



Health and Safety Policy

Purpose: To provide a clear, practical Health and Safety Policy that protects staff, trainees, visitors, and contractors while delivering fire safety training and evacuation services.

Scope: Applies to all PRT-Training activities, courses, on-site training sessions, and evacuation drills delivered by PRT-Training across the East Midlands and neighbouring counties.

Responsibilities

Overall responsibility: Owner — *Peter Tremayne* — is accountable for ensuring this policy is implemented, maintained, and reviewed. Training delivery instructors responsible for safe delivery of courses and for supervising practical exercises. All staff and trainees must follow safe systems of work and report hazards or incidents immediately.

Risk Assessment and Controls

Risk assessment:

- Identify hazards before every course or on-site visit (training room layout, fire doors, escape routes, equipment condition, manual handling, slips/trips).
- Assess risks and apply proportionate controls (remove trip hazards, ensure clear escape routes, secure training equipment).
- Record findings and keep a simple action log for corrective measures.

Controls for practical training:

- Use only serviceable, appropriate training extinguishers and equipment.
- Establish a safe demonstration area and maintain a safe separation between live demonstrations and observers.
- Prohibit unauthorised handling of equipment outside supervised exercises.

Training, Competence and Supervision

Course standards: All courses meet legal requirements under relevant UK fire safety legislation and are designed to be engaging and directly applicable to workplace risks. Training includes Fire Warden/Marshal, Fire Safety Awareness, Fire Extinguisher training, and Evacuation Drill services.

Competence:

- Trainers must hold appropriate qualifications and maintain currency through regular refresher training and practical experience.
- Trainees must be briefed on safety rules at the start of every session and supervised during practical elements.

- Record keeping: Maintain attendance, assessment outcomes, and any incident or near-miss records for each session.

Emergency Procedures and Fire Safety

Emergency planning:

- Confirm venue emergency procedures and assembly points before training begins.
- Ensure all participants know the alarm signal, evacuation routes, and assembly point.
- Where PRT-Training conducts evacuation drills, the drill will be planned to identify risks and improve readiness while minimising disruption.

First aid and medical incidents:

- Identify available first aiders and first aid facilities at the venue.
- For any medical emergency, call emergency services immediately and follow venue first-aid procedures.

Incident Reporting, Monitoring and Review

Reporting:

- Report all incidents, near misses, and unsafe conditions to the session lead immediately. Document details, immediate actions taken, and recommendations to prevent recurrence.

Monitoring and review:

- The owner will review this policy annually or after any significant incident, change in legislation, or change to training delivery methods.
- Use participant feedback and incident records to improve course safety and delivery quality. PRT-Training aims to maintain high satisfaction while meeting legal obligations.

Contact for health and safety queries and bookings Phone: 07921 906519 Email: peter@prt-training.co.uk Use these contacts for course enquiries, to report safety concerns related to training delivery, or to request a site-specific risk assessment.

Policy adoption: This Health and Safety Policy is adopted by PRT-Training and will be communicated to all staff and made available to clients on request.