



Medical Rescue Training

# Health and Safety Policy - Square Knot Ltd

---

Square Knot Ltd

Responsible Person: Jacob Leverett (Director)

Available at: <https://square-knot.co.uk/policies>

## 1. Scope

This policy applies to all activities undertaken by Square Knot including:

- Provision of event medical and safety staff
- First aid and specialist training delivery
- Water-based and remote operations

It covers employees, contractors, volunteers, and agency staff deployed on behalf of Square Knot.

## 2. Context of the Organisation

Square Knot operates in dynamic environments including public events, remote locations, and training venues.

Key considerations include:

- Temporary workplaces controlled by third-party event organisers
- Varying site conditions, crowd densities, and environmental hazards
- Duty of care to both deployed staff and course participants

## 3. Leadership and Commitment

Management is committed to:

- Ensuring safe deployment of staff to client sites
- Providing safe training environments

- Meeting legal obligations as both an employer and service provider
- Continuous improvement of safety performance

## **4. Roles and Responsibilities**

Directors:

Overall accountability for health and safety.

Operations Managers:

- Ensure safe staffing levels and competencies
- Review event plans and risk assessments

Team Leaders / Supervisors:

- Conduct dynamic risk assessments on-site
- Brief staff on hazards and controls

All Staff:

- Follow safe systems of work
- Report hazards and incidents

## **5. Worker Consultation**

Staff are encouraged to contribute to safety through:

- Post-event debriefs
- Hazard reporting
- Training feedback systems

## **6. Planning – Risk Management**

Risk assessments are completed for:

- Event deployments (including third-party sites)
- Training courses and venues

- Specialist activities (water rescue, cycle response)

This includes coordination with client risk assessments where applicable.

## **7. Control of External Workplaces**

When supplying staff to events:

- Square Knot will review client-provided risk assessments
- Clarify roles, responsibilities, and command structures
- Ensure staff are briefed on site-specific hazards
- Escalate unsafe conditions where necessary

## **8. Training Delivery Safety**

For training activities:

- Venues will be assessed for safety suitability
- Equipment will be safe and appropriate
- Delegates will be supervised at all times
- Practical scenarios will be risk assessed

## **9. Operational Controls**

Includes:

- PPE requirements
- Infection control
- Manual handling
- Scene safety procedures
- Lone working controls where applicable

## **10. Specialist Controls**

Working Near Water:

Only trained personnel within 3m of water with buoyancy aids and rescue plans.

E-Bike Responders:

Helmets and high visibility mandatory. Pre-use checks required.

Event Medical Operations:

Dynamic risk assessment and coordination with emergency services.

## **11. Competence and Training**

All staff must be:

- Suitably qualified for their role
- Inducted into company procedures
- Regularly assessed for competence

Training records will be maintained.

## **12. Communication**

Clear communication systems will be in place including:

- Pre-event briefings
- Radios and communication plans
- Escalation procedures

## **13. Incident Management**

All incidents and near misses must be reported.

Investigations will identify root causes and corrective actions.

## **14. Performance Monitoring**

Performance will be monitored through:

- Incident trends
- Staff feedback
- Client feedback

- Audit findings

## **15. Audit and Review**

Regular audits and management reviews will ensure ongoing compliance and improvement.

## **16. Continual Improvement**

Square Knot will continually improve its OH&S management system through learning and adaptation.

## **17. Document Control**

All policy documents will be version controlled and regularly reviewed.