

The Mind Department

Health & Safety Policy

1. Statement of Intent

The Mind Department is committed to ensuring the health, safety, and welfare of all participants, clients, staff, contractors, and visitors engaged in its services. Our aim is to provide a safe and supportive environment for mindfulness classes, one-to-one sessions, workplace wellbeing activities, and related events.

This policy outlines our approach to identifying hazards, managing risks and complying with applicable health and safety laws and best practices. It will be reviewed and updated regularly.

Signed: _____

Name: _____

Position: _____

Date: _____

2. Scope

This policy applies to all mindfulness group classes, one-to-one sessions, corporate wellbeing events, and online sessions delivered by The Mind Department. It applies to all locations where services are delivered, including third-party venues and digital platforms.

3. Responsibilities

3.1 Ownership and Management

- Overall responsibility rests with the practice owner or designated lead.
- Ensure this policy is implemented, communicated and reviewed periodically.
- Provide necessary resources and training.

3.2 Staff and Practitioners

- Comply with this policy and associated procedures.
- Report hazards, incidents and near misses promptly.
- Ensure activities are conducted safely.

3.3 Participants and Clients

- Follow instructions and session guidance.
- Inform facilitators of relevant health conditions.
- Behave responsibly and respectfully.

4. Risk Assessment and Control Measures

- Risk assessments will be conducted for sessions and venues.
- Identified hazards will be mitigated through appropriate controls.
- Venue fire safety, access, and safe movement space will be verified.

5. Incident Reporting and First Aid

- All incidents and near misses must be reported promptly.
- Appropriate first aid assistance will be arranged as required.
- Emergency services will be contacted when necessary.

6. Training and Communication

- Health and safety expectations will be communicated clearly.
- Staff will receive appropriate induction and updates.
- Policy changes will be communicated to relevant parties.

7. Monitoring and Review

This policy will be reviewed annually or sooner if services, venues, or legal requirements change.