

H&SW Policy Statement

Part 1: Statement of intent

This is the Health and Safety policy statement of Prick Up Your Ears Training and Consultancy CIC.

Our company is committed to providing safe and healthy working conditions for all our employees, clients, and visitors. We aim to prevent accidents and ill health by managing risks in our service operations. We will provide adequate resources, training, and supervision to meet our legal duties under the Health and Safety at Work etc. Act 1974.

Signed: Mr Nicholas Shough
Date: 11/04/2026



Part 2: Responsibilities for health and safety

1. Overall and final responsibility for health and safety: **Mr. Nicholas Shough**
2. Day-to-day responsibility for ensuring this policy is put into practice: **Mr. Nicholas Shough**
3. To ensure health and safety standards are maintained/improved, the following people have responsibility in the following areas:

Mr. Nicholas Shough is responsible for overseeing safety daily, risk assessments, training, equipment maintenance, emergency procedures, safeguarding, fire, first aid, moving and handling, consulting employees, work related ill health, updating this policy, and monitoring compliance.

This is especially important in treatment or training situations where **acupuncture with needles** is being practiced, hand washing, sharps and clinical waste bins, needle handling, and procedures for needle-stick injuries, must all be followed and adhered to.

4. Everyone who works with us should:
 - a) co-operate with supervisors and managers on health and safety matters;
 - b) take reasonable care of their own health and safety; and
 - c) report all health and safety concerns to an appropriate person (as detailed above).



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Part 3: Arrangements for health and safety

Health and safety law poster is displayed at (location)	By host organisations operating each premises PUYE works at.
First-aid box is located:	In mobile acuthery trolley.
Accident book is located:	33 Lifford Close, B14 6QL

Risk assessment: Ensuring that risks are assessed, we conduct regular risk assessments to identify hazards related to our service activities (e.g. site visits, room size, floor coverings, chair materials, handwashing facilities, privacy, lighting, and noise levels). A Risk Register and Records are kept at 33 Lifford Close, B14 6QL.

Accidents and First Aid: The designated first aider is the senior worker present. First aid kits are located with each worker. All accidents must be recorded in the accident book located at 33 Lifford Close.

Fire and Emergencies: In the event of a fire, employees must evacuate to a designated Assembly Point, which they must be aware of by asking on arrival at a location, and also asking when Fire drills will be conducted.

Training: Induction of staff will include online training at www.alison.com on:

- Health & Safety in the Workplace
- Fire Safety
- Infection Control
- CPR & First Aid
- Safeguarding

Work-Related Travel and Lone Working: Staff traveling to client homes or working alone in community settings must follow our Lone Worker Procedure. Check-in protocols are managed by Mr. Nicholas Shough, Director.

Equipment: workers must check the expiry dates on all single-use clinical equipment (seeds, beads, needles) before using it. Probes, tweezers, and metal bowls should be cleaned with sterile wipes, before and after each session.

Consultation: this policy will be reviewed annually in consultation with all employees. **International.** The Charity Commission's guidance on [how to manage risks when working internationally](#) and the FCO's [guidance on foreign travel](#) are to be brought to the attention of those responsible for managing activities overseas.



Part 4: Recording and Reporting

A record of any accidents or serious incidents should be made as soon as possible after the incident in the Accident Book and to the responsible officer, Mr. Nicholas Shough, who will present all incidents and outcomes to the Board of Directors on a quarterly basis.

Version Control - Approval and Review

Version No	Approved By	Approval Date	Main Changes	Review Period
1.0	Board	April 26	Initial draft approved	Annually

Attachments:

1. Useful Links.
2. Risk Assessment Matrix.
3. Risk Assessment Template.

Useful Links:

[HSE: Charities](#)

[HSE: H&SW getting started toolkit](#)

[HSE: H&SW made simple](#)

[HSE: H&SW policy](#)

[HSE: H&SW toolbox](#)

[UK Health and Safety Executive \(HSE\) Guidance](#)

<https://www.hse.gov.uk/simple-health-safety/risk/index.htm>



RISK ASSESSMENT MATRIX

The threat any risk poses is a combination of the probability (likelihood) of it happening and the impact if it did. This matrix can be used as a very simple tool to assess a risk.

		Probability – a risk will materialise		
		Low	Medium	High
Impact – if it did	Low	Very Low	Low	Medium
	Medium	Low	Medium	High
	High	Medium	High	Very High



RISK ASSESSMENT TEMPLATE

Details about risk:	Person carrying out review		Date Review carried out	
	Appointment		Date of next review	

Questions to ask yourself:

What existing risk controls are in place?	
Are existing controls effective and adequate?	
Are relevant policies in place and up-to-date?	
Does everyone who needs to, know about them and are these applied consistently?	
Has any necessary training been carried out and is it up-to-date?	
Is any necessary equipment available and serviceable?	
Are any repairs, maintenance or new equipment needed?	
Is any signage needed and in place?	

Assessing the risk:

What is the probability of the risk happening?	
How much of an impact would it have, if it did happen?	
What is the risk rating?	Low/Medium/High

Any action required:

Action required	Who is responsible	Deadline to complete



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