

Health and safety policy

This is the statement of general policy and arrangements for: Achilles Healers Sports Therapy		
Richard Daley has overall and final responsibility for health and safety		
Richard Daley has day-to-day responsibility for ensuring this policy is put into practice		
Statement of general policy	Responsibility of: Name/Title	Action/Arrangements (What are you going to do?)
Prevent accidents and cases of work-related ill health (physical and mental) by managing the health and safety risks in the workplace	Richard Daley (Proprietor)	Carry out Risk Assessments relating to clients visiting the premises. Identify and reduce/remove potential Hazards, minimize Risks for employees and clients alike, take Action when and where necessary and review this process on a regular basis. Document processes and changes made in clinic.
Provide clear instructions and information, and adequate training, to ensure employees are competent to do their work	Richard Daley (Proprietor)	Attend COSHH training as well as reading HSE guidance on safe use of & disposal of chemicals, PPE and hazardous materials.
Engage and consult with employees on day-to-day health and safety conditions	Richard Daley (Proprietor)	Perform daily checks and complete cleaning and sanitization between clients as per the agreed check-list. Ensure PPE and cleaning supplies are sufficient to safely deal with the number of daily clients.
Implement emergency procedures – evacuation in case of fire or other significant incident. You can find help with your fire risk assessment at: https://www.gov.uk/workplace-fire-safety-your-responsibilities	Richard Daley (Proprietor)	Fire Extinguisher in treatment room and Hallway checked for adequate pressure once a month. Evacuation of premises via front door to roadside.
Maintain safe and healthy working conditions, provide and maintain plant, equipment and machinery, and ensure safe storage/use of substances	Richard Daley (Proprietor)	Risk Assessment completed and reviewed at least every 30 days. Electrical equipment PAT tested every 12 months. COSHH Assessment regarding products used during treatment and chemicals used for sanitization and cleaning the premises.

Signed: <i>Richard Daley</i>	Richard Daley (Proprietor)	Date:	<i>17th June 2020</i>
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You should review your policy if you think it might no longer be valid, eg if circumstances change. If you have fewer than five employees, you do not have to write down your policy.

Health and safety law poster is displayed at (location)	No Employees other than the Proprietor
First-aid box is located:	In the treatment Room on the First Floor.
Accident book is located:	In the First Aid Box.

Accidents and ill health at work reported under RIDDOR (Reporting of Injuries, Diseases and Dangerous Occurrences Regulations) <http://www.hse.gov.uk/riddor>
 To get an interactive version of this template go to <http://www.hse.gov.uk/risk/risk-assessment-and-policy-template.doc>
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