

1.10.9

Policy Statement for Health and Safety

Insight is committed to keeping the learners/students and staff at Insight safe. This includes physical safety as well as emotional and mental safety.

Insight Maidstone Counselling Training is committed to conducting its activities to ensure the health, safety and welfare of its employees, students and all persons likely to be affected by its activities.

Insight Maidstone Counselling Training will comply with the provisions of the Health and Safety at Work etc. Act 1974 and other relevant statutory provisions and will keep abreast of new health and safety legislation.

Kay Rooke Director of Insight will ensure that the activities of Insight Maidstone do not present a risk to employees of other employers working on its premises, to students or to members of the public.

Kay Rooke has ultimate responsibility for ensuring the provision of a safe place to work and learn and will ensure that all students comply with the health and safety policy of the premises.

Insight Maidstone Counselling Training will, so far as is reasonably practicable, provide and maintain:

- Premises which hold the relevant health and safety requirements in compliance with current health and safety at work regulations from H&SE
- Systems of work that are safe and without risks to health;
- Arrangements for ensuring safety and absence of risks to health in connection with the use, handling, storage and transport of articles and substances;
- Such information, instruction, training and supervision as may be necessary to ensure the health and safety at work of employees and others
- A working environment for employees and students that is safe, without risks to health and adequate as regards facilities and arrangements for their welfare;
- An environment which will enable employees, students and their representatives to consult and raise issues of health and safety.

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Insight Maidstone will assess at interview all learners to ascertain any health and safety risks that could be potentially harmful due to an ongoing condition/illness. After this assessment an action plan will be drawn up, signed by tutor and learner which will be kept in the group file in case of incident.

This applies to physical and mental illness.

Insight Maidstone will operate the standard accident recording and reporting procedure and have all accidents or dangerous occurrences investigated thoroughly.

Kay Rooke, director of insight will ensure the implementation of this policy is monitored and updated where necessary and that any shortcomings are rectified as soon as is practicably possible and seek expert advice where necessary.

Students will be responsible for maintaining standards that are conducive to a high level of health and safety during their time with Insight. They will be responsible for their own property and ensure that it is not creating a hazard and therefore not posing a risk to themselves and others.

All students will comply with the policies of Insight Maidstone and take reasonable care for the safety of themselves and others.

All students will be responsible for their own belongings and Insight Maidstone will not be held responsible for any loss theft or damage to students' property.