

## Riverwood Counselling and Wellbeing Practice

### Health and Safety Policy

<b>This is the statement of general policy and arrangements for:</b>		
<b>Lucy Felton / Alison Oliver (Partners)</b>	<b>Riverwood Counselling and Wellbeing Practice</b>	
	<b>has overall and final responsibility for health and safety</b>	
<b>Lucy Felton / Alison Oliver / Placement Student /Contractors</b>	<b>has day-to-day responsibility for ensuring this policy is put into practice</b>	
<b>Statement of general policy</b>	<b>Responsibility of: Name/Title</b>	<b>Action/Arrangements (What are you going to do?)</b>
Prevent accidents and cases of work-related ill health by managing the health and safety risks in the workplace	Lucy Felton/ Alison Oliver (Partners)	Relevant risk assessments completed and actions arising out of those assessments implemented. (Risk assessments reviewed when working habits or conditions change.)
Provide clear instructions and information, and adequate training, to ensure employees are competent to do their work	Lucy Felton/ Alison Oliver (Partners)	Staff given health and safety briefing as part of their induction and provided with appropriate training where necessary. Staff can raise issues regarding health and safety with the business partners.
Engage and consult with employees on day-to-day health and safety conditions	Lucy Felton/ Alison Oliver (Partners)	Staff routinely consulted on health and safety matters as they arise and any hazards followed up and control measures put in place.
Implement emergency procedures – evacuation in case of fire or other significant incident.	Lucy Felton/ Alison Oliver (Partners)	Escape routes well signed and kept clear at all times. Evacuation plans are tested from time to time and updated as necessary.
Maintain safe and healthy working conditions, provide suitable working environment and equipment where necessary.	Lucy Felton/ Alison Oliver (Partners)	Toilets, washing facilities and drinking water provided. System in place for routine inspections and testing of equipment and for ensuring that action is promptly taken to address any defects.

Signed: * Riverwood Counselling and Wellbeing Practice	<i>L. Felton</i>	NAME: Lucy Felton (Partner)	Date: <i>8th August 2020</i>
Signed: * Riverwood Counselling and Wellbeing Practice	<i>A. Oliver</i>	NAME: Alison Oliver (Partner)	Date: <i>8th August 2020</i>

Health and safety law poster is displayed at (location)	Waiting Area
First-aid box is located:	Cupboard in Allen Room, Cupboard in waiting area (outside Willow Room)
Accident book is located:	Cupboard in Allen Room, Cupboard in waiting area (outside Willow Room)

Accidents and ill health at work reported under RIDDOR (Reporting of Injuries, Diseases and Dangerous Occurrences Regulations)  
<http://www.hse.gov.uk/riddor>