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Safety Statement and Risk Assessments

Training, Coaching and Mentoring | 2026

Creative Consulting and Training Ltd

Document control	Details
Responsible person	Olushola Isaac, Director
Business address	Suite 156, Rosden House, 372 Old Street, London EC1V 9AU, United Kingdom
Applicable activities	Online training, phone coaching, one-to-one mentoring, classroom and client-site workshops; Cork County Council LEO Lot 02
Effective date	October 23, 2026
Approval	10/23/2026

1. Purpose and scope

This document sets out the health and safety arrangements and an initial activity-based risk assessment for Creative Consulting and Training Ltd's training, coaching and mentoring services, including the proposed delivery of Lot 02 business-management programmes for Cork County Council Local Enterprise Office. It complements the company Health & Safety Policy 2026 (approved 1 April 2026), Risk Analysis Process Summary and Accident Reporting and RIDDOR Procedures. It does not replace venue-specific assessments or legal advice.

It applies to employees, associate trainers, subcontractors, delegates and others who may be affected by work carried out online, at client premises, or in hired training rooms. Actual delivery locations, accessibility requirements, participant numbers and trainer arrangements must be checked before each engagement.

2. Safety statement and commitments

Creative Consulting and Training Ltd is committed to protecting the safety, health and welfare of staff, trainers, learners, clients and visitors so far as reasonably practicable. We will identify foreseeable hazards, assess the risks, implement proportionate controls, provide information and training, consult relevant workers, and review arrangements after incidents or significant changes. When delivering work in Ireland, the company will follow applicable Irish health and safety law and the safety rules of the host venue or client, as appropriate.

This draft is intended to support the preparation of a written safety statement under the Irish Safety, Health and Welfare at Work Act 2005, where applicable. The company must confirm its Irish legal obligations and whether additional local arrangements or competent-person review are necessary before approving it.

3. Responsibilities

Role	Responsibilities
Director / designated safety lead	Approve statement and assessments; allocate resources; confirm legal obligations; review incidents and corrective actions; ensure review and communication.
Delivery coordinator	Confirm venue arrangements, participant needs, emergency information, safe equipment, trainer briefing and documented pre-delivery checks.
Trainers / coaches / associates	Follow this statement and venue rules; check room and equipment; brief learners on safety; report hazards, near misses and incidents; stop unsafe activities and escalate.
Venue / host organisation	Confirm its own site rules, evacuation routes, first-aid provision, accessibility, facilities and local emergency contacts; coordinate with the training provider.
Learners / attendees	Follow reasonable safety instructions, report hazards and notify organisers of accessibility or support needs where they choose to disclose them.

4. Risk assessment method

Likelihood (L): 1 Unlikely, 2 Possible, 3 Likely. Severity (S): 1 Minor, 2 Significant, 3 Serious. Risk score = L × S: 1–2 Low; 3–4 Medium; 6–9 High. Ratings below are indicative assessments assuming the listed controls are in place, NOT evidence that checks have been completed. Re-score for each venue and activity. High risks require action before delivery; if not adequately controlled, postpone or change the activity.

5. Activity-specific risk assessments

5.1 Classroom / client-site setup

Hazard / affected	Controls / required verification
Slips, trips, obstructed exits, loose cables Affected: Trainers, learners, visitors	Pre-session walk-through; route cables safely; keep exits clear; check seating, lighting and floor conditions; report defects.

Indicative risk: 2×2=4 Medium → 1×2=2 Low after controls. Responsible: Trainer / venue contact.

5.2 Fire or other emergency

Hazard / affected	Controls / required verification

Delayed evacuation; unfamiliar building Affected: All attendees	Obtain venue emergency plan, exits, assembly point and alarm procedure; give brief opening safety information; ensure accessible evacuation support is arranged with venue.

Indicative risk: 2×3=6 High → 1×3=3 Medium after controls. Responsible: Venue contact / trainer.

5.3 First aid / illness

Hazard / affected	Controls / required verification
Delayed response to injury or sudden illness Affected: All attendees	Confirm first-aid arrangements and emergency contact numbers; provide prompt escalation; do not undertake treatment beyond competence.

Indicative risk: 2×3=6 High → 1×3=3 Medium after controls. Responsible: Venue contact / trainer.

5.4 Electrical / audiovisual equipment

Hazard / affected	Controls / required verification
Electric shock, overheating, trailing leads Affected: Trainers, learners	Use visually sound equipment; do not overload sockets; keep liquids away; follow venue electrical rules; remove defective items from use.

Indicative risk: 2×3=6 High → 1×3=3 Medium after controls. Responsible: Trainer / venue contact.

5.5 Ergonomics / screen work

Hazard / affected	Controls / required verification
Musculoskeletal strain, eye fatigue Affected: Trainers, online learners	Encourage appropriate workstation setup, screen breaks and movement; provide accessible formats; trainers assess their own workstation arrangements.

Indicative risk: 2×2=4 Medium → 1×2=2 Low after controls. Responsible: Trainer / coordinator.

5.6 Online delivery / remote coaching

Hazard / affected	Controls / required verification
Fatigue, stress, technical disruption, inappropriate online conduct Affected: Trainers, learners	Schedule breaks; share participation and behaviour guidance; use approved meeting platforms; offer alternative access or rescheduling if disruption occurs.

Indicative risk: 2×2=4 Medium → 1×2=2 Low after controls. Responsible: Trainer / coordinator.

5.7 One-to-one coaching / lone working

Hazard / affected	Controls / required verification
Personal safety, inappropriate conduct, isolated venue Affected: Trainers, participants	Use agreed professional venues or secure online channels; share meeting schedule with coordinator; agree check-in arrangements and escalation route; avoid isolated or unsuitable locations.

Indicative risk: 2×3=6 High → 1×3=3 Medium after controls. Responsible: Coordinator / trainer.

5.8 Accessibility and individual needs

Hazard / affected	Controls / required verification
Unsafe access, unsuitable facilities, inability to evacuate Affected: Learners, trainers	Invite access requests in advance; confirm step-free routes, seating, accessible toilets and evacuation assistance with venue; make reasonable adjustments.

Indicative risk: 2×3=6 High → 1×3=3 Medium after controls. Responsible: Coordinator / venue.

5.9 Travel to delivery sites

Hazard / affected	Controls / required verification
Road incidents, fatigue, adverse weather Affected: Travelling staff / associates	Plan realistic journeys; comply with road rules; avoid driving when fatigued; use remote delivery or reschedule where travel is unsafe.

Indicative risk: 2×3=6 High → 1×3=3 Medium after controls. Responsible: Travelling trainer.

5.10 Manual handling / room setup

Hazard / affected	Controls / required verification
Strain from moving training materials or furniture Affected: Trainers, venue staff	Avoid unnecessary lifting; use small loads or trolleys; request venue support for furniture; do not move heavy items without safe arrangements.

Indicative risk: 2×2=4 Medium → 1×2=2 Low after controls. Responsible: Trainer / venue.

5.11 Infection / communicable illness

Hazard / affected	Controls / required verification
Transmission in shared rooms Affected: All attendees	Promote hand hygiene and appropriate ventilation; follow current local public-health guidance; provide remote alternatives where practical.

Indicative risk: 2×2=4 Medium → 1×2=2 Low after controls. Responsible: Venue / coordinator.

5.12 Work-related stress / difficult interactions

Hazard / affected	Controls / required verification

Distress, harassment or aggressive behaviour Affected: Trainers, learners	Set conduct expectations; allow breaks; provide confidential escalation; stop a session if necessary; report concerns under company policies.

Indicative risk: 2×2=4 Medium → 1×2=2 Low after controls. Responsible: Trainer / coordinator.

6. Delivery-stage safety checks

Before each course, the coordinator/trainer should record the date, venue/platform, trainer, approximate group size and the result of the following checks:

☐ Venue fire exits, alarm, assembly point, first aid and local contact confirmed.

☐ Accessibility, reasonable adjustments and any individual evacuation needs addressed appropriately.

☐ Training room layout, cables, equipment, ventilation, lighting and hygiene checked.

☐ Emergency and incident reporting routes communicated to trainer and participants.

☐ Lone-working / travel controls and trainer check-in arrangements confirmed if applicable.

☐ Any unresolved hazards recorded, owner assigned, and activity adjusted or postponed if needed.

Session / venue: _____ Date: _____ Checked by: _____

Issues / actions / closure:

_____

7. Emergency and incident arrangements

For immediate danger, stop the activity, alert the venue or emergency services, and follow the site evacuation procedure. In Ireland, emergency services can be contacted on 112 or 999. The trainer should notify the delivery coordinator/director as soon as practicable. Record accidents, near misses and hazards; investigate and implement corrective actions. Reporting to the relevant authority must be assessed under the law applicable to the incident location. UK RIDDOR procedures do not by themselves establish compliance with Irish Health and Safety Authority reporting rules.

8. Training, consultation and contractor controls

The Health & Safety Policy 2026 commits the company to induction and role-specific safety training where required. Prior to approval of this statement, management should verify that relevant employees and associates receive necessary instructions and that training/briefing records are retained. Associate trainers must be informed of this statement and any client-specific safety requirements. Workers should be able to raise safety concerns and contribute to updates.

9. Monitoring and review

Review this statement and risk assessments at least annually, after an accident or near miss, when venue/activity arrangements materially change, or when applicable legal requirements change. Management must verify that controls are actually in place; any incomplete action must be tracked to closure. The director is accountable for approving revisions and ensuring that the approved version is communicated to relevant workers.

10. Pre-approval confirmation checklist

☐ Confirm the named safety lead and relevant Ireland-specific legal and reporting arrangements.

☐ Confirm that each control in Section 5 reflects actual practice and amend risk ratings as necessary.

☐ Confirm access to appropriate venue emergency/first-aid arrangements and pre-session checks.

☐ Confirm employee/associate safety induction and training records, as applicable.

☐ Confirm incident and enforcement history separately for Appendix B Questions 7 and 8.

☐ Approve, sign and date this document; retain evidence of communication to relevant trainers.

11. Approval

I confirm that this statement and its assessments have been reviewed against the company's actual work activities and that the necessary arrangements and controls have been adopted, or outstanding actions have been clearly assigned before relevant work begins.

Name: Olushola Isaac Position: Director

Signature: Signed by: Olushola Isaac 04F435BC8B4446B...

Date: 10/23/2026

Reference documents: Health & Safety Policy 2026 (approved 1 April 2026); Risk Analysis Process Summary; Accident Reporting and RIDDOR Procedures; Business Continuity Plan (March 2026).