



# HEALTH AND SAFETY POLICY

The provision of a safe and healthy working environment is important in achieving our mission of being the first aid training provider of first choice in Cardiff and South Wales. We are committed to achieving our legal duties under the Health and Safety at Work Act and will ensure so far as is reasonably practicable the health and safety of our employees, sub-contractors and learners.

In order to ensure compliance with legislation and to promote a safe working culture, the necessary resources will be made available to give all staff the required knowledge and ensuring competence to meet our health and safety objectives.

## Our Objectives

- To provide safe and healthy working conditions and prevent accidents.
- To ensure employees are competent in the work activities they are engaged in.
- To consult with and update employees on all health and safety issues.
- To ensure all externally used venues are assessed for risk prior to use.
- To prevent any re-occurrence of any accidents or issues that arise relating to health and safety.
- To ensure adequate control of health and safety risks arising from work activities including communication with clients and sub-contractors.
- To provide instruction and training and other relevant health and safety information to employees.
- To encourage employees to take reasonable care for the health and safety of themselves and their colleagues and to report any hazard which cannot be controlled personally to the centre co-ordinator.
- To provide and maintain safe equipment, including ensuring all electrical equipment is functioning correctly and that it is maintained appropriately.
- To continually assess risks within our training site and workplaces we are visiting.
- To record and monitor all accidents.

## **Responsibilities of Management**

- The Managing Director is responsible for ensuring that the objectives of this policy are fully understood by all staff.
- St David's First Aid Training Ltd is responsible for ensuring the health and safety of staff, sub-contractors and learners and that it is effectively managed and adequately resourced.
- All staff and sub-contractors will be provided with adequate protection against any dangers that could be caused by the use of work equipment.
- Equipment procured, hired or used by the company will comply with statutory requirements and be maintained in good working order.
- Minimise manual handling operations so far as is reasonably practicable.
- Assess the risks from using substances that could potentially be injurious to health if not properly stored, handled or used correctly.
- Ensure a first aid box is available at all times, stocked with the necessary equipment and review the contents periodically.
- Review health and safety performance annually.
- Review this policy annually.

## **Responsibilities of Trainers**

Trainers have a duty to ensure the safety of themselves, sub-contractors, colleagues, learners and other people who may come into contact with their activities. This includes:

- Carrying out risk assessments and maintaining a record where significant risks have been identified and pass this information onto students.
- Ensure teaching areas are free from trip, slip or other hazards which may cause injury.
- Report all incidents to the Managing Director and record them in the accident book at the earliest possible date.
- Provide information and instruction to students under their control in regard to safe working practices and emergency procedures.
- Ensure any equipment is safe, used as per the manufacturer's instructions and those using it are trained to do so.
- Make themselves familiar with and follow the health and safety policies, safety rules and safety procedures of the training environment they are working in.
- Take all due care for the health and safety of both themselves and their fellow employees.

- Observe safety rules and safe working practices at all times.
- Maintain and promote good housekeeping.
- Wear and use appropriate protective equipment as required.
- Report any medical condition which could affect the safety of themselves or others.
- Smoking including electronic cigarettes is prohibited during all training courses, with the exception of during breaks when learners may smoke in the designated smoking area if there is one available.
- Working environments must be kept tidy at all times and any spillages cleaned up immediately.
- Rubbish should be disposed of properly and not left in a place where they represent a hazard, and removed at the most convenient time, to the designated area for disposal.
- Minimise the risk of fire by keeping combustible materials separate from sources of ignition, reporting faulty electric cables in equipment belonging to the company to the Managing Director, and disconnecting equipment which appear faulty and also disconnect electrical equipment when not in long term use.

This policy will be reviewed annually.

Policy date: 9<sup>th</sup> September 2019

Review date: 1st September 2020

### **Contact Details**

St David's First Aid Training Ltd  
302 The Hayes  
Cardiff  
CF10 1EF

info@stdavidsfirstaid.co.uk  
029 2200 2200