



Creative Consulting and Training Ltd

Health & Safety Policy

Version: 2026

Approved by: Olushola Isaac, Director

Review Frequency: Annually

Next Review Date: April 2027

1. Purpose

Creative Consulting and Training Ltd is committed to providing and maintaining a safe, healthy and secure working environment for all employees, associate trainers, consultants, contractors, learners, clients, visitors and other persons who may be affected by our activities.

We recognise that effective health and safety management is fundamental to delivering high-quality training, consultancy and business services. We are committed to preventing work-related injury and ill health, reducing risks so far as is reasonably practicable, complying with applicable health and safety legislation, and continually improving our health and safety performance.

This policy provides the framework for managing health and safety across all areas of our organisation.

2. Scope

This policy applies to:

- All employees of Creative Consulting and Training Ltd.
 - Associate trainers, consultants and contractors working on our behalf.
 - Learners attending our classroom, virtual and workplace-based training.
 - Clients, visitors and delivery partners.
 - All business activities, including training delivery, consultancy, coaching, administration, marketing and corporate services.
 - All premises and locations where our services are delivered, including offices, client sites and training venues.
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3. Our Health & Safety Commitments

3.1 Legal Compliance

We will:

- Comply with the Health and Safety at Work etc. Act 1974, the Management of Health and Safety at Work Regulations 1999, and all other applicable health and safety legislation.
 - Keep up to date with changes in legislation and recognised good practice.
 - Maintain appropriate health and safety arrangements that reflect the nature and scale of our operations.
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3.2 Safe Working Environment

We will:

- Provide and maintain safe places of work.
 - Ensure safe systems of work are implemented.
 - Identify workplace hazards and reduce risks so far as is reasonably practicable.
 - Provide suitable equipment that is maintained in a safe condition.
 - Ensure appropriate personal protective equipment (PPE) is available where required.
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3.3 Risk Assessment

Training Creatively will:

- Carry out suitable and sufficient risk assessments for work activities.
 - Review risk assessments regularly or following significant changes.
 - Implement appropriate control measures to eliminate or reduce risks.
 - Communicate relevant findings to affected employees, contractors and associates.
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3.4 Training, Information and Competence

We will:

- Provide appropriate health and safety induction for new employees.
- Deliver role-specific health and safety training where required.



- Ensure employees, trainers and contractors understand their health and safety responsibilities.
 - Maintain appropriate records of training and competence.
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3.5 Health, Safety and Wellbeing

Training Creatively recognises that employee wellbeing contributes to a safe and productive workplace.

We will:

- Promote physical and mental wellbeing.
 - Encourage open communication regarding health and safety concerns.
 - Support a positive working environment where risks to health and wellbeing are appropriately managed.
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3.6 Emergency Preparedness

We will maintain appropriate arrangements for responding to emergencies, including:

- Fire safety procedures.
- Emergency evacuation arrangements.
- First aid provision.
- Accident and incident response.
- Business continuity arrangements where appropriate.

Emergency procedures will be communicated to employees and other relevant persons.

3.7 Accident Reporting and Investigation

We will:

- Record all accidents, incidents and near misses where appropriate.
 - Investigate incidents to identify root causes.
 - Implement corrective actions to reduce the likelihood of recurrence.
 - Report incidents in accordance with applicable legal requirements, including RIDDOR where relevant.
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3.8 Consultation and Communication

Training Creatively is committed to consulting employees and associates on matters affecting health and safety.

We will:

- Encourage employees to report hazards and unsafe conditions.
 - Provide appropriate channels for raising health and safety concerns.
 - Share relevant health and safety information throughout the organisation.
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3.9 Contractors, Trainers and Visitors

We expect all contractors, associate trainers, consultants and visitors to:

- Comply with applicable health and safety requirements.
 - Follow site-specific safety arrangements where applicable.
 - Report hazards, incidents or unsafe conditions immediately.
 - Cooperate with reasonable health and safety instructions.
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3.10 Continuous Improvement

Training Creatively is committed to continually improving our health and safety performance by:

- Monitoring health and safety performance.
 - Reviewing incidents and lessons learned.
 - Reviewing risk assessments.
 - Conducting workplace inspections where appropriate.
 - Updating policies and procedures in response to legislative or organisational changes.
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4. Roles and Responsibilities

Directors

The Directors will:

- Approve this policy.
- Demonstrate leadership in health and safety.



- Allocate appropriate resources to implement this policy.
 - Review health and safety performance regularly.
 - Ensure suitable arrangements are in place for managing health and safety risks.
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Managers and Team Leaders

Managers will:

- Promote a positive health and safety culture.
 - Ensure safe working practices are followed.
 - Monitor compliance with this policy.
 - Investigate health and safety concerns promptly.
 - Ensure employees receive appropriate information, instruction and supervision.
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Employees, Trainers and Associates

Everyone working on behalf of Training Creatively is responsible for:

- Taking reasonable care of their own health and safety and that of others.
 - Following health and safety policies and procedures.
 - Using equipment safely and responsibly.
 - Reporting hazards, accidents, incidents and near misses promptly.
 - Cooperating with health and safety arrangements implemented by the organisation.
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5. Monitoring

Training Creatively monitors health and safety performance through:

- Risk assessment reviews.
- Accident and near-miss reporting.
- Workplace inspections.
- Health and safety training records.
- Management review meetings.
- Feedback from employees, learners and stakeholders.

Performance findings are used to identify opportunities for continual improvement.



6. Related Policies

This policy should be read alongside our:

- Risk Analysis Process Summary
 - Accident Reporting and RIDDOR Procedures
 - Business Continuity Plan
 - Safeguarding Policy
 - Environmental & Sustainability Policy
 - Data Protection Policy
 - Whistleblowing Policy
 - Code of Ethics
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7. Communication and Review

This policy will be:

- Reviewed annually or sooner if legislation or business requirements change.
 - Communicated to all employees, associates, contractors and delivery partners.
 - Made available to clients and procurement authorities upon request.
 - Published on the Training Creatively website.
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Approved by


Olushola Isaac

Director

Creative Consulting and Training Ltd

Approval Date: 1 April 2026

Review Date: April 2027