

# HEALTHY MINDS, HEALTHY BODS

## HEALTH AND SAFETY POLICY



It is the policy of Healthy Minds, Healthy Bods to take all reasonable steps to secure the health, safety and welfare of all persons working within the office environment, whether that be staff, clients or volunteers. In addition, the company is committed to taking all reasonable steps to protect any visitors to the premises against risks to their wellbeing.

Ultimate responsibility for health and safety lies with the Chief Executive. However, it is important that everyone plays his or her full part in this process. It is vital all Healthy Minds, Healthy Bods employees acquaint themselves fully with the policy and procedures laid down by the company.

Healthy Minds, Healthy Bods will;

- ◆ Ensure the company complies with health and safety legislation
- ◆ Guarantee all reasonable measures are taken to eliminate or minimise risks
- ◆ Make sure all staff receive adequate health and safety training
- ◆ Maintain sufficient fire safety alarms and fire-fighting equipment
- ◆ Provide an adequate first-aid kit, and a report book for any accidents
- ◆ Take all reasonable steps to safeguard the welfare of staff and clients
- ◆ Organise regular fire alarm drills
- ◆ Keep all health and safety policies and measures under constant review

Staff must comply with the following;

- ◆ No person is to bring any electrical equipment which has not been PAT tested
- ◆ People are not allowed to overload circuits by use of multi-socket adaptors
- ◆ Ensure the workplace remains free of trip hazards or falling objects
- ◆ Record any accident in the Accident book, and to the Chief Executive
- ◆ Cooperate fully in securing a safe and healthy working environment

Healthy Minds, Healthy Bods will review progress on the implementation of the company's Health and Safety Policy. We will make certain to keep up with any changes in legislation, and provide training, as appropriate, to staff.

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*Lawrence Curtis: Chief Executive  
Summer 2018*

