

4 Minutes Training Ltd

Health and Safety Policy

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1. Document Control and Version History

Version Number	Reason for Change	Date
1.0	Initial Release	28 May 2010

2. Definitions

Item	Definition
4 Minutes	4 Minutes Training Ltd
Booking	The act of Booking one or more individual places on a course and/or the act of Booking a course for a group of people
Awarding Organisation / Body	The Organisation that oversees 4 Minutes to ensure compliance with its policies and Procedures. It acts as an intermediary between 4 Minutes and Ofqual.
ICO	Information Commissioner's Office – Manages Data Protection in the UK
DPR	Data Protection Register
Staff	All staff working for 4 Minutes, either in a salaried, voluntary or Freelance capacity



3. Policy Statement

This policy is intended to provide and maintain a safe and healthy working and learning environment for all 4 Minutes clients, staff and contactors whilst engaging in activities connected to 4 Minutes.

4. Introduction

- 4.1. Our training courses e.g. first aid, are a combination of indoor theoretical and practical sessions followed by scenarios, possibly outside, where students play the role of rescuers and casualties.
- 4.2. This Centre understands the key role that it has for Health and Safety on all training courses. All 4 Minutes staff are required to uphold the Health and Safety procedures listed in this document and can seek help or guidance from 4 Minutes whenever they require it.
- 4.3. 4 Minutes requires trainers, assessors, candidates or anybody connected with 4 Minutes activities to observe the Health and Safety policies and risk assessments at the course venue and at 4 Minutes' Offices.
- 4.4. Unfamiliar venues have potential hazards and must be risk-assessed by the tutor on the day.
- 4.5. 4 Minutes has produced a Risk Assessment sheet that trainers/assessors can request from 4 Minutes which gives help and guidance when carrying out a Risk Assessments.
- 4.6. All trainers and assessors are provided with a generic Risk Assessment Form that covers all common risks and hazards. This should be implemented by 4 Minutes staff at all times.

5. Responsibilities

- 1.1. All persons involved with the activities of 4 Minutes have a responsibility to take care of themselves, others and equipment, and to follow all Procedures, Policies and Risk Assessments of the host venue, Awarding Body and 4 Minutes.
- 1.2. All persons involved with the activities of 4 Minutes have the responsibility to co-operate with Managers, Trainers, Venue Staff and anyone else concerned with achieving a healthy and safe environment.
- 1.3. 4 Minutes will provide information, supervision and guidance as required, to ensure the Health and Safety of our employees and clients.
- 1.4. It is a requirement of everybody connected to the activities of 4 Minutes, that if any issue or concern (risks or hazards) come to their attention (through any means), these must be



immediately reported to 4 Minutes or one of our representatives (who in turn will report it to 4 Minutes).

- 1.5. Any incidents or near misses must be reported to 4 Minutes on an Accident Reporting Form available from the course trainer or directly from 4 Minutes.
- 1.6. If any policies or documents conflict with each other you are requested to inform 4 Minutes staff and/or the venue to come to a mutually acceptable and safe agreement.
- 1.7. All policies and procedures are available to be viewed by contacting 4 Minutes, the host venue or the Awarding Body.
- 1.8. A 4 Minutes Director may appoint suitable persons to carry out any of the roles set out in this policy on behalf of 4 Minutes.
- 1.9. If refreshment facilities (e.g. tea, coffee, biscuits etc) are provided by 4 Minutes, these are used and consumed solely at the users' own risk and 4 Minutes accept no liability whatsoever.

6. Venue

- 6.1. 4 Minutes requires the trainer to assess and check the course venue to confirm it as a safe place of work, prior to course commencement.
- 6.2. The Venue check list should include, but not limited to:
 - 6.2.1. Fire escapes are clearly marked and adequately maintained and not obstructed.
 - 6.2.2. Fire fighting equipment is clearly marked and placed and fire marshals nominated.
 - 6.2.3. Access to training rooms is clear and safe.
 - 6.2.4. Lighting, heating and ventilation is adequate
 - 6.2.5. Electrical equipment (e.g. computers/projectors) (if provided) for training are safe for propose and have been PAT tested if required.
 - 6.2.6. Washing and toilet facilities are adequate and appropriate for gender mix.
 - 6.2.7. First aid and accident reporting procedures are in place including RIDDOR.
 - 6.2.8. Any other relevant matters coming to trainers attention

7. Actions by tutor

- 7.1. 4 Minutes will support the tutor when a decision is made to cancel a course if the venue is deemed unsafe.
- 7.2. The tutor should inform a 4 Minutes Director as soon as is practicable in this case.
- 7.3. The tutor should do all that is safe and proportionate to the risk/hazard in order to make the venue a safe place of work and learning whilst not putting him/herself at risk or that of any other person.
- 7.4. Report any incident or near miss using the appropriate 4 Minutes form



- 7.5. Carry out a full Health and Safety Brief at the start of every course with learners being told to tell the instructor of any concerns regarding health and safety.

8. Tutor conduct advice

- 8.1. Wear gloves when stripping/cleaning/removing manikin lungs
- 8.2. Consider students wearing gloves according to group mix during any physical contact.
- 8.3. Use kneeling mats to protect knees during demonstrations on prone casualties, and set good example to students.
- 8.4. Show professional judgement and courtesy and respect client's wishes when selecting or asking for volunteers as casualties from the group.
- 8.5. Ensure all practical exercises are carried out in a safe manner.
- 8.6. No demonstrations or rehearsals of CPR on LIVE casualties.
- 8.7. Ensure pocket size or dry type hand cleanser is present in training and trainers uses before each hands-on demo.
- 8.8. Prearrange and confirm safe arrival home after course by phone, fax, text or email to an appropriate contact (which could be a 4 Minutes Director) to comply with lone worker regulations.
- 8.9. If working near or around vehicles all necessary safety precautions should be used and observed. For instance: unloading onto a path and not a road and leaving vehicle lights on to be seen in the dark.
- 8.10. Any manual handling is done in the safest possible way without putting yourself or others at any risk (if there is risk of harm stop and seek guidance or assistance).
- 8.11. Any manual handling should be done fully in line with best practice such as The Manual Handling Operations Regulations 1992. Further details can be viewed on the Health and Safety Executive website.
- 8.12. Monitor all persons involved with the any activities of the 4 Minutes for fatigue, ill health and any difficulties carrying out any tasks.
- 8.13. Never put yourself or anybody else at risk in case of fire, just leave the premises.



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- 8.14. All equipment is used fully in line with manufactures guidelines and instruction manuals which are provided and accessible where required. Only use within boundaries of safe manual handling.
- 8.15. Do not use any form of ladder or step ladder for any purpose.
- 8.16. The Course trainer and all relevant persons must constantly be making professional judgements on the health and safety of the all individuals (including themselves) involved with activities of 4 Minutes. These include, but are not limited to, environmental issues such as cold or the wet.
- 8.17. Do not use any form of 'dangerous substance' except for specific cleaning equipment such as manikin wipes and hand sanitiser (all advised to be used but at own risk).
- 8.18. Fill out a course register at the start of course sessions.
- 8.19. Make sure you fully comply with the Health and Safety (Display Screen Equipment) Regulations as required and use common sense with regular breaks, adjustment of seats etc.
- 8.20. Rubbish should not be allowed to accumulate and should be put in a bin provided by the venue or other appropriate safe system in place to collect and control waste.

9. Risk Assessment

- 9.1. 4 Minutes has generic Risk Assessments to guide tutors and assessors in managing and mitigating common risks and hazards.
- 9.2. All tutors and assessors should have access to this they can or request it from 4 Minutes' Office before course delivery.
- 9.3. 4 Minutes has a Risk Assessment guidance document that can also be requested to aid with making informed decisions on risks and hazards.

10. Policy Renewal

- 10.1. This policy will be reviewed annually
- 10.2. A health and safety log will be maintained to record all occurrences

4END OF POLICY