

Health and Safety Policy

Verdure Psychology Ltd - Version 1.0

Part 1: Statement of Intent

Verdure Psychology Ltd will endeavour to prevent accidents and cases of work-related ill health; manage health and safety risks within its leased office; provide clear instructions, information and induction for practitioners using the office; support the safety of service recipients through appropriate session management and environmental upkeep; maintain safe and healthy working conditions within the office environment; clarify emergency procedures including evacuation in case of fire or other significant incidents; and review and revise this policy regularly to ensure its effectiveness and continuing compliance with relevant health and safety legislation.

- Signed: Dr Richard Jenkinson, Director
- Date approved: 26/06/2026
- Review date: 26/06/2027

Part 2: Responsibilities for Health and Safety

1. Overall and Final Responsibility

Verdure Psychology Ltd is responsible for health-and-safety risks arising from its use of the leased office, including its own equipment, furnishings, working practices, practitioners and clients. York Science Park / the landlord retains responsibility for building-wide systems, communal areas, fire alarms, emergency lighting, escape routes, maintenance and building-wide procedures. Verdure Psychology Ltd will co-operate and co-ordinate with York Science Park / the landlord where responsibilities overlap. Overall and final responsibility for Verdure Psychology Ltd's own health-and-safety arrangements rests with Dr Richard Jenkinson, Director.

2. Day-to-Day Responsibility

- Dr Richard Jenkinson is responsible for maintaining this policy, the office risk assessment, induction arrangements and record-keeping.
- Associate practitioners are independent practitioners using the office under Verdure Psychology office-use arrangements. They are responsible for following this policy, reporting hazards/incidents, conducting appropriate clinical risk assessments for their own clients and maintaining their own professional competence, supervision, CPD, professional indemnity and public liability insurance.
- York Science Park / the landlord is responsible for building-wide and communal-area arrangements, as set out in its own policies and procedures.

3. Named Practitioners

- Director: Dr Richard Jenkinson.
- Current associates using the office: Lorna Hunter and Helen Williams.
- For the purposes of this policy, "practitioners" means the Director and any associate practitioner using the office.

4. All Practitioners Must

- take reasonable care of their own health and safety and that of clients/visitors;
- co-operate with Verdure Psychology Ltd, York Science Park and University Security on health and safety matters;

- report all health and safety concerns, hazards, incidents and near misses promptly;
- follow fire, evacuation, lone-working, first-aid and out-of-hours arrangements.

Part 3: Arrangements for Health and Safety

Significant Risks and Controls

Risk area	Control measure
Client distress / mental health risk	Practitioners complete clinical risk assessment and review it as indicated. Out-of-hours sessions should only take place where the client is assessed as suitable and low immediate risk.
Lone working / out-of-hours work	Practitioners must follow the lone-working checklist, including buddy arrangements, charged phone, check-in/check-out and agreed escalation if check-out is missed.
Medical emergency	Call 999 where there is immediate danger, serious injury or urgent medical risk. Know the building address and first-aid arrangements.
Violence, aggression or unsafe behaviour	Do not see clients out of hours where known risk factors make lone working inappropriate. End the session, leave and seek help if unsafe.
Fire and evacuation	Follow the Fire Action Notice and separate Fire Risk Assessment. Keep exit routes clear and ensure clients know evacuation arrangements where necessary.
Slips, trips and housekeeping	Keep the office tidy, maintain clear exit routes and report hazards promptly.
Electrical equipment and heater	Daily visual checks when the office is used, PAT at least every five years, and restricted use of the approved heater only.
Confidentiality and psychological safety	Maintain session privacy, secure records/devices and avoid environmental factors likely to cause unnecessary distress.

Risk Assessment and Inspection

- An office risk assessment will be reviewed annually and sooner if the office layout, equipment, working pattern or risks change.
- A visual inspection of the office, equipment and exit route will be carried out on each working day when the office is used.
- Any hazard that cannot be resolved immediately must be reported to the Director and, where relevant, York Science Park / University Security.

Training, Induction and Competence

- Each new practitioner using the office will receive induction information, including this Health and Safety Policy, the Fire Risk Assessment, the Lone Working arrangements, out-of-hours procedures and emergency contacts.
- Practitioners must maintain professional competence through appropriate clinical supervision and CPD, and must hold appropriate professional indemnity and public liability insurance.

Lone Working Checklist

- Before out-of-hours work: confirm the appointment is clinically suitable for lone working; inform a nominated buddy of arrival time, expected finish time and expected departure/home-arrival time.
- During the session: keep a charged phone accessible and remain aware of exits and available support.
- After the session: confirm safe departure/home arrival with the nominated buddy.
- If check-out is missed: the buddy should attempt contact and escalate according to the agreed plan, including University Security or emergency services if there is concern for safety.
- Do not continue a session if there is immediate danger, serious risk, intoxication, aggression, severe dysregulation or other factors making lone working unsafe.

First Aid

- Verdure Psychology Ltd will maintain awareness of the Innovation Centre first-aid arrangements and ensure practitioners know how to access first-aid support.
- A basic first-aid kit will be available in the office or practitioners will know the nearest building first-aid provision. This should be confirmed during induction.
- In a medical emergency, practitioners should call 999 and then inform University Security / York Science Park as appropriate.

Accident, Incident and Near-Miss Reporting

- All accidents, incidents, near misses, fire alarm activations, threats/aggression and environmental hazards must be recorded in Verdure Psychology Ltd's incident log and reported to the Director.
- Where relevant, incidents must also be reported to York Science Park / University Security.
- Clinical incidents should also be recorded in the relevant client clinical record where appropriate.
- RIDDOR-reportable incidents will be reported by the appropriate responsible person.

Consultation and Communication

- Feedback from service recipients regarding safety and comfort during sessions will be considered.
- Verdure Psychology Ltd will consult with associates, York Science Park and the landlord where health and safety responsibilities overlap.

Evacuation and Evacuation Support

- Practitioners must familiarise themselves with the Fire Action Notice and separate Fire Risk Assessment.
- Before the first face-to-face appointment, practitioners should ask clients whether they would need assistance evacuating the building.
- If evacuation support may be required, the appointment should not proceed until suitable arrangements have been agreed with the landlord / Fire Safety Officer.
- In an emergency, practitioners should call 999 where there is immediate danger, serious injury, fire, crime in progress, or urgent medical risk.

Document Control

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- Approved by: Dr Richard Jenkinson, Director
- Date approved: 26/06/2026
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