

## Policy and Procedure on Health and Safety

Policy Author / Reviewer	Kate Blackmore
Approval Date	August 2025
Next Review Date	August 2026
Version No	1
Approved By	K Blackmore
Staff Groups Affected	All Staff

### Monitoring and review

The Proprietor will undertake a formal review of this policy for the purpose of monitoring and of the efficiency with which the related duties have been discharged, by no later than one year from the date of approval shown above, or earlier if significant changes to the systems and arrangements take place, or if legislation, regulatory requirements or best practice guidelines so require.

This policy will be subject to continuous monitoring, refinement and audit by the Centre Manager.

### Terminology and definitions

Our aim is to use consistent terminology throughout this policy and all supporting documentation as follows:

'Establishment' or 'Location'	This is a generic term, which means the Provision. EquiScholars HQ is registered as an independent Alternative Provision.
Individual	Means any child or young person under the age of 18 or young adult between the ages of 18 and 25.
Centre Manager	This is the senior person with overall responsibility for the Provision. At EquiScholars HQ this is the Proprietor who is Kate Blackmore.
Mentor	Members of staff that have special responsibility for Individuals attending the Establishment.
Parent, Carer, Guardian	Means parent or person with Parental Responsibility
Regulatory Authority	Regulatory Authority is the generic term used in this policy to describe the independent regulatory body responsible for inspecting and regulating services.

Social Worker	This means the worker allocated to the child/family. If there is no allocated worker, the Duty Social Worker or Team Manager is responsible.
Placing Authority	Placing Authority means the local authority/agency/School responsible for placing the child or commissioning the service
Staff	Means full or part-time employees of EquiScholars HQ, agency workers, bank workers, contract workers and volunteers.

### Legal status

Health and Safety is governed by legislation and associated regulations, which are enforced by the Health and Safety Executive (HSE)

EquiScholars HQ will provide as far as reasonably practicable a safe and healthy environment for all persons who work at, attend or visit our Centre.

EquiScholars HQ will ensure, as far as reasonably practicable, the health and safety of attendees, staff, volunteers and visitors whether on site or off-site and during educational visits and activities.

EquiScholars HQ will endorse the EquiScholars HQ safety policy when appropriate with elements of policies from Somerset and Devon County Council, private providers and other education centres in order to assist our directors in discharging the statutory responsibilities that they might hold as a provider or as an employer.

EquiScholars HQ will seek improvement to working conditions according to priorities within existing resources.

EquiScholars HQ will ensure that risk assessments are carried out within the Centre using an identified method for recording and to review as appropriate.

EquiScholars HQ will conduct informal meetings and ensure time is made available in staff meetings where health and safety issues can be raised.

EquiScholars HQ will ensure that staff can access training to ensure their competence for their tasks.

EquiScholars HQ accepts the duties that they may hold as a client where they arrange for work through contractors or volunteers. Follow national guidance for the selection of competent contractors.

EquiScholars HQ will ensure volunteers receive adequate instruction and supervision to work safely.

EquiScholars HQ will report all incidents / accidents and ensure appropriate follow up action has been carried out.



EquiScholars HQ will review on an annual basis, all accidents and incidents reported to identify trends.

EquiScholars HQ will consult with and inform attendees of their responsibilities for health and safety.

EquiScholars HQ will recognise the role of safety representatives appointed by EquiScholars HQ and cooperate with them so that they may undertake their health and safety related functions, including reasonable paid time off for consultation inspection and investigations.

The following individuals are recognised as safety representative at EquiScholars HQ:

Kate Blackmore – Centre Manager

### **Organisation in support of Health and Safety**

The Centre is organised in a variety of ways.

Area of responsibility/Centre staff follow EquiScholars HQ policy, and in particular in respect of the following.

Identification and control of risks associated with any hazardous or dangerous substances.

Selection of equipment suitable for its purpose and ensuring that it is properly used.

Identifying and securing the training needs of the Centres personnel.

Provision of suitable personal protective equipment when required and ensuring that it is properly used.

The directors recognise the importance of all staff being competent and possessing the necessary current skills, knowledge and qualifications for the use of specialist equipment or facilities.

The directors and manager will monitor safety performance within the Centre against national and local standards and provide an annual summary of their findings.

With regards to premises, this will include a check of the buildings; also ensuring that appropriate training needs of the person responsible for checking premises is appropriate.

The directors will seek the approval of other agencies and providers for off-site visits and activities and review these on an annual basis.

### **Appointment of appropriate persons**

EquiScholars HQ will appoint appropriate persons for their delegated areas of responsibility within the Centre. They should ensure that new staff have the necessary skills and qualifications on appointment



or able to receive the necessary training and certification, after appointment or on change of responsibilities or work methods.

### **The roles of employees**

Employees must take reasonable care of their own health and safety, and that of anyone else who may be affected by what they do at work. They must also cooperate with others who have duties for health and safety by carrying out instructions and reporting unsafe practices. The Centre Manager, which has delegated responsibility for the day-to-day management of the Centre, has a particular in seeing that the governing body's health and safety policies and procedures are carried out.