



HEALTH AND SAFETY/RISK MANAGEMENT POLICY

1. Statement of Intent

Alison Smith Counselling board of Directors fully accept their responsibilities to their staff to ensure, so far as is reasonably practicable, their health, safety and welfare and to:

1. Provide and maintain systems of work which are, so far as is reasonably practicable, safe and without risks to health.
2. Make arrangements for ensuring, so far as is reasonably practicable, safety and absence of risks to health in connection with the use, handling, storage and transport of articles and substances.
3. Provide information, instruction, training and supervision as is necessary to ensure, so far as is reasonably practicable, the health and safety at work of our staff.
4. Maintain in a condition that is safe and without risks to health, so far as is reasonably practicable, any place of work under our control.
5. Provide means of access to and egress from any place of work under our control which is, so far as reasonably practicable, safe and without risks to health.
6. Provide and maintain for our staff a working environment that is, so far as is practicable, safe, without risk to health, and adequate as regards facilities and arrangement for their welfare at work.
7. Ensure Public and Employee Liability Insurance are current and at an acceptable level.

The Board of Directors accepts that:

Health and safety are management responsibilities but they depend on the co-operation of all staff to make the policy successful.

It is the duty of all staff to comply with the safety policy at all times and to act responsibly and do everything they can to prevent injury to themselves and other workers and clients or visitors. Staff who are found to be in breach of Health and Safety Policy or who put themselves or others at risk will be subject to Disciplinary Procedures.

The policy will be monitored to make sure that it is effective and it will be reviewed every twelve months and revised if necessary. The Managing Director carries out a risk assessment of the premises and activities undertaken by Alison Smith Counselling annually.

The Organisation - Alison Smith Counselling

Health and Safety Officer:

Health and Safety monitoring is the responsibility of the Managing Director, Alison Smith , who reports directly to the Board of Directors

The Board of Directors will monitor any Health and Safety issues as needed and review the policy annually.

All staff report directly to the Managing Director. It is the responsibility of all staff to report concerns to The Managing Director. If these concerns are not acted upon staff must notify The Board of Directors

Alison Smith Counselling uses guidance from The Health and Safety Executive (HSE) to inform health and safety arrangements for the organisation. Advice for Health and Safety issues can be accessed via Wiltshire Council.

Accidents and First Aid

Alison Smith Counselling complies with the Health and Safety (First Aid) Regulations 1981 ensuring adequate and appropriate equipment, facilities and staff are in place to enable first aid to be given.

There must be a member staff on site who has undertaken a First Aid course including paediatric first aid within the last 3 years. The Managing Director must show evidence of Continuing Professional Development (CPD) and update training as and when required.

A first Aid Kit can be found in the Therapy Room. Alison Smith will also carry with her a small first aid kit with essential items when outside of the room. The Managing Director is responsible for the maintenance of these kits.

The Accident Book is kept in the locked cupboard in the Alison Smith and all staff must report accidents or near misses to the Managing Director/Manager and complete the accident book.

The Managing Director is responsible for the notification of accidents and dangerous occurrences according to The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 and holds a copy of F2508 forms

All accidents and incidents will be reviewed annually or as necessary by the Board of Directors. Accidents and incidents are also reviewed in an annual audit and patterns analysed and risk assessments updated.

Dangerous Substances:

No dangerous substances are kept within the therapy room. Glues for craft purposes are kept in a box and clients are monitored during use, as with scissors.

Fire:

All activities for staff and clients take place on a farm in an outdoor environment or in the Alison Smith . Staff have access to a mobile phone at all times in case of fire in the immediate vicinity.

In the event of a fire staff will dial 999 and evacuate clients from the area to the designated assembly point in the paddock, in accordance with the fire policy. Animals will be evacuated if it is safe to do so.

Maintenance of Wick Farm premises:

General maintenance of the premises is the responsibility of The Managing Director and the site owner Hannah Lindsay (Managing director of Wiltshire Equine Assisted Learning). We will work as a team to communicate any concerns. The responsibility for overall maintenance of the premises lies with the Landlord and any hazards will be reported to immediately and The Managing Director will ensure action is taken to ensure safety of staff and clients.

Work Equipment:

All work equipment is maintained by the Managing Director. Access to other equipment on the farm is strictly prohibited and keys are not kept on the premises.

Clients are supervised using equipment such as wheelbarrows, forks etc at all times by staff. A risk assessment is carried out annually.

Personal Protective Equipment:

PPE is available on site. All staff and clients must wear correct clothing when participating in outdoor activities and animal care. This will include closed-in shoes and suitable clothing for close contact with animals. Staff will ensure that clients who do not comply with these requirements either do not take part in activities or do so entirely at their own risk if they are competent to make this decision.

Manual Handling:

Staff and volunteers may on occasion undertake manual handling in the care of animals. Equipment is provided to reduce risks and staff will be made aware of safe and correct use.

The Managing Director will assess risks to staff annually and provide necessary equipment and training identified in the risk assessments .

Safe Systems of Work**Risk Assessments:**

Alison Smith Counselling will make suitable and sufficient assessments of:

- the risks to the health and safety of staff and clients to which they are exposed whilst on the therapy room premises and participating in sessions
- the risks to the health and safety of staff and clients to which they are exposed whilst on Wick Yard premises and participating in sessions
- the risks to the health and safety of persons not in employment that arise of our or in connections with the work of Alison Smith Counselling.

Compliance with current legislation will include:

- Identification of all hazards (i.e something with the potential to cause harm)
- Identification of the risks (i.e the likelihood that harm from a hazard will be realised)
- The extent of the risk (the number of people who may be exposed to the risk)
- Measures to control the risks

The risk assessment will be annually reviewed and action taken to reduce risks.

The risk assessment will be freely available to view for anyone involved with or visiting the premises and staff aware of how to access this.

Related Policies:

Fire policy and Emergency Policy

Risk assessments for all activities

Liability insurance certificates

Safeguarding Policy

Director's signature: Alison Smith - Alison Smith Counselling

Reviewed on: 1 September 2024

Next review: 31 August 2025