



Health and Safety Policy

Kate's Training CIC

1. Health and Safety Statement

At **Kate's Training CIC**, we are committed to ensuring that the health and safety standards required by UK regulations are met. This policy applies to everyone who works, volunteers or is involved with our services.

2. Policy Commitments

- Prevent accidents and incidents during our services.
- Manage health and safety risks related to our services.
- Provide clear instructions and information, and adequate training, to ensure that employees and volunteers are competent to do their work. This will include contracted trainers.
- Provide personal protective equipment during our classroom sessions, unless training takes place at a client's site and the client provides the required PPE.
- Prevent work-related ill health, including physical health and mental wellbeing.
- Consult our employees and volunteers on matters affecting their health and safety.
- Provide and maintain a safe environment.
- Carry out risk assessments at venues before training and act on the risks and hazards identified in our reports.
- Ensure that all equipment used during our services and training meets applicable health and safety requirements.
- Follow safe procedures, including those relating to fire safety and manual handling.
- Maintain safe and healthy working conditions.
- Implement emergency procedures, including evacuation in case of fire or another significant incident.
- Take measures to prevent infection and reduce the spread of infection and illness.
- Follow the HSE regulations listed at <https://www.hse.gov.uk/legislation/>.
- Keep records of any accidents or incidents that occur during our services, in line with the Data Protection Act 2018.
- Report any dangerous occurrence under RIDDOR, where required.

Review and revise this policy every 12 months and whenever necessary.

3. Policy Implementation

- We will check our equipment regularly, including first aid supplies, dressings and other protective equipment, and monitor expiry dates.
- We will replace any damaged equipment as soon as possible.
- We will replace the 'lungs' from our CPR training after each session.
- We will provide sanitising wipes or hand gel to help prevent infections.
- We will complete a venue checklist before each training session. Clients are responsible for ensuring that the venue is suitable for training, including having clearly marked fire exits and accessible toilet facilities. If the venue does not meet the checklist criteria, the training will be cancelled, and no refund will be given. The venue checklist will be made available to clients before the course.
- We will take all reasonably practicable control measures to protect the health and safety of our service users.

Kate's Training CIC is a community interest company limited by guarantee registered in England and Wales (Registration number 15816406).



- We will ensure that all staff and volunteers complete Induction Training, including Health and Safety Training.
- The Health and Safety lead will have Level 3 qualification in Health and Safety.

4. Definitions

- **Accident** – an undesired, unplanned incident resulting in ill health, death, injury or damage to property.
- **Incident** – an event that does not result in harm or damage but has the potential to cause injury, ill health, damage to property or harm to the environment.
- **Dangerous occurrence** – specific, reportable adverse events, as defined in the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR).
- **Risk** – the likelihood that a hazard will cause harm or injury and the severity of that harm.
- **Hazard** – a situation, item or behaviour that has the potential to cause harm or injury.
- **Control measures** – any action that can help to reduce or eliminate the hazard.

5. Legal and Regulatory Framework

This policy has been drawn up with reference to legislation, policy and guidance intended to protect children, young people and vulnerable adults in England. The following list of legislation is not exhaustive:

- The Health and Safety at Work Act 1974 – known as HASWA, HASAWA or HSE 1974
- The Management of the Health and Safety at Work Regulations 1999.
- The Health and Safety (First Aid) Regulations 1981.
- Manual Handling Operations Regulations 1992.
- Working together to reduce Stress at Work 2004.
- Display Screen Equipment (DSE) Regulations 1992.
- Provision and Use of Work Equipment Regulations 1998.
- The Safety Representatives and Safety Committees Regulations 1977.
- The Health and Safety (Consultation with Employees) Regulations 1996.
- Personal Protective Equipment (PPE) Regulations at Work 1992.
- The Electricity at Work regulations 1989.
- Control of Noise at Work Regulations 2005.
- COSHH – Working with Substances Hazardous to Health.
- Dangerous Substances and Explosive Atmospheres Regulations 2002 – known as DSEAR.

A summary of the key legislation and guidance is available from: <https://www.hse.gov.uk/legislation/> .

6. Health and Safety Arrangements

- **Risk assessment** – We will complete relevant risk assessments, take appropriate action and review the assessments whenever working practices or conditions change. We will be completing/actioning Risk Assessment prior to each event.
- **Venue checklist** – we will complete before each regulated training and Mini Medics.
- **Training** – All staff, contractors and volunteers will complete Level 1 health and safety training unless they already hold an equivalent health and safety qualification.
- **Consultation** – We will consult staff and volunteers routinely on health and safety matters as they arise and formally when we review health and safety.
- **Evacuation** – We will ensure that escape routes are clearly identified and kept clear at all times.
- **First aid** – A suitably qualified first aider, including paediatric first aid cover where required, will be available during our activities.
- **Record keeping** – We will retain records of serious accidents and incidents for 10 years and records of minor incidents requiring only basic first aid, such as a plaster, for 12 months.



7. Reporting Timeframe

Please report all incidents and accidents to the Health and Safety Officer immediately. If a minor accident occurs during one of our events or training sessions—for example, where only a plaster is required—please report it immediately after the event or session. Please ensure that the Accident report has been filled in.

8. Supporting Documents and Policy Review

The Health and Safety Officer for our organisation is Kate Gorski. All directors are involved in health and safety matters within our organisation. The policy should be read alongside other policies and will be reviewed every 12 months from last review date and as- and when required.

Policy owned and approved by	Board of Directors at Kate's Training CIC
Policy team	K. Gorski, K. Metcalfe, D. Gorski, E. Adelakun
Main contact and Health and Safety Officer	Kate Gorski, kate@katestraining.uk , 01617062276, 07362512257
Effective date	1 st September 2026
Next review	1 st September 2027, or as and when required
First Aid team	First Aider (Advanced): Kate Gorski kate@katestraining.uk First Aider (Adults and Paediatric): Claire Ramsdale First Aider (Emergency): Kimberly Howard First Aid Appointed Person: Shifa Iqbal First Aider for Mental Health: Kate Gorski kate@katestraining.uk
Health and Safety Leads	Kate Gorski, kate@katestraining.uk Damian Gorski, damiangorski.katestraining@gmail.com Eniola Adelakun, eniolaadelakun.katestraining@gmail.com
Applies to	Everyone who is involved in- and with our services