

Every Mind Child Psychology Ltd – Health and Safety Policy

1. Policy Statement

At Every Mind Child Psychology Ltd, the health, safety, and wellbeing of our children, families, staff, and visitors are central to everything we do. We are committed to providing environments where everyone feels safe, respected, and supported.

Our approach to health and safety reflects our core values:

- **Acceptance** – Recognising and respecting individual differences and needs.
- **Authenticity** – Encouraging honesty, openness, and clarity in all interactions.
- **Equality** – Ensuring fair and inclusive practices for all, including neurodivergent children.
- **Advocacy** – Acting proactively to protect and promote the wellbeing of everyone in our care.

We aim to:

- Prevent accidents, injuries, and work-related ill health
- Comply with relevant legislation and guidance
- Promote a positive culture of wellbeing and safety
- Regularly review and update risk assessments and control measures

This policy is guided by:

- Health and Safety at Work etc. Act 1974
- Management of Health and Safety at Work Regulations 1999
- Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR)
- Relevant HSE guidance and local regulations

2. Scope

This policy applies to:

- All staff, associates, and volunteers
- Children, parents, and carers
- Contractors and visitors

- All activities and premises associated with Every Mind, including in-person, online, or remote sessions

3. Responsibilities

3.1 Overall Responsibility

- The Clinic Director holds overall accountability for health and safety.
- Ensures policies, procedures, and resources support a safe and nurturing environment.

3.2 Managers and Clinical Supervisors

- Promote awareness of health and safety among staff and associates
- Conduct regular risk assessments and safety checks
- Provide supportive supervision to ensure safe working practices
- Ensure incidents are reported, recorded, and addressed appropriately

3.3 Employees and Associates

- Take care of their own safety and the safety of others
- Follow health and safety guidance, training, and procedures
- Report accidents, hazards, or near-misses promptly
- Cooperate with risk assessments and audits

3.4 Children, Clients, and Visitors

- Follow guidance and instructions while on premises
- Notify staff of any hazards or incidents
- Be encouraged to express concerns safely

4. Risk Assessment

We carry out risk assessments to create environments that are safe, supportive, and inclusive. Assessments cover:

- Premises and workspaces

- Therapy rooms and clinical sessions
- Remote and online sessions
- Lone working by staff
- Children with additional support needs

Hazards identified are addressed promptly, with control measures implemented and reviewed at least annually or sooner if circumstances change.

5. Safe Working Practices

5.1 Office and Premises

- Keep workspaces free of hazards
- Maintain clear walkways and safe access to fire exits
- Ensure equipment is safe, serviced, and PAT-tested where required
- Maintain accessible first aid and fire safety equipment

5.2 Clinical Sessions

- Ensure therapy rooms are safe, comfortable, and welcoming
- Conduct visual safety checks before sessions
- Follow safeguarding procedures for children and vulnerable adults

5.3 Lone Working and Home Visits

- Staff must follow a check-in/out system
- Carry mobile phones and emergency contacts
- Risk assessments completed for home visits or remote sessions

5.4 Online and Remote Work

- Maintain private, secure, and supportive digital environments
- Ensure confidentiality and safe access
- Report any security or safety concerns promptly

6. Incident Reporting and Investigation

- All accidents, injuries, near misses, or hazards should be reported immediately
- Incidents are recorded, investigated, and addressed promptly
- Corrective and preventative measures are implemented to reduce future risk
- Statutory requirements, including RIDDOR, are followed where applicable

7. Training and Awareness

- All staff and associates receive health and safety training during induction
- Ongoing training and refreshers are provided annually or as needed
- Training includes: fire safety, first aid awareness, manual handling (if relevant), and infection control
- Staff are supported to understand health and safety as part of creating a nurturing environment

8. Fire Safety and Emergency Procedures

- Fire risk assessments are regularly updated
- Staff and associates are trained in evacuation procedures
- Fire drills occur at least annually
- Emergency contacts are displayed prominently and communicated clearly

9. Infection Control

- Staff follow hygiene and infection control procedures
- PPE is used where appropriate
- Procedures are in place for illness and infectious disease management
- Children and staff are supported compassionately if unwell

10. Review and Policy Maintenance

- This policy is reviewed annually or sooner if legislation, guidance, or organisational practices change
- Responsible Officer: Clinic Director / Health & Safety Lead

- Last review date: 05/01/2026 | Next review date: 05/01/2027

11. References

- Health and Safety at Work etc. Act 1974
- Management of Health and Safety at Work Regulations 1999
- Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR)
- HSE guidance: <https://www.hse.gov.uk>
- Local fire safety regulations and guidance