Highland First Aid Ltd

Health and Safety Policy (including Risk Assessment)

Centre	Highland First Aid Ltd
Policy owner	Simon Wells, Director and Centre Manager
Version	2.0
Previous version	Risk Assessment Policy v1.1, January 2025
Date reviewed and approved	03/11/2026
Next review due	03/11/2027 (or sooner if ITC or regulatory requirements change)

1. Policy statement

1.1 Highland First Aid Ltd will deliver all training and assessment safely, protecting the health, safety and welfare of learners, staff, contractors and visitors, and will comply with the Health and Safety at Work etc. Act 1974 and associated regulations.

2. Roles and responsibilities

- Director and Centre Manager (Simon Wells): overall responsibility for health and safety; approves risk assessments; investigates incidents; reviews this policy annually.
- Trainers/assessors: complete the venue and course risk assessment on the day; brief learners on safety at the start of each course; stop any activity that becomes unsafe; report incidents.
- Learners: follow safety instructions; tell the trainer about any condition, injury or need that may affect participation (e.g. kneeling, latex allergy, pregnancy).
- Clients and venue operators: provide a safe venue and their own fire and emergency arrangements, which the trainer confirms on arrival.

3. Course safety arrangements

- Learners are briefed at the start of each course on fire exits and assembly point, first aid arrangements, welfare facilities, and the physical demands of the course.
- Kneeling mats, manikin hygiene (individual faces/lungs or cleaning between users), latex-free equipment and hand sanitiser are provided.
- Learners are warned before graphic images or realistic casualty simulation.
- Outdoor sessions are planned for weather, terrain and daylight; learners are advised on suitable clothing; active car parks and roads are not used.
- Learners who cannot take part in a practical safely are dealt with under the Access to Fair Assessment Policy.

4. Risk assessment

4.1 A generic risk assessment (Appendix A) is held for each type of course delivered. Before every course the trainer checks the venue and activities against it and records any additional hazards and controls. The Centre may decline or stop training on health and safety grounds and will record the reasons.

4.2 Generic risk assessments are reviewed annually, and after any incident or significant change.

5. Reporting incidents

- Any injury, illness, near miss or dangerous occurrence during training is dealt with immediately and recorded in the Centre accident/incident record on the same day (date, time, place, people involved, what happened, action taken).
- The venue operator/client is informed, and the incident is entered in their accident book where applicable.
- Incidents reportable under RIDDOR 2013 are reported to the HSE (www.hse.gov.uk/riddor) within the legal timescales.
- Where an incident affects an assessment, ITC First is informed and the Access to Fair Assessment Policy (special considerations) is applied.
- Incidents are reviewed by the Director and lessons learned are added to the risk assessments.

Appendix A – Generic risk assessment: first aid course at a client venue

Hazard	Who is at risk	Risk	Control measures
Cross-infection from manikins and shared equipment	Learners, trainer	Medium	Individual faces/lungs or wipes between users; hand sanitiser; latex-free manikins; replacement faces for susceptible individuals
Repetitive kneeling	Learners, trainer	Low–Medium	Kneeling mats for all; breaks; adapted positions agreed in advance
Fainting or distress at graphic content	Learners	Low	Verbal warning before images or simulation; learner may leave the room
Unfamiliar venue (fire, trips, welfare)	All	Low	Liaise with organiser; confirm fire procedure on arrival; clear floor space
Outdoor sessions (weather, slopes, vegetation, vehicles)	All	Low–Medium	Suitable clothing; rewarming breaks; trainer judgement; avoid dense undergrowth and active car parks
Manual handling of kit	Trainer	Low	Trolley/wheeled cases; split loads
Learner behaviour or unsuitability for training	All	Low	Pre-course information and booking conditions; trainer may stop participation

Review record

Date	Version	Summary of changes	Reviewed by
03/11/2026	2.0	Converted from a risk assessment template	Simon Wells, Director

		into a full H&S policy: added roles and responsibilities and an incident reporting procedure (incl. RIDDOR) to meet CGIPR TP2; risk assessment kept as Appendix A.	

Approved by: Simon Wells, Director Signature:  Date: 03/11/2026