



Mindsia Mental Health Wellbeing Group CIC



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82A James Carter Road, Mildenhall, IP28 7DE

Health and Safety Policy

1. Purpose:

- To ensure the health, safety, and well-being of all employees, clients, and visitors at Mindsia, in compliance with legal requirements and best practices.

2. Responsibilities:

- Management: Responsible for implementing and maintaining the health and safety policy, ensuring all risks are identified and controlled.
- Employees: Must adhere to safety procedures, report hazards, and participate in training.
- Clients: Are informed of relevant safety procedures and encouraged to report any safety concerns.

3. Risk Assessment:

- Regular risk assessments are conducted to identify potential hazards in all areas of operations, including therapy rooms, office spaces, and online services. Measures are taken to eliminate or reduce risks.

4. Incident Reporting:

- All accidents, injuries, or near misses must be reported immediately to a supervisor or manager. An incident report will be completed, and appropriate corrective actions taken.

5. Emergency Procedures:

- Clear procedures are in place for emergencies, including fire, medical incidents, and other critical situations. Employees receive regular training on these procedures.

6. Supervision and Training:

- Regular supervision sessions include discussions on health and safety, ensuring that all employees are aware of their responsibilities. Training is provided as needed to address specific risks.

review by: 08/08/2025

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7. Work Environment:

- Mindsia ensures that all workspaces are clean, safe, and free from hazards. This includes ensuring that all equipment is properly maintained and that ergonomic standards are met.

8. Mental Health and Well-being:

- Mindsia is committed to supporting the mental health and well-being of its employees and clients. This includes providing a supportive work environment, access to mental health resources, and regular check-ins during supervision.

9. Review and Monitoring:

- The health and safety policy is reviewed annually or as needed to ensure its effectiveness and relevance. Any changes in legislation or significant incidents will prompt an immediate review.

This policy reflects Mindsia's commitment to providing a safe and healthy environment for everyone involved with the organization.

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