Reiki and Relax

Health & Safety Policy

Effective Date: 22Sep2026
Business Name: Reiki and Relax

1. Purpose & Policy Statement

Reiki and Relax is committed to ensuring the health, safety and welfare of all individuals on our premises, including clients, learners, staff, contractors and visitors. We aim to prevent accidents, injuries, ill health and risks arising from our activities, equipment, chemicals and services.

2. Legal Compliance

This policy is designed to support compliance with relevant UK Health & Safety legislation, including but not limited to:

- The Health and Safety at Work Act 1974
- The Management of Health and Safety at Work Regulations 1999
- Workplace (Health, Safety and Welfare) Regulations 1992
- Provision and Use of Work Equipment Regulations (PUWER)

3. Responsibilities

3.1. Management: Management is responsible for ensuring this policy is implemented, monitored and regularly reviewed. This includes providing appropriate resources, training and information to maintain safe working conditions.

3.2. Staff / Tutors / Assessors: All personnel must follow safe working practices, use PPE as instructed, participate in training, report hazards promptly, and support a positive safety culture.

3.3. Learners / Clients / Visitors: All individuals attending the premises must follow instructions provided for their safety and must report any hazards, incidents or concerns immediately.

4. Risk Assessment & Hazard Control

Formal risk assessments will be completed and reviewed regularly. Identified risks will be controlled, reduced or eliminated where reasonably practicable. Chemicals and substances will be controlled under COSHH requirements. Electrical and treatment equipment will be maintained and used in accordance with manufacturer guidance and legal requirements.

5. First Aid & Accident Reporting

First aid kits will be available and maintained. Designated staff will hold valid first aid training. All accidents, injuries and near misses must be recorded and investigated, and corrective measures implemented where required.

6. Emergency Procedures

Emergency procedures (including fire evacuations) will be clearly displayed. Fire alarms, extinguishers and related systems will be maintained and checked regularly. Fire drills will take place to ensure individuals know how to respond and evacuate safely.

7. Workplace Hygiene & Infection Control

High standards of hygiene, housekeeping and sanitation will be maintained. Handwashing and sanitisation facilities will be provided in treatment areas. Treatment equipment will be cleaned, disinfected or sterilised appropriately in accordance with infection control requirements.

8. Training & Competence

Relevant training will be provided to ensure all involved understand health & safety responsibilities, emergency procedures and safe operation of equipment and substances.

9. Monitoring & Review

This policy will be reviewed regularly, or immediately after any incident or change in legislation, to ensure it remains effective and current.

10. Contact Information

Responsible Person / H&S Lead	Michelle Richardson, Owner and H&S Lead
Contact Email	Hello@reikiandrelax.uk