

# **Aid Training & Operations Ltd**

## **Health and Safety Policy**



**Tel: 01985 843100**

**Fax: 01985 843103**

**E-mail: [info@aid-training.co.uk](mailto:info@aid-training.co.uk)**

# Health and Safety Policy

## General Statement

**Aid Training & Operations Ltd** is fully committed to meeting its responsibilities under the Health & Safety at Work etc, Act 1974, the Management of Health and Safety at Work Regulations 1999 (as amended), and associated protective legislation, both as an employer and as a company. To achieve these objectives the management of **Aid Training & Operations Ltd** are responsible for:

- Keeping workplace health, safety and welfare procedures under constant review
- Liaising with the Health and Safety Executive wherever necessary
- Keeping itself abreast of new legislation, EU Directives, Regulations and British Standards, in order to ensure ongoing compliance with the law.

The main responsibility for health and safety lies with the Managing Director, Mr P Hosking. **Aid Training & Operations Ltd** is bound by any acts/or omissions of the Managing Director, giving rise to legal liability, provided only that such acts and/or omissions arise out of and in the course of company business.

To comply with its statutory and common law duties, **Aid Training & Operations Ltd** has arranged insurance against liability for death, injury and/or disease suffered by any of its employees arising out of and in the course of employment, if caused by negligence and/or breach of statutory duty on the part of **Aid Training & Operations Ltd**.

**Aid Training & Operation's Ltd** employees agree, as part of their contract of employment, to comply with individual duties under both the Health & Safety at Work etc, Act 1974 and the Management of Health and Safety at Work Regulations 1999 (as amended) and will cooperate with **Aid Training & Operations Ltd** to enable it to carry out it's health and safety duties under the Act. Failure to comply with health and safety duties, regulations, work rules and procedures regarding health and safety, on the part of the employee, may lead to dismissal in the case of serious breaches or reputed breaches; such dismissal may be instant and without prior warning.

In accordance with the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995, **Aid Training & Operations Ltd** has instituted a system of reporting accidents, diseases and dangerous occurrences to the Health and Safety Executive, in addition to its statutory duty to provide an accident book. **Aid Training & Operations Ltd** will comply with its duties towards employees under the Health & Safety at Work etc, Act 1974, the Management of Health and Safety at Work Regulations 1999 (as amended), so far as is reasonably practicable, in order to:

- Provide and maintain plant and systems of work that are safe and without risks to health, a safe place of work, a safe system of work
- Ensure the safety and absence of risks to health in connection with the use, handling, storage and transport of articles and substances

- Provide such information, instruction, training and supervision as may be necessary to ensure the health and safety at work of its employees
- Make regular risk assessments available to employees
- Take appropriate preventative/protective measures
- Provide employees with health surveillance where necessary
- Appoint competent personnel to secure compliance with statutory duties and to undertake reviews of the policy as necessary

In order to meet its obligations towards the general public and all lawful visitors to **Aid Training & Operations Ltd** premises, the company will pay strict attention to its duties under the Health and Safety at Work etc, Act 1974 and the Occupiers' Liability Acts 1957 and 1984.

This policy has been prepared in compliance with Section 2(3) of the Health and Safety at Work etc, Act 1974 and binds all Managers and Employees, in the interests of Employees and Customers. We request that our Customers and Visitors respect this Policy, a copy of which can be obtained on demand.

Signed:

A handwritten signature in black ink, consisting of a large, stylized loop followed by a horizontal line that tapers to the right.

P Hosking  
Managing Director

Dated: 1<sup>st</sup> January 2016

# **Aid Training & Operations Ltd**

## **Health and Safety Policy**

### **Organisation-Roles and Responsibilities**

#### **Managing Director**

The Managing Director has ultimate responsibility for ensuring that **Aid Training & Operations Ltd** fulfils its legal responsibilities, that policy objectives are achieved and that effective machinery is in place for the achievement of the policies concerned with health, safety, welfare and environmental protection. He will also ensure that Company policies are reviewed as appropriate in order to secure continuing compliance with existing policies, current legislation and any changes in the law. To these ends, he will ensure the allocation of the resources necessary to maintain sound and efficient health and safety arrangements.

#### **First Aiders**

First aiders will be appointed for all company premises in accordance with the Health and Safety (First Aid) Regulations 1981, as modified and amended 1989, 1997, 1999, 2001, 2002. They will be responsible for the taking of prompt and appropriate action following any accident, whether to an employee or not.

First aiders will be responsible for the maintenance of the contents of all first aid kits and ensuring that only items specified will be retained in the kits.

#### **Employees**

All employees will ensure that:

- They are fully conversant with this Health and Safety Policy
- They cooperate with the Company in meeting its statutory duties
- They take reasonable care of themselves and others who may be affected by their acts or omissions
- No one intentionally or recklessly interferes with or misuses anything provided in the interest of health and safety
- All accidents, dangerous occurrences and near misses are correctly reported
- They are fully conversant with all first procedures applicable to the work location
- All equipment provided for personal safety shall be used and maintained in a condition fit for that use, and any defects are reported
- Where an employee identifies any condition which in his or her opinion is hazardous, the situation will immediately be reported
- During the course of their normal duties, employees will use equipment and facilities that are fit and proper for the intended purpose in a safe and correct manner, as provided within the following categories:
  - Arranged, provided and/or otherwise approved by **Aid Training & Operations Ltd**
  - Provided by the customer with specific authorisation that they may be used by employees of **Aid Training & Operations Ltd**
  - Provided for unrestricted use by members of the general public

# **Aid Training & Operations Ltd**

## **Health and Safety Policy**

### **Arrangements and Procedures**

The following arrangements and procedures shall be put in place to ensure the health and safety of all employees, and others, whilst at work and as affected by working activities.

Emergency Procedures	Page 6
Fire	Page 7
Induction Health and Safety Training	Page 9
First Aid	Page 10
Manual Handling	Page 12
Slips, Trips and Falls	Page 14
Electricity	Page 15
Display Screen Equipment	Page 17
Loan Working and Out of Hours Working	Page 18
Accident Reporting	Page 19
Risk Assessment	Page 20
Reporting Health & Safety Concerns and Follow Up	Page 22
Visitors	Page 23
Summary of Additional Advice for Use When Training at Other Venues	Page 24

# Emergency Procedures

## Policy Statement

**Aid Training & Operations Ltd** recognises the legal requirement to have in place effective emergency procedures to minimise the risk of injury to staff and other people towards whom it has responsibilities in a wide range of emergency situations. The safeguarding of life is always the priority in our arrangements therefore safe evacuation of all affected premises is a primary feature of procedures. All staff are encouraged to familiarise themselves with the emergency procedures.

## Arrangements

**Aid Training & Operations Ltd** must ensure that an evacuation plan for their building or parts of a building under their control is prepared, tested and reviewed at least annually. This plan largely coincides with the Fire Evacuation plan however all staff must be aware of the variants to this plan occasioned by circumstances such as:

- Major power failures
- Gas leaks
- Bomb threats
- Chemical spills
- Bio-terrorism threats
- Critical incidents involving individuals or small groups

## Communications

Any request for emergency help or advice should always be as concise and clear as possible answering the questions of "where, what, when, who."

## Additional Advice for Use When Training at Other Venues

The trainer must liaise with the staff at the venue at the earliest possible opportunity reference any relevant health and safety points. In all cases the policy of the venue is to be followed.

All relevant information must be passed to the students at the earliest possible opportunity.

# Fire

## Policy Statement

**Aid Training & Operations Ltd** acknowledges the extreme risks to life and property caused by fire, and the legal requirements to control fire risks. Fire safety is of paramount importance to **Aid Training & Operations Ltd** therefore compliance with this policy is essential. Additionally, all members of staff are urged to remain vigilant and to take personal action to reduce fire risks and never to assume that it is someone else's responsibility.

## Arrangements

**Aid Training & Operations Ltd** will ensure that adequate resources are provided for compliance with its legal obligations in relation to fire safety. The activities necessary to this compliance involve the provision, maintenance and monitoring of:

- Fire risk assessments
- Means of escape
- Fire safety signage
- Physical fire protection of premises
- Fire alarms and detection systems
- Fire fighting appliances
- Fire evacuation drills
- Training information and instruction

**Aid Training & Operations Ltd** must appoint a Fire Marshal and sufficient Fire Wardens for each building to facilitate prompt evacuation of people from buildings in the event of a fire alarm.

An annual fire drill must be carried out and appropriately recorded.

Fire Action notices will be displayed in all buildings showing emergency phone numbers, detailing the procedures to be followed and assembly areas for that location. Appropriate fire safety signage will be installed in all buildings.

Induction training for all staff and other people who come on site must be provided locally and will include actions to be taken in case of fire, and further training will be given to people whose activities or roles increase the likelihood that they may encounter fire situations.

All staff with any responsibility for other people must consider the fire safety implications of any procedures they innovate and take appropriate measures to reduce the risk of fire.

Where fire risks are above that of office and domestic premises, sufficient staff should be trained in the use of Fire Fighting Appliances.

All fires and fire related incidents must be reported to the management of **Aid Training & Operations Ltd**.

## **Fire Continued**

### **Additional Advice for Use When Training at Other Venues**

The trainer must liaise with the staff at the venue at the earliest possible opportunity reference any relevant health and safety points. In all cases the policy of the venue is to be followed.

All relevant information must be passed to the students at the earliest possible opportunity.

A fire brief must be given to all classes at the start of the training day. This should include:

- Fire alarms
- Nearest exits
- Muster points



## **Induction Health and Safety Training**

### **Policy Statement**

**Aid Training & Operations Ltd** recognises the importance of ensuring that all new staff receive essential information for their health and safety at work as soon as possible after the commencement of their employment.

### **Arrangements**

**Aid Training & Operations Ltd** is responsible for ensuring that all new staff receive instruction and information on health and safety on their first day of work and that they complete a health and safety induction questionnaire.

# **First Aid**

## **Policy Statement**

**Aid Training & Operations Ltd** recognises its duties to provide adequate first aid facilities for its staff and will also ensure that these arrangements take into consideration other people for whom **Aid Training & Operations Ltd** has legal or moral responsibilities.

## **Arrangements**

### **Qualified First Aid staff**

**Aid Training & Operations Ltd** are responsible for ensuring that sufficient suitable people are nominated and resourced to be First Aiders or Appointed Persons. The number required depends on the level of risk; number of employees based at a site; foreseeable absences; work patterns, etc.

### **Summoning First Aid Assistance & First Aid Notices**

**Aid Training & Operations Ltd** must ensure that all staff know where first aid assistance can be obtained and how to locate the nearest First Aider or Appointed Person. First Aid Notices must be displayed showing the names and contact telephone numbers, and ideally small photographs, of the First Aiders and Appointed Persons and the location of first aid boxes. These notices must be kept up to date. Staff working outside normal working hours must be informed how to summon the emergency services, if required.

### **First Aid Boxes**

**Aid Training & Operations Ltd** will supply adequately stocked first aid boxes, these must be checked and maintained on a monthly basis.

### **First Aid Treatment & Recording Treatment**

First aid treatment must only be provided by staff who are fully qualified First Aiders, holding a current first aid certificate. Any treatment provided must be strictly in accordance with the training given. Appointed Persons are not permitted to provide first aid treatment for which they have not been trained.

First Aiders must keep a record, in the accident book, of all treatments in respect of injury or ill health. Additionally, if treatment has been given as a result of an accident at work, the accident reporting procedure must also be followed.

### **Responsibilities of First Aiders and Appointed Persons**

- Monthly check of first aid equipment and first aid rooms
- Keeping records of all first aid treatment given
- Ensuring First Aid Notices are kept up to date
- Ensuring that their First Aid Certificates do not expire

## **First Aid Continued**

### **Additional Advice for Use When Training at Other Venues**

The trainer must liaise with the staff at the venue at the earliest possible opportunity reference any relevant health and safety points. In all cases the policy of the venue is to be followed.

All relevant information must be passed to the students at the earliest possible opportunity.

Trainers should avoid performing first aid on students-if possible the staff at the venue/organisation being trained should conduct it. If a trainer has had to perform first aid then a full report should be submitted to **Aid Training & Operations Ltd** at the earliest possible opportunity.

# Manual Handling

## Policy Statement

Manual handling is the term used to describe the transporting or supporting of a load by hand or bodily force. This includes lifting, carrying, pushing, pulling or putting down a load.

Accidents involving manual handling activities are a major cause of over three-day injuries at work and can result in considerable pain and suffering for the individuals concerned. The Manual Handling Operations Regulations 1992 seek to prevent injury from the manual handling of loads.

**Aid Training & Operations Ltd** will endeavour to ensure that hazardous manual handling activities are avoided as far as reasonably practicable. Where potentially hazardous manual handling activities cannot be avoided, **Aid Training & Operations Ltd** will ensure that suitable and sufficient risk assessments are undertaken and adequate control measures are subsequently introduced in order to reduce the risks as far as reasonably practicable.

**Aid Training & Operations Ltd** will ensure that employees are provided with such information, instruction and training as may be necessary for them to appreciate the risks presented by manual handling activities foreseeable in their occupation and to ensure that they know how to apply any control measures that have been introduced.

## Arrangements

**Aid Training & Operations Ltd** should seek to eliminate hazardous manual handling activities. We should consider whether the hazardous manual handling activity is actually necessary or whether the desired result could be achieved in an entirely different way by, for example:

- Carrying out the process in situ
- Bringing the process to the load rather than the other way round
- Automating or mechanising the process (e.g. the use of forklift trucks, hand operated pallet trucks or trolleys)

Where hazardous manual handling activities cannot be eliminated a manual handling assessment must be undertaken and adequate control measures introduced in order to reduce the risks.

These manual handling assessments should be recorded on the Manual Handling Risk Assessment Form, which incorporates a checklist of risk factors to look for. Manual handling assessments should be reviewed annually, or sooner if there has been a significant change in the activity to which they relate.

**Aid Training & Operations Ltd** must ensure that staff are provided with sufficient information, instruction and training about the manual handling tasks that they are required to undertake. For general office staff and trainers, who carry out limited manual handling tasks, the information contained in the Staff Safety Handbook will be sufficient for this purpose. Other staff who regularly carry out more hazardous manual handling activities may also require training in good manual handling techniques.

## **Manual Handling Continued**

### **Additional Advice for Use When Training at Other Venues**

The trainer must liaise with the staff at the venue at the earliest possible opportunity reference any relevant health and safety points. In all cases the policy of the venue is to be followed.

All relevant information must be passed to the students at the earliest possible opportunity.

At no time should students be asked, or allowed, to assist with carrying loads i.e. when packing up at the end of a days training.

# Slips Trips and Falls

## Policy Statement

**Aid Training & Operations Ltd** recognises that the most frequent cause of accidents in the workplace is slipping, tripping and falling, and that some of these accidents result in serious injury. **Aid Training & Operations Ltd** is committed to trying to reduce the number of these accidents and the consequent suffering and other losses that follow them. All staff are encouraged to help in this effort by considering their own actions, reporting any non-injury slips, trips and falls, and reporting any hazards that they notice which might cause such accidents to the management of **Aid Training & Operations Ltd**.

## Arrangements

All staff will receive information, via the Staff Safety Handbook on the causes of slipping, tripping and falling accidents and the means of preventing them.

Premises defects, which appear to cause a hazard, will be reported to the management of **Aid Training & Operations Ltd**.

Human behaviour is an underlying cause of many slipping, tripping and falling accidents, therefore all staff are asked to bear in mind that such accidents can happen to them and to take care in the selection of appropriate footwear, wet and slippery conditions and in the use of stairs and steps.

**Aid Training & Operations Ltd** will collate information received on slipping, tripping and falling accidents, as well as analysing whether there is any pattern in these events so that remedial actions can be taken. Since every injury accident is usually predictable from the near misses or non-injury similar events that have occurred, it is most important that these incidents are reported even if no injury has resulted.

## Additional Advice for Use When Training at Other Venues

The trainer must liaise with the staff at the venue at the earliest possible opportunity reference any relevant health and safety points. In all cases the policy of the venue is to be followed.

All relevant information must be passed to the students at the earliest possible opportunity. Students are to be informed of any trip hazards in the venue i.e. torn carpets, steps, etc.

In addition they should be made aware of any spillages that present a slip, trip or fall hazard.

# Electricity

## Policy statement

Electrical accidents are often serious and almost always avoidable. **Aid Training & Operations Ltd** will comply with relevant legislation on electricity, train staff in the risks of electricity and safe working procedures, and ensure that contractors comply with both national standards and local safety rules.

## Arrangements

## Definitions

"Electrical equipment" includes anything used, intended to be used or installed for use, to generate, provide, transmit, transform, rectify, convert, conduct, distribute, control, store, measure or use electrical energy.

"Danger" means risk of injury, whether electrical or by some other means such as blast from an explosion caused by the electrical ignition of flammable substances.

"Electrical system" means all the electrical equipment which is connected to a common source of electrical energy.

"Live" means at a voltage by being connected to a source of electrical energy

"Charged" means an item has retained or acquired an electrical charge although it may be disconnected from the electrical system

"Dead" means neither live nor charged.

## Principles

Anyone, employee or contractor, who works on an electrical system for **Aid Training & Operations Ltd** must be competent to carry out that work safely. Such competence includes special training as necessary, for example for High Voltage work.

Staff will not interfere with or attempt to repair or adjust any electrical equipment unless they are competent and authorised to do so.

All electrical work will be carried out on dead systems with adequate precautions taken to ensure that the system cannot become live, except when the following conditions have all been fulfilled:

- a) it is unreasonable for the work to be done dead, **and**
- b) the risks of working on or near live conductors have been identified, assessed and the methods for controlling those risks have been identified, **and**
- c) it is reasonable to work live, **and**
- d) suitable precautions can be taken to prevent injury.

Where the degree of danger has been assessed as significant, written safe systems of work will be followed. Live working will normally require a permit-to-work system unless the danger is minimal, for example where voltages not exceeding 50 volts AC may be involved, and in such circumstances adequate safety precautions must still be taken.

## **Electricity Continued**

### **Maintenance**

All fixed installations, electrical equipment, and portable equipment used by **Aid Training & Operations Ltd** will be identified, logged and regularly inspected, tested and maintained in accordance with legal guidance. Staff who wish to use their own electrical equipment at work must arrange for it to be PAT tested by a competent person before it is used. Contractors bringing their own electrical equipment on site must be able to evidence that it is safe and has been PAT tested.

Earthing and safety devices such as residual current devices will be installed and maintained wherever these are needed to ensure safety.

### **Additional Advice for Use When Training at Other Venues**

The trainer must liaise with the staff at the venue at the earliest possible opportunity reference any relevant health and safety points. In all cases the policy of the venue is to be followed.

All relevant information must be passed to the students at the earliest possible opportunity.



# Display Screen Equipment

## Policy Statement

**Aid Training & Operations Ltd** recognises the risks of using Display Screen Equipment (DSE) and that misuse can lead to chronic injury. This Policy sets out procedures to minimise the health risks of using DSE and to ensure compliance with the Display Screen Equipment Regulations 1992. **Aid Training & Operations Ltd** will ensure that all equipment provided for DSE Workstations complies with legislative requirements.

## Arrangements

**Aid Training & Operations Ltd** must ensure that DSE Users are identified and that a DSE Assessment is completed for each User and their DSE workstation. Records of DSE assessments must be retained for at least 3 years, and the assessment repeated if there has been any significant change to the workstation or the work that is carried out.

A User is defined as someone who uses DSE for a significant part of the working day or has to use DSE in circumstances where they are under pressure and mistakes are critical.

A DSE Workstation includes the IT equipment, the desk, chair and other furniture and equipment essential and ancillary to the work at the DSE and the immediate working environment.

DSE Users are entitled to a free eye test.

**Aid Training & Operations Ltd** will provide a contribution towards the cost of corrective glasses for DSE Users where these are **needed solely due to the use of DSE**, and this contribution is equal to the cost of a basic pair of such glasses.

All staff using DSE must read “Guidance on Safe Working With Display Screen Equipment” and complete their workstation risk assessment before, or as soon as practicable after, starting work with DSE.

## Lone Working and Out of Hours Working

### Policy Statement

**Aid Training & Operations Ltd** recognises that there are a range of circumstances when staff may be working alone thereby increasing their risk of injury. The purpose of this policy arrangement is to identify higher risk situations and measures that can be taken to minimise that additional risk.

There will still remain some circumstances where it is unacceptable for staff or students to be working alone, and these will be detailed.

### Arrangements

We need to identify foreseeable lone and out of hours working situations, assess the additional risks, and specify practical measures which will reduce those additional risks to an acceptable level. Examples of the hazards are given below, together with generic suggestions for risk reduction.

<b>Situation</b>	<b>Hazard</b>	<b>Suggested Risk Reduction Measures</b>
Office, late work	Intruders Accidents	Improve security access, emergency contact Pre-arranged phone check time
Visit to training venue	Assault	Parking in well lit areas, mobile telephone

In all cases where emergency communications form part of the risk reduction measures, it is essential to check that arrangements are effective and train staff in their use.

These hazards and control measures must be entered in Risk Assessment records and reviewed annually or where there is any significant change in the activity or the level of hazard.

# Accident/Incident Reporting and Investigation

## Policy Statement

Accidents cause injury, ill health, property damage, loss of time and money. Accidents are preventable and **Aid Training & Operation's Ltd** health and safety arrangements are reviewed regularly and updated to reduce the risks of accidents. Investigating and understanding the causes of accidents is an important means of improving our arrangements. Therefore, it is essential that all accidents and near miss incidents are reported to **Aid Training & Operations Ltd** and thoroughly investigated so that we can learn from them. Investigation is not for allocating blame, and a no blame culture is necessary to implement effectively this policy. For **Aid Training & Operations Ltd** purposes the following **definitions** are used:  
An accident is an unplanned event resulting in injury, ill health, loss or damage.  
An incident or dangerous occurrence is an unplanned event that nearly caused injury or ill health and may have caused loss or damage.

## Arrangements

**Aid Training & Operations Ltd** is responsible for implementing this policy. All staff should maintain awareness of accidents/incidents occurring in their area and should involve themselves in the investigation of any accidents/incidents which are serious or which require to be reported to the Health and Safety Executive.

**Aid Training & Operations Ltd** is responsible for:

- (a) Formulating policy to ensure compliance with the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995
- (b) Mandatory reporting of notifiable injuries, diseases and dangerous occurrences to the Health and Safety Executive
- (c) Keeping a record of accident/incident statistics
- (d) Investigating every significant accident/incident so that the cause can be identified allowing corrective actions to be implemented.

All staff are responsible for:

- (a) Recording all accidents/incidents involving staff, students, visitors, or contractors in the Accident/Incident Report Book.
- (b) Serious accidents/incidents must be reported immediately by telephone to **Aid Training & Operations Ltd**.
- (c) For other accidents/incidents **Aid Training & Operations Ltd** must be informed within 24 hours by telephone with a full written report within 3 days.
- (d) Co-operating fully with **Aid Training & Operations Ltd** and the Enforcing Authority during any subsequent investigation.

## Additional Advice for Use When Training at Other Venues

The trainer must liaise with the staff at the venue at the earliest possible opportunity reference any relevant health and safety points. In all cases the policy of the venue is to be followed. All relevant information must be passed to the students at the earliest possible opportunity.

# Risk Assessment

## Policy Statement

**Aid Training & Operations Ltd** acknowledges that risk assessment forms the basis of practicable methods of reducing accidents and other losses and it is committed to promoting the thorough use of this methodology in health and safety matters. **Aid Training & Operations Ltd** recognises that suitable and sufficient risk assessments are required by legislation and that these must be regularly reviewed and updated. Staff will be trained to undertake competent risk assessments appropriate to their level and type of work.

## Arrangements

Risk Assessment is not the reserve of experts and for the vast majority of activities it can be competently carried out by the people undertaking those activities provided they have been given some training on how this has to be done. Specialised and higher risk activities may require input and advice from safety specialists in a particular field.

All activities incurring a risk of injury or ill-health above the level of risk prevalent in daily living require to be risk assessed. Where that assessment identifies that such a risk is significant the risk assessment must be recorded and the outcomes brought to the attention of all people who may be affected by that activity. The risk assessment may take account of existing control measures, and where these are not sufficient to reduce the overall risk to an acceptable level, other control measures must be specified.

In all cases a hierarchy of risk reduction measures should be adopted starting with avoiding the risky activity altogether, changing the activity to reduce risk, isolating the risk process, reducing the length or quality of exposure to the risk, reducing the number of people exposed to risk, or as a last resort using personal protective equipment.

A risk assessment form is available together with further written guidance.

All risk assessments must be retained for 10 years and be available for inspection by Health and Safety Executive Inspectors, Insurance Surveyors and others who may have reasonable grounds for seeing these.

## How to do a Risk Assessment

We all do risk assessments every day as we cross roads, travel to work or decide whether to take waterproofs with us or not. Risk assessment is NOT the reserve of risk or safety professionals and legislation never intended it to be. Everyone can carry out general risk assessments with a little simple guidance and the will to do it thoroughly.

There are clear steps to assessing risk:

- Identify the hazard, that means things that can cause harm. Make sure that you know the various types of harm that can result, for example a chemical may be poisonous but may also be very flammable.

## Risk Assessment Continued

- Think who could be harmed – who is likely to be affected by the hazard and how much/how often – this is the exposure.  
Work out the different ways they could be harmed, that is the risks or bad outcomes – for example, a spill of diesel gives a fire risk, but it also makes the ground slippery for anyone walking on it, so burns and slipping/falling injuries are both possible.
- Estimate how serious the resulting harm could be. Is it always trivial or is the worst case scenario bad?
- Think through the hierarchy of reducing the overall risk:–
  - Can the hazard be removed altogether?
  - Can the way of doing the task be changed?
  - Can the hazard be replaced by something less hazardous?
  - Can people be kept apart from the hazard i.e. they are not exposed to it by enclosure of process or distance guarding?
  - Can the hazard be controlled or reduced e.g. use smaller quantities, ventilation for fumes?
  - Can the exposure of people to the hazard be reduced e.g. limited time or staff access?
  - Can personal protective equipment and training reduce risk?
  - Are there remedial measures that can be taken after harm has occurred e.g. quickly accessible washing facilities?

Write down the significant risks you have identified and what you are doing to control them. A risk assessment form is included to assist you in this process. Tell the people who may be affected by the risks about your findings, and review the assessment in the light of any changes or new information that comes to light.

## **Reporting Health and Safety Concerns and Follow-up**

### **Policy Statement**

**Aid Training & Operations Ltd** encourages the involvement of all staff and students in improving its safety performance and welcomes an open dialogue on health and safety concerns. Hazards or suspected hazards should be reported promptly to the office so that they can be remedied quickly.

Any reports of health and safety concerns should be as clear and concise as possible to assist **Aid Training & Operations Ltd** in investigating and rectifying problems. Genuine concerns, even if they turn out to be ill-founded, will be treated with equal process and no-one will be penalised in any way for raising such issues.

### **Arrangements**

**Aid Training & Operations Ltd** will deal with premises defects and items of fixed plant and machinery, either themselves or by calling in contractors to carry out the work. The speed of such actions will depend on the degree of hazard posed by the defect and the time and costs of putting it right. Sometimes matters can be made safe immediately but more complex repairs may necessitate temporary measures to ensure safety to be put in place before the work can be planned and done. In all cases **Aid Training & Operations Ltd** will do all that is reasonably practicable to minimise risks to health and safety, but the choice of the solution to achieve adequate health and safety may not always satisfy all other interests. For example if part of a building has to be closed until funds can be found to carry out repairs, it may achieve safety requirements but may cause inconvenience to former users.

# Visitors

## Policy Statement

**Aid Training & Operations Ltd** recognises it has a duty to provide a safe environment for any visitors.

## Arrangements

Visitors to any location may not be aware of the risk associated within the site, therefore all visitors must:

- Sign in on arrival
- Be given any relevant safety information
- Be accompanied by the person they are visiting, who in turn is responsible for the visitor's safety
- On leaving the location they must sign out

## **Summary of Additional Advice for Use When Training at Other Venues**

The trainer must liaise with the staff at the venue at the earliest possible opportunity reference any relevant health and safety points. In all cases the health and safety policy of the venue is to be followed.

All relevant information must be passed to the students at the earliest possible opportunity.

A fire brief must be given to all classes at the start of the training day. This should include:

- Fire alarms
- Nearest exits
- Muster points

At the start of every course trainers are to ascertain whether any individual has any injury or disability that will prevent them from undertaking practical activities. Appropriate adjustments should be made where possible to accommodate these individuals.

Trainers should ensure that all students are supervised closely during practical activities to minimise the risk of injury.

Trainers should avoid performing first aid on students-if possible the staff at the venue/organisation being trained should conduct it. If a trainer has had to perform first aid then a full report should be submitted to **Aid Training & Operations Ltd** at the earliest possible opportunity.

At no time should students be asked, or allowed, to assist with carrying loads i.e. when packing up at the end of a days training.

Students are to be informed of any trip hazards in the venue i.e. torn carpets, steps, etc.

In addition they should be made aware of any spillages that present a slip, trip or fall hazard.



