**Manchester Institute for Psychotherapy**

 **Health and safety Policy**

Aims:

* To provide adequate control of the heath and safety risks arising from our work activities.
* To provide and maintain safe equipment
* To ensure all employees are competent to do their tasks and to provide training.
* To prevent accidents and maintain safe and healthy working conditions
* To review and revise this policy as necessary.

Signed (Director) …………………………………………………………………

Date…………………………….. Review Date…Dec 2010….................

**Responsibilities.**

1. Overall and final responsibility for health and safety is that of **Bob Cooke Director**.
2. Day to day responsibility for ensuring that this policy is put into practice is delegated to **Daveena Mc Garty** Administrator.
3. All employees, therapists, students and visitors have to :

Co operate on all health and safety matters.

Not interfere with anything provided to ensure their safety.

1. Take reasonable care of their own health and safety.

Report all health and safety concerns to **Daveena McGarty.**

**Risk Assessment**

1. Risk assessments will be undertaken by **Daveena McGarty.**
2. The findings of the risk assessment will be reported to **Bob Cooke**.
3. Action required to remove/ control risks will be approved by **Bob Cooke**.
4. **Daveena McGarty** will be responsible for ensuring such actions are implemented and will check that risk is reduced as a consequence of taking such actions.
5. Assessments will be reviewed every **twelve months** or when work activity changes whichever is sooner.

**Equipment**

**Daveena McGarty** will be responsible for identifying all equipment needing maintainance, for ensuring effective maintainance procedures are identified and implemented.

Any problems found with equipment should be reported to **Daveena McGarty.**

**Induction**

Induction training will be provided for all employees by

**Bob Cooke and Daveena McGarty.**

**Accidents and First aid**

A first aid box is kept in both kitchen areas.

All accidents should be reported in the first aid book kept in the main office on the shelf by the fax machine and to **Daveena McGarty**.

**Emergency Procedures and fire evacuation.**

Daveena McGarty is responsible for ensuring that the fire risk assessment is undertaken and implemented.

Escape routes are checked by Daveena mcGarty month.

Fire extinguishers are checked and maintained every year.

Fire alarms are tested by Daveena McGarty every……..

**Risk Assessment Manchester Institute for Psychotherapy**

**Date: Dec 07**

1. **What are the Hazards?**

Electrical equipment: microwave, heaters, kettles, computers, TVs, overhead projectors, lamps, light fittings.

Carpets, rugs well maintained.

Boiler and heating system

1. **Who might be harmed?**

Staff, therapists, clients, students, visitors

1. **What are we already doing?**

Maintaining records of fire alam testing. Compliance with fire regulations.

Maintaining furnishings and fittings.

Maintaining records of maintenance /replacement of electrical equipment.

1. **Implementation of the risk assessment**

Fire alarm testing record book kept in office

Maintenance/replacement of electrical equipment indicated on equipment.

**Review date: Dec 08**