



# **Health and Safety Policy**

Brighter Foundations  
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Review: This policy will be reviewed annually

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## **Introduction**

Brighter Foundations offers Play Therapy. I am committed to ensuring that my private practice working environment is safe from undue harm or injury, and that potential risks are appropriately identified and mitigated.

When commissioned to deliver services for other organisations I have the right to work in an environment which has been appropriately risk assessed in order to prevent injuries or illness whilst working, in accordance with the Health and Safety at Work Act 1974.

I have a duty to ensure the health and safety of everyone while attending therapy at venues hired by myself, to undertake my services. The overall responsibility for ensuring everyone's health and safety lies with me, however, I also encourage service users to take responsibility for their own safety, and that of those around them, in line with this policy.

## **Responsibilities for health and safety**

I am responsible for maintaining health and safety detailed below:

- Overall responsibility during therapeutic work for health and safety
- Undertaking Health and Safety Training
- Carrying out Risk Assessments of the therapeutic work and working space
- Sharing risk assessments accordingly with the appropriate people
- Ensuring I gather essential health and well-being information of my clients to inform risk assessing e.g., health information and what to do if the client becomes unwell.

Risk assessment form - Appendix 1

Organisations/venues used for therapy:

Organisations responsibilities are to undertake risk assessments of the building and ensure they meet the Health and Safety at Work Act 1974 including Fire Risk Assessment and evacuation procedures; lockdown procedure; the organisations risk assessments are communicated to me as part of the contracting of my services. I make myself aware of the named first aider and who to report any health and Safety concerns to.

Day to day responsibilities include maintaining and replacing equipment where necessary, recording injuries or risks as identified, ensuring fire and evacuation plans are in place and that I have read and remain up to date with health and safety policies of the organisations I work within (where applicable).

My responsibilities include risk assessment of therapy space, activities, resources, and equipment, acting on any immediate dangers, supervising clients to mitigate risks, being aware of the organisations trained first aiders, being aware of fire and evacuation procedures in the event an evacuation should occur and being aware of the organisations lock down policy.

**Reporting health and safety concerns**

Where a health and safety concern is identified at an organisation it is important to first raise this issue with the venue's Health and Safety Officer.

Private Practice Health and safety concerns will be addressed as soon as possible, once identified.

**Reporting incidents or accidents**

Incidents and accidents within an organisation will be reported as soon as possible to the Health and Safety Officer. Where an incident or accident occurs at an organisation because of unsafe, inadequate or dangerous equipment an incident or accidents reporting form should be completed and handed to the venue's Health and Safety Officer. Where an accident has occurred an accident form will be completed as soon as possible. I will follow the organisation's process for managing accidents and incidents, ensuring the parent is informed by the organisation staff. If I am not satisfied, I will contact the parent directly.

Private Practice protocol will be to Inform the parent/carer upon collection of the client or if the accident/incident requires urgent assistance contact emergency services/parent immediately. Record the accident/incident after the event at the end of the session. Depending on the severity of the accident/incident contact my Insurance Company and Clinical Supervisor for advice.

**Training**

Health and safety awareness training will be undertaken every three years.

This policy will be reviewed annually and updated as needed. All staff are required to read this policy and refer to it as needed.