

# Health and Safety Policy

## 1. Purpose

Safe Skills Training Ltd is committed to protecting the health, safety and welfare of learners, clients, members of the public, contractors, and any other person who may be affected by our activities.

This policy sets out how Safe Skills Training Ltd manages health and safety in training delivery and related business activities.

## 2. Scope

This policy applies to all Safe Skills Training Ltd activity, including:

- Enquiries, booking and customer service
- Training delivery (in-person and online)
- Practical training and assessments
- Travel to and from training venues
- Use, transport, cleaning and storage of training equipment
- Lone working
- Work carried out at customer premises, hired venues, and any other location used for delivery

It applies to:

- Learners and prospective learners
- Clients and customer organisations
- Members of the public attending open courses
- Contractors, subcontractors, associates and suppliers
- Any future employees and volunteers

## 3. Responsibilities

### 3.1 Director/Lead Educator

The Director/Lead Educator is responsible for:

- Implementing this policy
- Planning and delivering training in a safe manner
- Completing and recording risk assessments

- Ensuring equipment is suitable, maintained and cleaned
- Managing incidents, near misses and reporting requirements
- Ensuring appropriate insurance is in place
- Reviewing this policy annually

### 3.2 Clients and venues

Clients and venues are responsible for:

- Providing a safe environment for delivery
- Providing site-specific safety information before delivery (including fire procedures, first aid arrangements, and any hazards)
- Ensuring the training room is suitable for the planned activities
- Managing their own staff conduct and any security arrangements

### 3.3 Learners

Learners are responsible for:

- Following safety instructions
- Using equipment as instructed
- Reporting hazards, injuries, illness, or concerns immediately
- Taking reasonable care of their own health and safety and that of others

## 4. Risk assessment and planning

Safe Skills Training Ltd uses risk assessment to prevent harm.

Risk assessment activity includes:

- Pre-delivery checks with the client (numbers, room size, layout, hazards, and any restrictions)
- On-arrival checks of the training space
- Activity-specific risk controls for practical elements
- Adjustments to delivery where safety controls cannot be met

Risk assessments are recorded and retained.

## 5. Training environment and venue safety

Safe Skills Training Ltd requires a training environment that supports safe delivery.

Minimum expectations include:



- Adequate space for the group size and course type
- Safe access and egress
- Suitable lighting, ventilation and temperature
- Safe floor condition (no trip hazards)
- Access to toilets and handwashing facilities
- Fire safety information provided by the venue (alarm, exits, assembly point)

If the environment is unsafe, Safe Skills Training Ltd will not start the session or will stop the session until the issue is resolved.

## 6. Practical training safety

Some courses include practical activities.

Safe Skills Training Ltd controls practical risks by:

- Explaining safety rules before practical activity starts
- Demonstrating correct techniques
- Supervising practical activity
- Setting limits on group size for practical elements
- Stopping any activity that is unsafe

Learners must not take part in any practical activity if they are not fit to do so safely.

## 7. Infection prevention and control

Safe Skills Training Ltd applies infection prevention and control measures appropriate to training activities.

Controls include:

- Hand hygiene before and after practical activity
- Cleaning and disinfecting equipment between uses
- Use of disposable items where required
- Safe disposal of waste
- Not delivering training if the trainer is unwell with a transmissible illness

Clients must inform Safe Skills Training Ltd of any site-specific infection control requirements before delivery.

## 8. Equipment safety, transport and maintenance

Safe Skills Training Ltd uses training equipment such as mannequins and clinical training aids.

Controls include:

- Pre-use checks
- Cleaning after sessions
- Safe storage to prevent damage and contamination
- Maintenance checks on a planned schedule
- Safe manual handling when moving equipment

Damaged or unsafe equipment is removed from use.

## 9. Lone working and personal safety

Safe Skills Training Ltd may work alone when travelling and delivering training.

Controls include:

- Keeping a schedule of bookings and locations
- Having a charged mobile phone available
- Leaving a venue if personal safety is at risk
- Requesting a venue contact be available on arrival where required

If aggressive behaviour occurs, Safe Skills Training Ltd will stop the session.

## 10. Fire safety

Safe Skills Training Ltd will:

- Request fire safety arrangements from the venue
- Identify fire exits and assembly points on arrival
- Brief learners on local fire arrangements where required

Clients and venues are responsible for maintaining fire safety systems and conducting evacuations.

## 11. First aid and medical emergencies

Safe Skills Training Ltd will:

- Confirm the venue's first aid arrangements and emergency procedures
- Carry a basic first aid kit for minor issues

- Call emergency services when required

Learners must disclose relevant medical information only where it is necessary for safe participation.

## 12. Accident, incident and near-miss reporting

Safe Skills Training Ltd records:

- Accidents and injuries
- Near misses
- Dangerous occurrences. Records include date, location, people involved, what happened, actions taken, and any follow-up required.

Where legal reporting duties apply, Safe Skills Training Ltd will report in line with applicable requirements.

## 13. Safeguarding and welfare

Safe Skills Training Ltd takes welfare concerns seriously.

If a safeguarding concern is identified during delivery, Safe Skills Training Ltd will take immediate steps to protect safety and will follow the Safeguarding Policy where applicable.

## 14. Stress, fatigue and wellbeing

Safe Skills Training Ltd recognises that fatigue and stress can affect safety.

Controls include:

- Planning delivery schedules to allow rest and travel time
- Taking breaks during longer sessions
- Managing workload to reduce risk of error

## 15. Data protection and confidentiality

Health and safety records may include personal data.

Safe Skills Training Ltd handles personal data in line with its Data Protection Policy and Privacy Notice.

## 16. Communication and review

Safe Skills Training Ltd will:

- Make this policy available to clients and learners on request



# Safe Skills

Safe Skills, Strong Teams

- Review this policy annually, or sooner if services, venues, equipment, or legal requirements change

## 17. Contact

Health and safety concerns can be reported to:

- [andy@safeskillstraining.com](mailto:andy@safeskillstraining.com)

## 18. Version control

| Version | Date       | Summary of changes |
|---------|------------|--------------------|
| 1.0     | 17/04/2026 | First issue        |

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