

School of Holistic Therapy Health & Safety Policy

Statement of Intent

This is the Health & Safety Policy of **The Holistic School of Therapy**

Our Health and Safety Policy is to:

- Provide adequate control of health & safety risks arising from work activities
- Consult with staff, tutors and students on matter affecting their health & safety
- Provide and maintain safe equipment
- Ensure safe handling and use of substances
- Provide information, instruction and training for staff, tutors and students
- Ensure staff and tutors are competent to carry out their tasks
- Prevent accidents and cases of work related ill-health
- Promote safe and healthy working conditions
- Review and revise this policy as necessary at regular intervals

Signed		Date	
Name	Simonetta Logan, Director	Review Date	Reviewed/updated when legislative and/or internal organisational changes occur

1. Responsibilities for Health & Safety

- Overall & final responsibility for health & safety
 - **School Director**
- Day to day responsibility for ensuring this policy is put into practice is delegated to:
 - **School Director, Senior Tutor**
- To ensure health & safety standards are maintained/improved, the following people have responsibility in the following areas:
 - **School Director**
 - **organising safety training as required**
 - **Senior Tutor**
 - **to ensure compliance and governance of all staff / tutors**
 - **Tutors**
 - **to take care of their own health & safety and that of others**
 - **to comply with health & safety procedures whether written or brought to their attention by other means**
 - **to assist in any accident investigation**
- All staff, tutors & students should:
 - co-operate with supervisors and managers on health and safety matters
 - take reasonable care of their own health and safety
 - report all health and safety concerns to an appropriate person (as detailed above).

2. Arrangements for health & safety

- Risk Assessment – health & safety risks arising from work activities
 - Risk assessments undertaken by relevant staff/tutor, findings reported to School Director (as appropriate) and relevant action taken to remove the risk
 - Risk assessments reviewed annually, when work activity or location changes, or in the event of a significant accident or incident
- Training – manual handling risks arising from work activities
 - Manual handling risk assessments undertaken by relevant staff/tutor, findings reported to School Director (as appropriate) and relevant action taken to remove the risk
 - Risk assessments reviewed annually, when work activity or location changes, or in the event of a significant accident or incident
 - Manual handling training given to all tutors/students as relevant.
- Consultation – with employees
 - Not applicable
- Equipment – plant & equipment
 - Maintenance procedures, relevant testing and equipment faults/damage are checked regularly by relevant staff/tutor and findings reported to School Director with relevant action taken to resolve problem.
- Substances – safe handling & use of substances
 - Not applicable
- Information, instruction & handling – health & safety advice
 - Health & safety poster displayed on inside of main door
 - Health & safety advice available from School Director
 - Students will be supervised by tutors / school director
 - Tutors and students will be given induction training at the start of each course by the School Director
- First Aid – accidents, first aid & work related ill health
 - Location of first aid box is in cupboard at main door
 - First aid people are all tutors and School Director
 - Accident book is located in cupboard at main door
- Emergency Procedures – fire and evacuation
 - Location of fire extinguisher indicated and instructions for use provided
 - Evacuation of the building instructions will be given at the start of each course
- Monitoring
 - All aspects of health and safety will be monitored regularly, with spot checks during the year and annual review of risk assessments and policies

Reviewed 18/10/22