**Health and Safety Policy for Face-to-Face and Online Sessions**

**1. Purpose**
This Health and Safety Policy outlines the measures in place to ensure the safety and well-being of all participants attending face-to-face sessions in an office building, as well as those engaging in online sessions.

**2. Face-to-Face Sessions**

**2.1 Office Building Responsibility**

* The office space is rented, and the responsibility for building maintenance, security, and general health and safety rests with the building management.
* Any identified hazards within the rented office space should be reported to the building management promptly.

**2.2 Fire Safety Procedure**

* In the event of a fire or emergency evacuation, all participants must leave the building via the designated stairwell.
* The assembly point is located across the road from the office building.
* Emergency exits and escape routes should be noted upon arrival.

**2.3 General Safety Considerations**

* Any spills, trip hazards, or other safety concerns should be reported immediately.
* Participants should ensure they are aware of first aid provisions and emergency contact numbers.
* Any medical conditions or accessibility requirements should be disclosed in advance where necessary to allow for appropriate accommodations.

**3. Online Sessions**

**3.1 General Safety**

* Participants should ensure they are in a safe, private, and distraction-free environment for online sessions.
* All efforts should be made to use secure and reliable internet connections to prevent disruptions.

**3.2 Emergency Situations**

* If an emergency occurs during an online session, I will make reasonable efforts to contact emergency services using the details available to me.
* If the participant is in distress and unable to respond, I will attempt to reach their emergency contact if one has been provided.
* In cases where immediate danger is suspected but no contact details are available, I will advise the participant (if possible) to seek urgent assistance.

**4. Review and Updates**
This policy will be reviewed periodically (1st Month of each year) to ensure it remains up to date with current health and safety best practices and any changes in office or online session arrangements.

**Effective Date:** 01/01/2025
**Reviewed by:** Kelly Greenhalgh – Lead therapist and Sole Proprietor