



# **Health & Safety Policy**

## **June 2019**

## HEALTH & SAFETY Policy

This policy relates to health and safety on courses.

1. Introduction
  - 1.1 SEB Training Services (SEBTS) courses are a combination of indoor theoretical and practical sessions followed by scenarios, possibly outside, where students play various roles. Hands on demonstrations may be involved.
  - 1.2 This Centre understands the key role it has for Health & Safety on all training courses. All training staff will be inducted to the Health & Safety procedures listed in this document.
  - 1.3 SEBTS requires trainers and assessors to observe the Health & Safety policies and risk assessments at the course venue.
  - 1.4 Unfamiliar venues have potential hazards and must be risk-assessed by the Tutor on the day. Appendix 1,2 3 are provided for the guidance of assessors/trainers. Alternatively, the risk assessment process can be recorded on a separate sheet.
2. SEBTS requires the trainer to assess the course venue, to confirm it as a safe place of work, prior to course commencement:
  - 2.1 Venue check list to be used on each occasion:
    - Fire escapes are clearly marked and adequately maintained and not obstructed.
    - Fire-fighting equipment is clearly marked and placed, and fire marshals nominated.
    - Access to training rooms is clear and safe.
    - Lighting, heating and ventilation is adequate
    - Computers/projectors (if provided) for training have been PAT tested if applicable.
    - Washing and toilet facilities are adequate and appropriate for gender mix.
    - First aid and accident reporting procedures are in place.

- Any other relevant matters coming to the assessor/trainers attention

2.3 SEBTS will support any tutor when a decision is made to cancel a course if the venue is deemed unsafe. The assessor/trainer should inform Steve Booth as soon as is practicable in this case.

2.4 Tutor conduct:

- Wear gloves when stripping/cleaning/removing manikin lungs
- Consider students wearing gloves when doing secondary surveys
- Provide kneeling mats. Use kneeling mats to protect knees in all demonstrations on prone casualties and set good example to students.
- Show professional judgement and courtesy and respect client's wishes when selecting or asking for volunteers as casualties from the group.
- Ensure all practical exercises are carried out in a safe manner. No demonstrations or rehearsals of CPR on LIVE casualties.
- Ensure hand sanitising gel, or similar product, is available for candidates to use. Assessors/trainers to use throughout the course and before demonstrations to model best practice.
- Please ensure that you have a procedure in place to inform someone that you have arrived at a venue safely and when you are about to leave.

2.5 Each assessor/trainer is responsible for the risk assessment of each course at each venue should any unexpected risks present themselves control measures implemented should be noted on a separate sheet.

2.6 assessors/trainers are responsible for developing their own risk assessments. SEBTS can offer support if needed.

**Appendix 1: Carrying out a Risk Assessment**

Start with a risk assessment chart

Risk - 1 2 3  
 Hazard - A B C

	A	B	C
1	Unacceptable	Urgent	Must receive attention
2	Urgent	Should receive attention	Low priority
3	Must receive attention	Low priority	Low priority

Unacceptable = Sort immediately  
 Urgent = ASAP (this day)  
 Must risk assess = Reduce hazard or risk within week  
 Should risk assess = Reduce hazard or risk within month  
 Low priority = Monitor situation

**First identify and rate the hazard according to severity and consequence**

A = death, major injury, major damage or loss of property/equipment  
 B = over 3 days absence, damage to property/equipment  
 C = minor injury/minor damage to property/equipment

**Then rate the risk**

1 = extremely likely  
 2 = frequent/often/likely  
 3 = slight chance

The steps to risk assessment having drawn the chart are

- a) Look for/identify hazards
- b) Decide who could be harmed - groups, numbers, vulnerable people
- c) Evaluate the risk - use chart, severity, frequency, exposure, current controls
- d) Record and evaluate - current controls, recommendations of competent person, and the additional controls/information/training.
- e) Monitor - always check that everything is being complied with, new equipment, past accident, young children, new staff etc.
- f) Review - Go through the process again and modify.

Where there are 5 or more employees, the employer must record

(a) Significant findings (b) Groups at risk. Identified by the risk assessment process.

### Hierarchy of controls

Eliminate activity  
Substitute activity  
Control at source by separation/isolation  
Follow safe working procedures  
Training supervision and instruction  
Personal protection  
Welfare/first aid/emergency procedures  
Disciplinary action

## Appendix 2: Example Risk Assessment for 'Outdoor First Aid' Scenarios

### Hazards

- Darkness
- Slips, trips, falls
- Environment - weather, hot, cold, wet
- Moving and/or lifting simulated casualties
- Cuts, grazes, stings
- Pathogens - soil, rubbish, needles, dogs

### People at risk

- Course participants
- Training staff
- The public

### Evaluate risk

Look at identified hazards sequentially

#### Darkness

It can be a hazard in its own right; it may contribute to increased risk for all other hazards listed.

Frequency, typically on courses from November to February

Current controls, casualties pre-briefed, scenario area checked in daylight by Trainer.

Work within Centre grounds so cannot get lost.

**Risk Rating C3**

#### Slips, trips and falls

Severity, major injury possible, slipping on mud, wet grass, snow, tripping over terrain. Equipment put down and lost. Stepping into holes.

Frequency, typically every outdoor scenario on every course.

Current controls. Scenario area checked beforehand for hazards. Scenarios not to occur on steep banks, dense undergrowth, public roads. Clear casualty briefing, including boundaries and aims/objectives of exercise. Access to First Aid kit.

Every course, every time!

**Risk Rating B2**

### **Cold/wet/environment**

Severity depends upon weather conditions. Extremes of temp/weather in high summer or mid-winter. Hypothermia and heat exhaustion possible.

Frequency most courses.

Current controls. Ensure everyone has, waterproofs, hats, gloves, and sunscreen as appropriate. Have spare clothing available. Modify length of scenario. Warm area close by for clothes to dry. Main training area to be heated and ventilated.

**Risk Rating B3**

### **Moving/lifting casualties**

Severity, if uncoordinated, unplanned lifting is attempted, casualties and students could get hurt. Problems increase on various types of terrain.

Frequency; not often, unless group require specific training in use of stretchers and improvised carriers.

Current controls. Demonstrate and practice good principles before any scenarios. Ensure no one has injury problems with, knees/back/neck. If they have, caution them on limiting their activities. Position casualties where there is reasonable access. Restrict movement to rolling, sliding or turning the casualty.

**Risk Rating B2**

### **Cuts, grazes, stings**

Severity, mainly uncomfortable unless student is anaphylactic.

Frequency, one would think quite likely, however because of thick outdoor protective clothing and the experience of course members has proven to hardly ever occur.

Current controls, scenario area swept before exercise. Real First Aid kit close by in training room. Students asked at beginning of course for pre-existing medical conditions.

**Risk Rating B3**

### **Pathogen infection**

Severity, if pathogen infection occurs it could be life threatening.

Frequency, potentially every scenario, casualties lying on ground, students kneeling every scenario.

Current controls, area swept beforehand, minimise using public parks and outdoor areas where drug users congregate, rubbish is left or there is lots of dog mess. Use the grounds of outdoor venues where course is delivered.

**Risk Rating A3**

### Implementation of Controls

Students to read 'please read' in front of ITC manual.  
Trainers to use pre-course check list covering hazards.  
Students briefed prior to each outdoor scenario.  
Tutor to maintain professional vigilance at all times

### Appendix 3: Glossary

First Aid courses are a combination of indoor theoretical and practical sessions followed by scenarios, perhaps outside, where students play the role of rescuers and casualties.

#### Accident

Unplanned, uncontrollable, unforeseen event/s that could result in injury, loss or damage to persons, property and equipment.

#### Risk Assessment

Reasonably practical steps (money, time, effort constraints) are taken to identify hazards and risks.

#### Hazard

Anything with potential to cause harm.

#### Risk

Likelihood of harm being realised or caused by hazard.

#### Competent Person

Someone with knowledge of work and environment, who can communicate and is aware of health and safety concerns

#### Control measures

Evaluations are made and measures are introduced e.g. changing the way something is done, providing a piece of equipment and training in that equipment.

#### Areas of concern

- Management of Health and Safety at Work Regulations.
- Workplace H, S & W - pests, toilets, temperature etc.

- Safe use of working equipment - portable appliance testing, training etc.
- Manual Handling - loads, people.
- Control of substances hazardous to health.
- First Aid Regulations
- Personal protective equipment
- Fire Regulations.
- Accidents could occur in any of the above areas.

Document Reviewed June 2019. Next review Date is June 2019.