



# Health & Safety Policy

## HEALTH & SAFETY ON COURSES

The Company requires Staff and Assessors to observe the Health and Safety policies and Risk Assessments of FirstAid4Life Limited, our Awarding Organisation (AO) and the Course Venue

FirstAid4Life Limited's H&S Policies & Risk Assessments can be found in this document, AO policies and procedures are available as downloads from the AO website.

### SAFETY – PHYSICAL & EMOTIONAL

- ♥ The physical safety and welfare of Clients (Participants), General Public and Staff is of **paramount** importance and overrides all other considerations at all times.
- ♥ The emotional welfare (emotional and mental safety) of Clients (Participants), General Public and Staff is imperative and that of Clients (Participants) & General Public overrides all other considerations **unless** the individual/group is in immediate danger of physical injury.

#### Physical Safety

- ♥ Before beginning an activity, all Participants must be made aware of the physical hazards they may encounter during an activity or which they may create, for themselves and/or others, as a result of their actions.
- ♥ Staff and Participants should, at all times, be suitably clothed for the activity being undertaken and have available any extra clothing necessary, giving consideration to all environmental factors that may reasonably be anticipated.

#### Emotional Safety

- ♥ All Participants must have sufficient information to make an informed choice regarding their acceptance of the course or aspects of the course.
- ♥ Staff must ensure that, where practically possible, Participants can opt out of any activity and be alert for signs of emotional stress among both Participants and other Staff members.

## VENUE CHECK SHEET

The Company requests Staff to assess the Venue to confirm it as a safe place of work, prior to course commencement:

- ♥ Car Parks well delineated & safe traffic flow clearly marked.
- ♥ 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.
- ♥ Venue equipment such as kettles, microwaves, toasters are safe and in good working condition.
- ♥ Computers/projectors (if provided) for training have been PAT tested.
- ♥ Washing and toilet facilities are adequate and appropriate for gender mix.
- ♥ Hazardous substances such as bleach in kitchens/toilets are safe.
- ♥ First aid and accident reporting procedures are in place.
- ♥ Any other relevant matters coming to Staff attention.

## **Risk Assessment Policy**

FirstAid4Life Limited's Risk Assessment Policy is defined below and has been developed in the context of first aid courses that we provide. Each venue and course has its own hazards and must be risk assessed by Staff. We insist that all Staff embrace the principle of Dynamic Risk Assessment at all times.

FirstAid4Life Limited courses are a combination of indoor theoretical and practical sessions followed by scenarios outside where Participants play the role of rescuers and casualties.

### **Definitions:**

#### ***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 the work and environment, who can communicate and is aware of health and safety considerations/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 can occur in any of the above areas!!!***

## Carrying out a Risk Assessment

The steps to risk assessment are as follows:

- ♥ Look for/identify hazards
- ♥ Decide who could be harmed – groups, numbers, vulnerable people
- ♥ Evaluate the risk – use charts below, severity, frequency, exposure, current controls\*
- ♥ Record and evaluate – current controls\*, recommendations of competent person, and the additional controls\*/information/training
- ♥ Monitor – always check that everything is being complied with, new equipment, past accidents, young children, new staff etc.
- ♥ Review – Go through the process again and modify.

**Staff must record the following identified by the risk assessment process:**

- (a) Significant findings**
- (b) Groups at risk**

### \*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

### Implementation of Controls

- ♥ Participants to read 'please read' at the beginning of the course manual
- ♥ Staff to use pre-course check list covering hazards
- ♥ Participants briefed prior to each scenario

**The Steps to carrying out Risk Assessment are as follows:**

- ♥ Hazards will be identified and rated according to the Severity and Consequence as follows:

<b>Risk</b>	<b>Corresponding Severity &amp; Consequence</b>
<b>A</b>	Death, Major Injury, Major Damage or Loss of Property/Equipment
<b>B</b>	Over 3 days Absence, Damage to Property/Equipment
<b>C</b>	Minor Injury/Minor Damage to Property/Equipment

- ♥ Risk will be identified as follows:

<b>Rating</b>	<b>Likelihood</b>
<b>1</b>	Extremely Likely
<b>2</b>	Frequent/Often/Likely
<b>3</b>	Slight Chance

- ♥ A Risk Rating will be determined according to the following table:

<b>RISK RATING</b>			
	<b>A</b>	<b>B</b>	<b>C</b>
<b>1</b>	<i>Unacceptable</i>	<i>Urgent</i>	<i>Must have Attention</i>
<b>2</b>	<i>Urgent</i>	<i>Should have Attention</i>	<i>Low Priority</i>
<b>3</b>	<i>Must have Attention</i>	<i>Low Priority</i>	<i>Low Priority</i>

- ♥ Remedial Action will be determined according to the following table:

<i>Unacceptable</i>	Rectify Immediately
<i>Urgent</i>	As Soon As Possible (today)
<i>Must have Attention</i>	Reduce Hazard or Risk within week
<i>Should have Attention</i>	Reduce Hazard or Risk within month
<i>Low Priority</i>	Monitor Situation

## **Risk Assessment – Outdoor Scenarios**

### **Hazards:**

Car Parks  
Darkness  
Slips, trips, falls – Angle of Slopes  
Environment – weather, hot, cold, wet  
Moving and/or lifting – can affect rescuers and casualties  
Cuts, grazes, stings  
Twigs in Eyes  
Pathogens – soil, rubbish, needles, dogs

### **People at Risk:**

Participants  
Staff  
General Public

### **Risk Potential based on Risk Assessment Steps:**

#### **Car Parks**

**Severity:** Can be a significant hazard in its own right.

**Frequency:** Typically on every course.

**Current controls:** Casualties pre-briefed and advised to take care and follow all normal rules applying to vehicular access. Scenarios NEVER undertaken in active car parks.

**Risk Rating: A3**

#### **Darkness**

**Severity:** Can be a hazard in its own right; it may contribute to increased risk for all other hazards listed.

**Frequency:** Typically on courses from October to March.

**Current controls:** Casualties pre-briefed, scenario area checked in daylight by Staff. Work within well-defined area to avoid getting lost.

**Risk Rating: C3**

#### **Slips, Trips and Falls**

**Severity:** 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. Scenario not to occur on steep banks, dense undergrowth, public roads. Casualty briefing, including boundaries and aims/objectives of exercise. Access to First Aid kit.

**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 inside, close by for clothes to dry and main training area to be heated and ventilated.

**Risk Rating: B3**

### **Moving/Lifting Casualties**

**Severity:** If uncoordinated, unplanned moving or lifting is attempted, Participants (casualties and rescuers) could get hurt. Problems increase on various types of terrain.

**Frequency:** Typically every outdoor scenario on every course.

**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, hardly ever occurs.

**Current controls:** Scenario area swept before exercise. First Aid kit close by and/or in training room. Participants asked at beginning of course for pre-existing medical conditions.

**Risk Rating: B3**

### **Twigs in Eyes**

**Severity:** mainly uncomfortable.

**Frequency:** Rarely providing sensible precautions taken.

**Current controls:** Scenario area swept before exercise. Avoid working in dense undergrowth. Do not work next to trees with low branches in dark/gloomy conditions. First Aid kit close by and/or in training room.

**Risk Rating: B3**

### **Pathogen infection**

**Severity:** If pathogen infection occurs it could be life threatening.

**Frequency:** Potentially every scenario, casualties lying on ground, Participants 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**

### Risk Assessments – Typical Venue

This Action Programme is designed to summarise key issues for Staff visiting typical venues for maybe the first time to deliver scenario based first aid training.

Hazard	Person/s at Risk	Risk Rating	Control Measures
<b>Venue Problems</b>			
Working Environment	All Visitors	<b>C3</b>	Existing workplaces should be following Health, Safety & Welfare Regulations. Staff should liaise with the Venue Organiser & have ultimate decision-making control over whether the course can go ahead.
Manual Handling	Staff & Participants	<b>B2</b>	Move equipment, tables, chairs & any other objects according to safe manual handling procedures.
<b>Candidate Problems</b>			
Behaviour Suitability	Staff & Participants	<b>C3</b>	Pre-Course information & Booking Conditions
<b>Course Problems</b>			
<b>Preliminary Awareness</b> Safety Complaints Fire Alarm Expectations Course Outline	Staff & Participants	<b>C3</b>	This document All Participants to read 'Please Read' at front of manual
<b>Introductory session</b>			
Feeling faint at slide of bleeding/damage injury	Participants	<b>C3</b>	Verbal warning prior to showing 'nasty' slide
Kneeling on floor	Staff & Participants	<b>C3</b>	Prior knowledge. Individual padded kneeling mats provided for all to use. Staff to use mats & set good example.
Physical Activity Changing vital sign rate	Staff & Participants	<b>C3</b>	Staff judgment. Tailor activity to individual fitness. Constant reminder not to over-exert.
Cross infection	Staff & Participants	<b>C3</b>	Anti-bacterial hand gel for all
<b>Accident Procedure session</b>			
Repetitive kneeling	Participants	<b>C3</b>	Kneeling mats. Verbal warnings
<b>Bleeding session</b>			
Feeling faint at slides showing blood/damage	Participants	<b>C3</b>	Verbal warning. Do not watch if susceptible.
<b>Resuscitation session</b>			
Cross infection, sharing manikins	Participants	<b>C3</b>	Staff to show use of cleaning wipes
Allergic wipes	Participants	<b>C3</b>	Latex-free manikins. Staff also has alternative wipes. Be guided by Participants.