



Health and Safety Policy

Purpose

The purpose of this policy is to:

- Show Amber CPC's commitment to health and safety
- Keep clients and volunteers safe whilst receiving or providing counselling services
- Keep employees safe whilst at work

Responsibility for health and safety

Employees and volunteers should take reasonable care of their own health and safety and report all health and safety concerns to the Centre Leader.

The Centre Leader is responsible for ensuring health and safety standards are maintained and improved. They will:

- Investigate any concern and ensure any appropriate action is taken.
- Record concerns and any action taken on the Health and Safety Record.
- Make any necessary changes to relevant policies and procedures.
- Ensure any action or policy change is communicated to all employees and volunteers, and clients where appropriate.
- Complete relevant risk assessments and take actions, when necessary.

Health and safety procedures

Premises

Amber CPC does not have its own premises and we will apply all reasonable Health and Safety policies of the premises that we use to our employees and volunteers.

SJ's centre

Where the majority of our services take place at SJ's, 56 Croydon Road:

- There is a first aid box stored in the first aid cupboard, in the kitchen, which is kept up to date by SJ's management.
- All injuries and accidents must be recorded in the accident book, also located in the first aid cupboard.
- The practitioner will call the emergency services on 999 in case of an emergency.
- Escape routes are well signed and clear at all times for evacuation.

Pregnancy testing

This is an exceptional procedure that may take place in the course of our work and will only take place after specific training. This training will include procedures to keep our volunteers and others safe when handling a client's urine.

Support during sessions

There will always be a supporting third person on the premises when a client is being seen for the first time. If the practitioner feels that this is needed, we will ensure that a supporting third person is available for every session.

When seeing couples, young people or adults at risk of harm, it is considered necessary to always have a supporting third person on the premises. These supporters are there to assist if any help is required.