



<b>Title:</b>	<b>Health, Safety &amp; Fire Safety Training – Ambulance Service H&amp;S Procedure</b>		
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<b>Ownership:</b>	Dr Nigel Ruddell, Medical Director Roisin O’Hara, Director of HR and Corporate Services Brian McNeill, CRM Programme Director		
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## 1.0 INTRODUCTION:

This Health, Safety and Fire Safety Ambulance Service Health and Safety Procedure applies to all staff, and all health, safety and fire safety training carried out within the Northern Ireland Ambulance Service (NIAS), both in-house and contracted from specialist training organisations. Its aim is to advise all staff on health, safety and fire safety training, which is mandatory, and provide information on the types of training available.

### 1.1 Why Provide Health, Safety and Fire Safety Training:

Providing health, safety and fire safety information and training helps us to:

- Ensure everyone knows how to work safely and without risks to health.
- Develop a positive health and safety culture, where safe and healthy working becomes second nature to everyone.
- Meet our legal duty to protect the health and safety of all.
- Avoid the distress that accidents and ill health cause
- Reduce the financial costs of accidents and occupational ill health.
- Reduce lost time and reduce the likelihood of staff becoming demotivated.

Note that NIAS also has in place a Policy on Statutory and Mandatory Training, which this procedure supports.

## 2.0 LEGISLATION:

**It is a legal requirement that adequate health, safety and fire safety training is provided for ALL employees.**

This applies to all employees on recruitment and to all other employees on a regular basis. Existing employees must also receive additional training if there are significant changes in the workplace for example a promotion, change of procedures and/or new and increased risks are identified. Training must be repeated as set out in the matrix in Appendix 1. The primary legislation applicable is as follows:

- Control of Substances Hazardous to Health Regulations (NI) 2003.
- Fire Safety Regulations (NI) 2010.
- Health and Safety (Consultation with Employees) Regulations (NI) (HSCER) 1996.
- Health and Safety (Display Screen Equipment) Regulations (NI) 1992.
- Health and Safety (First Aid) Regulations (NI) 1982.
- Health and Safety at Work (NI) Order 1978.
- Management of Health and Safety at Work Regulations (NI) 2000.
- Manual Handling Operations Regulations (NI) 1992.
- Personal Protective Equipment at Work Regulations (NI) 1993.
- Provision and Use of Work Equipment Regulations (NI) 1999.
- Safety Representatives and Safety Committees Regulations (NI) (SRSCR) 1979.

## 2.1 Induction Training:

All new employees to the Trust must attend Trust Induction where basic health, safety and fire safety information is given. Local inductions will take place across the region and is based on a local needs.

## 2.2 Legislative Requirements:

The above legislation requires the organisation to ensure that employees are provided with adequate safety training:

- At the time when they are first employed.
- On being exposed to new or increased risks because of.
- Being transferred or given a change of responsibilities within the Trust.
- The introduction of new work equipment into, or a change respecting work equipment already in use within the Trust.
- The introduction of new technology into the Trust.
- The introduction of a new system of work into, or a change respecting a system already in use within the Trust.

The training must:

- Include suitable and sufficient instruction and training on the appropriate precautions and actions to be taken by members of staff in order to safeguard themselves and other relevant persons on the premises.
- Be repeated periodically where appropriate.
- Be adapted to take account of any new or changed risks to the safety of the members of staff concerned.
- Be provided in a manner appropriate to the any risks identified by risk assessments.
- Take place during working hours.

## 2.3 Record Keeping:

- The Risk Management Team will maintain central records of all those who attend corporately arranged training (HRPTS).
- Local line management are responsible for recording any local inductions / local training (e.g. fire safety familiarisation).

## 2.4 Annual Analysis of Attendance:

On completion of the year's health, safety and fire safety training programme, the Learning and Development Department, in conjunction with the Risk Manager, will submit an analysis of attendance to the Health and Safety Committee / Fire Compliance Group and Line Management as appropriate.

## 2.5 Contractors / Regular Visitors / Voluntary Workers Etc.

- Where private companies are operating long term contracted services in Trust premises, such as security, catering and cleaning, the person responsible for the contract will seek assurance that all employees of those companies receive annual health, safety and fire safety training. Local management are responsible for liaison with regards to local fire procedures.
- There will be no compulsion for contractors' employees to participate in the Trust's health, safety and fire safety training programme. However, the independent training that they receive must be shown to incorporate the aims and objectives of the Trust's own programme, as listed in this Policy, and satisfy the scrutiny of the Trust.
- Persons visiting Trust premises on a regular basis, such as voluntary workers, will be encouraged to attend staff health, safety and fire safety training.

## **3.0 TYPES OF TRAINING AVAILABLE:**

Appendix 1 lists examples of the types of training courses available. Some are available in-house from the Risk Management Team and some will be carried out by specialist training organisations, for example higher-level accredited courses.

## **4.0 COMPETENCY MEMBERS OF GROUPS AND COMMITTEES:**

Group members should ensure that they are competent to participate. For example, members of the Health and Safety Committee or the Fire Compliance Group should have completed or in the process of completing a programme covering health and safety and / or fire safety.

## **5.0 ARRANGING TRAINING:**

Any training should be identified by the relevant line manager (either as part of performance review or through the training request process) and forwarded to the Risk Manager to arrange. There may be circumstances when training is required urgently, such as the review of the risk assessment, change in legislation, occurrence of an accident etc. In these circumstances advice should be sought from the Risk Manager.

Where site/task specific training is required, or where there is an urgent requirement, then arrangements will be made subject to agreement between the line manager and the Risk Manager and in line with the Statutory and Mandatory Training Policy.

## **6.0 COURSE ATTENDANCE AND EVALUATION:**

Once allocated a place on a course it is the responsibility of the employee to make every practical effort to attend. For further information on non-attendance, please see the Statutory and Mandatory Training Policy.

To assist in ensuring that training needs are being met, and in order to facilitate continual improvement, course delegates must complete course evaluation forms. For further information please see the Statutory and Mandatory Training Policy.

All should make every effort to arrive on time, fully prepared to actively participate in the training, and enjoy it!

## 7.0 FURTHER INFORMATION:

Training is a vital factor in maintaining acceptable levels of health and safety throughout the organisation, and in working towards continual improvement. Any area with health and safety training needs should contact the Risk Manager who will make every effort to accommodate them.

For further information and advice please contact your line manager, the Risk Management Section or Human Resources. Further advice can also be found in the Statutory and Mandatory Training Policy.

## 8.0 EQUALITY STATEMENT:

In line with duties under Section 75 of the Northern Ireland Act 1998; Targeting Social Need Initiative; Disability Discrimination Act 1995 and the Human Rights Act 1998, an initial screening exercise, to ascertain if this policy should be subject to a full impact assessment, has been carried out.

The outcome of the equality screening for this procedure undertaken on 16<sup>th</sup> December 2019 is:

Major impact   
Minor impact   
No impact.

## 9.0 SIGNATORIES:



**Katrina Keating**  
Lead Author

Date: 15<sup>th</sup> September 2020



**Dr Nigel Ruddell**  
Lead Director

Date: 15<sup>th</sup> September 2020

## APPENDIX 1 – HEALTH, SAFETY & FIRE SAFETY TRAINING MATRIX:

Role	Local Induction Checklist (O)	Health & Safety Elearning (3)	Face To Face 1 day H&S (O)	Face To Face ½ day H&S (O)	IOSH Managing Safety (A)	IOSH Directing Safety (A)	Incident Investigation (5)	CDM Regulations (5)	CSR / CSCS Training (5)	CoSHH Assessor (5)	CoSHH Awareness (5)	Work At Height (A)	Risk & Governance (3)	Event Safety (5)	M/P Handling Instructor (A)	Patient Handling (3)	Manual Handling (3)	DSE Assessor (A)	DSE Awareness (3)	C&R Training (3)	Telephone Aggression (3)	First Aid at Work (A)	Emergency First Aid (A)	CPR, AED & Choking (A)	Wellbeing Awareness (A)	Managing H & Wellbeing (A)	Control of Contractors (3)	Legionella Awareness (A)	Asbestos Awareness (A)	Fire Safety ELearning (3)	Evac Chair Training (A)	Fire Warden Training (A)	Fire Safety Training (L2) (A)	Fire Risk Assessment (A)
Front line staff																																		
Manual roles																																		
Control Rooms & RMC																						R A	R A											
Estates																																		
Training & CSOs																										2 PA								
Office based																										2 PA								
Manager of office staff																						R A	R A			2 PA								2 PA
Managers of operational staff (all levels AD )																						R A	R A			2 PA								2 PA
Managers of Control & RMC Staff																						R A	R A			2 PA								2 PA
Chief, Chair, Directors & NEDs																																		

	Minimum Mandatory Training Required	<b>1 – 5</b>	Frequency in years
	Training Recommended	<b>O</b>	Once
	Not required / already part of core training	<b>A</b>	As per accredited body
RA	As per Corporate First Aid Risk Assessment and if not attending PP, i.e. HART, CR Team etc.	<b>2 PA</b>	Two per area