**Health & Safety Policy**

1. **Introduction**
   1. Mantra Training courses are a combination of face to face and online indoor theoretical, practical sessions which may include scenarios, possibly outside, where students play various roles. Hands on demonstrations may be involved. Group discussions and case studies are a key part of the courses
   2. Mantra Training understands the key role it has for Health & Safety on all training courses. All those working on behalf of Mantra Training will be inducted to the Health & Safety procedures listed in this document
   3. All those working for Mantra Training must observe the Health & Safety policies and risk assessments at the course venue
2. **Venue**

2.1 Mantra Training requires consultants to assess any course venue, to confirm it as a safe place of work, prior to course commencement

2.2 The Venue Checklist found in Appendix A is to be used on each occasion.

This covers:

* Access to training rooms
* Floors
* Fire escapes and evacuation procedure
* Lighting, heating and ventilation
* Electrical equipment
* Washing and toilet facilities
* First aid and accident reporting procedures
* Procedures to be followed to reduce the risk of COVID
* Any other relevant matters coming to trainers attention or pertaining to the course, eg for a cookery course extra checks will be needed

At the end of the session, the rooms should be left clean and tidy and care should be taken to close windows.

* 1. Unfamiliar venues have potential hazards and must be risk-assessed by the Trainer on the day. As well as

Appendix A, Appendix B is provided for the guidance of Trainers.

**Health & Safety Policy - Continued**

1. **Consultants**

3.1 Mantra Training will support any consultant when a decision is made to cancel a course if the venue is deemed unsafe. Mantra Training should be informed as soon as is practicable in this case.

* 1. Consultants should:
* Ensure that all candidates receive a Health & Safety briefing at the start of the course, outlining any areas for particular care which have been identified when completing the checklist
* Show professional judgement, courtesy and respect clients wishes when selecting or asking for volunteers from the group
* Outline COVID reduction measures being taken on each course

*For First Aid courses, Consultants should*:

* Use kneeling mats to protect knees in all demonstrations on prone casualties and set good example to students
* Ensure all practical exercises are carried out in a safe manner. For example, no demonstrations or rehearsals of CPR on LIVE casualties
* Ensure pocket size or dry type hand cleanser is present in training and trainers use this before each hands on demo

*For all courses, Consultants should*:

* Confirm safe arrival home after course by phone, text or email, as previously arranged, to allow us to comply with good practice in relation to lone working

1. **Risks, Incidents and Accidents**

4.1 Should any unexpected risks present themselves during the course, a Risk Assessment should be undertaken and recorded as soon as possible (Appendix B)

4.2 Recording incidents and accidents

Should there be any incident and accident during a training session, once the immediate danger has been dealt with, the policy of the venue should be followed in relation to recording. In addition, the form found at Appendix C should be used to record this and should be returned to Mantra Training as soon as possible

* 1. Incidents are logged by Will Scott Mantra Training Owner using the proforma shown in Appendix D

1. **Virtual Courses**

5.1 Some of Mantra Training courses May be run virtually – usually using the platform Zoom. As part of the introduction, the expectation of learners to be responsible for their own health and safety and that of those around them will be outlined. An overview of the virtual platform with the following key points being addressed:

* How to ask questions
* How breakout rooms will work
* Use of the ‘Chat’ Option
* Use of function/caption keys
* Availability of the whiteboard

*This policy will be reviewed every year or earlier if a change in legislation, working practices or feedback from clients or partners necessitates.*

**Health & Safety Policy - Continued**

Appendix A

Venue Checklist

Please complete this at the start of every training session and return with the course paperwork.

|  |  |  |
| --- | --- | --- |
| **Things to Check** | Yes or No? | If No, What Actions Have Been Taken? |
| Is access to the training rooms clear and safe? |  |  |
| Is the floor clear of hazards? |  |  |
| Have you checked where the fire escapes are and checked the exit route is clear? |  |  |
| Are the lighting, heating and ventilation is adequate? |  |  |
| Has all electrical equipment provided for training been PAT tested where appropriate. (See <http://www.hse.gov.uk/electricity/faq-portable-appliance-testing.htm>) for information |  |  |
| Are washing and toilet facilities adequate and appropriate? |  |  |
| Have you found out what the first aid and accident reporting procedures are? |  |  |
| Have the venue explained their COVID secure procedures to you and are all of these in place? |  |  |
| If any other relevant matters come to your attention or are specific to this course, eg for a cookery course, please complete the Risk Assessment Form |  |  |

**Health & Safety Policy - Continued**

Appendix B

Carrying Out a Risk Assessment

In the first instance, complete the Venue Checklist in Appendix A.

Having completed this, if there are outstanding issues requiring attention, you should complete the form below, alternatively use the back of the register to confirm your actions.

Then consult the Mantra Training COVID Risk Assessment to consider any control measures needed. This consideration should form the bottom line of each Risk Assessment.

This form and the Venue Checklist should be returned with the course paperwork.

|  |  |  |
| --- | --- | --- |
| What risk has been identified? | If not controlled, what could the outcome be? | Control measures put in place |
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**Health & Safety Policy - Continued**

Appendix C

Incident Form

|  |  |
| --- | --- |
| Training event |  |
| Name of person completing the form |  |
| How many people were affected by the incident? |  |
| Name  Address  Tel Number  Email Address |  |
| If more than one person was involved please write their details overleaf and tick here to say you have done this |  |
| What happened? |  |
| When did it happen? (Date and Time) |  |
| Where did it happen? |  |
| What did you do? |  |
| Result |  |
| Does anything need to happen now? |  |
| Is there any learning from this incident? |  |
| Any other information |  |

**Health & Safety Policy - Continued**

Appendix D

Incident Log

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| INCIDENT NUMBER | DATE | TIME | BRIEF DESCRIPTION | IS PAPERWORK COMPLETE? | WHAT LEARNING HAS BEEN TAKEN FROM THIS INCIDENT? |
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