

SIA Training Safety Brief

Course Title: _____

Location: _____

Trainer Name: _____

Date: _____

1. Purpose of the Safety Brief

To ensure that all learners are aware of health and safety procedures, emergency arrangements, and expected behaviours during the training, in accordance with SIA licensing requirements and the Health and Safety at Work Act 1974.

2. Health and Safety Overview

- Fire Exits: Point out the nearest fire exits. Fire drills are announced in advance— evacuate calmly if the alarm sounds.
- First Aid: The nearest trained first aider is [Name]. First aid kit is located at [Location].
- Toilets: Located [Location]. Please inform the trainer if you need extended access for medical reasons.
- Accidents: All incidents must be reported immediately to the trainer or venue staff.

3. Rules of Conduct

- No physical contact unless instructed under controlled scenarios (e.g. physical intervention training).
- No weapons, drugs, or alcohol allowed. Anyone under the influence will be removed.
- Respect is expected at all times—towards trainers, staff, and fellow learners.
- Mobile phones should be on silent and not used during training unless authorised.

4. Emergency Procedures

- In case of fire or evacuation: Leave belongings and proceed to the assembly point.
- Do not use lifts in an emergency.
- Trainer will take a register once the group reaches the designated area.

5. Welfare and Inclusion

- If you have any learning difficulties, disabilities, or language barriers, please inform the trainer confidentially.

- Adjustments will be made where possible to support your participation. -

Safeguarding concerns can be reported directly to the course leader or designated safeguarding officer.

6. Acknowledgement

I confirm I have listened to and understood the safety briefing and will comply with all health and safety requirements during training.

Name (Print): _____

Signature: _____

Date: _____