

# Chris the Mindset Coach CIC



## Health and safety policy

### General background

Chris the Mindset Coach CIC takes the safety and welfare of our staff and anyone engaged by or working with Chris the Mindset Coach CIC very seriously.

Our Health and Safety Policy plays an important role in setting and clarifying the health and safety standards that we apply in our business.

It is important that you read and understand the content of this policy. If you have any questions about it, please direct them to Chris, the Mindset Coach.

This policy is not part of any employment or other contract. Chris, the Mindset Coach CIC, may amend this policy from time to time in accordance with our business's needs and practices.

### Part 1: Policy details

#### What does this policy cover, and who is covered?

All staff, contractors, workers, and other persons affected by the work we undertake are covered by Chris the Mindset Coach CIC business's health and safety policy.

Our policy is to:

1. Understand the health and safety risks arising from our work activities
2. Ensure adequate control of those health and safety risks
3. Consult with our employees on matters affecting their health and safety
4. Provide the necessary information, instruction and supervision for employees
5. Ensure all employees are competent to do their tasks and to give them adequate training
6. Prevent accidents and cases of work-related ill-health
7. Maintain safe and healthy working conditions
8. Review and revise this policy as necessary at regular intervals
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### Part 2: Key responsibilities

The ultimate responsibility for health and safety within Chris the Mindset Coach CIC is Chris Duncan, Director and Lead Coach.

The person who has been delegated the responsibility for ensuring that our policy is implemented is Chris Duncan, Director and Lead Coach.

Name and job title	Responsible for:
Chris Duncan, Director	E.g. first aid equipment and first aid help, including accident/injuries logbook entries and RIDDOR reporting
Chris Duncan, Director	E.g. fire safety, in the form of fire marshal duties, fire exit assistance to less able colleagues, responsibility for checking fire equipment condition and fitness for operation, etc.
Chris Duncan, Director	Health and safety training
Chris Duncan, Director	General premises maintenance, including carpets, condition of buildings, exits, utilities and services supplied)

All those covered by our policy must:

1. Co-operate with our relevant supervisors and managers on health and safety matters
2. Not interfere with or misuse anything provided to safeguard their health and safety
3. Take reasonable care of their health and safety and that of others, and
4. Report all health and safety concerns to an appropriate person (as detailed in the table above, or to one of the individuals named in paragraphs 2.1 and 2.2 above.)

### Part 3: Arrangements

#### Consultation with Employees

Our Employee Representative(s) for H&S:	Chris Duncan
Consultation with Employees is provided by	Chris Duncan

#### Risk Assessments

Risk assessments will be done by	Chris Duncan
Actions identified will be done by	Chris Duncan
Risk assessments will be reviewed by	Chris Duncan

#### Fitness equipment

Equipment maintenance will be arranged by	Chris Duncan
Any problems with equipment should be reported to	Chris Duncan
New equipment is purchased by	Chris Duncan

#### Information, Instruction and Supervision

The Health and Safety Law Poster is Displayed in	Not applicable
The Employers Compulsory Liability Insurance certificate is displayed at	On request
The Competent Person for Health and Safety Advice is	Chris Duncan

Supervision of employees is undertaken by	Chris Duncan
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## Training

Induction training for new employees will be provided by	Chris Duncan
Job-specific training will be provided by	Chris Duncan
Training records will be kept Digital Folder and retained by	Chris Duncan
Training will be identified, arranged and monitored by	Chris Duncan

## Accidents, First Aid and Work-Related Ill-Health

Health Surveillance is required for the following activities	list activities that your business carries out that would need surveillance
Health Surveillance will be arranged by	Chris Duncan
Health Surveillance records will be retained by	Chris Duncan
First Aid equipment/boxes are located at	Supplied by the hired venue
The designated first aiders are	Chris Duncan
The accident recording book is located at	Digital Records

## Monitoring and Review

Accidents, incidents and near misses should be reported to	Chris Duncan
Accident Investigations will be undertaken by	Chris Duncan
Where required, RIDDOR reports will be completed by	Chris Duncan
Routine inspections of our workplace(s) will be undertaken by	Chris Duncan

## Emergency Procedures, Fire and Evacuation

The Fire risk assessment will undertaken by	Chris Duncan
Fire extinguishers will be checked routinely by	The venue of hire
Fire exit routes and doors will be checked by	The venue of hire
The fire alarm will be tested every	The venue of hire
The emergency evacuation assembly point is	The venue of hire

Signed: Chris Duncan

Author Signature: *Chris Duncan*

Date signed: 12/04/2025

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