

Health and Safety Policy

This is the Health and Safety Policy Statement of First Aid Events

Our policy is to provide and maintain safe and healthy, environment, working conditions, equipment, and systems of works in our workplace.

It is also our policy to provide adequate control of the health and safety risks arising from our work activities.

We will ensure safe handling and use of substances.

We will also provide such information, training, and supervision, as is need for this purpose.

We also acknowledge responsibility for the health and safety for other people who may be affected by our work and activities.

It is also our policy is to consult with our employees and clients on matters affecting their health and safety, and it is our policy to prevent accidents and cases of work-related ill health.

The allocation for safety matters and the particular arrangements that we will make to implement the policy are set out below.

The policy will be kept up to date, particularly as the business changes in nature and size. To ensure this, our policy and the way it is operated will be reviewed annually.

Signed



(for and on behalf of First Aid Events)

Date 5/9/2016

KEYPOINTS:

1. Success of health and safety regulations
2. Duty of care applied to everyone
3. Key Responsibilities: Health & Safety Manager
4. Induction
5. Full training within two months
6. Use of protective clothing and equipment
7. Risk assessment of the premises of First Aid Training, employers and contractors
8. Regular risk monitoring
9. Good housekeeping
10. Electrical equipment
11. Harmful substances
12. First aid
13. Accident reporting
14. Fire safety
15. Safe access including for people with disabilities
16. Sanctions for breach

HEALTH AND SAFETY

Since the introduction of strict health and safety regulations 30 years ago, deaths at work have fallen by three-quarters. Serious injury and long-term illness caused by exposure to hazardous processes and substances have also fallen sharply.

Despite that impressive progress in ensuring that working lives are healthy and secure, health and safety is sometimes mocked or ignored. FIRST AID EVENTS takes the health and safety of every learner, every member of staff, every visitor extremely seriously. It is the job of everyone in the FIRST AID EVENTS not only to stay safe themselves, but to watch over the safety of others, intervening or reporting unsafe practices where necessary. Those duties are not only sensible but are legal obligations. They stand whether training is taking place at FIRST AID EVENTS premises or with one of FIRST AID EVENTS's partner employers or contractors.

RESPONSIBILITIES

Leadership in health and safety is one of the responsibilities of FIRST AID EVENTS. Their records will include notified and serious injuries and the steps taken to mitigate problems in the future. On a day-to-day basis, the Owner is responsible for the health and safety of all who have dealings with FIRST AID EVENTS, assisted by the by all. In law, everyone in the FIRST AID EVENTS must act responsibly and carefully to achieve healthy and safe learning and work, under the guidance of those who are given the leadership roles.

INDUCTION AND TRAINING

Every client and staff member of FIRST AID EVENTS receives a general introduction to health and safety on joining, and more detailed training related to their area of activity within two months. Visitors to FIRST AID EVENTS and contractors are given a summary of FIRST AID EVENTS health and safety regulations and are supervised while they are on FIRST AID EVENTS premises. Learners must not use equipment for which they have not been trained and only carry out

technical and practical work under supervision. The objective of training is to develop a healthy and safe working culture, to which everyone can subscribe.

PROTECTIVE EQUIPMENT

Clients are introduced to the requirements for protective clothing and equipment during induction. This may include protective clothing – for example gloves or face masks – which are used when carrying out particular tasks. It is everyone's duty to ensure that they wear the appropriate items at all times when they are required to do so. Even where there may appear to be little risk of immediate injury, long-term exposures can impair such vital senses as hearing.

RISK ASSESSMENT

FIRST AID EVENTS instructors and assessors are appropriately qualified and experienced to operate the equipment and in the environments required to carry out FIRST AID EVENTS programmes of learning. They carry out safety inspection of the areas for which they are responsible in FIRST AID EVENTS, produce formal risk assessments of their areas, to ensure that equipment and facilities are safe. Trainer will notify the owner of any improvements needed.

Employers' premises or those of subcontractors, are risk assessed by FIRST AID EVENTS before any client is allowed to go there. Monitoring checks are carried out every time to ensure that any hazards or unsafe practices are identified, recorded and remedied.

Partner employers are required to produce their health and safety policies and procedures and to comply with the statutory regulations on reporting and investigating accidents. Partner employers and subcontractors are required to produce relevant certificates of insurance.

GOOD HOUSEKEEPING

- Safe and efficient learning and working are greatly helped by clean and orderly environments. FIRST AID EVENTS will ensure that:
 - Corridors and passageways are sufficiently wide and free from obstruction
 - Floors are clean and dry
 - Rubbish and litter are removed and workshops and classrooms are kept tidy
 - Emergency exits are clear
 - Signs are legible and clear
 - Equipment is clean and in good order
 - There is adequate lighting
 - There is appropriate heating, ventilation and dust/fume extraction
 - Shelving is not overloaded and heavy items are kept low
 - Materials are properly stored.

ELECTRICAL EQUIPMENT

FIRST AID EVENTS will ensure that:

- Only authorised and qualified people install, maintain and repair electrical equipment
- Equipment is tested annually by a qualified person
- Faulty equipment is secured beyond use
- Multi-socket adaptors are not used
- Private electrical equipment is not used on FIRST AID EVENTS premises.

HARMFUL SUBSTANCES

FIRST AID EVENTS will ensure that:

- Materials are assessed in accordance with the Control of Substances Hazardous to Health (CoSHH) regulations
- Hazardous substances are safely and properly stored
- Training is provided in the use of hazardous substances
- Hazardous substances are not used without appropriate protection.

FIRST AID

FIRST AID EVENTS will ensure that:

- First aiders will be trained, qualified and regularly updated, in appropriate numbers
- Names of first aiders will be clearly displayed
- First aid materials and equipment will be readily available in all areas where hazards may be met
- First aiders and other staff have ready access to the emergency services.

ACCIDENT REPORTING

FIRST AID EVENTS will ensure that:

- Accidents and incidents are recorded on forms which match Health and Safety Executive guidelines
- All accidents and incidents are investigated by Health & Safety Manager
- All serious accidents are reported to the CEO
- A summary of accidents, incidents and remedial action is made every year to the Board for inclusion in an annual report.
- RIDDOR requirements are met (injury, diseases and dangerous occurrences' register).

FIRE

FIRST AID EVENTS will ensure that:

- Fire exits are kept clear and are clearly marked
- Evacuation routes and assembly points are clearly identified and marked
- Safe evacuation is practised
- Fire alarms are tested
- Appropriate fire extinguishers are provided in sufficient numbers, well maintained and clearly marked
- Fire marshals are appropriately trained
- All visitors to FIRST AID EVENTS are notified on arrival of fire evacuation routes and procedures
- All learners and FIRST AID EVENTS staff are notified annually of fire evacuation routes and procedures, including use of extinguishers where appropriate
- Fire marshals and other staff have ready access to the emergency services
- Smoking is not permitted on FIRST AID EVENTS premises.

SAFE ACCESS

FIRST AID EVENTS will ensure that:

- Exterior areas are properly lit
- Where possible, there is secure access to vehicle parking
- Convenient access is provided for people with disabilities
- Wherever possible learning is facilitated for people with disabilities or impairments
- Learners under the age of 16 are clearly identified so that they can be safeguarded.

SANCTIONS

Clients should be aware that deliberate breaches or avoidance of health and safety rules are disciplinary offences and will be dealt with under the FIRST AID EVENTS procedures on Discipline. Serious offences may be regarded as gross misconduct, leading to dismissal.

Last Updated: 19/07/18