

HEALTH, SAFETY AND WELFARE POLICY - November 2022

EHCAP provides training, consultancy and coaching which may be

- face to face
- online - video link
- by phone

Dr Sarah Temple is the founder of the business and is a Director. She manages the business and creates the learning materials in collaboration with service users and professionals. Antoinette Davey is the second Director.

Sarah is currently the sole employee.

Facilitators at face to face workshops and webinars are self employed.

Coaches who complete train the trainer training pay for a licence to use EHCAP's materials. They run their own businesses with their own policies and procedures.

EHCAP holds an open and fair culture in which colleagues feel safe talking about their mistakes and everyone treats each other in a fair manner with respect.

Policy Statement

Part 1: Statement of intent

This is the health and safety policy statement of :

EHCAP Ltd

Our health and safety policy is to:

- prevent accidents and cases of work-related ill health
- manage health and safety risks in our workplace
- provide clear instructions and information and adequate training
- consult with employees on matters affecting their health and safety
- maintain safe and healthy working conditions

- implement emergency procedures where necessary
- review and revise this document annually

Sarah Temple

Signed

27 November 2022

Date

Dr Sarah Temple

Print name

27 November 2023

Review Date

Part 2 ; Responsibilities for health and safety

1. Overall and final responsibility for health and safety;

Dr Sarah Temple

2. Day to day responsibility for ensuring this policy is put into practice

Dr Sarah Temple

3. All employees should

- a. Work safely
- b. Follow policies and procedures
- c. Report unsafe activities
- d. Report unsafe situations or conditions

- e. Take reasonable care of their own health and safety

Part 3 ; Arrangements for health and safety

Risk assessment

We will complete relevant risk assessments and take action

We will review risk assessments when working habits or conditions change

Training

We will give staff and subcontractors health and safety induction and provide appropriate training (including giving information about NHS funded Talking Therapies)

We will make sure suitable arrangements are in place for employees who work remotely and provide opportunity for them to test software before webinars

Consultation

We will consult staff routinely on health and safety matters as they arise and formally when we review health and safety