

Health and Safety Policy

Issued by Just Dawn Love, LLC | Version 1.0 | Effective September 15, 2026 | Policy owner: Dawn Love, CEO/Founder

1. Overview

This policy sets out how The DawnLoveAI Institute keeps learners, trainers and visitors safe and well during our training, who is responsible for what, and the practical arrangements we follow. It covers both of the ways we deliver: live online in a virtual classroom, and face to face at the premises of a client or partner organization. We do not own or lease training premises of our own.

2. Our statement on health and safety

The health, safety and wellbeing of everyone who takes part in our training comes before the schedule, the content and the convenience of the trainer. We will not run a session in conditions we believe to be unsafe. Dawn Love, CEO/Founder, has overall responsibility for health and safety and signs this policy.

3. Our objectives

- No learner or trainer is harmed as a result of taking part in our training.
- Every face-to-face venue is checked, and its host has confirmed the safety arrangements in writing, before the first session.
- Every learner is told the emergency arrangements at the start of the first session at each venue.
- Every incident or near miss is recorded and reviewed.
- Online sessions are run so that they are physically comfortable and free from intrusion or abuse.

4. How we uphold the objectives

Face-to-face delivery at a host's premises

- The host organization remains responsible for the safety of its building. Before a cohort is confirmed, the host confirms in the booking agreement: fire exits and assembly point; alarm and evacuation procedure, including for people with limited mobility; first aid kit and who the first aider or emergency contact is; room capacity; step-free access and accessible restrooms; safe electrical outlets; and that it holds liability insurance for its premises.
- Dawn Love arrives early to walk the room and check exits, walkways, seating and cables. Laptop and projector cables are routed away from walkways or taped down.
- At the start of the first session at each venue, learners are told where the exits, assembly point, restrooms and first aid are, and who to tell if they feel unwell.
- In an emergency the trainer stops the session, follows the host's procedure, calls 911 where needed and accounts for every learner at the assembly point.
- Learners use their own or host-provided devices. Learners are asked not to use equipment that appears damaged.

Online delivery

- Each two-hour session includes a scheduled break away from the screen. Joining instructions include short guidance on setting up a comfortable screen, seat and lighting.
- Sessions are entered through a waiting room or registration link so that only enrolled learners are admitted. The trainer can mute or remove anyone who is abusive. Sessions are not recorded.

- Learners are told at the start of Session 1 that if they feel unwell they should leave the session and seek help, and that they will be shown how to catch up.

Both settings

- Learners are asked about access and health needs that affect participation before Session 1, under our Disability Discrimination Policy.
- Any accident, incident or near miss is written up in our incident log within 24 hours, with what happened and what was done, reported to the host where relevant, and reviewed before the next cohort.
- Any trainer or contractor who works with us must read this policy and sign to confirm it before delivering a session.

5. Risk assessment

The assessment below is reviewed before each new cohort and whenever a new venue is used.

Hazard	Who may be harmed	How the risk is controlled	Responsible
Fire or other emergency at a venue	Learners, trainer	Host confirms procedure in writing; briefing at first session; trainer accounts for learners at assembly point.	Host; Dawn Love
Trips over cables, bags or furniture	Learners, trainer	Room walk-through before each session; cables routed or taped; walkways kept clear.	Dawn Love
Faulty electrical equipment	Learners, trainer	Visual check of trainer equipment before use; damaged items not used; host outlets confirmed safe.	Dawn Love; host
Medical emergency	Learners, trainer	First aid contact known before session; 911 called where needed; incident logged.	Dawn Love; host
Evacuating a person with limited mobility	Disabled learners	Access needs asked before Session 1; evacuation route agreed with host in advance.	Dawn Love; host
Trainer traveling to and working alone at an unfamiliar site	Trainer	Host contact and address shared with a Board Advisor before travel; phone carried; arrive in daylight where possible.	Dawn Love
Eye strain, fatigue or poor posture online	Learners, trainer	Scheduled screen break in every session; workstation guidance in joining instructions.	Dawn Love
Intrusion or abusive behavior in a virtual classroom	Learners, trainer	Waiting room or registration link; ground rules at Session 1; trainer can mute or remove; incident logged.	Dawn Love

6. Relevant law

Just Dawn Love, LLC is based in Georgia, United States. We currently have no employees. We follow the principles of the Occupational Safety and Health Act of 1970 and will meet its employer duties in full from our first hire. Host organizations remain responsible for their premises under the fire, building and safety codes that apply to them. As a provider accredited in the United Kingdom, we use the UK Health and Safety at Work etc. Act 1974 and the Management of Health and Safety at Work Regulations 1999, including the duty to assess risk, as our benchmark.

7. Communication and review

This policy is published at dawnloveai.com under The DawnLoveAI Institute tab, is sent to host organizations with the booking agreement, and is given to Board Advisors and to any trainer or contractor. It is reviewed before each new cohort, after any incident, and at least once a year.

Approved and signed by the head of the organization

Signature		Date	
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Dawn Love, CEO/Founder, Just Dawn Love, LLC (The DawnLoveAI Institute) Date approved: September 18, 2026 Next review due: September 15, 2027