

Policy title:	Health and Safety Policy
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Summary:	<p>This policy outlines Insight Psychological Assessments’ approach to ensuring that all reasonable steps are taken to protect the health, safety, and welfare of individuals who engage with the organisation. It sets out expectations for self-employed consultants, clients, and visitors, and supports compliance with the Health and Safety at Work etc. Act 1974 and associated regulations.</p> <p>Insight Psychological Assessments is committed to maintaining safe systems of work within the scope of its operations but recognises that self-employed consultants retain primary responsibility for managing their own health and safety in connection with their professional practice.</p>
Target audience:	All Insight Assessments <i>‘team members’</i> , whether employed, contracted or part-time, paid or unpaid, volunteers, students, and contractors.
Authorised by:	Insight Psychological Assessments Ltd Director
Date issued:	1 st September 2025
Next review date:	31 st August 2026

Version no.	Issue date	Summary of amendments

1. Purpose

This policy outlines Insight Psychological Assessments' approach to ensuring that all reasonable steps are taken to protect the health, safety, and welfare of individuals who engage with the organisation. It sets out expectations for self-employed consultants, clients, and visitors, and supports compliance with the Health and Safety at Work etc. Act 1974 and associated regulations.

Insight Psychological Assessments is committed to maintaining safe systems of work within the scope of its operations but recognises that self-employed consultants retain primary responsibility for managing their own health and safety in connection with their professional practice.

2. Scope

This policy applies to all self-employed consultants engaged by Insight Psychological Assessments, as well as any clients or visitors with whom they interact during the course of professional activity. Consultants work independently and are responsible for their own working environments, equipment, and risk management when conducting services on behalf of Insight Psychological Assessments.

3. Policy Statement

Insight Psychological Assessments recognises its limited duty under health and safety legislation to ensure that, so far as is reasonably practicable, activities arranged by or associated with the organisation do not pose risks to others. Each consultant, as an independent professional, is responsible for their own compliance with health and safety law and for taking appropriate precautions in all work settings.

Insight Psychological Assessments will:

- Provide general guidance on safe working practices relevant to contracted activities.
- Require consultants to confirm they have suitable insurance, risk management arrangements, and training in place.
- Maintain records of incidents reported to the organisation.

Consultants must:

- Conduct and retain their own risk assessments.
- Provide and maintain their own safe equipment and working conditions.
- Report to Insight Psychological Assessments any incidents, accidents, or hazards that could affect clients or the organisation's reputation.

4. Responsibilities

Role	Key Responsibilities
Director	Maintains oversight of organisational health and safety obligations, ensures Insight Psychological Assessments' limited responsibilities are met, and reviews consultant compliance declarations.
Self-employed Consultants	Maintain personal health and safety procedures, conduct risk assessments, hold appropriate professional insurance, and comply with applicable legal and professional standards.
Administrative Team	Record consultant compliance documentation and monitor incident reports received.

5. Risk Assessment

Each consultant must undertake and retain responsibility for their own risk assessments covering the activities they perform, including home and school visits, remote or online work, and community-based assessments.

Insight Psychological Assessments may request copies of risk assessments to ensure they meet professional standards but does not assume responsibility for the adequacy of consultants' assessments or control measures.

6. Lone Working and Community Visits

Consultants working independently in community settings must implement their own lone working procedures. Insight Psychological Assessments expects consultants to:

- Have appropriate lone working and emergency policies.
- Keep an accessible record of their working schedule.
- Ensure they have reliable means of communication while visiting clients.

Insight Psychological Assessments is not responsible for monitoring or supervising individual lone working arrangements.

7. Safe Work Environment

Self-employed consultants are responsible for ensuring their working environments, whether remote, on-site, or within client premises, are safe and comply with legal requirements. They must maintain safe use of any equipment they own or use for their work.

Insight Psychological Assessments accepts no liability for accidents, injuries, or equipment faults occurring within consultants' own work environments.

8. Training

Consultants must ensure they have up-to-date health and safety, safeguarding, and lone working training appropriate to their role. Insight Psychological Assessments may provide or recommend training resources but does not bear responsibility for enforcing completion unless explicitly required under contractual terms.

9. Accident and Incident Reporting

Consultants must report to Insight Psychological Assessments any accidents, incidents, or near misses that occur during work undertaken on behalf of the organisation, particularly if they affect clients or the organisation's reputation. Insight Psychological Assessments will maintain an incident log but will not be responsible for investigating or managing incidents outside its direct control.

10. Health and Wellbeing

While Insight Psychological Assessments encourages open communication and professional supervision, the wellbeing of self-employed consultants remains their personal responsibility. The organisation will offer access to support channels where feasible but will not assume an employer's duty of care.

11. Fire Safety and Emergencies

Consultants must comply with fire safety and emergency procedures applicable to the premises in which they work. Insight Psychological Assessments is not responsible for fire safety measures within consultants' personal work environments or external client sites.

12. Policy Review

This policy will be reviewed annually or earlier if legislation or organisational arrangements change.