

Health & Safety Policy



PART ONE: POLICY STATEMENT OF INTENT

AM Training Services is committed to protecting the health and safety of its employees and any other person visiting or in the care of AM Training Services. We take these responsibilities very seriously with the legal requirements defining our minimum standards.

In particular, we aim to:

- **Provide safe and healthy working environment and systems of work for all our staff and visitors.**
- **Provide safe and healthy working environments and systems of work for all people involved in our training activities, such as Learners, Instructors and Assessors, at any venues where activities take place directly on behalf of AM Training Services Ltd.**
- **Create a culture in which all are responsible for health and safety.**
- **Carry out and maintain risk assessments on all premises and activities; undertaking risk assessments as and when changes occur**
- **(new equipment, staff, working procedures, premises etc).**
- **Provide all necessary personal protective equipment (PPE) that may be appropriate, and any training required to effectively use such equipment.**
- **Raise awareness and maintain an up-to-date knowledge of all aspects of relevant health and safety among all staff. This includes any new legal and in-house requirements affecting employees.**

PART TWO: ORGANISATION RESPONSIBILITIES

Adrian M'Dowell – Managing Director

The nominated competent person with overall responsibility for health and safety within the department, including:

- **Keeping abreast of and implementing legal responsibilities.**
- **To organise all necessary risk assessments including risk assessments as and when changes occur, such as:**
 - The introduction of new equipment.
 - Use of different substances.
 - The introduction of new working practices.
 - Changes to premises and furniture.
 - Staff changes.
- **Carrying out random workplace inspections to ensure that safe working practices and procedures are being adhered to and that these are still relevant to the job at hand.**
- **Check the current condition of equipment and replace when necessary.**
- **Ensure, within reason, the most suitable equipment is provided where required.**
- **Ensure the maintenance of first aid equipment and trained first aid personnel.**
- **Designated First Aider.**
- **Such overall responsibilities will include all places of work as used by the Organisation, including for example temporary venues used for meetings or training.**

Adrian M'Dowell – Managing Director

- **Ensure the maintenance and availability of first aid equipment.**

All staff:

It is the responsibility of all staff to protect their health and safety at work and the health and safety of colleagues and other people who may be affected by their employment activities. In particular, they should:

- **Report any hazards or equipment faults they identify to the Managing Director - taking immediate preventative action if necessary.**

- **Adhere to Company rules, policies and procedures.**
- **Not interfere or misuse equipment that is provided for their health and safety.**
- **Report any personal injuries, illness or conditions they believe to be linked to work or that may affect their ability to work.**

PART THREE: HAZARDS

Manual handling

There may be a requirement for some lifting and carrying of equipment, particularly manikins, first aid equipment and possibly some teaching resources.

Everyone must have an understanding of the techniques of safe handling.

Manual handling can pose a risk in terms of:

- **Lifting or putting down of loads**
- **Pushing/pulling of loads**
- **Cuts**
- **Sprains/strains**
- **Supporting a person**
- **Carrying loads**
- **Using handling equipment, and**
- **Handling, lifting or carrying, in unknown or unspecified ways.**

All manual handling tasks must be properly assessed in that they should be avoided, replaced with a less hazardous task such as:

- **Mechanisation and/or**
- **Automation**

No manual handling activity should be adopted without first carrying out a suitable and sufficient risk assessment. For help with this, please refer to the MHOR 92 (Manual Handling Operations Regulations) and the MHSW 99 (Management of Health & Safety at Work Regulations).

Fire

The evacuation and what to do in the event of a fire is established, prior to course commencement, the location of the fire alarm, the evacuation procedures and routes and the relevant assembly point. All this information will be given to the Candidates, and a course register will be taken and maintained each day.

Hygiene

All activities will be conducted with the consideration for hygiene as being paramount. Therefore, all users will be equipped with sufficient medical wipes, spare manikin lungs, sterile dressings and disposable gloves.

Training Premises, Equipment & Materials

All users must be aware of the importance of the environment. This should be conducive to training/office work design, not only in the respect of space, light and ventilation, but also in respect of the equipment. All area's will be provided with equipment relevant to the nature of the activity.

Signed: 

Adrian McDowell
Managing Director
AM Training Services

Dated: 1st April 2021 **Review date:** 1st April 2022