



Health and Safety Policy

TT Training and Consultancy Company recognises the importance of providing a healthy, safe and suitable environment for staff, volunteers, sub contractors, students and visitors. We will adhere to our duties under the Health and Safety at Work Act 1974 and relevant ACOPs.

The responsible person for Health and Safety is Tracey Twist who holds a Level 3 Qualification in Supervising Health and Safety in the Workplace.

Managing Health and Safety in Practice

Staff and Volunteers

TT Company will ensure that health and safety is part of the induction for all staff. Staff will be made aware of their own responsibilities and who to report any concerns to. TT Company will take any report of injury or illness at work seriously and investigate the situation, where appropriate we will follow the RIDDOR 2013 procedures.

As part of their induction staff will undertake manual handling advice, including safe lifting. Staff are responsible for ensuring that their own vehicles are safe and comply with legal requirements, including insurance, MOT and tax. First aid kits will be available at each venue and each trainer is issued one, which must be taken to each session or in their car.

Where staff are required to be lone working this will be identified on the health and safety check of the venue. Staff must ensure they have access to a phone and where possible, are not left in a building alone or to lock up a building alone. A Director will always be on call when staff are working. Diaries must be kept up to date with any appointments and the venue.

Any work to be undertaken abroad will be risk assessed and advice will be sought from the relevant government department, specifically around travelling abroad. Where travel abroad is not recommended this advice will be followed.

Action

If a member of staff brings a specific situation to our attention reasonable adjustments will be made to ensure the health and safety of the staff. This may include the following:

- Provision of PPE or specialist equipment
- Supplying moving and handling equipment
- Adjustment of work activity
- Adjustment of work hours



- Training

- Health

First Aid

All staff will carry a first aid kit with them at all times. Staff will be encouraged to keep their first aid training up to date and can attend one of our training courses annually for free. All accidents and incidents will be documented. Staff are encouraged to record 'near miss' incidents. TT Company is committed to safety in the work place and will monitor accidents, incidents and near miss situations with a view to reducing accidents and incidents.

Learners

At the start of each session learners will be made aware of any health and safety issues in the building that they are using. This includes how to exit the building in the event of an evacuation and the meeting place. Specific government guidelines will be followed, where applicable. Where a course finishes in the dark a 'no one leaves alone or is left alone' procedure will be implemented.

Prior to attending first aid training, learners will be made aware of the physical nature of the training and will be invited to disclose any specific needs.

Training Rooms

Each training room will have a health and safety checklist completed and recorded. Trainers are responsible for checking the room each time it is used and doing any dynamic risk assessments, as needed. Any health and safety issues will be reported to Tracey Twist and the person responsible for the building.

Equipment

All portable appliances will be tested appropriately, depending on their level of use. Gordon Twist is a trained Portable Appliance Tester and will undertake these duties.

First Aid Training Equipment

First Aid equipment will be kept in a clean and safe condition. It will be checked before each occasion that it is used.

Where possible, manikins will be shared between 2 people, with a maximum of 4 people. A range of sterilizing solutions will be provided for learners including non alcohol based sterilization. Resuscitation masks will be provided for anyone with an allergy to sterilization fluids or the



manikins. Learners will be advised on what to do if an allergic reaction occurs and staff will be vigilant.

Kneeling mats must be available for all first aid sessions and reasonable adjustments made to anyone who is unable to participate in the practical elements. However, awarding body requirements must be adhered to and learner must provide sufficient evidence for each criteria.

After each session the faces will be sterilised using a sterilisation solution. Lungs will be changed after every course. Face shields will be available on each course for any learners who may have allergies or reactions.

Each term the first aid kit will undergo a 'deep clean' which will involve stripping down the manikins and sterilizing each part, washing of bandages and slings.

COSHH

In line with the Control of Substances Hazardous to Health Regulations, data will be kept on all substances that could potentially be hazardous. This includes information on manikin wipes.

Date	Summary of Changes	Other Comments
1 st August 2021	Specific covid-19 procedures in place	
10 th March 2024	Addition made to keeping diary up to date. Addition made regarding following government guidance. Covid 19 specific guidance removed.	Revision due 28/2/2025
15 th April 2026	Addition made to lone working and leaving training in the dark. Addition made to making learners aware of physical nature of first aid training.	