



Policy & Procedure on Training in Positive Behaviour Support & Physical Interventions

Purpose

The purpose of this policy is to ensure that organisations commissioning training from Sherwood Training Limited adhere to the Restraint Reduction Network (RRN) Training Standards when booking, attending or delivering in-house training in Positive Behaviour Support and Physical Interventions.

Scope

This policy applies to all employees, volunteers and any other representatives of the commissioning organisation who have access to its services for people who may at times present behaviours of concern or those who work in some capacity to support them (Support Workers, Managers etc). Everyone using Sherwood Training within the organisation must be made aware of this policy and procedure either directly or through the development of a local policy providing equivalent guidance and procedures.

Rationale

This policy is necessary to fulfill our legal obligations and to operate under best practice, which is set out in:

- Health & Safety at Work Act (1974) and associated regulations
- Restraint Reduction Network (RRN) Training Standards 2019 (2021, v.1.3)
- DfES/DH (2002) Guidance on the Use of Restrictive Physical Interventions for Staff Working with Children and Adults who Display Extreme Behaviour in Association with Learning Disability and/or Autistic Spectrum Disorders
- UK Standards (2009) National Occupational Standards for Prevention and Management of Work-Related Violence
- HSE RR495 (2006) Violence management training. The development of effective trainers in the delivery of violence management training in healthcare settings
- DH (2014) Positive and Proactive Care: reducing the need for restrictive interventions
- DfE (2012) Use of reasonable force: Advice for head teachers, staff and governing bodies

- Care Quality Commission (2010) Essential standard of quality & safety - guidance on compliance with Health and Social Care Act (2008)
- The Mental Capacity Act (2005)
- The Mental Capacity Act: Deprivation of Liberty Safeguards (2007)
- NICE (2015) NG10: Violence and aggression: short-term management in mental health, health and community settings

Policy Statement

Sherwood Training believes that all people using education, health and social care services should be treated with dignity, empathy and respect and that their physical, emotional, social and material well-being should be maximised through every available means.

Sherwood Training believes that people who present behaviours of concern should continue to exercise and enjoy the same human rights and freedoms as any other citizen and that any behaviours of concern should be managed in a safe and dignified way.

Sherwood Training is committed to ensuring the health, safety and well-being of all who come to use its training programmes including training in the use of RPI (Restrictive Physical Interventions) training.

People who commission and use our services need to have confidence in the organisations ability to provide training that will assist in safely managing behaviours of concern and adhere to the RRN Training Standards 2019 (2021, v.1.3).

Procedure

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1. Key Principles

Last Resort – Sherwood Training's philosophy is that Restrictive Physical Interventions (RPI) will only be used as a last resort when other (non-physical) strategies have been tried and failed to ensure the safety of the person and/or others **OR** in an emergency situation when the risks of using the RPI are outweighed by the risks of inaction.

Part of a Wider Positive Behaviour Support Plan – The use of RPI must only be used as part of a wider positive behavior support plan. It is not justifiable to rely solely on RPI to ensure a person's safety and to manage high-risk behaviours.

Justifiable, Legal & Ethical – The use of RPI must be justifiable in the circumstances, legally defensible and fit with current ethical approaches to behaviours of concern as outlined in the RRN Training Standards 2019 (2021, v.1.3).

Risk Assessment – Any physical skills used (breakaway/self-protection and RPI) must be risk assessed for use with the service user(s) concerned. This should take into account the physical and mental health and well-being of the person. The risk assessment is the responsibility of the commissioning organisation.

Restraint Reduction – RPI should never be viewed as a long-term solution in supporting people with behaviours of concern. In some exceptional cases it may be necessary but nevertheless, those responsible for the care of the individual should always seek to find alternative and less restrictive ways of keeping the person and others safe.

2. Levels of Training Appropriate to the Service / Service User

Sherwood Training in Positive Behaviour Support & Physical Interventions is delivered on 2 Levels:

- **Level 2** – Theory (Understanding Behaviours of Concern and Developing Positive Behaviour Support Strategies) & Breakaway/Self-Protection Skills
- **Level 3** – All of Level 1 + Restrictive Physical Intervention (RPI) Skills

The exact content of the programme delivered to any one group of staff may vary dependent on requirements for the service that they provide. A **Training Agreement** will be developed and signed off following consultation between Sherwood Training and the commissioning organisation and based upon a **Training Needs Analysis (TNA)** and **behavioural audit(s)**. The whole process will be completed in line with the RRN standards and procedures.

Sherwood Training also offers an **Associate Trainer Development Programme** under the **Affiliate Organisations Scheme** which enables successful candidates to deliver the RRN accredited training programmes (Levels 2 & 3) under license within their employing organisation.

3. Purchasing/Commissioning Training

Initial enquiries for the provision of training may be done through direct telephone call (0115 970 4811), ordering via the website (<http://sherwoodtraining.co.uk>) or by email (office@sherwoodtraining.co.uk).

The decision to agree to provide training is made by a Senior Trainer under the supervision of the Training Manager or Director of Operations. All purchasing organisations must be made aware of their obligations under the RRN Training Standards 2019 (2021, v.1.3) and this policy document. A letter/email to this effect is sent by the Training Manager to the commissioning manager and a Training Agreement signed and returned by them to Sherwood Training.

The organisation must be able to demonstrate that they have adopted or make a clear statement of intent towards adopting, the **6 Key Restraint Reduction Strategies** as fundamental pillars of good practice:

Strategy One: Leadership.

The organisation develops a mission, philosophy and guiding values which promote non-coercion and the avoidance of restraint. Executive leaders commit to developing a restraint reduction plan which is implemented and measured for continuous improvement.

Strategy Two: Performance Measurement.

The organisation takes a 'systems' approach and identifies performance measures which determine the effectiveness of its restraint reduction plan and which measure key outcomes for customers.

Strategy Three: Learning and Development.

The organisation develops its staff with the knowledge and skills to understand and prevent crisis behaviour. Training is provided which gives staff the key competencies and supports the view that restraint is used as a last resort to manage risk behaviour associated with aggression, violence and acute behavioural disturbance.

Strategy Four: Providing Personalised Support.

The organisation uses restraint reduction tools which inform staff and shape personalised care and support to customers.

Strategy Five: Communication and Customer Focus.

The organisation fully involves customers in a variety of roles within the service, identifies the needs of customers and uses these to inform service provision and development.

Strategy Six: Continuous Improvement.

The principle of post-incident support and learning is embedded into organisational culture.

The following conditions must be met in order to provide training:

The commissioning organisation must provide a Training Needs Analysis (TNA) that clearly identifies the training required by staff in the service(s) concerned – it should extend beyond simply the justification of the physical interventions training but should identify the complementary training that will enable staff to work towards restraint reduction (this could include training related to the specific needs of the group such as autism, mental health, dementia etc or more broadly to skills that will enhance good quality care and support - person-centred planning for example).

The TNA must be received ONE MONTH before the commencement of training. It will be reviewed annually with the both the organisation and Sherwood Training being responsible for ensuring that the continued teaching of RPI skills remains justifiable and appropriate.

The commissioning organisation must provide information concerning any elevated risk factors relating to the use of restraint among the population of people they serve. This should be submitted in an anonymised form along with the completed TNA and should include:

- Range of ages, gender identities, cultural heritages and diagnoses
- Any known sensory issues that may elevate risk (sensory impairments or sensitivities)
- Any known physical characteristics or health problems that may elevate risk
- Any known emotional or psychological characteristics, current or potential issues that may elevate risk. This should include where relevant any known history of past trauma
- Any known developmental issue that may elevate risk

If approved, Sherwood Training's Training Manager will write to the commissioning organisation with a **Training Agreement** – this will include:

- A Course Outline (including aims, objectives and learning outcomes)
- Training Methods Used
- Timings
- Assessment Methods
- Rationale that justifies the inclusion of each restrictive physical intervention (RPI)
- Information related to risk and health and safety during training

The Training Manager will also send a **Course Outline** providing an overview of the proposed training including:

- Overview of theory
- Overview of practical elements
- Any physical requirements regarding the participants

Participants will also be provided with a Training Information Sheet covering:

- General Health and Safety
- The nature and scope of the training
- Physical fitness
- Suitable clothing and footwear
- How to get further information

The commissioning organisation will be provided with the **risk assessment** for each RPI skill to be taught. The risk assessment is reviewed every two years and revised risk assessment will be sent out to commissioning organisation for as long as it is relevant every 2 years. The risk assessments are completed by an independent health and safety consultancy.

The commissioning organisation must have in place a **Restraint Reduction Plan** in line with their commitment to the 6 Key Restraint Reduction Strategies.

PLEASE NOTE: *Although the provision of the training is conditional on meeting the above criteria, in some exceptional circumstances, training may be delivered to address urgent safety needs as long as the commissioning organisation expresses a clear commitment to do so. Sherwood Training and its Senior Trainers will offer support to organisations in order to achieve compliance with the above and with the RRN Training Standards 2019 (2021, v.1.3). However, training provided in such circumstances must be approved by the Training Manager or a Director. There must be in place an agreement to work toward compliance and failure to make reasonable progress towards meeting the requirements will result in a withdrawal of Sherwood Training's services. The ultimate implication being that the organisation has failed to meet its obligations and accordingly invalidated the accreditation status of the training provided.*

4. Behavioural Audits

Physical interventions training is only provided on the basis of a clearly identified need relating to the individual(s) being supported by the service. As described in Section 3, this requires the completion of a Behavioural Audit.

The completed Behavioural Audit will be examined by a Senior Trainer and will in part, inform the decision as to whether to provide the training requested. If agreed and approved, the written rationale for the course content specifying the physical skills components will be sent either by post or email to the commissioning manager.

5. Duration of Training

- Level 2 is a 2-day or 3-day programme (16-24hrs including breaks)
- Level 3 is an additional day therefore a 3-day or 4-day programme (24-32hrs including breaks)
- Annual Refresher Training is a 1-day programme (7hrs including breaks)
- In-House Trainer Development is a 5-day programme (40hrs including breaks)

All training programmes will run in accordance with the timings above. Delivering the programmes over a shorter period of time will invalidate the accreditation of the training and is strictly forbidden under this policy.

In exceptional circumstances, it may be possible to deliver the course over split days or longer days as long as the full course content is delivered over the required hours.

6. Number of Participants per Course/Trainer

The maximum permissible number of course participants for courses covering theory and non-restrictive breakaway techniques ONLY is 18 to 1 trainer. **NB** for best practice purposes a maximum ratio of 12 to 1 is recommended.

For restrictive physical intervention techniques (restraint) the ratio of participants to trainers is 12 to 1 but there must always be 2 trainers present if high resistance practice (and role play) is required. The maximum size of a group is 18 but again, this must be with 2 trainers present.

ONLY trainers can role play resistance during training. In this case, another trainer must always be observing and able to intervene should it prove necessary.

The lead Trainer is allowed to exercise some discretion in terms of group size based on the size and suitability of the venue. However, this must be within the **permissible maximum ratios** (above).

7. Pre-Course Information

Pre-course information must be sent to all participants at least 14 days before the planned training date. Part of this is in the form of the **Training Information Sheet** but would also include dates, times, venues and practical information as necessary including a health and safety statement advising participants of the physical elements of the course and the need to complete a health declaration on attendance.

On booking a specific course, commissioning organisations are requested to provide information regarding any reasonable adjustments for participants in order for their effective participation. This could include reading support (or additional time for completing written assessments) for those with dyslexia or a translator for BSL users.

8. Venues

Venues for training must be of an adequate size and have clear space for physical skills practice. Ideally at least the size of a small sports hall or community hall.

The Trainer is responsible for risk assessing the venue at the beginning of each course and if unsuitable should cancel the course and inform the commissioning organisation.

Venue bookings will be made by agreement with the commissioning organisation who will provide details of the size and layout of the venue at least 2 weeks in advance of the course dates. Sherwood Training reserves the right to refuse to use a venue on the grounds of health and safety.

9. Managing Attendance

Participants must attend the course on the times specified in the Training Information Sheet.

Staff arriving late may be refused access to the course and/or may fail to attend for the required hours. The Trainer may exercise some discretion regarding lateness but failure to attend more than an hour of the training will result in the person concerned having to re-take the whole course at a later date.

There will be some discussion with commissioning organisations in respect of their preferred approach to e.g. lateness. The Training Agreement may state for example that a person arriving over 20 minutes late cannot remain on the course.

The Trainer will report any issues regarding attendance back to the employee's line manager.

10. Assessing Behaviours and Attitudes

The Trainer is responsible for assessing the competence of all participants and must decide whether participants meet the required level. If a participant fails to meet the required level of competence, they will not be issued with a certificate and will be 'referred' for further training. The 'referral' will take the form of a letter or email to the participants line manager outlining the reasons and recommendations for further training.

Any participant assessed as competent will be issued with a certificate.

Ground rules are discussed at the beginning of each session and the trainer will emphasise the importance of appropriate conduct. Behaviours that will not be tolerated are for example:

- Dangerous or overzealous behaviour when practicing physical skills
- Refusal to participate in sessions (without legitimate reason)
- Continual use of mobile phones or laptops (without legitimate reason)
- Inappropriate or abusive language
- Sexist, racist comments, language or behaviours
- Inappropriate attitudes towards service users

The trainer is expected to deal with any such behaviours as they occur. In the first instance it would be expected that the person be taken to one side and the concerns about their behaviour discussed. However, in extreme circumstances or when a participant does not adapt their behaviour after being spoken to by the trainer, or if their behaviours are causing distress and/or disruption or are putting anyone's health and safety at risk, under our training

policy the trainer may ask a participant to leave the course. In the event, the trainer will at the earliest possible opportunity inform the participant's line manager of their decision and the reasons behind it (including a written report by letter or email).

Behaviours and attitudes are monitored by the trainer on an ongoing basis throughout the training. Participants are expected to have positive attitudes towards their work and the people they support/work with. The trainer records any concerns on the course portfolio. However, positive attitudes and behaviours should also be noted and entered in the notes section of the person's course registration document by the trainer.

11. Health Declarations and Risk Assessments

All training will be delivered in accordance with the Health & Safety at Work Act (1974) and associated regulations.

The commissioning organisation is responsible for ensuring that nominated course participants are fit to attend.

All participants must complete the health declaration in the registration form prior to participating in physical skills training. The trainer must read and sign off each declaration based on their risk assessment and according to the information declared by the individual. The trainer is responsible for making a decision as to whether the person may or may not continue with the training. Sometimes it is possible for the person to observe and help coach colleagues if they have a particular health issue. Other conditions may mean that the person will be asked to leave the course. As the person responsible for health and safety during the training course, the trainer's decision is final.

If a participant fails to declare a known pre-existing injury or health condition and suffers further injury or ill-health as a result, they cannot hold the trainer or Sherwood Training in any way liable.

12. Feedback and Referral

Commissioning employers are given feedback on the performance of each participant on completion of the course. Usually this will be in the form of a list of those who have successfully completed the course with any additional comments (as required).

Failure to achieve the required standard to pass the course leads to referral.

The participant will be informed (discreetly) of this decision by the Senior or Associate Trainer. The discussion will take the form of advice and support with the person being encouraged to pursue further training as soon as can be arranged.

The commissioning organisation will be informed – usually this would be in the form of a letter or email to the participant's line manager. It will include:

- the areas in which they have failed to provide evidence of competence
- actions that can be taken to enable them to achieve evidence
- implications re competence and working with e.g. people with behaviours of concern

NB Any consequent implications on the person's employment are not the responsibility of Sherwood Training. However, the employer is responsible in ensuring the health, safety and well-being of its employees and service users in accordance with health and safety law and regulations.

13. Affiliate Organisation's Responsibilities for Associate (In-House) Trainers

The responsibilities of the affiliate organisation in respect of their own in-house/Associate Trainers are:

- to maintain a record of all who are permitted to train
- require trainers to keep records of all training
- ensure a regular and systematic audit of training records
- ensure trainers update skills every 12 months by attending a trainer refresher course
- ensure trainers comply with all of the requirements set out in the RRN Training Standards 2019 (2021, v.1.3) in respect of their qualifications, experience and CPD (Continuing Professional Development)
- to provide supervision relating to the role of Associate Trainer
- provide sufficient time during normal working hours for pre-course and post-course administration (we recommend 2hrs pre-course preparation and 3hrs post-course administration)
- provide the necessary equipment and resources to deliver the training
- provide suitable venues that are risk assessed as suitable by the Associate Trainer
- a suitable insurance policy covering the teaching of physical intervention skills to staff by Associate Trainers (employees of the Affiliate Organisation)

14. Record Keeping and Audits

Sherwood Training keeps records relating to all training delivered. These records are stored securely, administered in accordance with its Data Protection Policy. Records are audited annually to ensure they are complete and accurate.

Affiliate Organisations who employ in-house Associate Trainers have the responsibility for ensuring training records are kept up to date and accordingly ensuring there is an audit process in place. Sherwood Training will provide copies of its own auditing tool for this purpose on request.

15. Refresher Training

Staff must attend as a minimum requirement, annual refresher training in order to maintain their certification. Failure to attend a refresher course in effect means that the person concerned can no longer safely practice physical skills.

The maximum permissible time between refreshers is 12 months.

Failure to attend a refresher course within 12 months will result in the person having to attend a full training course.

Please note: Under health and safety legislation, it is the employer's responsibility to ensure the ongoing competency of their employees in the skills required to maintain their health and safety and their duty of care. Accordingly, the employer must make a decision as to whether annual refreshers are sufficient for this purpose. If not, more frequent refresher periods must be set in order to ensure that the necessary requirements are met.

16. Trainers Qualifications

Any Trainer delivering Sherwood Training in Positive Behaviour Support and Physical Interventions must hold a current qualification to teach the relevant level approved by Sherwood Training & Consultancy Services.

Trainers should have a minimum experience of 2 years working in a relevant setting where the safe management of behaviours of concerns and use of physical interventions forms part of that experience.

Trainers hold (or are working towards) a relevant adult education teaching qualification e.g. C&G 730, ENB 998, PTLLS.

Trainer should hold a current valid first aid qualification relevant to their role in delivering training.

Senior Trainers employed by Sherwood Training comply with all of the requirements set out in RRN Training Standards 2019 (2021, v.1.3).

17. Senior Trainers

Senior Trainers are those employed directly by Sherwood Training to deliver its RRN approved, BILD-ACT/UKAS certified programmes. They may work as direct employees or freelance consultants. In addition to the requirements set out in the RRN Training Standards 2019 (2021, v.1.3) - Trainer's Qualifications.

With the exception of the Directors, all senior trainers will be employed on the basis of appropriate qualifications and **2 satisfactory references**, one of which is from a former (or current) employer. These are retained by Sherwood Training in the individual's personnel file.

All Senior Trainers must participate in an **annual 2-day refresher** to ensure that their physical skills are consistent and accurate and that they maintain the necessary skills to teach the skills effectively. The refresher will also cover any relevant changes to the training materials (theoretical content), legislation and guidance.

Senior Trainers will be **formally observed** delivering training at least once a year by a Company Director. The Senior Trainer's performance will be assessed and recorded using the *Senior Trainer Observations* form. They are given feedback from the Director and a copy of the record of observations. The record will be stored in their personal file.

Senior Trainers will be provided with regular **supervision** by a Director - at least once every six months. The supervision will be conducted in accordance with *Trainer's Supervision Form*. Supervision records are kept in the trainer's personal file.

Senior Trainers will be expected to attend **quarterly team meetings** with all of the Senior Trainers and Directors present. Minutes of the meetings are disseminated to all present and kept on file at Sherwood Training's offices.

Directors who also function as Senior Trainers will also need to comply with the above requirements. However, observations and supervisions will be conducted on a peer-to-peer basis i.e. the Directors will function as assessors/supervisors for each other.

18. Quality Assurance

Approval under the RRN scheme in itself provides a significant degree of quality assurance in respect of the training. Nevertheless, it is essential that Sherwood Training has in place measures to ensure that its training courses and the delivery of its courses are subject to measures that maintain high standards and adherence to the RRN Training Standards 2019 (2021, v.1.3). It is also our commitment to seek continual improvement to the services we offer to our customers.

- **Trainer's Qualifications** – Sherwood Training will ensure that all trainers (Senior and Associate Trainers) are suitably qualified in accordance with the RRN Training Standards 2019 (2021, v.1.3)
- **Continued Professional Development** – All trainers (Senior and Associate Trainers) are expected to complete at least 2 days CPD activity every year. A record of CPD is kept by Sherwood Training for all trainers.
- **Training Observations** – We aim to observe Senior Trainers delivering training in situ on an annual basis. Affiliate Organisations will receive one training observations visit each year. Over time we aim to observe ALL Associate Trainers delivering training in situ.
- **Supervisions** – Senior Trainers receive formal supervision once every six months (for Director, this takes the form of peer supervision). It is expected that Affiliate Organisations offer supervision to Associate Trainers at least once every six months. Trainer's Supervisions are conducted according to the pro forma provided by Sherwood Training.

- **Annual Refreshers** – Senior Trainers attend a 2-day refresher workshop each year led by the Directors. Associate Trainers must attend an annual 1-day Trainer Refresher Course facilitated by Sherwood Training.
- **Course Evaluation and Feedback** – Sherwood Training will ensure that each course delivered provides participants with the ability to complete evaluation and feedback at the end of each programme. Sherwood Training have set up an online service with *CourseCheck* for this purpose. CourseCheck is used by both Senior and Associate Trainers and reflects feedback across all services using its training.
- **Annual Feedback from Commissioning Organisations** – One month prior to the annual review meeting to review the TNA and progress against Restraint Reduction Plans, Sherwood Training will email the Commissioning Manager for feedback from an organisational point of view.
- **Annual Review Meeting with Commissioning Organisations** – Each year a Senior Trainer from Sherwood Training will meet with the Commissioning Manager to review the TNA and make any necessary changes/adjustment. This in turn will inform any changes to the training delivered across the organisation. There will also be a discussion of progress against restraint reduction plans supported by the availability of data from the organisation. Sherwood Training are committed to offering advice and support to Commissioning Organisations towards restraint reduction.
- **Independent Risk Assessment of Physical Skills** – All the physical skills (breakaway and restrictive physical interventions) are subject to an independent risk assessment by Browns Health & Safety consultancy. The risk assessment is reviewed and updated every 2 years. It is next due for review in October 2023 and every two years thereafter.
- **Responding to Feedback and Evaluation Data** – Whenever issues come to light that require urgent attention, these will be addressed by the Directors within as short a time-scale as practicably possible. Otherwise, all data relating to feedback will be formally reviewed by the Directors on annual basis which will be used to create an action plan to bring about changes aimed at continual improvement of Sherwood Training's services and training materials. This annual review will be scheduled for January each year commencing January 2020.

19. Checking First Aid Training Status for Level 3 (RPI) Training

All staff involved in the application of restrictive physical intervention procedures should possess an appropriate qualification in first aid that includes immediate life support training.

Senior and Associate Trainer's delivering Level 3 Restrictive Physical Intervention (RPI) training must check the first aid training status of all of the participants. The Course Registration Form asks participants to indicate whether they have a current first aid qualification including basic life support (CPR). When checking the form, Trainers need to be satisfied that the participants have the appropriate qualification. In principle, staff without an appropriate first aid

qualification should not be taught to use RPI and should be asked to leave the course or at the very least should be excluded from the RPI training and referred for further training pending completion of an appropriate first aid qualification.

The Training Agreement states that services whose staff are to be trained in restraint should have undertaken a detailed risk assessment of first aid/life support training requirements, which takes account of the risk profiles of techniques being taught to their staff (standard 4.4.3) and, if trainers are satisfied that this level is met, they may train staff without a First Aid Qualification on the understanding that there is an appropriate level of first aid/life support training within the service/organisation.

The decision to exclude a participant from RPI training for this purpose should be communicated to their line manager as part of the referral process.

20. Trainer's Access to Information Appropriate to the Specific Course

All courses, particularly those that teach RPI (Level 3) are tailored to the organisation and staff group. The slide shows will refer to the specific organisational policies and procedures, recording and assessment forms and the specific needs of the population served. The trainer delivering the course must have access to the original documents.

One of the most important documents that must be in the possession of the trainer are the **Risk Assessments** relating to the use of RPI on any person using the relevant service at risk of being subject to RPI. They should be held in anonymised form and protected under the principles of Data Protection law and the GDPR. This information must be provided by the commissioning organisation.

Trainers must outline the risks of the application of RPI in respect of the population that the course participants work with both in general terms but also with reference to specific risks. The risks extend beyond the physical health risks and include psychological risks and the impact of trauma where it is identified as relevant to the person(s).

21. Senior Trainer's Responsibilities for Emergency First Aid

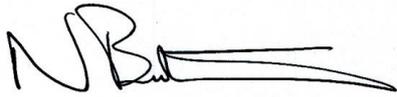
All Senior Trainers hold current Emergency First Aid at Work Qualifications which include life support training appropriate to their role. Sherwood Training is responsible for ensuring these qualifications are maintained. Free-lance trainers fund their own training in First Aid and if their certification lapses their ability to deliver physical skills training will be suspended until such a time as they have attended a suitable course.

All training venues are subject to a Venue Risk Assessment – as such a venue is only considered 'safe' if there are appropriate First Aid Facilities available on site.

All Senior Trainers carry a basic portable First Aid kit as part of their training equipment. It is the Trainer's responsibility to ensure that they are kept in date and report the need for replacement kits to the Training Manager or Director.

All Senior Trainers will have in their possession a mobile telephone that is switched on (set to silent during training delivery) at all times so that they can be used in the event of an emergency where for example there might be the need to call an ambulance.

Approved and implemented by:

A handwritten signature in black ink, appearing to read 'NB' followed by a stylized surname.

(Signature)

Nick Butcher (Name)

Director, Sherwood Training Limited

Date: 1st August 2022

NB This policy will be reviewed annually – more frequently if required by a change of circumstances or employment legislation.

Policy Review Schedule:

Review Date	Notes (NB if the policy need updating, include target date for implementing a replacement)	Outcome (<u>Approved</u> or <u>Update</u> <u>Required</u>)	Reviewed by: (Name and designation)	Signature:

Please note: This policy will remain active until replaced with an updated policy approved by a company Director.

