



## **Due Diligence Statement for Training**

MR Safety Training is an independent training provider delivering a range of Health & Safety training to Schools, Nurseries, Childminders, Private businesses and Community groups. Established in 2006, MR Safety Training has become a highly reputable training provider and the preferred choice for a lot of organisations in the Yorkshire area.

### **Affiliations**

MR Safety Training, for a number of years, has been a member of National and International Ofqual approved awarding bodies and trade associations. These bodies are Highfield Awarding Body for Compliance (HABC), Chartered Institute of Environmental Health (CIEH) and Association of First Aiders (AOFA). To become members of these, strict requirements must be met and regular external audits are conducted. These requirements include:

- Ensuring all trainers are suitably qualified
- Making sure trainers are kept up to date with regulatory changes
- Having appropriate and effective policies and procedures in place
- Implementing and maintaining quality assurance systems
- Meeting requirements of external audits

### **Qualifications**

All courses delivered through MR Safety Training meet the guided learning hours as set by the previously named awarding bodies, the Health & Safety Executive and the Department for Education (DfE). Certification for these courses can be provided through MR Safety Training or an Ofqual approved awarding body. This is decided by the customer following their own assessment of needs. Certificates are sent to the customer once the course has been completed, and details are kept on file for auditing purposes, and replacement certificates can be issued if requested.

### **Learner Assessment**

Before a course takes place, the customer is required to undertake an assessment of needs of the learners attending, and any learning difficulties highlighted can be accommodated in the training. Whether this mean different coloured handouts, slower pace of training, or less written / practical activities

### **Training Equipment**

All training equipment used reflects current industry practice at the time of training. Equipment is inspected regularly and maintained to a sufficient and safe standard. Records are kept to reflect this, and this is audited by previously named awarding bodies during Quality Assurance visits.



## **Insurances**

MR Safety Training continues to hold extensive insurance to reflect its image of a credible training provider.

- This is: -
- Public Liability £5,000,000
  - Professional Indemnity £5,000,000
  - Product Liability £5,000,000
  - Employers Liability £10,000,000

## **Risk Assessments**

Before a proposed venue is used to deliver training in, a concise risk assessment is undertaken; hazards are identified and suitable controls are taken to minimise injury/discomfort as much as possible to anyone involved during the training session. This is also repeated before any training session, and findings are recorded for auditing purposes.

## **Trainers**

Before a trainer is allowed to conduct any training for MR Safety Training, they undertake a selection and interview process. Part of this process is ensuring they are suitably qualified and their competencies are up to date to reflect current practice. Their training is quality monitored and checked to ensure their training style and content are a suitable reflection for MR Safety Training. All trainers are required to hold an enhanced DBS and trained in Health & Safety which is regularly refreshed. As a reputable training provider, MR Safety Training ensures that all training resources used, the content delivered on a course, and the manner in which this is delivered in is suitable, appropriate, professional and with integrity. This is continually monitored through customer feedback and quality monitoring training performance.

## **Training Assurance**

To be able to gain certification, each learner is required to meet various competencies and is assessed continuously by the trainer through Q&A and observation. If the course is a practical course such as First Aid, trainers are required to assess each learner against a recorded list of competencies. If a learner fails to achieve this to a required standard, they cannot gain certification and must retake the whole course.

For other courses such as Health & Safety or Food Safety, a test is conducted and answers to set questions are recorded. These are then marked by a nominated external source, and results are communicated to the customer shortly after the course is completed.

## **Refresher Training**

Following each course, MR Safety Training holds the training records on file, should the customer want replacement certificates and for external auditing purposes. Shortly before a certificate expires, the customer is contacted to organise appropriate refresher training. This ensures training does not expire and staff maintain their competency at work.

## **Recognition**

MR Safety Training continues to receive very positive feedback and testimonials from numerous customers, and has been the preferred provider for First Aid training for various Local Authorities. MR Safety Training received the Netmums award in 2014 for the best Paediatric First Aid training provider in Leeds and the surrounding area.