

Introduction

SPTI has a set of Health and Safety procedures for staff and students to maintain physical, virtual, and social learning environments that are safe, accessible and reliable for every student and staff member, promoting dignity, courtesy and respect in their use. These provide guidelines on fire precautions and regulations, physical hazards and first aid. Students are required to be familiar with these guidelines and to familiarise themselves with the necessary course of action in case of fire. These are posted throughout the training buildings.

Safety Policy

It is our policy to take reasonable steps to ensure the health and safety at work of all students, staff and visitors, and to take all necessary steps to implement such a policy. We set out what they expect of current students and what current students can expect from us.

Students and staff also have a duty to co-operate with us to ensure that this policy is effective, and to offer all necessary assistance to ensure the health and safety at work of all students and staff.

We have a responsibility to ensure the health and safety of others who may be affected by the work activity and reasonable steps will be taken by all concerned to ensure that this duty is observed.

The attention of all students and staff is drawn to the safety rules and procedures. Disciplinary action will be taken against any students or member of staff who violates these rules and procedures.

We will consult with the students and staff periodically to ascertain what measures should be taken to increase awareness of health and safety and to ensure that all necessary measures are taken to make this policy effective.

We will take such measures as may be necessary to ensure proper training, supervision and instruction of all students and staff in matters pertaining to their health and safety and to provide any necessary information.

Personal Responsibility for Health & Safety

The person having overall responsibility for health and safety will be the Business Operations Manager between 9am-5pm, Monday to Friday.

Medical assistance will be called and the names of those qualified in basic first aid will be notified to the students and staff from time to time.

Safety Rules

Workplace

Workplaces must be kept clean and tidy with rubbish and discarded materials placed in the receptacles provided. Proper attention must be paid to hygiene. All materials must be properly and safely used and when not in use properly and safely secured. Care must be taken to ensure that the workplace is not hazardous either to students, staff or to third parties including trespassers.

Smoking and vaping

All buildings are non-smoking buildings. Smoking and vaping are prohibited at all times.

Fire

Students and staff should ensure that they are familiar with the position of the nearest fire-fighting equipment and alarms, how to raise the alarm and staff should understand how to operate fire-fighting equipment. Students and staff are asked to use heaters (if and where permitted) with caution and to keep flammable materials, paper, away from sources of heat. Students and staff should report any faulty electric cable immediately. Stairs, corridors and doorways should not be obstructed.

Students and staff should be fully conversant with the fire drill and be aware of the nearest exits and assembly points. Everyone should leave the building quickly and in an orderly fashion following the correct route.

The Sherwood Psychotherapy Training Institute
HEALTH & SAFETY POLICY

Electrical Equipment

Any equipment in a dangerous or worn condition must be reported by the students or staff to the Business Operations Manager. All electrical equipment which does not require continuous operation should be switched off when not in use and plugs removed from sockets. Students and staff should never use equipment which is suspected to be faulty, or where the cable is damaged, or connections are loose. Any faults should be immediately reported to the Business Operations Manager.

Students and staff should not attempt to repair or interfere with electrical equipment or wiring themselves.

Floors

Cables and wires should not be permitted to trail across the floor where people may be passing, unless a covering is provided. Students and staff should take extra care on newly polished or wet floors. Any spillages should be wiped up immediately. Damaged floor covering of surfaces should be treated with care and reported immediately.

Steps and Stairs

Where steps are used, staff should ensure that they are firmly based and secure. Steps should not be used by students. Students and staff should exercise care on stairs and handrails should be used.

Alcohol and Drugs

No alcohol or drugs (other than those prescribed by a registered Medical Practitioner, and which do not affect students or staff ability to undertake their duties safely) must be brought onto, used or consumed on any of the work premises. Any student or staff member who, in the opinion of SPTI, is under the influence of drugs or alcohol will be suspended by SPTI under the terms of the student or staff disciplinary procedure.

Access

Means of access to and from the premises must only be used for the purpose for which they are provided. No student or member of staff must tamper with any means of access to the premises. Any means of access to or from the premises which is in a dangerous or unsuitable condition for use must be reported by the student or member of staff to the Business Operations Manager.

Carrying Heavy Items

Lifting or carrying items such as computers, heavy bundles of paper or files should be done carefully. Students and staff should ask for assistance if there is any danger of strain. Heavy objects should be lifted in the correct manner without bending the back.

Accident, incidents and near misses

Any accident, incident or near miss occurring on SPTI's premises should be recorded in the Accident Report book either by the injured party or by a member of staff present at the time. The Accident Report form should be passed to the Business Operations Manager as soon as possible after the event. It is important that all injuries however slight should be reported. Members of staff should ensure that they know the names of persons designated to take charge of the first aid cabinet and to render first aid in emergency. If speed is considered essential, an ambulance should be called.

General

Students and staff must not misuse any equipment provided in the interest of health and safety. Any students or member of staff who fails to follow this rule will be subject to disciplinary action under SPTI's disciplinary procedure.

Students and staff should remain alert and report any practices they observe which in their opinion could constitute a hazard to themselves or others. Where additional rules are issued to students and staff in relation to equipment or operations which they carry out, these additional rules must be carefully complied with.