



# Health and Safety Policy

Document Detail	
Effective from	September 2024
Date of next review	September 2025
Owner	LEAD Manager

This is the Health and Safety Policy of London Early Autism Diagnosis (LEAD)

The Policy aims:

- To prevent accidents
- Manage health and safety risks in the workplace
- To ensure safe handling and use of equipment
- To maintain safe and healthy working conditions

Signed:

Date:

Print Name: Sola Clement

## **Responsibilities for Health and Safety:**

### **Overall responsibility:** Manager

The manager is also specifically responsible for ensuring health and safety standards are maintained and improved. The manager is responsible for consulting with all staff on health and safety matters and if there are any issues of work related ill health.

### **Day to day responsibility for ensuring that policy is put into practice:** Lead Clinician

The lead clinician is also specifically responsible for emergency procedures, fire, evacuation and the monitoring and maintenance of equipment.

### **All employees should:**

- co-operate with the manager/lead clinician on health and safety matters;
- take reasonable care of their own health and safety; and
- report all health and safety concerns to an appropriate person (as detailed above).

## **Arrangements for health and safety:**

### **Risk assessment**

We will complete relevant risk assessments and take action

We will review risk assessments if working habits or conditions change.

### **Training**

All staff are made aware of our policies as part of their induction.

Staff undertake safety at work training and other mandatory training

Personal protective equipment is supplied as needed

### **Consultation**

We will inform staff of health and safety matters as they arise

### **Evacuation**

Staff are to follow the evacuation procedures of the relevant health centre where they are working.