



Phoenix Therapy Practice

Adult, Child, Couples and Group Psychotherapy, Counselling and Psychological Services.

Policy and Procedure on Health & Safety

General Statement

Phoenix Therapy Practice accepts responsibility under the Health and Safety at Work Act, 1974, to ensure so far as is reasonably practicable the health and safety of their employees and members while on the premises.

To this end Phoenix will, in so far as is reasonably practicable:

1. Provide a working environment, equipment and systems of work which are free from hazard and without risk to health
2. Provide such training and instructions, information and supervision as is necessary to ensure the health and safety at work of employees and practitioners
3. Ensure that the premises are maintained so far as is reasonably practicable as safe and without risk to health and with adequate access and egress
4. Make arrangements for ensuring safety and absence of risk to health in the handling and storing of articles and substances
5. Make adequate arrangements for facilities and arrangements for employees' and practitioners' welfare at work
6. Provide and maintain arrangements for the emergency evacuation of premises under their control in case of fire or other emergency

Responsibilities

Overall and final responsibility for health and safety is that of the Director.

All staff and members must be aware of their individual responsibility:

1. To take reasonable care of their own health and safety and the health and safety of their fellow employees and members who may be affected by their acts or omissions
2. To familiarise themselves and act in accordance with the Policies and Procedures related to health and safety (see Appendix 1)
3. To co-operate with staff in carrying out any duty or requirement imposed upon them under the Act
4. Not to interfere intentionally or recklessly with, or misuse, anything provided in the interest of their health and welfare

5. To notify a member of the management and administrative team if they notice a health and safety problem

Staff and members render themselves liable to disciplinary action if they fail to adhere to the above policy and related procedures.

Child Safety & Protection

Phoenix recognises that it is the responsibility of each of its employees and members to prevent the physical, sexual and emotional abuse of young people and children and to report any abuse discovered or suspected to the Director. Phoenix Therapy Practice recognises its responsibility to implement, maintain and regularly review procedures, which are designed to prevent and be alert to such abuse. These responsibilities and related procedures are outlined in the Policy and Procedure for Child Protection.

Phoenix does not expect staff or members to put themselves at risk whilst at work and recognises its responsibilities for the safety of its staff and members and for the provision of a safe workplace and a safe system of working. Phoenix also puts responsibility, where appropriate, on staff and members to take steps to ensure their own safety.

Safety with clients

If a client or member of the public should appear to represent a threat to a member of the practice or its staff or to its clients, action should be taken in accordance with the Procedure for Clinical and Ethical Dilemmas.

Any incident causing alarm or concern to a member should be reported and dealt with in accordance with the procedures.

Lone working

Phoenix recognises the potential risks in working on a one-to-one basis with potentially disturbed or unstable clients (e.g. risk of physical attack or allegations of unprofessional conduct). Such risks are magnified when working alone in the building and, whilst it is not practicable to prohibit lone working, the practice aims to minimise the risks and ensure staff and members are informed of them and know what steps to take to protect themselves. (See the following procedure and the Procedure for Clinical and Ethical Dilemmas)

If it occurs that a practitioner may find themselves working alone in the building, for example before 9.00 a.m., after 8.00 p.m. and during times of holidays or when cancellations are made. This cannot always be avoided, but when they have noticed that no other practitioner will be present at the time of a session, members of administration staff are responsible for advising the practitioner concerned. It is then the practitioner's own responsibility to decide whether to work at that time. If the practitioner has any concerns about the client, it is strongly advised

that they discuss these with their supervisor.

It is the responsibility of Phoenix management and administration staff to ensure that trainee practitioners are not allotted time slots at times of less frequent use which could potentially result in the practitioner working on their own in the building.

The security procedures and guidelines outlined here and in the Clinical and Ethical Dilemmas Procedure must be strictly adhered to.

Fire Safety

The responsibilities and related procedure for fire safety are contained in the Policy and Procedure on Fire Safety.

Security

All staff and practitioners should ensure that measures to ensure the security of the building and personnel are followed. The front gate should be kept locked at all times and clients should be encouraged to make sure the gate is locked when they leave. In the evenings the inner door should be locked after the client has entered and the client shown how to open it in order to leave.

Violent and aggressive behaviour

It is recommended that practitioners minimise risk to themselves by refusing to work with clients who present heavily under the influence of alcohol or drugs. The procedures for dealing with such clients and those behaving in a violent or aggressive manner are outlined in the Clinical and Ethical Dilemmas Procedure. Any incidents or concerns should be reported directly to the Director, or to the administrator. The Director will ensure the practitioner is debriefed and offered appropriate support if needed.

Reporting Hazards and Injuries

Any injury incurred or potential hazard should be reported to the administrator and recorded in the Incident Book. A small First Aid kit is located in the office. It is the responsibility of the administrator to keep it stocked.

Hazardous substances

Any potentially hazardous cleaning materials are stored in the locked cupboard and should not be removed. Complementary practitioners are asked to label any preparations they use and store them sensibly.

Fire safety

Actions to be taken to prevent fire, minimise risk and in the event of fire being discovered are contained in the Policy and Procedure for Fire Safety.

Appendix 1

Policies and procedures to be read in conjunction with this procedure

1. Policy and Procedure on Fire Safety
2. Clinical and Ethical Dilemmas Procedure
3. Policy and Procedure on Child Protection