

Health and safety policy

| This is the statement of general policy and arrangements for: | | Cathy Wood Psychology |
|---|--|---|
| Dr Cathy Wood | has overall and final responsibility for health and safety | |
| Dr Cathy Wood | has day-to-day responsibility for ensuring this policy is put into practice | |
| Statement of general policy | Responsibility of: Name/Title | Action/Arrangements (What are you going to do?) |
| Prevent accidents and cases of work-related ill health by managing the health and safety risks in the workplace | Dr Cathy Wood | Conduct regular risk assessments to assess risk and respond accordingly with preventative measures. |
| Provide clear instructions and information, and adequate training, to ensure employees are competent to do their work | N/A | N/A |
| Engage and consult with employees on day-to-day health and safety conditions | Dr Cathy Wood | Engage and consult with other workers in the building and with clients when appropriate regarding health and safety conditions in the building. |
| Implement emergency procedures – evacuation in case of fire or other significant incident. You can find help with your fire risk assessment at: https://www.gov.uk/workplace-fire-safety-your-responsibilities | Dr Cathy Wood | Implement emergency procedures when necessary. |
| Maintain safe and healthy working conditions, provide and maintain plant, equipment and machinery, and ensure safe storage/use of substances | Dr Cathy Wood | Ensure that all conditions are safe and healthy, that all equipment and machinery is well maintained and safe to use. |

| | | | |
|----------------------|---|-------|------------|
| Signed: * (Employer) |  | Date: | 10/10/2015 |
|----------------------|---|-------|------------|

You should review your policy if you think it might no longer be valid, eg if circumstances change.
If you have fewer than five employees, you don't have to write down your policy.

| | |
|---|-------------------------------------|
| Health and safety law poster is displayed at (location) | Waiting room – in English and Welsh |
| First-aid box is located: | Reception |
| Accident book is located: | Reception |

Accidents and ill health at work reported under RIDDOR (Reporting of Injuries, Diseases and Dangerous Occurrences Regulations) <http://www.hse.gov.uk/riddor>
To get an interactive version of this template go to <http://www.hse.gov.uk/risk/risk-assessment-and-policy-template.doc>
Combined risk assessment and policy template published by the Health and Safety Executive 08/14

Risk assessment

All employers must conduct a risk assessment. If you have fewer than five employees you don't have to write anything down.

We have started off the risk assessment for you by including a sample entry for a common hazard to illustrate what is expected (the sample entry is taken from an office-based business).

Look at how this might apply to your business, continue by identifying the hazards that are the real priorities in your case and complete the table to suit.

You can print and save this template so you can easily review and update the information as and when required. You may find our example risk assessments a useful guide

(<http://www.hse.gov.uk/risk/casestudies>). Simply choose the example closest to your business.

Company name: **Cathy Wood Psychology**

Date of risk assessment: **06/10/2015**

| What are the hazards? | Who might be harmed and how? | What are you already doing? | Do you need to do anything else to control this risk? | Action by who? | Action by when? | Done |
|----------------------------------|---|---|--|----------------|-------------------------|------------------------------|
| Slips and trips | Staff and visitors may be injured if they trip over objects or slip on spillages. | General good housekeeping is carried out. All areas well lit, including stairs. No trailing leads or cables. Staff keep work areas clear, eg no boxes left in walkways, deliveries stored immediately. | Arrange for carpet to be replace to be able to remove mat. | Receptionist | On-going with landlord. | xx/xx/xx |
| | | | Bulb on top landing to be replaced. | Dr Cathy Wood | 13/10/2015 | xx/xx/xx |
| Steep stairs up to therapy room. | Workers and clients may be injured if they fall on the stairs. | Keeping well lit. Stair lift provided as necessary and instruction on use given. Clients warned of steepness of stairs. Clients with young children are advised to keep them under control on the stairs. | Bulb on top landing to be replaced. | Dr Cathy Wood | 13/10/2015 | |
| | | | | | | |
| | | | | | | |
| | | | | | | *Hint, tab here for new row* |

You should review your risk assessment if you think it might no longer be valid (eg following an accident in the workplace or if there are any significant changes to hazards, such as new work equipment or work activities)

For information specific to your industry please go to <http://www.hse.gov.uk>.

For further information and to view our example risk assessments go to <http://www.hse.gov.uk/risk/casestudies/>