

Occupational Health & Safety Policy

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PURPOSE:

This policy recognises that the health and safety of all staff, students and visitors is the organisational responsibility of Academy of Counselling.

SCOPE:

This policy applies to all Academy of Counselling staff and students.

DEFINITIONS:

Academy of Counselling staff and student responsibilities.

Office staff, trainers/assessors and students:

- Have a responsibility to comply with all occupational health and safety procedures
- Must take reasonable care of themselves and others on the premises
- Must not interfere with or misuse items or facilities provided in the interest of health and safety
- Must report any incidents, actual or potential hazards and “near misses” to the Training Manager.

Academy of Counselling’s Chief Executive Officer Responsibilities:

The CEO has ultimate responsibility for the implementation and maintenance of this policy.

POLICY:

Academy of Counselling is committed to the provision of a safe and healthy training / working environment for its students and staff. As part of that commitment, staff and students will be provided with information and training to enable them to work and learn in a safe environment.

PROCEDURE:

1. Academy of Counselling will provide and maintain safe equipment and materials.
2. Staff and students will be trained in the safe use, handling and storage of equipment and materials.
3. Academy of Counselling will provide adequate information regarding hazards and risks within the premises.
4. The Training Manager will consult regularly with staff regarding the development, implementation and review of health and safety issues.
5. Ensure the training premises are of adequate size and have adequate heating, ventilation, cooling and lighting.

Academy of Counselling’s Chief Executive Officer will be the person responsible for the implementation and maintenance of the policy.

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