

Mandala Complementary Studies, the Institute of Crystal and Gem Therapists
Samarpan Alchemy, Amber Complementary Health
Health & Safety Policy

The MCS/ICGT/SA/Amber CH's general policy when providing treatments or courses in non-owned premises are to ensure that the following general needs are addressed:

- * To provide adequate control of the health and safety risks arising from activities
- * To consult with those receiving treatments or tuition on matters affecting their health and safety
- * To ensure that any equipment used – whether provided by tutors or on site has been maintained and is safe to use
- * To ensure safe handling and use of substances
- * To ensure that all tutors are competent and have adequate qualifications and insurance
- * To prevent accidents
- * To maintain safe and healthy work conditions.
- * To review and revise this policy as necessary at regular intervals

In relation to the venue where the sessions are to be held:

The location of fire exits and extinguishers

The location of muster points – and what to do when a fire alarm sounds

Location of toilet facilities – male, female and for disabled use

Make sure all relevant warning signs are understood

Accident reporting – RIDDOR (The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations)

Location of the Accident Book

Location of the First Aid box and the name of any first aider on site

Tutor's personal responsibilities

- responsible for your own and other people's safety
- advise the venue owner of any health, safety issues
- if any potential hazards are discovered to inform the venue owner immediately
- Confirm that the outcome of the risk assessment undertaken for this venue
- make sure that the premises used are fit for purpose and provide a safe environment
- to complete the MCS Health & Safety Checklist and return a copy to the MCS Co-ordinator at the beginning of each course

Health & Safety Checklist

Venue:

Date:

Item No	Item	Checked?
1	Are walls, floors, stairs, railings, doors, door handles, chairs, equipment etc. clear, uncluttered, free from hazards, in sound condition and working order, clean and hygienic?	
2	Are there any discernible hazards such as trailing flex, wet floors etc? Is electrical equipment PAT tested and dated?	
3	Is one or more fire extinguishers present and in good working order and fire exits clearly apparent with no obstructions? Is there a current fire certificate?	
4	Is the WC and washbasin in sound condition with adequate supplies of toilet paper, soap, nail brush, towels etc and are they in a presentable condition?	
5	Is the area well ventilated and at a comfortable temperature?	
6	Have you ensured that you have sufficient materials available such as couch rolls, glasses, water, tissues, refreshments etc where applicable	
7	Is there a designated first aider on site?	
8	Is there an accident book and first aid box?	
9	The premises has its own insurance	
10	Is there access for the disabled?	
	Signed	