SCPTI
Scarborough Counselling & Psychotherapy Training Institute

Health and Safety Policy

1. Introduction

The aims of this policy are:

- to limit health and safety risks at SCPTI;
- to provide and maintain safe equipment;
- to make sure everyone with a designated role is competent to carry it out;
- to minimise the risk of accidents and maintain safe and healthy working conditions.

This policy should be read with the SCPTI Lone Working Policy and the SCPTI Safeguarding Policy and Procedure.

2. Responsibilities

The Executive Directors hold overall and final responsibility for health and safety.

All health and safety concerns must be reported to the Administration team, who have day-to-day responsibility for putting this policy into practice.

All employees, therapists, trainees, trainers and visitors must follow this policy, co-operate on all health and safety matters, and take reasonable care of their own health and safety.

3. Induction

The Executive Directors and the Administration team provide induction training for all employees where needed.

4. Accidents, incidents and first aid

Staff and therapists are responsible for completing basic first aid and safeguarding training.

A first aid box is kept on the table in reception. All accidents and incidents must be reported to the Administration team by email at mail@scpti.co.uk, who will record them in the incident book.

5. Emergency procedures and fire evacuation

The Executive Directors and the Administration team are responsible for making sure the fire risk assessment is carried out and acted on. The Administration team checks escape routes and fire extinguishers regularly, and tests the fire alarms and carbon monoxide alarms weekly. Fire alarms and extinguishers are serviced every 6 months.

Everyone attending SCPTI must make themselves aware of the fire procedure. Instructions on safety and escape in the event of a fire are displayed in every room. When the alarm sounds, everyone must leave the building by the exits: the front door, the front and back of the large training room (Training Room 1), or through the admin office if the office is open.

6. Risk assessment

SCPTI is responsible for arranging an annual PAT test of all electrical equipment, such as microwaves, heaters, kettles, computers, TVs, lamps, light fittings, fans and dehumidifiers.

Boiler and heating systems are serviced and maintained by an approved engineer.

Our cleaner maintains carpets and rugs and flushes all water outlets through each week. All kettles, water heaters and shower heads are cleaned annually.

The Administration team assesses risks as they arise and reviews them at least annually. The findings of the risk assessment are reported to the Executive Directors, who action or approve any changes needed.

SCPTI will:

- keep records of fire alarm testing;
- comply with fire regulations;
- maintain furnishings and fittings;
- maintain or replace electrical equipment as indicated by PAT testing.

Review

This policy is reviewed every 2 years.

Last reviewed October 2026