



## **Health and Safety Policy & Terms and Conditions**

### **Escape to the Write Place**

1. Escape to the Write Place takes health and safety issues seriously and is committed to protecting the health and safety of all its clients and anyone attending one of our retreats
2. This policy is intended to help us achieve this by clarifying who is responsible for health and safety matters and what their responsibilities are
3. This statement is a policy only and may be amended by us and will be reviewed regularly by us to ensure it is achieving its aims effectively
4. Achieving a healthy and safe workspace is a collective responsibility shared by us here at Escape to the Write Place and all clients attending our retreats and therefore this policy applies to not only us as facilitators of the course but also to all clients and those hosting our writing retreats
5. Our responsibilities
  - a. Taking responsible steps to safeguard the health and safety of all clients attending one of our writing retreats whilst visiting a third party premise
  - b. Identifying potential health and safety risks and finding ways to manage and overcome them
  - c. Providing a healthy and safe space of work and safe entry and exit arrangements, including during an emergency situation
  - d. Providing and maintaining safe working areas, equipment and systems
  - e. To provide adequate information to all clients to avoid hazards and to contribute positively to their own health and safety whilst attending one of our retreats
  - f. Overall responsibility for health and safety matters lie with the retreat facilitator and the retreat hosts
  - g. Any concerns about health and safety matters should be communicated to the retreat facilitator or retreat hosts

#### **Responsibilities of all clients**

6. All clients must:
  - a. Take responsibility for their own health and safety (including, where appropriate, taking out travel insurance) and the health and safety of those who might be affected by their actions and omissions
  - b. Comply with Escape to the Write Place's health and safety policy

- c. Keep health and safety issues in the forefront of their minds and take personal responsibility for the health and safety implications of their own actions and omissions
- d. Keep the workspace tidy and hazard free
- e. Report any health or safety concerns to the retreat facilitator or host
- f. Ensure that health and safety equipment is not interfered with
- g. Not attempt to repair or tamper with any health and safety equipment

**All clients must:**

- 7. Be compliant with the hosts' health and safety policy including:

Familiarize themselves with instructions about what to do if there is a fire

Ensure they are aware of the location of fire extinguishers, fire exits and alternative ways of leaving the building in an emergency

Comply with instructions given by fire wardens/emergency services

Co-operate in fire drills

Ensure that all fire exits and equipment are neither blocked nor obscured in any way

Notify the retreat facilitator or hosts of any circumstances, for example impaired mobility,

- 8. On discovering a fire all clients must:

Immediately trigger the nearest fire alarm

Attempt to tackle the fire ONLY IF THEY HAVE BEEN TRAINED OR FEEL COMPETENT TO DO SO

- 9. On hearing the fire alarm, all clients must:

Remain calm and immediately evacuate the building, walking quickly and without running and following instructions given by retreat hosts/fire wardens

Leave without stopping to collect personal belongings

Remain out of the building until notified by retreat hosts/fire wardens

**RISK ASSESSMENTS**

- 10. A risk assessment is a careful examination of the workspace and anything in it that could cause harm to people. The facilitator will assess any potential risks in the workspace and consider measure to minimize the risk. The facilitator will carry out any risk assessments when required or requested by retreat hosts

**NON COMPLIANCE WITH HEALTH AND SAFETY POLICY**

- 11. Any breach or failure to comply with the health and safety policy by clients, will be taken very seriously and may result in clients being asked to leave the retreat. In such cases, no refund of fees or retreat costs would be reimbursed

12. Part of our health and safety policy/contract includes an expectation that clients will behave in a responsible and considerate manner towards fellow clients. Escape to the Write Place will take not responsibility for:
- any potential confrontation or conflict between clients
  - clients becoming intoxicated or inebriated and subsequent/associated actions/behaviour whilst under the influence
  - clients abusing any substances and/or drugs and subsequent/associated actions/behavior whilst under the influence

## Terms and Conditions

13. These terms and conditions govern the use of Escape to the Write Place and our website. We may occasionally amend these terms and conditions and make changes
14. All clients attending an Escape to the Write Place retreat **must be aged 18 or over**
15. All deposits/payments must be paid in full prior to joining one of our retreats
16. Any damage to property owned by Escape to the Write Place or by Host venues must be replaced with like for like or paid for new
17. Intellectual property:  
All intellectual property rights concerning this website's design, text, graphics and other materials are owned by Escape to the Write Place which is a registered trademark and may not be used for any reason without permission
18. Access to our website:  
access to our site is on a temporary basis and we reserve the right to withdraw or amend the website at any time
19. Information about you & your visits to our site  
We process information about you in accordance with our Privacy Policy. You consent to such processing and you warrant that all information that you provide is accurate
20. Linking to & from our site  
Our site may from time to time contain links to various sites and other resources provided by third parties. These links are provided for your information only. We have no control over the contents of those sites or resources and accept no responsibility for them or for any loss or damage that may be suffered by you in connection with your use of them
21. You may link to the site's homepage, provided that you first obtain our written consent and then comply with any conditions we may require in respect of the link to your website. In any event, linking to our site must be done in a way that is fair and legal and which does not damage our reputation or take advantage of it. In particular, you must not establish a link in such a way as to suggest any form of association, approval or endorsement on our part where none exists. The site must not be framed on any other site, nor should you establish a link to any part of our site other than the homepage. We reserve the right to withdraw linking permission at any time without prior notice
22. Law & Jurisdiction: These terms and conditions are governed by English law and you submit to the exclusive jurisdiction of the English courts

23. Our Contact Details: We are happy to answer any questions you may have regarding these terms of use. Send us an e-mail to [escapetotheWriteplace@gmail.com](mailto:escapetotheWriteplace@gmail.com) and we will get back to you.