



Training Services Ltd

Health and Safety at Work Act, 1975

Statement of SR Training Services Ltd

Health and Safety Policy

Policy Statement

SR Training Services recognises and accepts its health and safety duties for providing a safe and healthy working environment (as far as is reasonably practicable) for all its workers (paid or volunteer) and other visitors to its premises under the Health and Safety at Work Act 1974, the Fire Precautions (Workplace) Regulations 1997, the Management of Health and Safety at Work Regulations 1999, other relevant legislation and common law duties of care.

Throughout this Statement, terms such as “staff”, “workers”, “employees”, include both paid and volunteer workers.

It is the policy of the Group/Organisation to promote the health and safety of the committee members, volunteers, staff and of all visitors to the Groups/Organisation’s premises (“the Premises”) and to that intent to:

- Take all reasonably practicable steps to safeguard the health, safety and welfare of all personnel on the premises;
- Provide adequate working conditions with proper facilities to safeguard the health and safety of personnel and to ensure that any work which is undertaken produces no unnecessary risk to health or safety;
- Encourage persons on the premises to co-operate with the Organisation in all safety matter, in the identification of hazards which may exist and in the reporting of any condition which may appear dangerous or unsatisfactory;
- Provide sufficient information, instruction, training and supervision to enable everyone to avoid hazards and contribute to their own safety and health;
- Provide specific information, instruction, training and supervision to personnel who have particular health and safety responsibilities (eg a person appointed as a Health and Safety Officer or Representative);
- Make, as reasonably practicable, safe arrangements for protection against any risk to health and safety of the general public or other persons that may arise for the Groups/Organisation’s activities;
- Make suitable and sufficient assessment of the risks to the health and safety of employees and of persons not in the employment of the Groups/Organisation arising out of or in connection with the Groups/Organisation’s activities;
- Make specific assessment of risks in respect of new or expectant mothers and young people under the age of eighteen;
- Provide information to other employers of any risks to which those employer’s workers on the Groups/Organisation’s premises may be exposed.

This policy statement and/or the procedures for its implementation may be altered at any time by SR Training Services. The statement and the procedures are to be reviewed each year by the Director

SR Training Services Duties

The Group/Organisation will comply with its duty to ensure, as far as is reasonably practicable, the health, safety and welfare at work of its workers and of visitors to its premises and, in general, to:

- Make workplaces safe and without risks to health;

- Give volunteers/ workers the information, instruction, training and supervision necessary for their health and safety.

Duty of the Groups/Organisation's Workers and Trainers

Employees and contractors also have legal duties, and the Organisation confidently requests non-employed (voluntary) workers also to observe these. They include the following:

- To take reasonable care for their own health and safety, and that of other persons who may be affected by what they do or do not do;
- To co-operate with the Group/Organisation on health and safety;
- To use work items provided by the Group/Organisation correctly, including personal protective equipment, in accordance with training or instructions;
- Not to interfere with or misuse anything provided for health, safety and welfare purposes;
- To report at the earliest opportunity injuries, accidents or dangerous occurrences at work, including those involving the public and participants in activities organised by the Group/Organisation;
- Health and Safety law applies not only to employees in the workplace, it also applies to **organisations and people who occupy or use community buildings** to which members of the public have access.

Policy for Pupils and Course Candidates

On arrival all visitors should be directed to the course trainer, or a representative of the user/hirer of the building. This person is to take responsibility for the pupil(s) and assist in their evacuation from the building during an emergency or arrange help in the event of an accident.

Terms of Venue Hire

SR Training Services will only hire a facility if a correct Health and Safety policy is in place and followed.

This must include:

- Fire Evacuation and precautions
- First Aid provisions including nominated first aiders and accident books
- Evacuation Assembly points

SR Training Services will always follow any venue's policy regarding Health and Safety and will report any issues as soon as possible to the venue's manager.

Fire Precautions

All personnel must familiarise themselves with fire escape routes and procedures and follow the directions of the Group/Organisation in relation to fire. Fire evacuation procedures will always be explained at the beginning of each course. Fire Extinguishers and Fire Blankets should be available where deemed necessary.

First Aid Provisions

All course trainers must hold a valid, in date, regulated First Aid qualification (EFAW or FAW) and will be the nominated First Aider throughout the length of the venue hire unless otherwise agreed. The First Aider must have access to a suitable first aid kit, accident forms and emergency contact information.

Accident Forms and Book

Any injury suffered by a trainer, visitor or pupil in the course of employment or otherwise on the Groups/Organisation's premises, however slight, must be recorded, together with such other particulars as are required by statutory regulations, on an accident form maintained by SR Training Services AND the venue hired.

Equipment and Appliances

No equipment or appliance may be used other than as provided by or specifically authorised by or on behalf of the Group/ Organisation and any directions for the use of such must be followed precisely. Equipment such as laptops and projectors must be in safe working order and preferably have an in date PAT sticker. Equipment such as manikins must be clean and in working order.

Safety Clearways

Corridors and doorways must be kept free of obstructions and properly lit.

Maintenance

Defective equipment, furniture and structures must be reported as such without delay.

Hygiene and Waste Disposal

Facilities for the disposal of waste materials must be kept in a clean and hygienic condition. Waste must be disposed of in an appropriate manner and in accordance with any special instructions relating to the material concerned.

Food Hygiene

When a course involves food or refreshments provided by SR Training Services the following handling or preparing of food hygiene requirements must be followed:

- Regularly wash hands before and during food preparation and especially after using the lavatory;
- Tell your supervisor or representative of the Committee of any skin, nose, throat, or illness;
- Ensure cuts or sores are covered with correct waterproof dressings;
- Keep yourself clean and wear clean clothing;
- Remember that smoking in a food room is illegal;
- Never cough or sneeze over food;
- Clean as you go. Keep all equipment and surfaces clean;
- Prepare raw and cooked food in separate areas. Keep perishable food covered and either refrigerated (less than 8°C) or piping hot (above 63°C);
- Ensure waste food is disposed of properly. Keep the lid on rubbish bin and wash your hands after putting waste in it;
- Avoid handling food as far as possible;

- Inform the Venues Management of any defects or concerns regarding the facilities – eg uncleanliness, refrigeration malfunction, cracked food preparation surfaces.

Alcohol, Drugs and Tobacco

Smoking within the premises and the use of Drugs (except under medical supervision) on the premises are prohibited at all times. The use of intoxicants (alcohol) is prohibited during working hours, and no employee/volunteer may undertake his/her duties if under the influence of alcohol or drugs (except under medical supervision)

Reporting Accidents

Accidents and incidents must be reported no matter how small. The course trainer will complete an accident report at the time and pass this onto the Director as soon as possible. The Director will then decide on any action to take depending on the nature of the accident.

Risk Assessment and Reducing Risks

Before commencing any activity a risk assessment must be put in place for the particular venue or facility. The trainer will then highlight any hazards to candidates before commencing any training. Any candidate who require special circumstances should also be risk assessed and appropriate actions to be taken ie. Medication for a candidate with Asthma.

The course trainer is ultimately responsible for health and safety before, during and after the course and must always try and prevent an accident before it happens or stop any dangerous activity. Candidates who act in a dangerous way or encourage others to do will be asked to leave the course and venue.

COSHH

Any substance that has the potential to cause any harm must be risk assessed and have a suitable COSHH file.

Hazardous substances must be kept locked away out of the reach of children and only available to the correct people as per the risk assessment.

Manual Handling

During the setting up of the course and the setting down trainers may have to set up chairs and tables. All trainers must risk assess the setting and moving of heavy objects and put in place any control measures to reduce the risk of injury to themselves and others.

During a course a candidate may have to move a casualty, a safety briefing must be announced and candidates to only move casualties under strict supervision from the course trainer.