

## First Step Training Health and Safety Policy

Version 11

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*First Step Training* is committed to providing a safe working, coaching, teaching and learning environment for all personnel, learners and any related third parties. Responsibility for health and safety ultimately lies with Training Manager, Jodie Love. However, all learners and personnel have a legal responsibility, as stated under Section 7 of the Health and Safety at Work Act 1974, to do everything practicable to prevent an accident or injury to themselves and to fellow learners and/or personnel. The Quality and Curriculum Coordinator (QCC) is responsible for ensuring this information is fully understood by their qualification team and by the learners who commence courses/programmes in their area.

*First Step Training* aims to promote health and safety, so far as reasonably practicable, by ensuring:

- the provision and maintenance of safe equipment that poses no risk to health
- the provision of relevant information to learners, personnel and any related third parties, including instruction, training and supervision, as is necessary to ensure health and safety
- maintenance of safe environments, including a means of access in a condition that is safe and without risk to health
- progressive identification and assessment of all risk, taking measures to eliminate or control it
- compliance with statutory regulation on health and safety and welfare of learners, personnel and any related third parties
- the health and safety and welfare of vulnerable learners is addressed through positive action
- all required and appropriately qualified members of personnel are given training to identify and control potentially hazardous situations/environments
- effective measures, such as fire alarms, are in place to deal with emergencies.

This list is not exhaustive and represents general principles followed by *First Step Training* in respect of health and safety.

### First Aid

The nominated/appointed individuals(s) are:
<p>First-aiders</p> <p>Robert Brown, Jodie Love, Amanda Bannon</p> <p>First Step Training G8 The Bloc 38 Springfield Way Anlaby Hull East Yorkshire HU10 6RJ 01482524002</p> <p><a href="mailto:robert@firststep-sports.co.uk">robert@firststep-sports.co.uk</a>, <a href="mailto:jodie@firststep-sports.co.uk">jodie@firststep-sports.co.uk</a>, <a href="mailto:ab@firststep-sports.co.uk">ab@firststep-sports.co.uk</a></p>

All confirmed nominees are appropriately qualified first-aiders, holding current first-aid certificates. Therefore, one of the first-aiders listed above must be contacted in the event of an incident occurring, to administer any



first aid required. It is important that all issues where a first-aider has been involved are recorded in the necessary incident logbook which accompany the first-aid box(es).

Whenever learners are present, to attend for a component of a course/programme, their tutor/assessor is responsible for making them aware of who their nominated first-aiders are and where they can be found (they are required to be on site at the time of a course/programme taking place).

The first aid box(es) are located:

In the Office, In the Store Cupboard, Within kit bags.

Nominated first aiders are also provided with appropriate first-aid equipment.

## Risk Assessment Procedures

Tutors/assessors must ensure that suitable and sufficient control measures are in place to reduce identified risks when they are delivering any component of a course/programme. Any information a tutor/assessor has identified in relation to risk should be shared with/distributed to other members of personnel. All personnel required to conduct risk assessments will be given the appropriate training and/or will be made aware of what is expected of them in advance.

Prior to conducting a course/programme, the tutor/assessor will conduct a risk assessment and record relevant findings in line with the *First Step Training* health and safety policy. Where tutors/assessors complete a session where they would not normally complete a session, a risk assessment must be conducted, to ensure the health and safety of all present. Additionally, a risk assessment is required to be conducted prior to any practical activity. A risk assessment form has been created for these purposes.



**First Step Training Example Risk Assessment Record Template**

Location:					
Subject/Activity:					
Assessed by:					
Number of learners:		Event Authorisation Number (EAN):		Date:	

HC and Hazard Description	Severity (without control measures)	Risk-control Measures in Place (if none, state none)	Likelihood (with control measures)	Risk
Signed:		Time risk assessment completed:		

Key	
HC	Hazard code (a full description of these codes is given on the next page)
Hazard	Something which has the potential to cause harm
Severity	The degree of harm that the uncontrolled hazard has the potential to cause
Likelihood	The probability that the hazard potential will be realised, taking into account any risk-control measures in place
Risk	The degree of risk (low, medium, high), taking into account severity and likelihood
Irrespective of the risk, where the risk-control measures require personal action or the use of personal protective equipment, such requirements must be clearly stated within relevant documentation and circulated as appropriate.	



HC	Accident Categories
1	Contact with equipment/machinery in motion
2	Contact with a source of heat (eg hot metal surface)
3	Struck by a moving, flying or falling object
4	Striking against a fixed or stationary object
5	Struck by a moving vehicle
6	Trapped by something collapsing
7	Slip, trip or fall on the same level
8	Fall from a height
9	Injury while manual handling
10	Contact with an electrical source or an electrical discharge
11	Exposure to or contact with a harmful substance
12	Injury while using a hand tool
13	Drowning or asphyxiation
14	Injury by an animal
15	Exposure to fire

Severity	Examples
Very low	Scratch, bruise, minor cut – normal activity will be resumed after first-aid treatment; there will be no lost time
Low	Severe cut, sprain, strain, minor burn – normal activity may not be possible immediately after treatment; there may be lost time
Medium	Burn, fracture, minor amputation, temporarily disabling back injury; accident will almost certainly result in lost time and/or major injury
High	Permanent disability, serious amputation (e.g. loss of a finger)
Very high	One or more fatalities

Likelihood	Meaning
Very unlikely	So unlikely, probably close to zero
Unlikely	Unlikely, though conceivable
Possible	Could occur sometime
Likely	Will occur several times
Very likely	Occurs repeatedly and is to be expected

