

Catharsis Fire Safety Arrangements and Risk Assessments

Catharsis is a small company with fewer than five employees and as such is not legally obliged to have a written Health and Safety policy or Fire Safety Order. Catharsis recognizes and accepts its responsibilities however as an organisation for ensuring, so far as is reasonably practicable, the health, safety and welfare of its entire delivery staff and clients.

Catharsis also accepts its responsibility under the Health and Safety at Work Act 1974 to protect the health and safety of other persons who may be affected by our work activities. We will meet our responsibilities, paying particular attention to the provision and maintenance of a number of key areas:

- a safe place of work and safe access to it
- a healthy working environment
- equipment and systems for work that are safe
- safe arrangements for transportation
- sufficient information, instruction, training and supervision to enable all staff to avoid hazards and contribute positively to their own health and safety at work
- administrative arrangements designed to promote effective safety management

Catharsis interventions may take place in a variety of settings; freelance therapists should be made aware of potential risks, evacuation procedures and fire assembly points for all institutions they are working in. This may be as part of an induction, or will be information written on a Checklist prior to starting work in a new setting.

Unlike most other safety concerns, fire has the potential to injure or kill large numbers of people very quickly. The following risk assessment includes the fire safety procedures and fire precautions (plans, systems and equipment) that are in place to minimize risk at The Catharsis Arts Therapy Centre, The Mill, Derby:

The Risk Assessment aims:

- To identify the hazards.
- To reduce the risk of those hazards causing harm to as low as reasonably practicable.

- To decide what physical fire precautions and management arrangements are necessary to ensure the safety of people in our premises if a fire does start.

Fire Safety precautions in relation to the whole building is primarily the Landlord's responsibility; this includes firefighting, fire detection and warning equipment, signage for emergency routes and exits and a system of maintenance and checks by a competent person. To comply with British Standards for a commercial building, fire alarm systems need to be tested weekly to ensure that there has not been any major failure, and that the fire alarm system is in working order. To do this a list of all outstations within the premises must be created, as each one should be tested in a rotational order, ensuring that all locations are tested regularly. Businesses within The Mill agreed rotational responsibility for checking the fire detection equipment through weekly testing of the Fire Alarm System, monthly testing of emergency lighting and recording of these tests; the Landlord has overall responsibility for any arrangements and necessary maintenance / repairs.

The Catharsis team will:

- Ensure that users of the Arts Therapy Centre are aware of the fire exits and location of fire safety equipment; these will be clearly labeled.
- Ensure that a minimum of 2 staff based at The Mill have received Fire Marshall training; this to be updated bi-annually.
- Fully co-operate and co-ordinate with the Landlord with regards to any checks or maintenance of fire safety equipment.
- Inform others who have business in the building of any significant risks and take steps to reduce / control those risks, which might affect the safety of their employees or guests.
- Ensure that any equipment provided in connection with firefighting, fire detection and warning, or emergency routes and exits are in good repair and not tampered with.
- Share in the legal responsibility for weekly testing of the Fire Alarm System and monthly testing of emergency lighting.
- Report faults or problems to the designated Fire Protection Engineer; K&K Fire Services (01332 341580) as well as the Landlord, David Hall (07774143301).
- Take responsibility to ensure the workplace is safe from fire and its effects, and will not do anything that will place themselves or other people at risk.

Potential fire hazards (anything that has the potential to cause harm) at The Mill include: electrical equipment in the kitchen area

(kettle / toaster / microwave / fridge) and electrical equipment in the therapy suite (computer equipment / lamps).

The Mill is a non-smoking building. Smoking may take place in the communal car park, which is not enclosed.

It is assessed that the greatest risk in terms of fire hazards relates to faulty electric equipment. Smoke alarms are fitted and maintained by the landlord, in order that early fire detection is possible. Firefighting equipment is located in the main area of the Catharsis suites and in the kitchen.

H&S Risk Assessment for Visitors to The Catharsis Arts Therapy Centre, The Mill, Lodge Lane, Derby, DE1 3HB

What are the hazards?	Who might be harmed and how?	What are we already doing?	What further action is necessary?	Action by whom?
Fire	If trapped, visitors could suffer fatal injuries from smoke inhalation / burns.	- A record of who is in the suites should be maintained (signing in books) - Equipment should be turned off at source when not in use - Fire fighting equipment should remain easily available - Escape routes should be left clear - Visitors should be instructed as to what the plan is if a fire does occur (assembly point is across the road, on Bridge St, away from the building) - Visitors will not be left unattended in the suites and will be accompanied out by a member of the Catharsis team in the event of a fire	- Weekly testing of core alarm boxes & monthly testing of emergency lighting - Annual fire safety equipment checks	Landlord / Catharsis SLT in rotation with other businesses @ The Mill Landlord / designated Fire Protection Engineer
Electrical	Visitors could get electrical shocks or burns from using	- The only electrical equipment that is for use by the public is a toaster / kettle	- Routine maintenance and checks	Catharsis team

	faulty electrical equipment. Electrical faults can also lead to fires.	/ microwave / lamps / plug sockets for charging IT equipment or phones - Visitors may use electrical equipment with permission from the Catharsis team - No under 18's to use electrical equipment in the kitchen - Equipment is routinely maintained and defective equipment taken out of use and replaced / repaired - UK electrical sockets have designed-in safety features - Plugs are turned off when not in use - Electrical faults to be reported by Senior Leadership team to landlord and subsequently to the operating firm for the building (currently - Alan Benfield 01773 824370)		
Slips and trips	Visitors may be injured if they trip over objects or slip on spillages.	- Good housekeeping; spillages cleaned up and wires tucked away. - Suites checked at the end of the day by the last person in work - No trailing leads or cables - Entrances and exits left clear	- Routine cleaning and checks	Catharsis team
Falls	Visitors may be injured if they fall down stairs.	- Visitors can be escorted up and down the stairs where this is needed - The Catharsis team has access to mobile phones for calls to emergency services. - A hand rail is available for balance - When wet or inclement weather conditions exist, the outside, metal		Catharsis team

		staircase should only be used as an emergency fire escape / exit. - Where mobility difficulties heighten risk of using stairs, ground floor therapy rooms to be used.		
Other visiting members of the public / clients	Possibility of assault by distressed, abusing or aggressive visitors.	- Only expected visitors to be allowed access to suites (use of intercom to determine) - Risk assessment to form part of referral information (risks to staff / others) - All visitors to sign in (visitors book kept in reception area) - When in the Catharsis suite, under 18s will always be under the supervision of someone from the Catharsis team (all DBS checked) - Under 16s to be accompanied out of the building by key workers or someone from the Catharsis team - Pick up arrangements to be agreed for all under 16s	- All under 18s to be assessed in terms of their suitability to attend The Mill; key workers should accompany and remain on site where this is assessed as needed.	Catharsis team / Referring institution
Intruders / uninvited persons	Possibility of assault by intruder	- Scheduled appointments to be booked with SLT and noted on The Mill calendar - All visitors to be identified prior to being let in using the buzzer system - Lone working policy to be utilized when appropriate - Rooms to be checked, windows to be closed, back door to be locked and alarm to be set by the last person in the suite	See Lockdown Policy for Incidents Involving a Dangerous Person or Event	Catharsis team

		- Alarm fault to be reported to the operating firm for the building (currently – Gee Security 01773 546606)		
Dogs	Possibility of injury or allergic reaction	- Any dog entering the Catharsis Therapy suite must be assessed as suitable to do so in terms of their health, personality and training and agreement given by the Catharsis SLT - Any dog used for therapeutic purposes with clients should have relevant insurance - All visitors to be informed about the potential for the presence of a dog and given the option not to have any contact. - All visitors should be asked about phobias or allergies linked to dogs (ground floor therapy space to be utilized) - Dog bowls and bedding should not present a trip hazard. - A designated person needs to take responsibility for the management of a dog at The Mill	- Checks in relation to phobias and allergies to be made with all new clients	Catharsis team
Injury from vehicles	Possibility of being hit by a car in the Car Park	- When leaving The Mill suites YP should be accompanied if not with a Parent / Carer, unless agreed otherwise - YP attending from school to be assessed as to their suitability to arrive / leave unaccompanied - Visitors to be urged to be vigilant, as the car park is often busy with cars coming and going	- Landlord to agree designated parking spaces	Landlord / Catharsis Team / Referring institution

		- Designated car parking spaces to be considered for Catharsis use - All accidents to be reported to Catharsis SLT		
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Alternative Practices

In certain situations, such as a pandemic, new ways of working may necessitate bespoke Risk Assessments. Each face to face interaction needs to be considered in line with government guidelines and the advice being given by the Arts Therapies governing bodies. The ability to maintain a safe environment for sessions needs to be assessed and discussed carefully with the client, along with partner agencies; consent also needs to be reviewed under these circumstances.

Review

Implementation / Review date	Reviewers
August 2025	Hannah Robertson
Next Review date	Keren Adler
August 2026	