Health & Safety Policy

1. **Introduction**

JWT understands the key role it has for Health & Safety on all training courses both for learners and representative of JWT. Associates working on behalf of JWT will be inducted to the Health & Safety procedures listed in this document.

Jill Webb Training (JWT) courses are a combination of face to face and online indoor theoretical and practical sessions which may include scenarios, possibly outside, where learners play various roles. Hands on demonstrations may be involved. Group discussions and case studies are a key part of courses.

Anyone working for JWT must observe the Health & Safety policies and risk assessments of JWT and at the course venue.

JWT expects anyone working for JWT will ensure that the health safety and well-being of all employees, contractors, visitors, learners and any other persons on premises where courses are delivered are not put at risk.

2. **Venue**

JWT requires Associates to assess any course venue, to confirm it as a safe place of work, prior to course commencement.

If it is the first time a venue has been used, the Venue Checklist found in Appendix A should be used to assess the environment.

This covers:

- Access to training rooms
- Floors
- Fire escapes and evacuation procedure including fire marshals and firefighting equipment as appropriate
- Lighting, heating and ventilation
- Electrical equipment
- Washing and toilet facilities
- First aid and accident reporting procedures. If the venue is one which has not been used before, trainers should take a first aid kit with them in case there is not one present
- Procedures to be followed to reduce the risk of infection
- Any other relevant matters coming to trainers attention or pertaining to the course

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

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

If any outdoor areas are used as part of the course, these should be risk assessed, and the risk assessment recorded on Appendix B. Completed forms should be returned to JWT as part of the course paperwork.

If the trainer is familiar with the venue, they should do a quick visual check on arrival. If anything has changed, or any hazards present, the forms in Appendix A and Appendix B should be used as necessary.

3. Guidance For Anyone Delivering Training on Behalf of JWT Including Specific Qualifications Delivery

JWT will support any Associate when a decision is made to cancel a course if the venue is deemed unsafe. Jill Webb should be informed as soon as is practicable in this case.

Anyone working on behalf of JWT should:

- Ensure that all candidates receive a Health & Safety briefing at the start of the course
- Ensure that the timings of the course are explained at the start of the session and include comfort breaks (there should not be more than 2 hours before a comfort break)
- Follow all relevant guidance regarding lifting and handling equipment outlined by the Health and Safety Executive – found at https://www.hse.gov.uk/pubns/indg143.PDF
- Show professional judgement, courtesy and respect clients wishes when selecting or asking for volunteers from the group
- Outline any infection reduction measures being taken on each course

For First Aid courses, Associates 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
- Dispose of low-level waste safely

For all courses which are face to face, Associates should either:

- Ensure someone at home knows where they will be and their expected return time and has contact details of JWT in case of concerns

OR

- Arrange in advance to confirm safe arrival home after course by phone, text or email, to a representative of JWT, to allow us to comply with good practice in relation to lone working.

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

5. **Incidents and Accidents**
   Should there be any incident or 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 what has happened.

   All those working on behalf of JWT must report all accident, incident and near misses to Jill Webb as soon as possible.

   In addition, the Incident Form found at Appendix C should be used to record this and should be returned to Jill Webb as soon as possible.

   Incidents are logged by Jill Webb using the pro-forma Incident Log shown in Appendix D.

6. **Transmission of Infectious Diseases**
   The COVID pandemic emphasised the need for good hygiene standards on all courses. Although specific COVID risk measures are no longer implemented, good practice in relation to the risk of spreading infection should be part of every course. For example:

   - We ask that everyone attending our course follows current government guidance in relation to infection control
   - If you are unwell, please do not attend the course
   - On all courses, it is good practice to sanitize hands regularly and be aware of the risk of
   - infection spread through coughs and sneezes
   - We continue to offer virtual training where appropriate which meets the needs of learners and the course requirements
   - Ventilating rooms as much as we can

   We will supply adequate resources for each course – for example for first aid we will supply:

   - Gloves
   - Tissues
   - Ample manikin lungs/airways/valves
   - Adequate number of manikins
   - CPR face shields
   - Adequate supplies of bandages
   - Adequate supply of disinfectant/alcohol wipes to clean equipment between use

7. Virtual Courses

A number of JWT courses are 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.

This Policy was reviewed and updated in August 2025.
No Health and Safety incidents had been reported in the preceding 12 months.

Appendix A
Venue Checklist

Please complete this at the start of every training session in a new venue 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 you clear of evacuation procedure ?		
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? Please check the first aid kit is in place and up to date and note any issues here. (if this a venue unknown to JWT please take a first aid kit with you)		
If any other relevant matters come to your attention or are specific to this course, for example, for a course which is using outdoor space or a cookery course, please complete the Risk Assessment Form (Appendix B)		

Completed by: _____ (Name) _____ (Date)

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.

This form and the Venue Checklist should be returned with the course paperwork. (there is no need to return this form if you do not use it)

What risk has been identified?	If not controlled, what could the outcome be?	Control measures put in place

Completed by: _____ (Name) _____ (Date)

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	

Completed by: _____ (Name) _____ (Date)

Appendix D
Incident Log

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