

# NANIKŌKĪ

**NaniKōkī Health and Safety Policy** - Last Reviewed: 24/09/2025

## 1. Introduction

At NaniKōkī, we are committed to providing a safe, inclusive, and professional learning environment for all learners, models, visitors, and staff. This policy outlines our approach to health and safety during the delivery of The NaniKōkī CPD-Accredited Bridal Artist Programme and applies to all in-person training sessions.

## 2. Responsibilities

Course Provider Responsibilities:

- Ensure all training venues are safe, clean, and accessible.
- Conduct a venue-specific risk assessment prior to course commencement.
- Comply with all relevant UK health and safety regulations.
- Provide guidance on safe handling of tools, equipment, and products.
- Identify and respond to any hazards, incidents, or accidents promptly.
- Ensure adequate breaks are provided and learners have access to drinking water.

Learner Responsibilities:

- Follow all health and safety instructions provided by the educator.
- Maintain a high standard of personal hygiene and grooming.
- Use tools, equipment, and products safely and respectfully.
- Inform the educator of any injuries, allergies, or health concerns before or during training.
- Report any unsafe behaviour, equipment faults, or hazards immediately.

## 3. First Aid & Emergencies

- First aid kits will be available at all training venues.
- Emergency exits and procedures will be outlined during induction on Day 1.
- In case of emergency, the designated First Aider or venue lead will be contacted.
- Any incidents will be recorded in an incident log and followed up appropriately.

## 4. Product Safety & Hygiene

- All makeup and hair products used in training must be clean, in-date, and clearly labelled.
- Shared items must be sanitised between uses.
- Disposable applicators (e.g. mascara wands, lip brushes) must be used for hygiene compliance.
- Learners must not work on models or peers if they are unwell or show visible signs of infection (e.g. cold sores, conjunctivitis, COVID-19 symptoms).

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## **5. Manual Handling & Workstation Safety**

- Learners will be taught how to safely handle heated tools and heavy equipment.
- All electrical equipment must be PAT-tested and used safely.
- Workstations must be kept tidy and free from obstruction to prevent slips, trips, and falls.

## **6. Allergies & Medical Needs**

- Learners and models must disclose allergies or medical conditions prior to participation.
- All learners must complete a Health & Accessibility Form before starting the course.
- Patch testing may be carried out where required.

## **7. Safeguarding and Wellbeing**

- Learners will be treated with dignity and respect at all times.
- Any incidents of bullying, harassment, or discrimination will be dealt with seriously and confidentially.
- Mental health needs will be supported sensitively, with appropriate signposting if required.

## **8. Review & Updates**

This policy is reviewed annually and updated to reflect any changes in legislation, venue use, or delivery practices.