

Calming Influences

- Calming Influences is an Holistic Training company.
- In addition to the Principal, several trainers, reception staff and invigilators are employed on a self employed bases and contracted as required.
- The office is located at Oakside, Pylands Lane, Bursledon, So31 1BH.
- Training is carried out at the QE2 Centre in Bursledon
- The office is open Tuesday to Friday 9.30-5.30 with limited opening during school holidays.
- Calming Influences genuinely cares for their staff and wants to portray this in his health and safety policy.
- This document will be reviewed each year.

This is the statement of general policy and arrangements for:

Calming Influences

Overall and final responsibility for health and safety, and day to day responsibility is that of:

Jackie James – Principal

STATEMENT OF GENERAL POLICY	RESPONSIBILITY OF:	ACTION/ARRANGEMENTS
To prevent accidents and cases of work-related ill health and provide adequate control of health and safety risks arising from work activities.	Jackie James Principal	Relevant risk assessments completed and actions arising out of those assessments implemented. (Risk assessments reviewed every year, or earlier if working habits or conditions change.)
To provide adequate training to ensure employees are competent to do their work.	Jackie James Principal	Staff are given necessary health and safety induction and provided with appropriate training. No personal protective equipment is required. Staff do not work at remote sites.
To engage and consult with employees on day-to-day health and safety conditions and provide advice and supervision on occupational health.	Jackie James Principal	Staff routinely consulted on health and safety matters as they arise but also formally consulted at regular health and safety review meetings.
To implement emergency procedures – evacuation in case of fire or other significant incident.	Jackie James Principal	Escape routes well signed and kept clear at all times. The QE2's evacuation plans are tested from time to time and updated as necessary.
To maintain safe and healthy working conditions, provide and maintain plant, equipment and machinery, and ensure safe storage/use of substances.	Jackie James Principal	Toilets, washing facilities and drinking water provided. System in place for routine inspections and testing of equipment and machinery and for ensuring that action is promptly taken to address any defects. Staff trained in safe handling/use of substances (none).

Health and safety poster is displayed:	At QE2		
First-aid box and accident book are located:	Within CI Trundle		
Accidents and ill health at work reported under RIDDOR: (Reporting of Injuries, Diseases and Dangerous Occurrences Regs) www.hse.gov.uk/riddor Tel: 0845 300 9923			
Signed: (Employer)	Jackie James	Date:	3/5/2026
Subject to review, monitoring and revision by:	Jackie James	Review Date:	3/15/2027

Employers with five or more employees must have a written health and safety policy and risk assessment.

Risk Assessment Form

Date:	Assessed by: Checked /	Validated* by:	Location	Review date:
3/06/2026	JJames	J W James	The Attic at Oakside QE2	30/05/2027

Activity	Hazard	Who might be harmed and how	Existing measures to control risk	Risk rating	Result
Holistic therapy Teaching	Slip hazard	Students and Clients	Process – all spills to be cleared away immediately	Low	None
Holistic therapy Teaching	Couch collapse	Students and Clients	Process – all couches to be checked before client sits on them	Low	None
Holistic therapy Teaching	Trip Hazard	Students and Clients	Process – all hazards, including shoes to be moved before they become a hazard	Low	None
Holistic therapy Teaching	Fire	Students and Clients	Process – candles to be used under supervision	Low	None

Action Plan				
Ref No	Further action required	Action by		Done
		Name	Date	