

Health and Safety Policy

Our Commitment

At Jenny Garrett Global (Reflexion Associates Limited), we're committed to protecting the health, safety and wellbeing of everyone who works with us – our employees, associate facilitators, clients, and anyone affected by our activities.

As a training and coaching consultancy, our work involves delivering programmes at client premises, in hired venues, online, and occasionally from our own offices or home workspaces.

Responsibilities

Jenny Garrett, as Director, has overall responsibility for health and safety. Day-to-day management is delegated to the Office Manager.

Everyone who works with us is responsible for taking reasonable care of their own health and safety and that of others, following safe working practices, and reporting any concerns.

What We Do

We will:

- Provide safe and healthy working conditions
- Assess risks and take action to reduce them
- Provide appropriate information, instruction and training
- Ensure equipment is safe and properly maintained
- Consult with our team on health and safety matters
- Review and improve our approach regularly

Training Delivery

When delivering training at client sites or hired venues, our facilitators will:

- Familiarise themselves with fire exits and emergency procedures
- Report any hazards to the venue or client
- Ensure the training environment is safe for participants
- Be aware of any participant needs that may affect their safety

Remote and Home Working

Many of our team work from home. We provide guidance on setting up a safe home workspace and encourage everyone to:

- Set up their workstation ergonomically
- Take regular breaks from screen work
- Maintain boundaries between work and personal time
- Speak up if they need support with their workspace

Wellbeing

We care about mental health as much as physical health. We encourage open conversations about wellbeing, offer flexibility where we can, and will always try to support anyone who's struggling.

Reporting Incidents and Concerns

Please report any accidents, near misses, or health and safety concerns immediately. We take all reports seriously and will investigate and act on them.

Contact: Tania Christopher at Tania.Christopher@jennygarrett.global

Signed: Jenny Garrett OBE

Date: December 2025

Next review: December 2026