



## Health and Safety Policy

### 1. Purpose

The purpose of this policy is to outline how Nicola Simpson as the sole practitioner at The Listening Ear ensures a safe, comfortable, and compliant environment for clients and the practitioner.

The practice operates from a dedicated room upstairs in a private residence, which has been adapted to meet health and safety standards appropriate for professional counselling work.

This policy applies to all counselling sessions for adults, children, and young people and covers face-to-face sessions conducted on the premises.

### 2. Statement of Intent

The Listening Ear is committed to:

- Providing a safe and healthy environment for clients and the practitioner.
- Complying with relevant health, safety, and fire regulations.
- Identifying and managing potential hazards through regular risk assessment.
- Taking reasonable steps to reduce or eliminate risks.
- Ensuring accessibility, confidentiality, and comfort within the counselling space.

Health and safety are reviewed regularly as part of ongoing ethical and professional practice.

### 3. Responsibilities

As the sole practitioner, Nicola Simpson holds full responsibility for:

- Implementing this policy and associated risk assessments.
- Maintaining safe premises, equipment, and facilities.
- Recording and addressing any incidents, hazards, or near misses.
- Reviewing health and safety procedures annually or following any incidents.

Clients are expected to act responsibly while on the premises to protect their own safety and that of others.

#### 4. Risk Management and Safety Measures

##### Access to the counselling room

- Entrance and stairs kept clear of obstacles.
- Non-slip matting and adequate lighting provided.
- Regular maintenance to prevent hazards, especially during winter months.

##### Potential Risks

- Slipping hazard in wet or muddy weather.
- Trip hazard if the ground is uneven or soft.
- Mobility access needs to be considered on an individual basis

##### Control Measures / Actions:

- Keeping entrance and driveway clear to access
- Ensuring the area is well-lit for evening sessions).

##### Fire Safety

- Smoke alarm fitted and tested monthly.
- Fire extinguisher and blanket available downstairs.
- No candles or open flames permitted.
- Clear fire evacuation route briefed to clients when necessary.

##### Electrical Safety

- All electrical appliances checked before use.
- Sockets not to be overloaded.
- Heaters and electrical devices switched off when not in use.

##### Lighting, Heating, and Ventilation

- Room equipped with heating and ventilation.
- Adjustable lighting and blinds for comfort and privacy.

##### Hygiene and Infection Control

- Hand sanitiser and tissues provided.
- Surfaces and seating cleaned regularly weekly or between sessions as needed .
- Room ventilated after sessions.

## Lone Working and Personal Safety

- Trusted contact aware of session schedule.
- Emergency contact information held securely.
- Safety procedures reviewed regularly.

## Confidentiality and Privacy

- The counselling room is private and away from communal areas.
- No interruptions permitted during sessions.

## Client Distress or Crisis

- Crisis plan and safeguarding protocol in place.
- Emergency contacts and GP details collected during assessment.

## Accessibility

- Step into the house and up to the counselling room.
- Alternative online sessions available for clients with mobility issues.
- Reasonable adjustments will be offered where feasible.

## Data and Record Security

- Paper records kept in a locked cabinet.
- Digital files password-protected and GDPR compliant.
- Devices encrypted and securely stored.

## 5. Emergencies

### In an emergency:

- Emergency services: Dial 999
- Nearest hospital: Bedford Hospital, South Wing, Kempston Road, Bedford MK42 9DJ
- Fire evacuation: Exit through main door and gather at the front driveway assembly point

Emergency procedures are reviewed annually.

## 6. Accident and Incident Reporting

- Any accident, near miss, or injury will be recorded in the Incident Log.
- Serious incidents will be reported to health and safety executives
- Review and follow-up actions will be taken to prevent recurrence.

## 7. Safeguarding and Vulnerable Persons

If a safeguarding concern arises, the practitioner will contact the relevant authority:

### Bedford Borough Council

- Children's Services: 01234 718700 (Out of Hours: 0300 300 8123)
  - Email: [JFDinformation@bedford.gov.uk](mailto:JFDinformation@bedford.gov.uk)
- Adult Safeguarding: 0300 300 8122
  - Email: [adult.protection@centralbedfordshire.gov.uk](mailto:adult.protection@centralbedfordshire.gov.uk)
- Local Authority Designated Officer (LADO): 01234 276 693
  - Email: [Lado@bedford.gov.uk](mailto:Lado@bedford.gov.uk)
- In an emergency: Call 999 or contact Bedfordshire Police

### Central Bedfordshire Council

- Children's Services: 0300 300 8585 (Out of Hours: 0300 300 8123)
  - Email: [cs.accessandreferral@centralbedfordshire.gov.uk](mailto:cs.accessandreferral@centralbedfordshire.gov.uk)
- Adult Safeguarding: 0300 300 8122
  - Email: [safeguardingadults@centralbedfordshire.gov.uk](mailto:safeguardingadults@centralbedfordshire.gov.uk)
- Local Authority Designated Officer (LADO): 0300 300 8142
  - Email: [lado@centralbedfordshire.gov.uk](mailto:lado@centralbedfordshire.gov.uk)
- In an emergency: Call 999 or contact Bedfordshire Police

## 8. Policy Review

This policy will be reviewed annually, or sooner if:

- There is an accident, incident, or change in the working environment.
- Regulations or professional guidelines are updated.
- The practice's structure or setup changes.