR&Y Health & Safety Policy for NSC & Satellite Site Facilities. - As budget holder allocate sufficient financial resources to maintain Health & Safety standards as laid out in this policy for NSC & Satellite Site Facilities. - Arrange for periodic external audits and implementation of action plan following the review. - Designated Safeguarding Lead (DSL) for the NSC.
Indoor/Outdoor Operations, Marketing and Administration & Reception Managers	<ul style="list-style-type: none"> - Ensuring regular reviews take place of policy, procedure and risk assessments within their area. - Ensuring that necessary training for staff is carried out and recorded effectively. - Ensuring that staff are carrying out correct procedures for the day-to-day operation of the facilities. - Act swiftly regarding any health and safety concerns reported by the team.
Duty Officers (DO's)	<ul style="list-style-type: none"> - Manage each shift to ensure policies and procedures are applied at operational level and report any unsafe practices. - Deal with accidents and incidents and produce the necessary reports. - Ensure the relevant safety checks are completed by staff as outlined in this policy. - Apply Emergency Action Plan when dealing with Emergency Procedures. - Line management of front-line staff.
Senior Leisure Attendants (SLA's)	<ul style="list-style-type: none"> - Ensure staff rotations operate smoothly and safely; ensure that staff code of conduct's are adhered to and implemented, and report any infringements. - Ensuring LA's in their team are trained and mentored in line with this Health and Safety policy. - Ensure Normal Operating Procedures are adhered to by all staff. - Ensure correct safe systems of work are carried out by staff during shifts. - First point of contact for any Health and Safety concerns by LA's/Customers; escalating where necessary. - Ensure staff have access to and wear the relevant PPE as directed in training.
Leisure Attendants (LA's), Swim Teachers,	<ul style="list-style-type: none"> - Highlight any shortfalls in the Health and Safety arrangements including instructions and training. - Ensure equipment provided for the tasks is used and follow the Safe Systems of Work at all times. - Use relevant PPE where advised for particular duties. - Be vigilant in reporting any Health and safety concerns immediately to line manager (or Duty Officer on shift). - Follow normal operating procedures for the relevant areas of the Centre. - Report any safeguarding concerns to the MSR&Y welfare officers. - Safe supervision of the public during operating hours – challenge any unsafe practices and escalate further where necessary.
NSC Estates Manager	<ul style="list-style-type: none"> - Maintenance of buildings and plant. - Planned preventative maintenance programmes. - Overall responsibility for Health & Safety in relation to maintenance programmes. - Safe management of external contractors. - Ensure risk assessments and Safe Systems of Work are regularly reviewed and updated for all maintenance operations. - Ensure that all statutory inspections and service records are implemented.
NSC Maintenance Staff, Glencrutchery Swimming Pool Site Manager	<ul style="list-style-type: none"> - Safely manage the Swimming Pool dosing system. - Safe use of plant room and chemicals. - Ensure that correct PPE is worn when undertaking maintenance tasks or dealing with chemicals. - Adhering to Safe Systems of work and correct procedures at all times. - Apply the knowledge from the Pool Plant Operators Course and other training courses.

Sports Development Team	
Role	Health and safety day to day management responsibilities
Senior Sports Development Officer	<ul style="list-style-type: none"> - Implement Health and Safety plans for all of the Sports Development Team activities. - Ensure risk assessments and working instructions are reviewed and updated regularly. - Thoroughly investigate incidents, accidents and near misses and seek areas for improvement moving forward. - Ensure relevant and adequate training is provided to all staff delivering Sports Development led activities.
Sports Development Officers	<ul style="list-style-type: none"> - Manage the day to day running of the activities delivered by the Sports Development Team. - Ensure coaches/instructors have the relevant resources to safely deliver their activities. - Ensure staff are suitably qualified in delivering the activities they have been allocated. - Arrange any CPD/training required for delivery staff to effectively and safely carry out their roles. - Review and update risk assessments regularly and highlight any areas for concern to manager(s).
Community Coaches, Lead Coaches, Instructors, DESC Swimming Teachers	<ul style="list-style-type: none"> - Carry out facility and equipment check prior to the delivery of every activity. - Manage any hazards prior to the session commencing. - Report any concerns to line manager immediately. - Manage any accidents, incidents or near misses at each activity and ensure the safety of the session before continuing. - Document any accidents and/or incidents at each session in accordance with MSR&Y procedures. - Implement any emergency action procedures as necessary.

Physical Activity Health and Wellbeing Team	
Role	Health and safety day to day management responsibilities
Physical Activity Health and Wellbeing Manager	<ul style="list-style-type: none"> - Implement Health and Safety plans for all of the Physical Activity Health and Wellbeing Team activities. - Ensure risk assessments and working instructions are reviewed and updated regularly. - Thoroughly investigate incidents, accidents and near misses and seek areas for improvement moving forward. - Ensure relevant and adequate training is provided to all staff delivering Physical Activity Health and Wellbeing Team activities. - Designated Safeguarding Lead (DSL) for SDU/IOM Sport.
Senior Healthy4Life Officer	<ul style="list-style-type: none"> - Manage the day to day running of the activities delivered by Healthy4Life (H4L) and Activ4Health Schemes. - Ensure staff have the relevant resources to safely deliver their activities. - Ensure staff are suitably qualified in delivering the activities they have been allocated. - Arrange any CPD/training required for delivery staff to effectively and safely carry out their roles. - Review and update risk assessments regularly and highlight any areas for concern to the Physical Activity Health and Wellbeing Manager.
Disability and Activity Co-ordinator (Adults)	<ul style="list-style-type: none"> - Ensure risk assessments and working instructions are in place for all Adult Disability and Adult Activities and are reviewed annually or updated if needed following a review or incident. - Ensure staff are suitably qualified in delivering the activities they have been allocated. - Report any concerns to the Physical Activity Health and Wellbeing Manager immediately. - Manage any accidents, incidents or near misses at each activity and ensure the safety of the session before continuing. - Document any accidents and/or incidents at each session in accordance with MSR&Y procedures. - Implement any emergency action procedures as necessary alongside Physical Activity Health and Wellbeing Manager and other relevant NSC Managers.
Activ8 co-ordinators	<ul style="list-style-type: none"> - Ensure risk assessments and working instructions are in place for all Activ8 Activities and are reviewed annually or updated if needed following a review or incident. - Report any concerns to the Physical Activity Health and Wellbeing Manager immediately. - Manage any accidents, incidents or near misses at each activity and ensure the safety of the session before continuing. - Document any accidents and/or incidents at each session in accordance with MSR&Y procedures. - Implement any emergency action procedures as necessary alongside Physical Activity Health and Wellbeing Manager and other relevant NSC Managers.

IOM Sport Team	
Role	Health and safety day to day management responsibilities
Sports Performance Coordinator	<ul style="list-style-type: none"> - Implement Health and Safety plans for all of the IOM Sport Teams activities. - Ensure risk assessments and working instructions are reviewed and updated regularly. - Thoroughly investigate incidents, accidents and near misses and seek areas for improvement moving forward. - Ensure relevant and adequate training is provided to all staff delivering IOM Sport led activities.
Strength & Conditioning Lead	<ul style="list-style-type: none"> - Manage the day to day running of the activities delivered by IOM Sport. - Ensure staff have the relevant resources to safely deliver their activities. - Ensure staff are suitably qualified in delivering the activities they have been allocated. - Arrange any CPD/training required for delivery staff to effectively and safely carry out their roles. - Review and update risk assessments regularly and highlight any areas for concern to the Sports Performance Coordinator.
High Performance team	<ul style="list-style-type: none"> - Carry out facility and equipment check prior to the delivery of every session. - Manage any hazards prior to the session commencing. - Report any concerns to line manager immediately. - Manage any accidents, incidents or near misses at each activity and ensure the safety of the session before continuing. - Document any accidents and/or incidents at each session in accordance with MSR&Y procedures. - Implement any emergency action procedures as necessary.

Youth Service Team	
Role	Health and safety day to day management responsibilities
Principal Youth Officer	<ul style="list-style-type: none"> - Ensure full implementation of MSR&Y Health & Safety Policy. - As budget holder allocate sufficient financial resources to maintain Health & Safety standards as laid out in this policy. - Overall Designated Safeguarding Lead (DSL) for Youth Services. - Chair near miss incident meetings and ensure recommendations are in place.
Youth Officer	<ul style="list-style-type: none"> - Implement Health and Safety plans for all the open access Youth provision across the division. - Ensure risk assessments and working instructions are updated regularly. - Thoroughly investigate incidents, accidents and near misses and seek areas for improvement moving forward. - Ensure all paperwork is submitted to DESC health and safety and if required complete a RIDDOR. - Ensure relevant and adequate training is provided to all staff delivering MSR&Y activities. - Designated Safeguarding Lead for youth clubs.
Head of The Outdoor Learning Centre (OLC)	<ul style="list-style-type: none"> - Ensure full implementation of MSR&Y Health & Safety Policy. - Arrange for periodic external audits and technical advice to ensure Centre practices are compliant with Health and Safety legislation. - Ensure policies, procedures and risk assessments are reviewed annually, working with appropriate tech advisors/MSR&Y staff. - Deal with accidents and incident and near miss reports and respond with improvements as necessary. - Ensure the relevant safety checks are completed by staff as outlined in this policy. - Ensure staff are conversant with Emergency Action Plan to deal effectively with Emergency Procedures. - Ensure all staff/leaders operating at the Centre have completed necessary training and have been authorised as outlined in the competency framework. - Designated Safeguarding Lead for the Outdoor Learning Centre.
Area Youth Workers, DofE Co-ordinator	<ul style="list-style-type: none"> - Complete a health and safety record form for each hub termly. - Deal with accidents and incidents and produce the necessary reports. - Ensure the relevant safety checks are completed by staff as outlined in this policy. - Ensure a fire safety evacuation is completed by YIC every 12 months at each club. - Act as main contact for youth workers in charge in reporting health and safety issues.
Youth Workers in Charge	<ul style="list-style-type: none"> - Undertake a dynamic risk assessment/walk round at the start of each session. - Document and report any health and safety issues or damage on the session reporting form or direct to Department of Infrastructure (DOI) or Area Youth Worker (AYW). - Be familiar with the fire escape and facilities within your building. - Conduct a fire evacuation with young people each 12 months within your setting.
OLC Instructors	<ul style="list-style-type: none"> - Carry out facility and equipment checks prior to the delivery of every activity and ensure these are documented. - Manage any hazards prior to the session commencing. - Report any concerns to line manager immediately. - Manage any accidents, incidents or near misses at each activity and ensure the safety of the session before continuing. - Document any accidents and/or incidents at each session in accordance with MSR&Y procedures. - Implement any emergency action procedures as necessary.
Youth Workers	<ul style="list-style-type: none"> - Familiarise yourself with the fire escape routes and appliances within your setting. - Support a fire evacuation with your young people within your setting. - Undertake a walk round within your setting noting down any health and safety issues and bring them to the attention of your Youth Worker in Charge (YIC).

6.0 Management of Risks

6.1 Risk Assessments

All managers assume responsibility for producing detailed risk assessments for the facilities and activities within their area. Risk Assessments must be communicated to all employees and where practical they should be reviewed and signed by all relevant staff members following any changes.

Risk assessments are to be reviewed regularly and immediately after:

- A serious incident / accident taking place
- A near miss occurrence
- A new member of staff joins a team
- A new equipment is introduced
- A relevant change in legislation

Front line staff are required to use dynamic risk assessments in their day to day work to assess the need for any intervention to normal operating procedures.

6.2 Emergency Action Plans (EAP)

Emergency Action Plans are in place for all facilities managed by MSR&Y and these are regularly reviewed by staff.

All staff are inducted on the Emergency Action Plan including fire safety and any major changes to the plan are circulated to staff as necessary.

6.3 Normal/Standard Operating Procedures & Work Instructions

Normal or Standard Operating Procedures and Work Instructions are in place for all divisions within MSR&Y and are regularly reviewed by staff.

Electronic and / or hard copies of relevant NOP's/SOP's and WI's are available to staff as required for their role.

6.4 Internal and External Safety Audits

MSR&Y carry out an external safety Audit every 3 – 5 years (QUEST) which assesses the management of Sport & Recreation facilities and services.

For internal Health & Safety Audits the division has routine internal inspections from the IOM Government Health & Safety Advisory Unit and the IOM Fire Service.

Periodic inspections are also undertaken by Environmental Health for the facilities operated by the division.

7.0 Management of Fire Safety

7.1 Fire Risk Assessments

Fire Risk Assessments are completed for all facilities across the division and are regularly reviewed.

The main NSC building is reviewed regularly in consultation with a fire safety specialist. The rest of the MSR&Y buildings are reviewed regularly by suitably qualified staff members (e.g. NEBOSH qualified).

In the event of any legislation changes the fire risk assessments will be reviewed accordingly.

7.2 Fire Safety Policy

Fire Safety policies for each area of the division are in place which outline evacuations, drills, fire precautions and staff training requirements in each of the areas of operation.

7.3 Staff Training and Induction to Fire Safety

All MSR&Y staff are inducted to the fire safety plan in the area to which they are working in. Depending upon their specific role within the division, staff who require it will receive ongoing fire safety training.

7.4 Fire Checks

Weekly fire alarm tests are carried out in each building with the MSR&Y division and any issues found are reported to DOI for immediate attention.

Fire extinguishers checks and visual check of emergency lights carried out by MSR&Y staff on a monthly basis and any issues found are reported to DOI for immediate attention.

DOI carry out additional statutory checks on the buildings including fire alarm panel servicing, emergency lights testing, fire door checks and fire extinguisher servicing.

8.0 Facility Management

8.1 Compliance with Health & Safety legislation and best practice guidelines

Swimming Pool Specific:

- Regular testing of pool water during operating hours
- Bacteriological testing of swimming pool water
- Legionella testing of swimming pool water

NSC Specific:

- Annual service of pool moveable floor (NSC)

- Annual service/inspection of flumes (NSC)
- Annual service inspection of Bleacher Seating (NSC)
- Annual inspection of sports equipment by an external contractor (NSC/Regional Pitches)

The Outdoor Learning Centre Specific:

- Carry out regular buoyancy aid checks and annual float testing
- Carry out regular helmet checks
- Annual inspection of adventure course equipment (external)

All facilities - MSR&Y Responsibilities:

- Undertake regular COSHH Reviews
- Regularly review all Facility Risk Assessments
- Carry out visual monthly Emergency Lighting checks and maintain records
- Carry out monthly checks of fire extinguishers and maintain records
- Maintain robust accident and incident records
- Maintain Fall Arrest inspections (trained staff only)
- Regular checks of first aid equipment
- Maintain ladder inspection records (where applicable)

All facilities - Department of Infrastructure Responsibilities:

- Undertake Legionella risk assessments and put processes in place to manage the risk
- Fixed Electrical Installation testing
- Arrange boiler service checks and maintain records
- Arrange 6 monthly Lift and Hoist Servicing
- Arrange quarterly Emergency Lighting checks
- Arrange Intruder and Fire Alarm Panel checks
- Maintain Asbestos survey/register
- Undertake regular PAT testing of equipment

8.2 Facility Checks

The following checks are carried out daily at NSC, Glencrutchery Swimming Pool (GSP) and the Outdoor Learning Centre (OLC):

- Daily opening and closing building checks
- Toilet and changing room checks
- Cleaning Checklist
- Daily emergency alarm checks – pool alarms, disability pull cords (NSC & GSP)

Youth Hubs

DOI undertake regular facility checks and have the responsibility for maintaining the youth hubs and youth clubs on school sites. Area Youth Workers undertake a termly health and safety inspection and report relevant issues to the DOI. Youth Workers in Charge will undertake a visual inspection of all areas before sessions commence and young people attend the sessions.

8.3 Equipment Checks

In order to provide safe sports equipment for the public and staff to use MSR&Y will:

- Maintain equipment inventories
- Undertake regular sports equipment checks
- Implement an annual external inspection of the Sports Equipment
- Take equipment out of use if it is deemed to be unsafe
- Replace defective equipment

9.0 People Management

9.1 Safeguarding and Protecting Children

Safeguarding Policy Statement:

MSR&Y is committed to creating and maintaining the safest possible environment for children young people & vulnerable adults taking part in activities led by MSR&Y and/or participating in activities using MSR&Y facilities. Through the work of the Sports Development Unit MSR&Y is committed to promoting good practice and offering guidance and support to sports clubs and associations across the island. As part of this commitment MSR&Y WILL:

- Undertake regular reviews of the safeguarding policy and procedures
- Provide safeguarding training for staff
- Provide regular safeguarding updates
- Deal with reported safeguarding incidents quickly in accordance with the safeguarding policy

9.2 First Aid Training and Provision

- Provide staff with the necessary first aid training appropriate to their role which is renewed as required
- Provide designated first aid boxes and ensure the box contents are checked on a regular basis

9.3 Accident, Incident and Near Miss Reporting

Any accidents, incidents and near misses taking place on MSR&Y facilities and / or during MSR&Y led activities are recorded on the relevant form for the area and directed to the following managers:

Area	Staff Member	Contact
NSC Indoor	Wayne Duggan	Wayne.Duggan@gov.im
NSC Outdoor & Satellite Sites	Emma Callow	Emma.Callow@gov.im
Sports Development Activities	Aaron Quinn	Aaron.Quinn@gov.im
Physical Activity Programmes	Gianni Epifani	Gianni.Epifani@gov.im
IOM Sport Activities	Paul Jones	Paul.Jones2@gov.im
Youth Service Activities	Giles Crellin	Giles.Crellin@gov.im
The Outdoor Learning Centre	Greg Stalker	Greg.Stalker2@gov.im

During their induction to the role; all employees are trained on the accurate completion of accident, incident and near miss reporting procedures and the importance of this in the safe operation of our organisation.

Upon receiving accident, incident or near miss reports; managers of each area will then:

- Send copies of all accident forms to the DESC Accident Reporting inbox.
- Liaise with the DESC Health & Safety Advisor regarding any areas of improvement required.
- React quickly following accidents, incidents and near misses to ensure reoccurrences are prevented.
- Complete RIDDOR documentation for relevant accidents if required.
- Comply with Health and Safety Inspectorate investigations as necessary following accidents/incidents of a serious nature.
- Analyse accident data frequently to highlight areas for improvement required.
- Work with front line staff to ensure reporting is detailed and accurate, providing support and mentoring as required.

10.0 Staff Management

10.1 Staff Welfare

All MSR&Y employees are able to utilise the following IOM Government support agencies in order to improve their health and wellbeing:

IOM Gov Staff Welfare Services	687027	staffwelfare@gov.im
Occupational Health Team	642150	occupationalhealth.dhsc@gov.im
Activ8 programme	https://msr.gov.im/activ8	

In addition to this, managers ensure:

- Regular breaks are provided to employees as per IOM Government guidelines.
- Regular one to one meetings are arranged with direct reports to support with any welfare concerns.
- Staff Rooms/Kitchen facilities are provided for employees to use on breaks.

10.2 Control of Substances Hazardous to Health (COSHH)

- COSHH files are in place in all venues where chemicals are stored
- COSHH files will hold safety data sheets and COSHH Risk Assessments for each chemical
- Staff handling chemicals are required to attend COSHH training

10.3 Working from Height

Any staff working from height are required to have attended 'Working from Height' training. As directed on the training they will undertake a risk assessment of the task prior to working at height.

If Fall Arrest equipment is being used, the trained staff member will be responsible for ensuring regular checks of this equipment is implemented.

10.4 Lone Working

Where situations arise where staff may be put at risk by lone working, a specific risk assessment will be put in place by the line manager which will be reviewed regularly.

10.5 Pool Plant Operations

Any staff working in and around the pool plant areas and handling pool chemicals must hold an in date Pool Plant Operator certificate. Refresher training for this course will be provided for staff every 3 years.

10.6 Personal Protective Equipment (PPE)

The MSR&Y management team will ensure appropriate PPE is provided for staff in order for them to safely perform their required duties.

All MSR&Y staff have a responsibility to visually check any PPE before wearing that it is fit for purpose and advice their line manager if items require replacing.

11.0 Associated Resources

Resource File Name
DESC Health & Safety at Work – General Health & Safety Policy (July 2023)
MSR&Y Safeguarding Policy
Quest Statutory Declaration framework for H&S
Chartered Institute for the Management of Sport and Physical Activity (CIMSPA)
Pool Water Treatment Advisory Group (PWTAG) Code of Practice

12.0 Version Control and Review

The MSR&Y Health and Safety Policy will be reviewed annually by:

- General Manager Sports Facilities
- Principal Youth Officer

Issue No	Owner	Date	Overview of Changes
1	EC	06/08/2018	New divisional policy (Manx Sport & Recreation).
2	CG	03/05/2020	Minor updates to existing policy.
3	EC	02/08/2024	Major overhaul of the policy to include Youth Service into the document.