

## Safe Practice

As an ITC Provider/Centre we have a responsibility towards the Trainers we employ.

### Safe Practice for Professional Trainers

'A2E will always support the Professional Trainer in their reasonable decisions.

### Venue problems

If you believe the venue is unsuitable for any reason you have the right to not start or to stop the delivery of the course.

Group organisers will have been told venue expectations in the terms and conditions of their booking.

### Candidate problems

Potential physical fitness or learning problems should have been identified and appropriate arrangements made prior to the course. If there are any concerns on the day please contact ITC direct and inform A2E of the outcome as soon as is reasonably possible – at the latest with the return of the course paperwork.

You can ask people to leave the course or the venue if they are causing problems- course organisers (group bookings) or individual candidates (open courses) will have been notified of this in the terms and conditions of their booking.

### Registers

Each participant must complete a registration form at the beginning and an evaluation form at the end of every course. On some courses a course register must be taken at the beginning of every am/pm session. Names on the register must be cross checked with the registration forms and Identification of each candidate must be checked against an appropriate supporting document as outlined on the register. Where there is no requirement for a register, photographic ID should still be checked and the candidates name written by the assessor on the assessment sheet.

Any special needs stated on the registration forms must be identified and where necessary reasonable adjustments made to the assessment methods, see candidate problems above. Any adjustments need to be highlighted to ITC.

### Risk Assessment

Trainers should ensure that a Risk Assessment form for the venue is completed prior to the start of the course.

Trainers should have read the A2E Health and Safety Policy and be familiar with the Generic Risk Assessments. Trainers should be aware of any updated procedures and follow them.

Trainers are expected to do dynamic risk assessments during the course and to modify their training methods, locations or timings should circumstances dictate e.g. due to weather on outdoor courses.

### **Course Safety and Insurance**

Demonstrations, casualty movements, instructions, terrain, environment are all areas where you are making continual professional judgements. All ITC trainers should be insured while working on courses.

### **First Aid Kits**

First Aid kits should be available at the venue for indoor use.

Trainers are expected to carry a first aid kit, mobile phone, anti bac hand gel and drinking water when running outdoor sessions.

### **Accident Book**

It is a condition of your employment that you complete and send in a report for any accident, incident or near miss. Accident forms are included in the course administration documents.

Cara Allison  
A2E First Aid Training  
January 2014  
Reviewed March 2015  
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Reviewed with amendments April 2017  
Reviewed February 2018  
Reviewed & minor amendments made re registers March 2019  
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Reviewed Feb 2020.  
Next review due when needed