



Health and Safety Policy

Registered company no. 12760014
ICO Registration Number: ZB615860
Reviewed: August 2025

Purpose

Flourish Oxford Ltd is committed to providing a safe and healthy environment for clients, visitors, and the Director. This policy sets out how health and safety is managed within the business and demonstrates compliance with legal obligations under the Health and Safety at Work etc. Act 1974.

Scope

This policy applies to all activities carried out by Flourish Oxford Ltd, including counselling sessions, workshops, home or community visits, and administrative work.

Commitment

- The Director is responsible for ensuring health and safety standards are maintained at all times.
- Risks to the health, safety, and wellbeing of clients, visitors, and the Director will be assessed and managed proactively.
- Safe working practices will be followed at all times, including safe use of premises, equipment, and digital tools.
- Emergency procedures, including first aid and fire safety, are in place and regularly reviewed.
- The Director is a trained first aider and will provide appropriate support in the event of a medical emergency.
- Lone working procedures are observed to ensure the Director's personal safety when working outside of a fixed office space.

Responsibilities

- The Director is responsible for carrying out risk assessments, identifying hazards, and taking steps to reduce risks.
- Clients are expected to follow reasonable safety instructions during sessions or workshops.
- Any incidents, accidents, or near misses will be recorded, investigated, and addressed to prevent recurrence.

Training and Awareness

- The Director will maintain awareness of health and safety requirements relevant to counselling and office work.
- Guidance will be sought from professional bodies or local authorities when needed.

Review

This policy will be reviewed annually, or sooner if there are changes in legislation, work practices, or premises, to ensure it remains current and effective.