



**RICH THERAPIES**  
— POSITIVE HEALTH & RELAXATION —

<b>Policy Name</b>	Rich Therapies Ltd Health and Safety Policy
<b>Policy Date</b>	July 9th 2020
<b>Last Review Date</b>	July 16th 2020
<b>Reviewed by</b>	Jae Richardson, Director, on 9th July 2020 Sylvan Richardson, Director, on 9th July 2020 Agreed by RT Team at Team Meeting on 16th July 2020
<b>Distributed to</b>	All current Team - AW, MC, EK, JH, MI, PH, RG, PS
<b>Next Review Date</b>	9th October 2020
<b>Version number</b>	1.2 Final
<b>This policy has been reviewed and digitally signed by Directors on July 9th 2020</b>	

## Policy Statement

### Part 1: Statement of Intent

This is the Health and Safety Policy Statement of Rich Therapies Ltd, Thornfield House, Delamer Road, Bowdon, WA14 2NG

**Our health and safety policy is to:**

- maintain a safe and healthy working environment
- to reduce risk to the lowest reasonably practicable level by taking preventative measures, in order of priority
- manage health and safety risks in our workplace
- prevent accidents and cases of work related illness
- implement emergency procedures including evacuation in the event of fire or other emergency incident
- provide personal protective equipment to government standards and provide a first aid kit
- provide clear health and safety instructions, information and training to new team members via a local induction programme
- consult with our team on matters affecting health and safety
- keep up to date with relevant health and safety matters in accordance with government guidelines
- keep up to date with relevant health and safety guidelines in accordance with relevant professional bodies

# Part 2: Responsibilities for Health & Safety

## 1 Overall and final responsibility for health and safety lies with:

- Sylvan Richardson, Director
- Jae Richardson, Director

## 2 Day-to-day responsibility for ensuring this policy is put into practice:

- Sylvan Richardson, Director
- Jae Richardson, Director

## 3 To ensure health and safety standards are maintained/improved, the following people have responsibility in the following areas:

- Jae Richardson - risk assessments, incident/accident/ill health management, safety, communications, induction process
- Senior receptionist - team induction, instruction, maintaining equipment instructions
- Arranged externally to Rich Therapies, via Landlord of Thornfield House - fire safety checks, fire drills, electrical safety and fire equipment checks
- Therapists should ensure that all clients treated at Rich Therapies Ltd have provided emergency contact information in the event of any incident

## 4 All team members should:

- co-operate with company directors on health and safety matters
- take reasonable care of their own health and safety
- report all health and safety concerns to an appropriate person listed above
- guide any visitors/clients they come into contact with to comply with the Rich Therapies Ltd COVID-19 Risk Assessment requirements
- familiarise themselves with the company health and safety and risk assessment documents

# Part 3: Arrangements for Health & Safety

## **Risk Assessment**

Rich Therapies Ltd will complete relevant Risk Assessments and take the recommended actions; will be reviewed at timely intervals and always when a change to working practice is implemented; all team members will be provided with the latest version

Rich Therapies Ltd will sign off treatment specific Risk Assessments when required for insurance purposes in consultation with relevant Therapists and insurance companies

## **Training**

All new members of the team will undertake a comprehensive induction training package which includes health and safety awareness

## **Consultation**

Team members will be consulted on health and safety matters as they arise and when health and safety processes have been reviewed

## **Fire Safety**

Fire extinguishers are provided in the kitchen and staff room, with additional ones on the first floor of Thornfield House

## **Evacuation**

In the event of an emergency all team members are aware of escape routes; these will be kept clear from obstruction at all times

## **First Aid**

A first aid kit is provided in the kitchen on the wall behind the door

## **COVID-19**

A COVID-19 Risk Assessment has been carried out before restarting work, the results shared with the team

Hand sanitisers will be provided for the health and safety of team and visitors

All team and clients must complete COVID-19 screening before attending the centre

All team must complete and provide certification of COVID-19 Awareness training