

## Health & Safety Policy

### Introduction

This policy should be followed at all time by all those representing ASB Training in any capacity. This policy should be made available to anybody representing ASB Training as well as any clients, stakeholders, or any other relevant personnel.

### Statement of Intent

ASB Training are committed to protecting the health and safety of those representing ASB Training, clients and any other person affected by its services.

In particular ASB Training aim to:

- Provide a safe and healthy working environment and systems of work for all those representing ASB Training
- Provide a safe and health working environment and systems of work for all people involved in our training activities, e.g. learners, clients, instructors, and assessors at any venue where the activity is taking place.
- Create and promote a culture of safe working practices and actively encourage health and safety responsibility.
- Carry out and maintain risk assessments on all premises and activities. This also involves undertaking and updating risk assessments as when change occurs, e.g. new equipment, working procedures, premises, etc.).
- Provide all necessary personal protective equipment that may be appropriate and provide any training required to effectively use the equipment.
- Raise awareness and maintain an up-to-date knowledge of all aspects of relevant health and safety amongst those representing ASB Training.
- Ensure all those representing ASB Training are familiar with the policies, procedures, guidance and relevant codes of practices of awarding organisations.

### Organisation Responsibilities

**Adam Byard** – Training Manager – The nominated competent person with overall responsibility for health and safety, including:

- Completing all necessary risk assessments;
- Carrying out random inspections to ensure safe working practices and procedures are being adhered to and that these are still relevant;
- Checking the current condition of equipment and replacing where necessary, including manikin hygiene;
- Ensure, within reason, the most suitable equipment is provided when required;
- Ensure the maintenance of first aid equipment and trained first aid personnel;
- Designated first aider or nominating a designated first aider;
- Overall responsibilities include all place of work including temporary venues;

**All staff** – it is the responsibility of all staff to protect their own health and safety at work and the health and safety of those who may be affected by their acts or omissions. In particular, they should:

- Report any hazards or equipment faults to the training manager and take immediate action if necessary (i.e. taking the equipment out of use);
- Comply with ASB Training in matters to health and safety at work;
- Adhere to ASB Training policies and procedures
- Not interfere or misuse equipment that may be provided for health and safety or where by doing so, it may cause injury to people, property or the environment;
- Report any personal injuries, illnesses or conditions they believe to be linked to work or that may affect their ability to work

### Hazards

Below is a list of identified hazards, the risk assessment for the activity must be followed at all times.

**Furniture** – office furniture, including chairs can pose a risk. The risk of impact, moving furniture, falling from, or tripping.

**Electrical equipment** – all electrical equipment can pose a risk in terms of electrocution or burns. There is also a risk of colliding with, tripping over and trapping body parts or clothing. The following equipment is used:

- Personal computers / tablets;

- Projectors;
- Printers;
- Shredders;
- Telephone

**Storage** – equipment should be stored in a way that it does not pose a risk to health and safety. Potential risks include: tripping and impact.

**Hazardous substances** – minimal risks exist with cleaning substances (i.e. manikin cleansing wipes). Safety data sheets are provided.

**Manual handling** – there may be a requirement for some lifting and carrying of equipment (particularly: manikins, spinal boards, first aid equipment and other training equipment). Everyone must understand the techniques of safe handling.

**Fire** – the evacuation of what to do in the event of a fire is established prior to the course commencement as part of the facility induction. The venues policies and procedures must be followed at all times, including: the location of fire alarms, evacuation procedures and routes, assembly points, and firefighting procedures. A course register must be taken at the beginning of the session.

**Hygiene** – all activities will be conducted with the consideration for hygiene. Therefore, all users will be equipped with sufficient cleansing wipes, spare manikin lungs, clean first aid equipment and disposable gloves. All users are reminded to follow the venues pool operating procedures in regard to swimming pool hygiene, including: showering before entering the water, going to the toilet before entering the water, not swimming if the person has had diarrhea and/or sickness, not swimming with open sores, etc. All users are reminded to remove any outdoor footwear before using the changing room facilities and poolside.

**Training premises, equipment and materials** – all users must be aware of the important of the environment. The facilities should have adequate space, lighting and ventilation. All areas will be provided with equipment relevant to the nature of the activity.

### Contact Us

ASB Training can be contacted via telephone, email, or post.