



MK Clairvoyants (including Healing the Soul Training)

HEALTH AND SAFETY POLICY

HEALTH AND SAFETY POLICY STATEMENT:

MK Clairvoyants and its associated businesses is strongly committed to encouraging our clients and our regular developmental members to take part, but the health, well-being and safety of everyone is always our paramount concern. We take everyone's Health and Safety seriously and for this reason ensure that people who attend our premises are fully aware of this policy and the duty of care that both ourselves and the group members must adhere to; in accordance with Health and Safety legislation."

HEALTH AND SAFETY POLICY:

To support our Health and Safety policy statement we are committed to the following duties:

- Undertake regular, recorded risk assessment of the premises and all activities undertaken by MK Clairvoyants and associated businesses
- Create a safe/clean environment by putting health and safety measures in place as identified by the assessment.
- Ensure that all staff members are given the appropriate level of training and that all members are aware of the importance of Health and Safety and their duty to helping to ensure everyone's health and safety.
- Ensure that all members are aware of, understand and follow the organisations' health and safety policy.
- Appoint competent staff members (Matt and Kirsty) to assist with health and safety responsibilities.
- Training in Health and Safety and regularly updated as and when deemed necessary (must be updated within 3 years of date of policy).
- Ensure that normal operating procedures and emergency operating procedures are in place and known by all members.
- Provide access to adequate first aid facilities, telephone and qualified first aider always.
- Report any injuries or accidents sustained during any activity or whilst on the premises and record this in the organisation's accident book.
- Ensure that the implementation of the policy is reviewed regularly and monitored for effectiveness.
- We operate a no smoking policy on site and as a result ask that anyone who does smoke, smokes outside of the premises
- Ensure that MK Clairvoyants has suitable insurance including public liability for events and training that it provides and ensures the safety and insurable risks associated with the work that they do



- That areas for food and drinks is clean and that staff are trained in the necessary skills of food hygiene to the legal level of Level 2 certification

- Having all certificates and updates available for those who wish to see them and the relevant official bodies who monitor Health and Safety legislation.
- That all staff members have undertaken relevant checks with the Disclosure and Barring Service and maintain their certification through the Update service on a yearly basis
- All equipment that is used for training is regularly maintained and where necessary discarded if it does not meet safety standards
- Hand gel and other cleaning facilities are maintained and available for use and where needed any safety apparatus or Protective clothing is made available for use by those requiring them.

- **WHEN ATTENDING OUR PREMISES FOR TRAINING OR FOR DEVELOPMENT IT IS YOUR RESPONSIBILITY:**

- To take reasonable care for your own health and safety and that of others who may be affected by what you do or not do.

- Co-operate with Matt and Kirsty on health and safety issues.
- Correctly use all equipment provided by Matt and Kirsty
- Not interfere with or misuse anything provided for your health, safety, or welfare.

HEALTH AND SAFETY OFFICERS: Matt and Kirsty Grogan

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FIRST AID: Shelf in the corner of the kitchen

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Location of telephones: Living room/bedroom and Matt/Kirsty have mobiles for emergencies.

QUALIFIED FIRST AIDERS:

Kirsty Grogan (expiry May 2021)

Matt Grogan (expiry May 2021)



This policy will be amended once a year from the date of the policy implementation date below.

Signed: M.GROGAN / K.GROGAN

Date: 20th May 2020