



# HEALTH & SAFETY POLICY

**Approved by Principal: April 2008**  
**Updated:**

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## **PART I**

### **STATEMENT OF INTENT**

Surrey Counselling Training is committed to conducting its activities to ensure the health, safety and welfare of its employees, students and all persons likely to be affected by its activities.

Surrey Counselling Training will comply with the provisions of the Health and Safety at Work etc. Act 1974 and other relevant statutory provisions and will keep abreast of new health and safety legislation.

Surrey Counselling Training will, so far as is reasonably practicable, provide and maintain:

- plant and systems of work that are safe and without risks to health;
- arrangements for ensuring safety and absence of risks to health in connection with the use, handling, storage and transport of articles and substances;
- conditions on and the means of access to and egress from any place of work under the control of Surrey Counselling Training that are safe and without risks to health;
- such information, instruction, training and supervision as may be necessary to ensure the health and safety at work of employees and others;
- a working environment for employees and students that is safe, without risks to health and adequate as regards facilities and arrangements for their welfare;
- arrangements to enable employees, students and their representatives to consult and raise issues of health and safety.

Surrey Counselling Training will monitor the implementation of this policy to ensure that its objectives are achieved. The policy will be reviewed annually and revised, if necessary, in the light of legislative or organisational changes.

**John Wheeler**  
**Principal**

## **PART II**

### **ORGANISATION FOR CARRYING OUT THE POLICY**

1. Surrey Counselling Training will define objectives and set priorities for the proper implementation of the Health and Safety Policy
2. **The Principal will:**
  - 2.1 Be responsible for the day-to-day management of health and safety, on behalf of Surrey Counselling Training.
  - 2.2 Ensure that the implementation of this Policy is monitored.
  - 2.3 Ensure that any shortcomings revealed by such monitoring are rectified as soon as practicable.
  - 2.4 Review this Policy annually or sooner if circumstances warrant it and pass the results of the review to Surrey Counselling Training with recommendations for any amendments needed.
  - 2.5 Consult those employees (or the representatives) in good time, on matters relating to their health and safety at work.
  - 2.6 Ensure that all employees are made aware of the nature and extent of their responsibility for implementing Surrey Counselling Training's policy on health and safety, both on appointment and at intervals throughout their employment.
  - 2.7 Ensure that all students are aware of their responsibility for co-operating with Surrey Counselling Training in implementing the policy.
  - 2.8 Make himself aware of all current health and safety legislation that affects Surrey Counselling Training activities.
  - 2.9 Ensure that Surrey Counselling Training complies with the requirements of all current health and safety legislation.
  - 2.10 Ensure that arrangements are made to assess and control the risks of all activities and review the significant findings of all such assessments.
  - 2.11 Operate the standard accident recording and reporting procedure and have all accidents or dangerous occurrences investigated.
  - 2.12 Ensure that the activities of Surrey Counselling Training do not present a risk to employees of other employers working on its premises, to students or to members of the public.
  - 2.13 Seek expert advice wherever necessary.

**3. All staff will:**

- 3.1 Co-operate with Surrey Counselling Training in any arrangements made to comply with the requirements and prohibitions imposed on it by the relevant statutory provisions.
- 3.2 Take reasonable care for the safety of themselves and others who may be affected by their acts or omissions.
- 3.3 Report any shortcomings in Surrey Counselling Training's arrangements for health and safety to their line manager or directly to the Health and Safety Manager.

**4. All students will:**

- 4.1 Co-operate with Surrey Counselling Training in any arrangements made to comply with the requirements and prohibitions imposed on it by health and safety legislation.
- 4.2 Take reasonable care for the safety of themselves and others who may be affected by their acts or omissions.
- 4.3 Not interfere with or misuse anything provided by Surrey Counselling Training in the interests of health and safety.
- 4.4 Report any shortcomings in Surrey Counselling Training's arrangements for health and safety to the Principal or their tutor

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