



## **Health and Safety Policy**

TT Training and Consultancy Company recognises the importance of providing a healthy, safe and suitable environment for staff, volunteers, sub contractors, students and visitors. We will adhere to our duties under the Health and Safety at Work Act 1974 and relevant ACOPs.

The responsible person for Health and Safety is Tracey Twist who holds a Level 3 Qualification in Supervising Health and Safety in the Workplace.

## **Managing Health and Safety in Practice**

### **Staff and Volunteers**

TT Company will ensure that health and safety is part of the induction for all staff. Staff will be made aware of their own responsibilities and who to report any concerns to. TT Company will take any report of injury or illness at work seriously and investigate the situation, where appropriate we will follow the RIDDOR 2013 procedures.

As part of their induction staff will undertake manual handling advice, including safe lifting. Staff are responsible for ensuring that their own vehicles are safe and comply with legal requirements, including insurance, MOT and tax. First aid kits will be available at each venue and each trainer is issued one, which must be taken to each session or in their car.

Where staff are required to be lone working this will be identified on the health and safety check of the venue. Staff must ensure they have access to a phone and where possible, are not left in a building alone or to lock up a building alone. A Director will always be on call when staff are working.

Any work to be undertaken abroad will be risk assessed and advice will be sought from the relevant government department, specifically around travelling abroad. Where travel abroad is not recommended this advice will be followed.

### **Action**

If a member of staff brings a specific situation to our attention reasonable adjustments will be made to ensure the health and safety of the staff. This may include the following:

- Provision of PPE or specialist equipment
- Supplying moving and handling equipment
- Adjustment of work activity



- Adjustment of work hours
- Training
- Health

### **First Aid**

All staff will carry a first aid kit with them at all times. Staff will be encouraged to keep their first aid training up to date and can attend one of our training courses annually for free. All accidents and incidents will be documented. Staff are encouraged to record 'near miss' incidents. TT Company is committed to safety in the work place and will monitor accidents, incidents and near miss situations with a view to reducing accidents and incidents.

### **Learners**

At the start of each session learners will be made aware of any health and safety issues in the building that they are using. This includes how to exit the building in the event of an evacuation and the meeting place. Specific COVID-19 checks will take place whilst there is a threat of infection. See the section on COVID-19.

### **Training Rooms**

Each training room will have a health and safety checklist completed and recorded. Trainers are responsible for checking the room each time it is used and doing any dynamic risk assessments, as needed. Any health and safety issues will be reported to Tracey Twist and the person responsible for the building.

### **Equipment**

All portable appliances will be tested appropriately, depending on their level of use. Gordon Twist is a trained Portable Appliance Tester and will undertake these duties.

### **First Aid Training Equipment**

First Aid equipment will be kept in a clean and safe condition. It will be checked before each occasion that it is used.



Where possible, manikins will be shared between 2 people, with a maximum of 4 people. A range of sterilizing solutions will be provided for learners including non alcohol based sterilization. Resuscitation masks will be provided for anyone with an allergy to sterilization fluids or the manikins. Learners will be advised on what to do if an allergic reaction occurs and staff will be vigilant.

Kneeling mats must be available for all first aid sessions and reasonable adjustments made to anyone who is unable to participate in the practical elements. However, awarding body requirements must be adhered to and learner must provide sufficient evidence for each criteria.

After each session the faces will be sterilised using a sterilisation solution. Lungs will be changed after every course. Face shields will be available on each course for any learners who may have allergies or reactions.

Each term the first aid kit will undergo a 'deep clean' which will involve stripping down the manikins and sterilizing each part, washing of bandages and slings.

#### **COSHH**

In line with the Control of Substances Hazardous to Health Regulations, data will be kept on all substances that could potentially be hazardous. This includes information on manikin wipes.

#### **COVID-19**

Specific attention should be paid to the threat of Covid-19. Where a member of staff or a learner/s is displaying any symptoms of Covid-19 the training should not commence. All students and learners must give TT Training and Consultancy their contact details. Medical advice should be sought and TT Training and Consultancy will comply with any government or medical advice regarding 'track and trace'.

In each training venue gloves, hand sanitizer and masks will be available. Where possible, training should take place out doors and if it is indoors then windows should be open.

The specific Covid-19 risk assessment must be completed and current government guidance for that area should be adhered to.