



Kate's Training CIC

Health and Safety Policy

1. Health and Safety Statement

At **Kate's Training CIC** we are committed to ensure, that Health and Safety Standards according to UK regulations are met. This policy applies to everyone, who works within our organisation, including directors, staff, volunteers and contractors.

1.1 Our health and safety policy is to:

- 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 they are at client's sites and clients are providing own 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 safe environment.
- Carrying out risk assessments at the venues before our training and acting upon risks and hazards identified in our reports.
- Ensure that our equipment, which we use during our services and training, meets the criteria of Health and Safety Regulations.
- Ensure following safe procedures, including fire safety and manual handling.
- Maintain safe and healthy working conditions.
- Implement emergency procedures, including evacuation in case of fire or other significant incident.
- We will take measures to prevent infection and spreading infection and illness.
- Following HSE regulations stated in: <https://www.hse.gov.uk/legislation/>
- Keep record of any Accidents/Incidents that occurred within our services in line with the Data Protection Act 2018.
- Report any dangerous occurrence to RIDDOR.
- Review and revise this policy every 12 months and as and when needed.

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1.2 We are going implement the policy into our work and services. In particular:

- We will check our equipment on regular basis, e.g. First Aid Equipment, including dates of the dressing and other protective equipment.
- We will replace any damaged equipment ASAP.
- We will replace the 'lungs' from our CPR training after each session.
- We will provide sanitary wipes and hand-gel to prevent infections.
- We will carry out a venue checklist before each training. Clients are responsible for making sure, that the venue is suitable for the training, e.g. there are clear fire exit signs or toilet. If the criteria of the Venue Checklist are not met, training will be cancelled, and no refund given. The Venue Checklist will be available to clients before the course.
- We will take any control measures that we can, to ensure Health and Safety for our service users.
- We will ensure that all our staff and contractors receive a training Health and Safety Level 1 Training or relevant training prior to working unless they already holding similar qualification.

1.3 Definitions

- **Accident** – undesired, unplanned incident resulting in ill health, death or damage to a person or damage to a property.
- **Incident** – a potential for an accident, an event that has not resulted in harm or damage, but has a potential to cause harm, injury, ill-health to a person or damage to a property or environment.
- **Dangerous occurrence** – specific, reportable adverse events, as defined in the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR).
- **Risk** – a risk means, how likely hazard is to cause harm or injury.
- **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.

1.4 Legal framework

This policy has been drawn up on the basis of legislation, policy and guidance that seek to protect children, young people and vulnerable adults in England. List of legislation (not definite):

- 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.

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- 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/> .

2. Arrangements for Health and Safety

- **Risk assessment** - We will complete relevant risk assessment and take action and we will review risk assessments when working habits or conditions change.
- **Training** – All our Staff, including Contractors and Volunteer will receive Health and Safety Level 1 Training unless they have already similar Health and Safety qualifications.
- **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 make sure, that the escape routes are well designed and kept clear at all times.
- **First Aid** – During our activities we will always have a qualified First Aider for both Adults and Children (Paediatric).
- **Keeping files** - We will keep data of serious accidents/incidents for 10 years and smaller ones, where just a plaster is required for 12 months.

3. Supporting documents

Person responsible for Health and Safety within our organisation:

Kate Gorski, email: kate@katestraining.uk, phone 07362512257 or 01617062276.

Our First Aid Team - Nominated First Aiders during our services:

First Aider (Advanced): Kate Gorski

First Aider: Omar Hamad Omar

First Aider for Mental Health: Kate Gorski

Should you have any Health and Safety related questions or concerns that arise during our training, please contact the number or email above.

This policy should be read alongside our other organisational policies and will be reviewed every 12 months from the approval/last review date and as and when required. **Policy Team:** Kate Gorski, Damian Gorski, Katherine Metcalfe. **Policy reviewed** on 25/12/2025.

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