



UK Therapy Guild Academy of Integrative Counselling & Hypnotherapy Training Health & Safety Policy

Document Owner: Nichola Doyle, Director **Effective Date:** 05 June 2025 **Review Date:** 04 June 2028

1. General Statement of Policy

UK Therapy Guild Ltd is fully committed to providing and maintaining a safe and healthy environment for all its staff, students, and any visitors. We recognise our legal and ethical duties under the Health and Safety at Work etc. Act 1974 and other relevant regulations.

Our objective is to prevent, wherever reasonably practicable, any injury, ill-health, or harm arising from our activities. We will provide the necessary resources, training, and supervision to achieve this.

This policy applies to all activities conducted at our physical premises and online. It operates in conjunction with the health and safety policies and procedures of our training venue, **The Millenium Centre, Meadow Lane, West Derby, Liverpool L12**. The overall responsibility for health and safety within the UK Therapy Guild rests with the Director, Nichola Doyle.

2. Responsibilities

- **UK Therapy Guild Ltd (through the Director) is responsible for:**
 - Ensuring this policy is implemented and reviewed annually or following any significant change.
 - Liaising with the management of The Millenium Centre to understand their risk assessments and safety procedures, and communicating these effectively to all staff and students.
 - Providing a safe and secure learning environment within our designated training rooms, both physically and online.
 - Ensuring staff and students are aware of the venue's provisions for fire safety and first aid.
 - Providing all staff and students with relevant health and safety information.
- **Staff and Tutors are responsible for:**
 - Taking reasonable care of their own health and safety and that of students under their supervision.
 - Adhering to the health and safety procedures of both the UK Therapy Guild and The Millenium Centre.
 - Reporting any identified hazards, accidents, or near misses to the Director immediately.
 - Familiarising themselves with the venue's fire evacuation procedures.
- **Students are responsible for:**
 - Taking reasonable care of their own health and safety and that of others.

- Complying with all safety instructions and procedures provided by the UK Therapy Guild and the venue.
- Not intentionally or recklessly interfering with anything provided for health and safety.
- Reporting any hazards or safety concerns to their tutor or the Director promptly.
- Ensuring their remote learning environment is safe and suitable for study.

3. Arrangements for Health and Safety: Physical Premises

This section applies to activities at The Millenium Centre. The venue management is responsible for the overall safety of the building, including statutory checks, general risk assessments, fire safety systems, and primary first aid provision.

- **Risk Assessments:** We rely on the risk assessments conducted by The Millenium Centre for the building and common areas. We will conduct our own assessments for the specific activities within our training rooms.
- **Fire Safety:**
 - The Millenium Centre is responsible for maintaining clear fire exits, working fire-fighting equipment, and testing the alarm systems.
 - **Evacuation Procedure:** In the event of a fire alarm, all persons must evacuate the building immediately and proceed to the designated assembly point as directed by The Millenium Centre's signage and staff. Do not re-enter the building until told it is safe to do so.
- **First Aid:**
 - The Millenium Centre is responsible for the primary first aid provision for the building.
 - For minor incidents within the training room, a first aid kit is available.
 - All accidents, injuries, and incidents must be reported to the UK Therapy Guild Director and recorded in the Millenium Centre's Accident Book.
- **General Housekeeping:**
 - We will ensure our designated training areas are kept clean and tidy, with clear walkways free from trip hazards.
 - All portable electrical equipment provided by the Guild will be regularly maintained and tested (PAT).

4. Arrangements for Health and Safety: Online and Remote Training

We recognise our duty of care extends to the online learning environment.

- **Psychological Safety and Respectful Conduct:**
 - All participants in online sessions are expected to adhere to a code of respectful communication, as outlined in our Ethical Framework.
 - Any instances of online bullying, harassment, or abuse are strictly prohibited and should be reported immediately under our Complaints Policy.
 - Confidentiality must be maintained during all online discussions.

- **Digital Wellbeing:**

- **Screen Breaks:** We strongly encourage all students and staff to take regular breaks away from their screens during long online sessions.
- **Ergonomics:** We advise you to consider the ergonomics of your study space (e.g., supportive chair, appropriate screen height) to minimise the risk of musculoskeletal discomfort.

- **Online Security and Student Environment:**

- The Guild will use secure, password-protected platforms for all online training.
- Students are responsible for ensuring they have a secure internet connection and are learning from a private, safe, and confidential space.

5. Policy Review

This policy will be reviewed annually by the Director, or more frequently if there are changes in legislation, premises, or the nature of our work.