



# Health and Safety Policy

## 1. Introduction

Hayat Medical Training is committed to ensuring the health and safety of our employees, clients, and visitors. Our goal is to provide a safe and supportive learning environment while delivering high-quality medical training. This policy outlines our commitment to maintaining a safe workplace and the responsibilities of all stakeholders.

## 2. Objectives

- To ensure compliance with relevant health and safety legislation.
- To prevent accidents and incidents through proactive risk management.
- To provide training and resources to support a safe working environment.
- To foster a culture of safety and health awareness among all employees and clients.

## 3. Responsibilities

### 3.1 Management Responsibilities

- Develop, implement, and review health and safety policies and procedures.
- Ensure that all health and safety regulations are adhered to.
- Provide appropriate training and resources to employees.
- Conduct regular risk assessments and address any identified hazards.
- Maintain records of all health and safety activities, including training and incidents.

### 3.2 Employee Responsibilities

- Follow all health and safety policies and procedures.
- Report any hazards, accidents, or near-misses to management immediately.
- Participate in health and safety training and drills.
- Use personal protective equipment (PPE) as required.
- Support a culture of safety by promoting awareness and good practices.

## 4. Risk Management

- **Risk Assessments:** Conduct regular risk assessments of training environments, equipment, and activities to identify potential hazards and implement control measures.

- **Emergency Procedures:** Establish and communicate clear emergency procedures, including evacuation plans and medical response.
- **Incident Reporting:** Implement a system for reporting and investigating accidents and near-misses to prevent recurrence.

## **5. Training and Competency**

- Provide comprehensive health and safety training to all employees, including specific training related to medical procedures.
- Ensure that trainers and staff are qualified and competent to deliver medical training.
- Regularly review and update training materials to reflect current best practices and legislation.

## **6. Health and Safety in Training Environments**

- Ensure that training venues are safe, clean, and free from hazards.
- Provide adequate medical supplies and ensure they are maintained and accessible.
- Conduct regular inspections of training equipment to ensure it is in good working order.

## **7. Personal Protective Equipment (PPE)**

- Provide appropriate PPE to employees and ensure its proper use.
- Train employees in the correct use and maintenance of PPE.
- Regularly inspect PPE for damage and replace as necessary.

## **8. Health and Wellness**

- Promote the overall health and well-being of employees through support programs and resources.
- Encourage employees to report any health concerns that may impact their ability to work safely.
- Implement measures to support mental health and reduce stress.

## **9. Policy Review**

This policy will be reviewed annually and updated as necessary to reflect changes in legislation, best practices, or organizational needs. Employees will be informed of any significant changes.

## **10. Contact Information**

For any health and safety concerns or questions, please contact:

[enquiries@hayatmedicaltraining.com](mailto:enquiries@hayatmedicaltraining.com)

## **11. Policy Implementation**

This policy is effective as of 17 Sept 2024 and is mandatory for all employees, clients, and visitors of Hayat Medical Training. Compliance with this policy is essential to ensure a safe and healthy environment for everyone involved.

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