



**kenttrainers**  
benefiting your business with quality training

## Health & Safety Policy and Procedures

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26 February 2014

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**26 February 2014**

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Policy Review date.

This policy will be reviewed by: 31 January 2016

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Tel: 01892 836110

[www.kenttrainers.co.uk](http://www.kenttrainers.co.uk)

[info@kenttrainers.co.uk](mailto:info@kenttrainers.co.uk)

A Limited Company, number 05830872  
Athelbrae House, 10 Linnet Avenue, Paddock Wood, Kent, TN12 6XQ, England

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## Kent Trainers: Health & Safety Policy

*This is our statement of policy for health and safety, in accordance with our duties under the Health and Safety at Work Act 1974*

A nominated Director is designated as the **Director responsible for Health & Safety** at board level and is responsible for producing a Health & Safety Policy and procedures. This Director, with the other directors, will ensure that we meet our responsibilities to our directors, associates, trainees, visitors and anyone else who might be affected by our activities.

### **General Safety Policy**

Kent Trainers will ensure, so far as it is reasonably practicable, the health, safety and welfare at work of our directors, associates, trainees, visitors and others who may be affected by our activities.

At present, Kent Trainers does not conduct any activities that we consider to be high risk; our activities do not involve hazardous materials or specialised machinery.

We will comply with all relevant statutory requirements and codes of practice and will, so far as is reasonable practicable:

- Conduct a full risk assessment of the venues we use and the activities we supervise (with the exception of venues provided or procured by our clients for in-house training)
- Provide and maintain a safe working environment which is free from risks to health and conducive to the welfare our directors, associates, trainees, visitors and others who may be affected by our activities
- Eliminate any potential hazards arising from our activities, and reduce to a minimum any risk to health and safety which may remain
- Plan and conduct our activities to minimise the exposure of members of the public to risks to their health and safety
- Provide clear processes for the assessment and mitigation of risks, and incident management and effective communication of these processes to our directors, associates, trainees, visitors and others who may be affected by our activities

This Policy will be formally reviewed by Kent Trainers at 24 month intervals or less.

## **Health & Safety Pre-emptive Procedure Section 1: Kent Trainers' Administrative Responsibilities**

**In liaising with our venues, Kent Trainers' will,**

**Prior to committing to any new venue:**

- Conduct a formal risk assessment of the venue
- Put all concerns to the venue management
- Confirm that the venue will always have a qualified first aider on site
- Evaluate the responses of the venue management
- Make a positive decision as to the acceptability of all outstanding risks
- Retain a record of all correspondence

**Subsequent to booking a new venue:**

- Establish who at the venue has responsibility for Health and Safety
- Lodge with the venue a Kent Trainers Accident Record Book and inform them of our procedures

**Periodically:**

- Conduct a risk review with the venue management to update our risk assessment, address any concerns and ensure that our Accident Record Book remains readily accessible

**In liaising with our trainers, Kent Trainers' will,**

**Prior to any booking:**

- Notify the trainer of our Policy and Procedures
- Ensure that the trainer is ready to work within our Policy and Procedures
- Secure a formal commitment that the trainer has £2 million or more of Public Liability Insurance

**Subsequent to any booking:**

- Notify the trainer of the principal contact at the venue and of any specific risks or procedures pertaining to that venue

**Periodically:**

- Check that the trainer has up-to-date insurance and a current copy of our H&S Policy and Procedures

## Health & Safety Pre-emptive Procedure Section 2: On-site Responsibilities of the Trainer

### On arrival, the trainer will:

- Make contact with the venue management and introduce her/himself as the Kent Trainers trainer
- Conduct a visual inspection of access ways to the training rooms and any other areas that delegates may use
- Familiarise her/himself with recommended escape routes and the venues procedures in the event of fire or other hazards
- Inspect the training rooms for any hazards and, with the assistance of the venue management, address those hazards to mitigate them  
Please see the Annex to this document: Health & Safety: Principal Risks
- If the trainer is not satisfied that the venues facilities represent a safe environment for the trainer or our guests, the trainer must contact the Kent Trainers office (01892 836110) to discuss alternative arrangements or the possible cancellation of the event

### At the start of each event, the trainer will:

- Inform guests of the venue's evacuation procedures
- Inform guests whether there is a planned test of the fire alarm due that day
- Inform guests of toilet facilities
- Alert guests to any minor hazards that, whilst we consider them reasonable, may require care  
(for example, Kent Trainers uses "character hotels" as venues for many events. Whilst all staircases have been assessed as safe, users may wish to take particular care)
- Inform guests to report any incident to the trainer irrespective of the seriousness

## Health & Safety Incident Procedure

### Stage 1: The Incident

- Any incident must be treated as serious until clear evidence indicates otherwise
- The trainer present should ask for the venue's first aider to be summoned immediately. The Trainer will be expected to actively offer the support of a venue first aider, no matter how trivial or insignificant and to act on the precautionary principle and insist upon it if in any doubt about the severity
- If in any doubt remains about the severity of any incident, the trainer will summon the emergency services
- The trainer will not, under any circumstances, discuss fault or liability for the incident

### Stage 2: Recording and Reporting the Incident

- All incidents must be recorded in the Kent Trainers Accident Record Book that is lodged at each of our venues
- The trainer should secure two (or more) photocopies of the incident record:
  - One copy should be given to each person directly involved
  - One copy should be sent as soon as possible to the Kent Trainers office
- Should a person feel that an accident should not be recorded, a note should be made on the form. That person should be asked to sign to this effect
- The trainer should contact the Kent Trainers office immediately following any incident
- In the event of any accident or incident occurring whilst an employee is entrusted to the care of Kent Trainers, we will advise the client at the soonest opportunity
- The Health & Safety Officer will notify our insurers at the soonest opportunity

### **Stage 3: Decision**

- The Kent Trainers Directors will assess the nature and implications of the incident as soon as possible and determine whether an investigation and formal report is required. In making their determination, they will have regard to:
  - Advice from our insurers
  - Any requests from our client
  - Their assessment of commercial or litigious risk
  - The possibility of gaining valuable learning from the incident
  - The possibility of negligent or ineffective response by a Kent Trainers representative or a representative of one of our venues
  - Any possibility of criminal action (which will also require immediate notification of the Police)

### **Stage 4: Investigation**

- The Kent Trainers Directors will appoint one of their number to investigate the incident (see Roles and Responsibilities)
- The investigating Director may:
  - seek witness reports
  - visit and inspect the site of the incident
- They will also liaise with our insurers and, as approved by our insurers, with the client and any person involved.

### **Stage 5: Formal Report**

- The formal report will be addressed to the Directors of Kent Trainers and be marked as ***Confidential***
- The report must be discussed and accepted by the Directors, although they may choose to accept, reject or defer any recommendations
- The Directors may require any Director with a direct involvement or conflict of interest to be absent from any discussion of the report
- The report will be made available to our insurers
- No part of the report may be divulged to any other third party without the approval of the Directors and of our Insurers

## Health & Safety Roles and Responsibilities

**Kent Trainers' directors and associates will have the following roles and responsibilities:**

<b>Role</b>	<b>Current Post-holder</b>
<ul style="list-style-type: none"> <li>• <b>Director responsible for Health &amp; Safety and our policy and procedures</b></li> </ul>	Richard Jones
<ul style="list-style-type: none"> <li>• Liaison with Kent Trainers' insurers</li> </ul>	Richard Jones
<ul style="list-style-type: none"> <li>• Liaison with Kent Trainers' venues, with principal responsibility for initial risk assessment</li> </ul>	Kate Merrin
<ul style="list-style-type: none"> <li>• Liaison with Kent Trainers' Associates, with principal responsibility to ensure associates are fully briefed on our Policy and Procedures</li> </ul>	Keith Merrin
<ul style="list-style-type: none"> <li>• Risk Assessment and remediation of Kent Trainers office environments</li> </ul>	Athelbrae House: Kate Merrin  Farhills: Richard Jones

**Kent Trainers' directors and associates will adopt the following ad hoc roles and responsibilities:**

<b>Role</b>	<b>Responsibility</b>
<ul style="list-style-type: none"> <li>• Decision on whether an incident investigation is warranted</li> </ul>	Kent Trainers Directors without a vested interest
<ul style="list-style-type: none"> <li>• Investigation of an incident and preparation of a formal report</li> </ul>	As appointed by Kent Trainers Directors
<ul style="list-style-type: none"> <li>• On site risk assessment prior to an event, and informing participants of local safety procedures</li> </ul>	Principal or Associate Trainer



## Health & Safety: Principal Risks

Principal Risks identified, and their mitigations are:

Risk	Mitigation
<ul style="list-style-type: none"> <li>Driving to venue</li> </ul>	<ul style="list-style-type: none"> <li>Kent Trainers will be mindful of the risks of overload and tiredness of our trainers in scheduling their commitments</li> <li>Trainers must take responsibility for their own driving practices, and mental and physical state</li> <li>We expect our guests Trainers to take responsibility for their own driving practices, and mental and physical state</li> </ul>
<ul style="list-style-type: none"> <li>Electrical hazard from computer/projection equipment</li> </ul>	<ul style="list-style-type: none"> <li>Ensure sockets or multi-plug adaptors are not overloaded.</li> <li>Visual inspection of all socket/plug/lead connections.</li> <li>Visual inspection of all electrical equipment.</li> <li>Kent Trainers will maintain our own equipment.</li> </ul>
<ul style="list-style-type: none"> <li>Trip hazard from trailing leads</li> </ul>	<ul style="list-style-type: none"> <li>Arrange furniture and equipment to minimise lengths of trailing leads.</li> <li>Request covers or mats from the venue.</li> </ul>
<ul style="list-style-type: none"> <li>Trip hazard at training venues</li> </ul>	<ul style="list-style-type: none"> <li>Visual inspection and report to venue management and, if response is too slow, to Kent Trainers office</li> </ul>
<ul style="list-style-type: none"> <li>Manual handling of large quantities of printed materials</li> </ul>	<ul style="list-style-type: none"> <li>Trainers are required to take care. There is never a need to carry heavy loads - trainers should consider: wheeled transport (trolleys, trucks), asking for assistance, breaking load into several journeys.</li> </ul>
<ul style="list-style-type: none"> <li>Bad weather affecting travel to or from the venue</li> </ul>	<ul style="list-style-type: none"> <li>In times of bad weather, the Kent Trainers office will evaluate weather reports and evaluate the advisability of calling off an event.</li> <li>Trainers should make contact with the office at first suspicion of dangerous conditions.</li> <li>If conditions change during the training day, trainers should consult with our guests and contact the office to discuss an early finish. If phones are inoperable, the trainer should use their own judgement.</li> </ul>
<ul style="list-style-type: none"> <li>Equipment blocking passage or access in or around training rooms</li> </ul>	<ul style="list-style-type: none"> <li>If Kent Trainers equipment or a guests belongings, see to its removal.</li> <li>If venue's belongings, report to venue management and, if response is too slow, to Kent Trainers office</li> </ul>

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<b>Risk</b>	<b>Mitigation</b>
<ul style="list-style-type: none"><li>• Fire doors wedged open</li><li>• Loose flooring</li></ul>	<ul style="list-style-type: none"><li>• Report to venue management and, if response is too slow, to Kent Trainers office</li><li>• Report to venue management and, if response is too slow, to Kent Trainers office</li></ul>

## Accident and Injury reporting sheet For use at In-house training events

Date of Accident/Injury: .....

Casualty Details:

Name: .....

Business Address: .....

.....

Postcode: .....

Telephone: .....

Accident/Injury details: Where and when did it happen?

Time .....

| Location (ie Training Room, break out room, refreshment area)

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Brief description of what happened:

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Signed: ..... Date .....

Print Name: .....

Name of Member of Staff (and position) within In house venue who was notified of the details of the accident

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Staff member signature responsible for premises

..... Date .....

Treatment given (ie First Aid, ambulance, none required or requested)

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Signature of First Aider (if applicable)

Signed: ..... Date .....

Print Name: .....

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**Please provide:**

- one copy of this form to the person involved,
- one copy of this form to the venue, and
- return the original to the Administration Director, Kent Trainers Ltd, 10 Linnet Avenue, Paddock Wood, Kent, TN12 6XQ.

Please also call the Kent Trainers offices (01892 836110) immediately, to notify the Administration Director of any incident that has occurred.