**General Statement**

It is the Policy of Devon and Cornwall Counselling Hub to conduct our affairs in a manner whereby statutory and good practice health and safety requirements are met and maintained to a reasonably achievable standard. We will ensure, so far as is reasonably practicable, the health, safety and welfare of our Learners and Tutors and others who may be affected by our activities.

**To achieve this we will:**

* Make the necessary arrangements to ensure that hazards are identified and risks to health, safety and welfare are assessed and either eliminated or adequately controlled
* Promote a positive health and safety culture throughout the organisation
* Provide and maintain an environment in which our courses run, that is safe and without risks to health.
* Request that all learners and tutors share the responsibility for ensuring the working environment is safe during the course sessions, by reporting any accident or incident that could cause a risk and being mindful of and personally responsible for any hazards they may cause.
* Ensure that all staff and students are aware of fire evacuation procedures at the start of their courses.

**Further to these basic aims, we will:**

* Report any incident that we are aware of to the relevant person in charge of the venue our courses are run in.
* Record any incident that we are aware of in our accident book.