



Scarborough Counselling & Psychotherapy Training Institute

HEALTH AND SAFETY POLICY

1. Introduction

- The aim of this policy is:
- To limit the risks of Health & Safety issues at SCPTI.
- To provide and maintain safe equipment.
- To ensure all designated individuals are competent to fulfil their roles.
- To minimise the risks of accidents and to maintain safe and healthy working conditions.

2. Responsibilities

- Overall and final responsibility for health and safety is held by the Executive Directors.
- All health & safety concerns must be reported to the Administrator who will then report to the Executive Director's team. This team has day to day responsibility for ensuring that this policy is put into practice.
- It is a requirement that all employees, therapists, students, trainers, and visitors adhere to this policy, co-operate on all health and safety matters, and take reasonable care of their own health and safety.

3. Induction training.

- Inductions will be provided for all employees by the Executive Directors or the Administrator, depending on the role in question.

4. Accidents and First Aid.

- Staff and therapists are responsible for seeking basic first aid and safeguarding training. A First Aid box is available on the desk in the foyer alongside an accident reporting book. All accidents however minor, must be logged in the book for recording and insurance purposes.

- If there are ANY incidents you feel the SCPTI team need to be aware of, this must also be reported via mail@scpti.co.uk

5. Emergency Procedures and Fire Evacuation

- The Executive Directors and Administrator is responsible for ensuring that the fire risk assessment is undertaken and implemented. Escape routes are checked by the Executive Directors regularly and fire extinguishers are checked and maintained every year. Fire alarms are tested by the Administrator on a weekly basis.
- Everyone attending SCPTI must make themselves aware of the fire procedure. Notices are available in each room on each floor. When the alarm sounds, everyone is to vacate the building by the exits; front door, large training room or through the office if the office is open.

6. Risk Assessment for SCPTI.

- SCPTI is responsible for ensuring an annual PAT test for all electrical equipment, such as: microwaves, heaters, kettles, computers, TVs, overhead projectors, lamps, light fittings, fans, dehumidifiers.
- Boiler and heating systems will be serviced and maintained by an approved engineer and carpets and rugs will be maintained by cleaning staff.
- The Administrator will assess the risk annually. The findings of the risk assessment will be reported to the Executive Directors who will action or approve any required amendments.
- Maintaining records of fire alarm testing.
- Compliance with fire regulations.
- Maintaining furnishings and fittings.
- Records of fire alarm testing and compliance with the fire regulations will be maintained.
- Fire alarm testing record book is kept in office.
- Maintenance/replacement of electrical equipment indicated on equipment by PAT. This policy is regularly reviewed every 2 years.