

**Mandala Complementary Studies, the Institute of Crystal and Gem Therapists  
Health & Safety Policy 2025**

The MCS/ICGT'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?	
	<b>Signed</b>	