



Professional courses, from the professionals.

Trainer Handbook

(Version 1.1)

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Our mission

To empower students with confidence by sharing our passion, knowledge and experience. This is achieved by creating a relaxed, fun, and informative training environment.

Introduction

Welcome to working with us – Siren Training Ltd.

We have produced this handbook of our policies and procedures to ensure that we have a productive and healthy relationship with our trainers and associates. We hope that this guide informs you of the expectations we have of you, and your expectations of us.

Please note that the contents of this handbook may need to be amended from time-to-time in response to the changing needs of the business and relevant legislation.

If you have any questions about this handbook, please contact Steve Priestley (Head of Training).

For record purposes, please sign the page at the back to acknowledge receipt of your copy of the Handbook and return to Steve Priestley.

Before you start

You should have met with Steve before facilitating any courses for us, however, this is not always possible. Steve is responsible for:

- Training standards
- Course content and delivery
- Development of trainers
- Development of course content

As a condition of working with Siren Training, we require your training certificates, qualifications and any other relevant supporting documentation. If you haven't supplied these, please forward to Steve at the earliest opportunity. This includes any CPD points gained throughout the year.

Exams

In addition, every trainer is required to undertake 3 internal exams. This is a self-evaluation exercise that may or may not show you the areas you need to improve. These are:

1. BLS + AED
2. Paediatric First Aid
3. Acute emergencies

You should aim to complete these within a year and we will provide you with all the necessary materials and support.

As a trainer, you are expected to be fully up to date with the guidelines set out by the UK Resuscitation Council.

Internal Quality Assurance

There are two ways we manage internal quality assurance.

- Siren will choose 5 random courses that you have facilitated over a period of 6 months and we will check them in detail. The quality of the feedback and accuracy of the paperwork will be assessed. You will receive a copy of this report. If there are any issues, we will contact you and try to find how we can support you to develop your skills further.
- Once a year you will be observed by one of our Assessors. The assessor will stay with you for most of the day. You will receive a detailed report on how your course has been run and feedback on your performance as a trainer. Your Assessor will also help you to build your own audit process for CPD purposes.

During your first year with us, we reserve the right to carry out observations twice, on two full course days.

In the second and following years, observations will be carried out once per year. We will also offer you the opportunity to observe another Siren trainer. Different trainers have different strategies and teaching methods; this gives you the chance to pick up various new methods and techniques to enhance your teaching style.

We welcome new ideas on how we can improve our own services. Not just to our learners but to you as trainers too – Please feel free to contact us with any improvements or complaints you come across. We're an open company and we're keen to use the experiences of our trainers to improve our services.

We follow the most up-to-date guidelines (The UK Resuscitation Guidelines) and procedures but first aid is a very dynamic discipline. When you join our team, we will inform you of any updates and changes to regulations. We want this to be a reciprocal approach and we'd welcome any new information from our trainers too.

Our Expectations

We are an open and relaxed company, but take the following points seriously.

- **Please be punctual** - If you think that you are running late, phone the office or the client as soon as possible. Of course, there will be unavoidable and unexpected problems with transport difficulties, but we strongly encourage all trainers to aim to be onsite at **least 30 mins** before commencement of the course to eliminate these occurrences. Lateness costs clients and makes Siren look very unprofessional.
- You are a professional trainer and therefore, we expect you to receive 'excellent', 'very good' and 'good' feedback. Please be friendly, helpful, flexible and punctual with our clients. A good rapport goes a long way to pleasing the client.
- Once you have received a trainer login it will be down to you to take the time to view courses available to facilitate. Once we have confirmed a course with you, this is binding and means you are available. If the situation changes, please let us know at the earliest opportunity, so we can arrange for another trainer to facilitate the course. (See terms and conditions). These situations need to remain at a minimum. Cancelling a course is very inconvenient and can cause long lasting damage to the company.
- We contact our clients regularly – before and after the course. If you work for the same client with a different training provider, please let us know. It may be a conflict of interest. More importantly, please do not engage with any member of the course with regards to further work, unless it is through Siren Training. We work very hard to bring in new work and build long lasting relationships. If you are approached for further work, please refer them to the office staff.
- On the above point, we do encourage our trainers to try and up-sell further courses for Siren Training. We don't expect you to do this but we will reward our trainers for this. Trainers who successfully bring in new business or upsell will receive a 20% finder's fee and will have the opportunity to be placed on any course won.

Trainer Conduct

Our trainers' are the face of Siren Training and the reason for our success. Therefore, we expect you to uphold certain values while you represent the company.

The way in which you speak, dress and behave will have an impact on how Siren Training is viewed by our clients.

Please make sure you use appropriate language and keep personal views on race, religion, politics and other, none first aid/fire safety/health and safety issues to yourself.

Previous negative feedback centred largely on trainers' conflicting views on the above. We do not expect our trainers to act like robots, but please only talk about the above if you are asked a direct question.

Please also refrain from engaging in inappropriate conversations or joke telling. What may seem funny to you, may not be to others and could easily cause offence.

We very much value the work our trainers' do for us and therefore we will always try to support you. If you make the decision to fail a student, ask them to leave the course due to their behaviour or punctuality, are asked a difficult question or have come into any conflict with anyone on the course, we trust that you are justified in your actions. However, we will always conduct a thorough investigation into all matters of conduct, both trainer and student.

Working Practices

Absence and Sickness

You are requested to notify the company as soon as practically possible if you are unable to provide services because of sickness or injury. No fee will be due for days where you are unavailable to provide the agreed services.

You are required to notify the company if there are any concerns about mental fitness to carry out the training services.

The company will monitor and record absence levels and reasons for absences. Such information will be kept confidential.

We will notify you if we believe there to be pattern forming absences.

Please note – If we are unable to deliver a course due to trainer absence, it can have a very damaging effect on Siren Training. Clients' sometimes bring staff members together from different parts of the country, pay travel expenses and lose out on operational working days, due to courses. Compensation can cost hundreds of pounds so wherever possible, absences should be avoided.

We fully understand that illnesses do occur from time to time. We certainly do not wish to put pressure on any trainer to deliver a course when not fit to do so. Genuine sickness will not affect your future working relationship with Siren Training.

Course Cancellation

If it is necessary to cancel a course the following notice and payment terms will apply:

Cancellation by Siren Training	Compensation
More than 48 hours notice	Nil
More than 24 hours, but less than 48 hours	50% of course fee or option of a replacement course
Less than 24 hours	100% of the course fee

If a course is cancelled by the Trainer, Siren Training must be informed as soon as possible. Failure to notify Siren Training within the following timescale will result in the following compensation to Siren Training Ltd.

Cancellation by Trainer/subcontractor	Freelance	Compensation
More than 48 hours notice		Nil
Less than 48 hours		100% of the course fee

Annual leave

As a freelance trainer, no leave will be allocated.

Breaks

You are encouraged to take breaks in accordance with the Working Time Regulations. Those over 18 years of age, who work more than 6 hours in a day, are entitled to an uninterrupted 20-minute rest break.

In accordance with our awarding bodies, appropriate breaks during a course apply. For example:

An EFAW course 6 hours of contact teaching= 1x 30mins and 2x 15mins breaks

Dress code and appearance

The company wishes to portray a professional image to its clients and business contacts.

We require you to dress in a manner that is suitable and appropriate to our business. You should also appear neat, clean, well-groomed and presentable at all times. The dress code is:

Siren polo T-shirt or shirt (available on request)

Jeans or Trousers – Smart, plain, one colour with no tears or holes. Skinny or multi-coloured trousers/jeans are not permitted.

Smart office attire – If you feel more comfortable wearing your own shirt / top / trousers, we have no issues with this. (Remember, as a freelance trainer you can claim uniform back as a tax-deductible expense, so keep all of your receipts)

Shoes or trainers – Smart but comfortable footwear. We want you to be comfortable whilst you are training, but at the same time we cannot accept brightly coloured running trainers or sneakers. If you prefer wearing trainers then please make sure they are one neutral colour. Preferably black.

If you are unsure of any of the above, please feel free to call and ask. It's important to us that you are comfortable.

Confidentiality

You must not disclose any information that is confidential to the company or any client of the company. Confidential information includes information relating to transactions, finances, business or affairs of the company or clients of the company. This shall apply for a period of 12 months after your service agreement is terminated.

Data Protection

During your work, you will be privy to personal data about individuals. All such information must be kept in accordance with the **The General Data Protection Regulation (GDPR)** (EU) 2016/679. The key principles to follow are that data must be:

- Processed fairly and lawfully
- Processed for limited purposes and in an appropriate way
- Adequate, relevant and not excessive for the purpose
- Accurate
- Not kept for longer than necessary for the purpose
- Processed in line with the individuals' rights
- Secure
- Not transferred to people or organisations situated in countries without adequate protection.

Drugs, Smoking and Alcohol

It is the responsibility of the company to ensure, as far as reasonably practical, the health, safety and wellbeing of all workers. Anyone who is under the influence of drugs and/or alcohol whilst at work, may adversely affect their own safety and that of their colleagues. If the company has reason to believe that you are under the influence of alcohol and/or drugs while at work, then the company has the right to terminate your service agreement with immediate effect.

The company has an out of sight smoking policy. You should refrain from smoking at a client's workplace, or any training premises in sight of your learners. Due to the close proximity and practical nature of first aid training, please remember that smoking during a course will leave a smell on you and your clothes therefore, please wash your hands and use a breath mint.

Fees and Taxation

The agreed rate for the provision of training services is given in your service agreement. This includes payment for additional duties carried out. Fees are paid weekly on presentation of an invoice and neatly presented course paperwork. Fees are paid gross of taxes.

The company reserves the right to ask for evidence of the number of hours worked on its behalf. The company can also hold payment until it has received paperwork.

Payment is made directly to trainers. Payment will be made by direct credit transfer to a nominated bank or building society account.

An invoice should be received by the company for service delivery at the end of each week unless otherwise agreed. Invoices must include dates of work and be individually numbered. Any additional work carried out for the month should be included on a revised work schedule.

The trainer undertakes that any taxation, National Insurance, or similar obligations rest with the them.

Hours of work

Working hours are 30mins prior to course commencement and 15mins after course finish. You may be required to vary the pattern of working hours, depending on the needs of the company's clients and needs of the company. Trainers are usually paid a pre-agreed day rate.

You are expected to be punctual and arrive in good time for setting up and conducting training sessions, as requested by the company or client.

Additionally, you may be required to work extra hours for the proper performance of your duties.

Whilst engaged in presenting a training course, you must devote all your working time and attention to this work. Any outside activities should not interfere with your duties, or cause a conflict of interest.

Qualifications and CPD

Working for the company requires that you are in possession of qualifications and registration with a statutory body or other authority. You must provide evidence of this if requested by the company.

All trainers are expected to carry out regular continuing professional development in accordance with their professional memberships and to keep memberships up-to-date.

The company will, from time to time, monitor your performance to ensure that services meet the expectations of the company, its clients and quality assurance requirements.

We will stage regular CPD events to assist you in maintaining your skills, therefore we do not accept excuses for nonattainment of CPD.

Termination

The arrangement for working with Siren Training Ltd may be terminated by either party giving notice as outlined in the service agreement.

The company reserves the right to terminate the service agreement in the event of a serious breach, or material breach, of the agreed terms.

On termination of your service agreement, you will:

- not from that time present to anyone that you are still associated with the company
- return to the company any property owned by the company, whether or not you perceive such property to have value

All documents, manuals, hardware and software provided for your use by the company, and any data or documents (including copies) produced, maintained or stored on the Company's computer systems or other electronic equipment, remain the property of the company.

You agree and undertake that you will not at any time during and after the termination of your service agreement make any comments or statements of any nature that are derogatory to (or could reasonably be considered as being derogatory to) or disparaging of (or could reasonably be considered as being disparaging) of the company or any director, officer, employee or agent or consultant and taking part in any conduct which brings the company or may bring the company into any disrepute. Comments include verbal and writing including and not limited to email and social media posts.

Terms of Agreement

Before commencing work with us, you should have received a copy of the terms and conditions under which your will work for Siren Training Ltd. A further copy of these is available on request.

Policies & Procedures

Bribery Policy

The consequences of bribery and corruption can be very serious. As a criminal offence, it can result in imprisonment and an unlimited fine, as well as a business's loss of reputation.

It is our objective to comply with the Bribery Act 2010.

The company has a zero-tolerance policy in relation to bribery and corruption. We are committed to carrying out business fairly, honestly and openly.

This policy applies to all employees (including fixed-term or temporary workers), consultants, contractors, casual workers and agency staff and anyone else working on behalf of the company.

All employees and third parties are required to avoid activities that could lead to a breach of this policy, whether intentional or not.

Gifts

Gifts should not be offered to, or accepted from, any business with the expectation that an advantage will be gained or reward received. If you are offered gifts or hospitality from customers, suppliers or anyone associated with suppliers, you must advise a director immediately.

You should be aware that some gifts are a taxable benefit in kind.

Complaints Policy

Siren Training Limited recognises that sometimes things may go wrong and that there may be a reason to complain about a service provided by the company and its associates.

This policy applies to all employees (including fixed-term or temporary workers), consultants, contractors, casual workers and agency staff and anyone else working on behalf of the company.

In the first instance, all complaints should be made in writing to:

Steve Priestley
Siren Training
Unit 11C
190 New North House
Canonbury Business Centre
London
N1 7BJ

Email: steve@sirentesting.co.uk

Equality Policy

Siren Training Limited recognises its duties under the Equality Act 2010.

The company's aim is to ensure that all of its employees and job applicants are treated equally irrespective of disability, race, gender, religion, age, sexual orientation, pregnancy or marital status. Workers have a duty not to discriminate on these grounds and to apply this in their working capacity to other trainers, employees, customers and members of the public.

Trainers and all other workers will be appointed, trained, developed and promoted on the basis of merit and ability.

The complaints procedure is available to anyone who believes that he may have been unfairly discriminated against.

Dignity at Work Policy

Siren Training is committed to protecting the dignity of our trainers and students during training sessions, regardless of age, disability including mental health, gender re-assignment, gender identity, marriage & civil partnership, pregnancy & maternity, race, religion or belief, sex & sexual orientation. Siren Training expects all members of training staff to treat students with dignity, courtesy and respect at all times.

Siren Training is fully committed to sustaining a positive and mutually supportive working environment free from harassment, discrimination, bullying and victimisation where students can work collaboratively and productively together, and where all training staff are equally valued and respected.

Siren Training is a talented and diverse community, where training staff and students have a right to expect high standards from each other and to work together to maximise the benefits of difference.

Key Principles:

1. Siren Training expects all members of the Training team to recognise their responsibilities and:

- behave in a way that respects the rights and dignity of others
- treat others fairly
- value differences in others and the contribution they make
- be open and constructive in our communications
- demonstrate a commitment to upholding Siren Training's policies on equality and diversity.

2. Siren Training will not tolerate bullying, harassment, discrimination or victimisation and so far as possible, complaints will be managed speedily, confidentially and communicated effectively.
3. Siren Training will promote an environment in which people who are subject to inappropriate behaviour or witness it feel able to raise complaints without fear of victimisation.
4. All staff are encouraged to bring to the attention of Steve Priestley any examples of any unfair treatment they have witnessed or strongly suspect is taking place.
5. Siren Training encourages staff to deal with any harassment, discrimination, bullying or victimisation aimed at them during a break where appropriate. Seeking to address the situation informally can lead to a quicker resolution that causes minimal disruption to relationships.
6. On occasion, individual perceptions of behaviour may differ, perhaps due to differences in attitude, values, experience or culture, and what one person would consider acceptable behaviour may be unacceptable to another. The defining factor in determining if behaviour amounts to harassment is that the behaviour is unacceptable to the recipient and could 'reasonably be considered' to amount to harassment. When considering allegations of harassment, Siren Training will therefore apply a test of 'reasonableness' to determine if harassment has taken place.
7. If, at any time, there is evidence that allegations of harassment, discrimination or bullying have been made vexatious or maliciously, or that false information has been provided or that the complainant has otherwise acted in bad faith then disciplinary action may be taken.
8. Any allegation of harassment, discrimination, bullying or victimisation will be treated seriously, and anyone found to have behaved unacceptably will be investigated and may be the subject of disciplinary action.
9. Siren Training ensures that Training Staff, Office Staff and Research Staff have freedom within the law to question and test received wisdom, and to put forward new ideas and this will not be considered to be bullying or harassment provided that those involved are treated with dignity, respect and courtesy.

Definitions

- Definition of Harassment

Harassment is "unwanted conduct related to a relevant protected characteristic, which has the purpose or effect of violating an individual's dignity or creating an intimidating, hostile, degrading, humiliating or offensive environment for that individual" (Equality Act 2010).

The behaviour or treatment may relate to a person's gender, disability, gender reassignment or gender identity, race, religion, sexual orientation, age or any other protected characteristic.

Harassment may consist of persistent behaviour, although one single act may be considered sufficiently serious to warrant formal or informal reporting.

- Definition of Discrimination

Unlawful discrimination takes place when an individual or a group of people is treated less favourably than others based on a protected characteristic such as age, disability, gender reassignment or gender identity, marriage and civil partnership, pregnancy and maternity (including treating a woman less favourably because she is breastfeeding), race, religion or belief sex or sexual orientation and in relation to direct discrimination only.

“Direct discrimination occurs where someone is treated less favourably because of one of the protected characteristics set out above; this can include association with or a perception of a particular characteristic” (The Equality Act 2010).

“Indirect discrimination occurs where someone is disadvantaged by an unjustified provision, criteria or practice that puts people with a particular protected characteristic at a disadvantage compared with others who do not share that characteristic” (The Equality Act 2010).

- Definition of Victimisation

“Victimisation occurs when an employee is treated badly because they have made or supported a complaint or raised a grievance under the Equality Act; or because they are suspected of doing so. An employee is not protected from victimisation if they have maliciously made or supported an untrue complaint.” (The Equality Act 2010).”

- Definition of Discrimination

Direct discrimination occurs when someone is treated less favourably than another person because of a protected characteristic they have or are thought to have or because they associate with someone who has a protected characteristic.

Discrimination by association associative discrimination applies for all practical purposes to all the discrimination strands. This is direct discrimination against someone because they associate with another person who possesses a protected characteristic.

Indirect discrimination when a condition, rule, policy or even a practice applies to everyone, but has a disproportionate impact on people with a protected characteristic.

- Definition of Bullying

Bullying may be characterised as offensive, intimidating, malicious or insulting behaviour, an abuse or misuse of power to undermine, humiliate, denigrate or injure the recipient.

The behaviour or treatment may relate to a person's gender, disability, gender re-assignment or gender identity, race, religion, sexual orientation, age or any other protected characteristic.

In addition, the Siren Training recognises that bullying does not need to be deliberate; someone may demonstrate bullying behaviour, without intending to. Bullying may be obvious, or it may be more covert. Whichever form it takes, it is unwarranted and unwelcome to the individual and will often cause embarrassment, fear, humiliation or distress to an individual or group of individuals.

Obvious Signs

Open aggression, threats, abuse and obscenities, shouting and uncontrolled anger triggered by trivial situations.

Humiliating, ridiculing or belittling in front of others, persistent criticism or sarcasm.

Personal insults and name-calling, spreading malicious rumours.

Freezing out, ignoring, excluding to isolate victim.

Never listening to other's point of view, always cutting across people.

Less Obvious Signs

Excessive supervision and monitoring and being excessively critical about minor things with malicious intent.

Taking the credit for the other person's work but never the blame when things go wrong.

Overruling an individual's authority without warning or proper discussion.

Setting impossible objectives or changing targets without telling person.

Setting impossible objectives or changing targets without telling the person.

Examples of Bullying, Harassment, Discrimination and Victimisation

Below is a list of examples of behaviour that may constitute bullying, harassment, discrimination and victimisation. The list is not exhaustive; however, they are indicative of behaviour that would be considered unacceptable conduct by the Siren Training.

- Harassment can take many forms and may, for example, occur in a face-to-face setting, by telephone, or in written or electronic communications.
- Insults, name-calling and offensive language and gestures
- Inappropriate jokes
- Ridiculing and undermining behaviour
- Inappropriate or unnecessary physical contact
- Physical assault or threats of physical assault
- Intimidating, coercive or threatening actions and behaviour
- Unwelcome sexual advances
- Isolation, non-cooperation or deliberate exclusion
- Inappropriate comments about a person's appearance, intrusive questions or comments about a person's private life and malicious gossip
- Offensive images and literature
- Sexually suggestive behaviour, or compromising sexual invitations or demands
- Racial harassment – including racist jokes
- Verbal or written abuse including non-communication and deliberate and/or inappropriate exclusion from social events or day to day activities
- Victimisation because of someone's gender or gender identity, race, disability, sexual orientation, age, religion or other beliefs
- Abuse of power by someone in authority
- Incitement of others to commit harassment
- Electronic bullying
- Use of social networking sites to post derogatory messages about someone inappropriate and derogatory remarks in connection with performance
- The use of inappropriate literature, pictures, books or tapes to bully or harass others
- Unnecessary and degrading references to someone's sexual orientation, gender identity or their perceived sexual orientation or gender identity
- Systematic ostracism or exclusion from normal conversation in the work environment, or work related social events
- Spreading rumours or gossip including speculating about someone's sexual orientation or gender identity, or outing them

Bullying can take the form of physical, verbal and non-verbal conduct. The following list provides examples of the type of behaviours that could amount to bullying:

- Verbal or practical jokes
- Shouting at, being sarcastic towards, ridiculing or demeaning others
- Making homophobic insults and threats
- Physical or psychological threats
- Outing an individual as LGBT without their permission
- Overbearing and intimidating levels of supervision
- Inappropriate and/or derogatory remarks about someone's performance
- Abuse of authority or power by those in positions of seniority, or
- Deliberately excluding someone from meetings or communications without good reason
- Making someone's working life unreasonably difficult, for example, setting of impossible deadlines, objectives and deliberately imposing an intolerable workload
- Incitement of others to do any of the above

• Discrimination happens when one person is treated less favourably than others because of a protected characteristic:

- age • disability • gender reassignment or gender identity
- race • religion or belief • sex • sexual orientation
- marriage and civil partnership • pregnancy and maternity.

• Victimisation can take many forms. The following list provides just a few indicative examples of the type of behaviour which could amount to victimisation:

- Penalising someone for making a complaint of discrimination, harassment or bullying. For example, this might involve giving the person unrealistic or impossible deadlines or deciding not to nominate someone for contribution pay even though they deserve such a nomination.
- Excluding a person from work-related activities or conversations in which they have a right or legitimate expectation to participate because they have made a complaint of discrimination, harassment or bullying.
- Creating a difficult or oppressive environment for an individual because they have made a complaint – whether informal or formal – of discrimination, harassment or bullying. This might

involve, for example, talking negatively about the person behind their back or making disparaging, ridiculing or mocking comments or remarks.

Health and Safety Policy

Siren Training Limited recognises their health and safety duties under the Health and Safety at Work Etc. Act 1974, and other relevant legislation and Codes of Practice for the workplace.

Health and safety is a collective responsibility and the rules apply to all, irrespective of seniority, tenure and working hours. The policy applies to all workers, directors, consultants and agency workers.

All Trainers/facilitators and employees should:

- Ensure they understand the contents of this policy and when to apply them
- Look out for their own safety first and not put themselves at risk
- Ensure that they understand what is required of them and comply with all appropriate procedures

General workers' responsibilities:

- Workers have a duty to co-operate in the operation of this policy and to make themselves familiar with the policy.
- All workers have a duty to act work safely and efficiently, with regard for their own health and safety.
- Workers must not take any action which could threaten the health or safety of themselves, other workers, or members of the public
- Workers should report all accidents and injuries at work, no matter how minor.
- Workers are required to assist in the investigation of accidents, so that measures may be introduced or amended to improve health and safety, and to prevent recurrence.
- Fire drills will be held from time to time, with a view to ensuring the health and safety of all workers and anyone else in the building. Workers should familiarise themselves with fire drill procedures.

General employers' responsibilities:

- Take overall responsibility for the health and safety of staff when carrying out their work
- Ensure that sufficient resources are provided to meet health and safety needs
- Take executive responsibility for implementing and supervising the health and safety policy and its procedures, including risk assessments.
- Ensure all workers co-operate in meeting the aims of the policy
- Ensure sufficient training is provided to all workers to enable them to fulfil their duties in accordance with the policy
- Appoint a First-Aider and ensure that the First Aid Box and Accident record book are properly maintained
- Maintain an Accident Record Book, record all known accidents and significant occurrences of work related ill health

Commented [CC1]: This includes a lot of things we don't do because we are in a shared/serviced office. Is it a legal requirement to have this in place?

Commented [SH2R1]:

- Investigate any accidents and work-related periods of sickness absences
- Ensure fire risk assessment is undertaken and implemented and fire escape routes and equipment are regularly checked and tested
- Take appropriate action in the event of any breach of or refusal to comply with statutory (or Practice) safety regulations or the Policy of Practice
- Ensure all workers are given adequate safety training
- Ensure all workers are issued with a copy of the Policy and any subsequent revisions, and that a signed record copy of the Policy is retained for each worker
- Set a personal example in all aspects of health and safety
- Ensure compliance with the Health and Safety at Work etc Act 1974; Workplace (Health, Safety and Welfare) Regulations 1992; the Regulatory Reform (Fire Safety) Order 2005

New Venues

You are responsible for checking that you know the location of fire exits and fire extinguishers and that you are aware of the relevant emergency plan and evacuation procedures at all venues, prior to holding any training sessions.

Risk Assessments

Risk assessments should be undertaken for all venues and work activities including identifying hazards, who might be harmed and how and evaluating the risks from identified hazards.

The results of the risk assessments should be recorded in writing, and safety procedures adjusted to ensure adequate levels of health, safety and welfare.

Whistleblowing Policy

Whistleblowing is defined as “making a disclosure that is in the public interest”. It is where an employee reports a wrongdoing or illegal practice to someone in authority, usually the police or a regulatory body.

In making a disclosure, the person should reasonably believe that the information is substantially true and that the disclosure is being made to the right person, or authority.

Whistleblowers are protected under UK law from suffering any detriment or penalisation for whistleblowing, including victimisation.

Qualifying disclosures must be sufficiently serious. Examples include incidents that endanger health and safety, cause environmental damage, involve a miscarriage of justice or involve illegal activities.

A disclosure may concern an incident that is happening currently, in the past or may happen in the near future.

Personal grievances are not covered by whistleblowing law, except where the disclosure concerns a matter of public interest.



ACCEPTANCE OF HANDBOOK

I have read and understand the information contained in this Handbook, and I will ensure to comply with all legislation and company policies relating to working on behalf of Siren Training Ltd.

Signed.....

Print name.....

Date.....