



Michelle Jean Counselling  
Health and Safety Policy  
Date: September 2024

## **1. Introduction**

Michelle Jean Counselling is committed to ensuring the health, safety, and welfare of all clients to their premises. This policy outlines the measures I will take to safeguard everyone from accidents, injuries, and health hazards.

## **2. Scope**

This policy applies to all clients who enter the premises of Michelle Jean Counselling.

## **3. Responsibilities**

- Business Owner/Management:  
Responsible for ensuring the implementation of this policy, providing a safe environment, and complying with all relevant health and safety regulations.
- Clients:  
Expected to comply with health and safety measures while on the premises.

## **4. Health and Safety Objectives**

Objectives are to:

- Prevent accidents.
- Ensure a safe and healthy environment.
- Regularly review and improve health and safety practices.

## **5. General Safety Measures**

- Risk Assessments:  
Regular assessments will be carried out to identify and mitigate risks.
- First Aid:  
A first aid kit is available on-site.
- Hygiene:  
Maintain cleanliness and hygiene

## **6. Client Safety**

- Property Maintenance:  
Regular checks will be made to ensure the property is maintained such as parking area, pathways to the counselling room and on entering the counselling room.
- Emergency Procedures:  
Clear procedures are in place in case of an emergency, and clients will be informed of evacuation routes.
- Parking and Access:  
Ensure that parking areas and walkways are safe, well-lit, and free from obstacles to prevent accidents.

## ***7. COVID-19 and Infectious Diseases (if applicable)***

- Inform clients of any symptoms and isolation requirements.

## **8. Review of Policy**

This policy will be reviewed annually or after any significant changes to the premises or business operations.

Signed:

***Michelle Cage***

Michelle Jean Counselling

05/09/24