

## **JCP CONSULTANCY HEALTH AND SAFETY POLICY STATEMENT**

JCP policy is to prevent accidents and promote a safe and healthy working environment for its own people, its visitors and its clients.

### **Responsibility for implementation**

The responsibility for implementation of this policy lies with the JCP Board director Simon Vaughn.

### **Implementation within JCP**

The JCP Board recognise that the policy covers all aspects relating to the welfare of the people who work for JCP. Consequently considerable consideration is given to how individuals are effected by for example stress, tiredness, driving fatigue and family pressures. Individual Board members take the responsibility to be alert to any signs of stress related behaviour displayed by consultants working for them and in consultation with Simon and other Board members identify what can be done to help and support the individual in question.

### **Work at premises other than our own**

The vast majority of our work is carried out at clients' offices or workshop venues. When a consultant is working in a client's office it is the responsibility of the consultant to ascertain the health and safety arrangements and to abide by the local arrangements including but not limited to any safety induction/ training or wearing of protective clothing that the client requires at their sites. At workshop venues it is the responsibility of the consultant to familiarise herself/himself with the health and safety arrangements, to brief the workshop on those arrangements and to endeavour to ensure that the participants in the workshop abide by those arrangements. In addition the consultant will carry out a risk assessment of any exercises and tasks that delegates are required to participate in. As part of that process we will sensitively identify any delegates who may be particularly affected by our exercises and any requests to not participate will be sympathetically handled.

### **Health and Safety training**

The arrangements described above form part of the induction and training for any new consultants and facilitators joining JCP. All new entrants are advised of the following:-

- The importance of the JCP policy on both physical and mental well being of its people and that whilst ultimate responsibility lies with Simon Vaughn we all have a responsibility to be sensitive to the needs of each other.
- That it is mandatory to comply with health and safety rules at clients' sites including but not limited to any safety induction/ training or wearing of protective clothing that the client may require.
- If facilitating a workshop the consultant is responsible for explaining to participants in the workshop the local and health and safety arrangements of the venue and to endeavour to ensure that they are complied with.
- When facilitating particular exercises to sensitively identify any individuals who may be affected by our activities and to deal with requests not to participate in a sympathetic manner.

Our clients are from areas where safety is paramount and consequently our experienced consultants are continually exposed to the importance of health and safety and are kept abreast of new ways of approaching it, which they are able to bring back into JCP.

### **Review**

The review date for this policy will be June 2005

**Signed**

*Svaughan*

**Simon Vaughan  
Director JCP**

**Date**

*10/9/04*