

## HEALTH AND SAFETY POLICY

Current from January 2021; renewable January 2022

The Spiritual Companions Trust (hereafter referred to as The Trust) adheres to the principles of the Health & Safety at Work etc. Act 1974

For Health and Safety purposes, the Trust ensures that:

- Risk assessments are carried out at each venue used for sessions. The risk assessments cover the following checks: the venue has been maintained in a condition that is, as far as is reasonably practical, safe and without risks to health; there are safe and safely maintained means of access and egress; there are unobstructed, unlocked, easy to open fire exits; fire-fighting equipment is in place; fire evacuation procedures are clearly displayed; there are adequate facilities; there is well ventilated air; a reasonable room temperature can be maintained; there is adequate protection from glare and heat from the sun; furniture, fixtures and electrical equipment is in good repair and does not obstruct movement
- the venues provide their own policy documents to the Trust
- a full Health and Safety briefing relevant to each course venue is given at the start of each course. This will cover, in particular, pointing out fire exits; evacuation drill including arrangements for any vulnerable adults; asking learners to reconfirm with the tutor any allergies or physical problems (e.g. back issues) they have; taking care if using kettles or urns to avoid burns and scalds and taking extra care walking outside on steps and in wet weather
- there is a document on file at the Trust, recording risk assessments undertaken when, where and by whom

Health & Safety at Work etc. Act 1974 [section 2(3)] requires all employers with more than five employees to provide a written statement on the general policy regarding Health and Safety at work and the organisation and arrangements for carrying out that policy. The Trust has fewer than five employees and is therefore exempt from this requirement. Nevertheless, the Trust takes Health and Safety seriously and follows this policy.

For any questions on the Health and Safety Policy please contact the relevant course tutor – contact details available on the Spiritual Companions Trust website – or the Spiritual Companions Trust administrator at [diana@spiritualcompanions.org](mailto:diana@spiritualcompanions.org)

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