

# **Hampshire Training**

## **Health & Safety Policy (for those on training courses)**

## Health and Safety Policy for Hampshire Training Staff

### 1. Introduction

- 1.1 Hampshire Training requires trainers/assessors to observe the Health and Safety Policies and risk assessments of Hampshire Training
- 1.2 Hampshire Training requires trainers/assessors to observe the Health and Safety Policies and risk assessments of the venue used.
- 1.3 Hampshire Training requires the activities detailed in 1.1 and 1.2 to be managed in such a way by all trainers/assessors and Centre staff to ensure that the health safety and well-being of all employees, contractors, visitors, learners and any other persons on its premises [or on any hired venues] are not put at risk.
- 1.4 Hampshire Training will provide and maintain equipment that is suitable for the intended use, so that it is safe and without risk to health for qualifications delivered to obtain an ITC Award.

### 2. Venue Checklist

- 2.1 Hampshire Training requires the trainer/assessor, to assess the course venue to confirm it is a safe place of work, prior to course commencement:
  - a) Fire escapes are clearly marked and adequately maintained and not obstructed.
  - b) Fire fighting equipment is clearly marked and placed and fire marshals nominated.
  - c) Access to training rooms is clear and safe.
  - d) Lighting, heating and ventilation is adequate.
  - e) Computers/projectors (if provided) for training have been PAT tested.
  - f) Washing and toilet facilities are adequate and appropriate for gender mix.
  - g) First aid and accident reporting procedures are in place.
  - h) Any other relevant matters coming to the attention of the trainer/assessor.

### 3. Hampshire Training For trainers/assessors regarding specific qualification delivery

#### 3.1 General

- a) Introduce and follow all Hampshire Training policies in place to protect the interests of learners as soon as is practicable.
- b) Sessions will not exceed 2 hour before comfort break is organised
- c) Follow guidance regarding lifting and handling course equipment.
- d) Confirm safe arrival home after course by phone, fax, text or email to allow us to comply with the essence of lone worker regulations.

#### 3.2 First Aid qualifications:

- a) Consider learners wearing gloves or using antibacterial hand cleaning gel during group practice.
- b) Consider using kneeling mats to protect knees in all demonstrations on prone casualties, and promote good practice example to all learners.
- c) Ensure all practical exercises are carried out in a safe and proper manner.

- d) Risk assess all outdoor areas prior to outdoor scenario incident training.
- e) Wear gloves when stripping/cleaning/removing manikin lungs and the like.
- f) Dispose of all low level contaminated waste safely.

3.3 Non-first aid qualifications:

- a) Undertake a full risk assessment in regard to all activities to take place for the delivery and assessment of the qualification.
- b) Ensure safe systems of working have been approved by the [Hampshire Training](#) Manager prior to commencement: such systems being qualification dependent.

**4. [Hampshire Training](#) Incident Reporting**

- 4.1 [Hampshire Training](#) trainers/assessors or other staff must report all accidents/incidents /near misses (“event”) to the [Hampshire Training](#) Manager as soon as is reasonably practicable of the event occurring.
- 4.2 [Hampshire Training](#) Manager to determine the necessary next steps to be taken. In the absence of [Hampshire Training](#) Manager, the assessor to act appropriately including contact ITC for guidance if required.
- 4.3 [Hampshire Training](#) Manager to ensure that there has been a first aid needs assessment undertaken and that there are sufficient first aiders/equipment available at the course venue to meet HSE recommendations.