



THE BRIGHTER DAYS PROJECT Health and Safety Policy

Health and Safety Policy Summary

Part 1: Statement of Intent

- The policy outlines the organisation's commitment to managing health and safety at work.

Part 2: Responsibilities for Health and Safety

1. Overall responsibility: The Directors of the project are all responsible for everyone's Health and Safety. All staff are to follow The British Acupuncture Council's Professional Code Of Conduct and their Code Of Safe Practice (links to both are at the bottom of this policy)
2. Day-to-day responsibility: The Directors of the project along with all staff who are expected to take responsibility of their own and their clients Health and Safety.
3. The Directors of the project have overall responsibility for all policies concerning The Brighter Days Project. The risk assessments will be carried out by clinic owners and the Project will review annually or earlier if required. Any electrical equipment will be tested as required by law.
4. All employees are expected to:
 - Co-operate with supervisors on health and safety matters.
 - Take reasonable care of their own health and safety.
 - Report health and safety concerns.

Part 3: Arrangements for Health and Safety

- Practical arrangements include risk assessments, employee training (if necessary), and the use of safety signs/equipment where necessary.
- Key elements include:
 - Displaying health and safety law posters.
 - Locations for first-aid boxes and accident books.
 - Regular updates to risk assessments and training.
 - Maintenance of equipment and building systems.
 - Evacuation plans.
 - Consideration for vulnerable individuals and visitors.
 - Annual health and safety reviews.

Part 4: Recording and Reporting

- Internal recording and reporting requirements for serious incidents. The Project will use the resources of The British Acupuncture Council, Brighton & Hove City Council to report any serious incidents that may arise

<https://bacc-wp-media-library.s3.eu-west-2.amazonaws.com/wp-content/uploads/2022/07/21182828/21119-The-Code-of-Safe-Practice.pdf>

<https://bacc-wp-media-library.s3.eu-west-2.amazonaws.com/wp-content/uploads/2024/02/13145427/21189-Code-of-Professional-Conduct.pdf>