



Health & safety policy statement

Health and safety at Work etc Act 1974

This is the Health and Safety Policy Statement of Essentially Holistic

Our statement of general policy is:

- To provide adequate control of the health and safety risks arising for our work activities;
- To consult if applicable with our employees / tutors on matters affecting their health and safety;
- To provide and maintain safe equipment;
- To ensure safe handling and use of substances;
- To provide information, instruction and supervision for employees / tutors, students and clients
- To ensure all employees / tutors are competent to do their tasks, and to give them adequate training;
- To prevent accidents and cases of work related ill health;
- To maintain safe and healthy working conditions; and
- To review and revise this policy as necessary at regular intervals

Signed

Sole Trader and Owner

Essentially Holistic

Date: 1st January 2012

Review date: 1st January 2013

Responsibilities

1. Overall and final responsibility for health and safety is that of Anita James
2. Day to day responsibility for ensuring this policy is put into practice is delegated to Anita James
3. To ensure health and safety standards are maintained / improved, the following people have responsibility in the following areas:
 - Anita James
4. All employees / tutors and students should:
 - Co-operate with managers / tutors on health & safety matters;
 - Not interfere with anything provided to safeguard their health and safety;
 - Take reasonable care of their own health and safety; and
 - Report all health and safety concerns to an appropriate person

Health & Safety risks arising from our work activities

Anita James will carry out the following tasks:

- Risk Assessments
- Any actions required to remove / control risks
- Implement all necessary actions
- Regularly review risk assessments, when the work changes or every 12 months

Consultation with Employees

At present there are no employees / tutors employed at Essentially Holistic. At such time any employees / tutors commence work this policy will be reviewed and amended as necessary

Safe equipment

Anita James will be responsible for the following:

- Identifying all equipment needing maintenance
- Responsible for ensuring effective maintenance procedures are carried out
- Ensuring that all identified maintenance is implemented
- Checking new equipment health and safety standards before purchase

Safe handling and use of substances

Anita James will be responsible for the following:

- Identifying all substances which need a COSHH assessment
- Undertaking COSHH assessments

- Ensuring that all relevant employees / tutors are informed about the COSHH assessments
- Checking that new substances can be used safely before they are purchased
- Reviewing assessments on a 12 month basis or when the work activity changes

Information, instruction and supervision

Anita James will ensure that:

- Relevant health and safety posters are displayed / leaflets are issued
- All employees, tutors, students and clients are given relevant health and safety information

Competency for tasks and training

At present there are no employees at Essentially Holistic. At such time any employees commence work this policy will be reviewed and amended as necessary

Accidents, first aid and work-related ill health

Anita James will be responsible for the following:

- Health surveillance & records
- First aid boxes
- First aid training
- Accident books
- The reporting of all accidents, diseases and dangerous occurrences to the enforcing authority

Monitoring

Anita James will be responsible for the following:

- Checking work conditions and ensuring safe working practices are followed
- Investigating accidents
- Investigating work-related causes of sickness absences
- Acting on investigation of findings to prevent reoccurrence

Emergency procedure – fire and evacuation

Anita James will be responsible for:

- Ensuring that the fire risk assessment is undertaken and implemented
- Escape routes are checked every month
- Fire extinguishers are maintained and checked every month
- Alarms are checked on a weekly basis
- Emergency evacuation is tested every month