

Health & Safety Policy

Policy statement

Equip Education is committed to ensuring the health, safety and welfare of its staff, volunteers, children, adults at risk, as well as parents and carers who use its services and facilities. So far as is reasonably practicable, Equip Education will establish procedures and systems necessary to implement this commitment and to comply with its statutory obligations on health & safety. It is the responsibility of each person involved with the organisation to familiarise themselves and comply with the Equip Education's procedures and systems relating to health & safety.

While Equip Education will take all reasonable steps to ensure the health & safety of everyone that it has responsibility for, health & safety is everyone's responsibility too. It is the duty of every staff member, volunteer, child, adult at risk, parent and carer to take reasonable care of their own and other people's health, safety and welfare and to report to Equip Education any situation which may pose a serious or imminent threat to the well-being of themselves or of any other person.

Equip Education will provide and maintain a healthy and safe working environment with the objective of minimising the number of instances of accidents and illnesses. Equip Education will pay particular attention to:

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- Maintaining all areas it is responsible for in a safe condition
- Providing a safe means of access to and egress from its facilities
- The provision and maintenance of equipment and systems that are safe
- Arrangements for ensuring safety to health in connection with the use, handling, storage and transport of articles and substances
- The provision of such information, instructions, training and supervision as is necessary to ensure the health & safety of its employees, volunteers and all other persons.

Equip Education also recognises its duty to protect the health & safety of all visitors to Equip Education, including any members of the public who might be affected by the organisation's work operations.

Organisation

The **SSM** of Equip Education has overall responsibility for health & safety in the organisation. Equip Education has appointed a named person responsible for health & safety and who has the day to day responsibility for overseeing, implementing and monitoring health & safety procedures for the organisation - and for reporting back to the **SSM** on health & safety matters. Equip Education's person responsible for health & safety also conducts regular inspections of the workplace and facilities, maintains safety records, as well as investigates and reports on accidents.

Training

Safety training is an integral part of an effective health & safety programme. All Equip Education staff are inducted and trained to perform their job safely and in safe working practices and procedures. Training also includes instruction on the safe use of any equipment provided and required to be used.

Persons at special risk

Equip Education recognises that people may from time to time be at increased risk of injury or ill-health resulting from activities. Equip Education therefore requires that everyone notifies the relevant person at Equip Education if they become aware of any change in their personal circumstances which could result in their being at increased risk. This could include medical conditions, permanent or temporary disability, taking medications and/or pregnancy.

First aid and reporting of accidents and/or near misses

First aid boxes are located at strategic points around Equip Education facilities and there are appointed persons and designated first aid personnel responsible for managing first aid incidents. Information relating to first aid arrangements are also displayed on notice boards around Equip Education facilities.

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All injuries, however small, sustained by any person on Equip Education facilities must be reported to either a line manager or Equip Education's **DSO** and recorded in Equip Education's accident book. Accident records are crucial to the effective monitoring of health & safety procedures and must therefore be accurate and comprehensive. Equip Education's person with responsibility for health & safety will inspect the accident book on a regular basis. All accidents will be investigated, and a report prepared - with any necessary action being taken to prevent a recurrence of the problem.

Further detailed information relating Equip Education's Health & Safety Arrangements can be found in Equip Education's Health & Safety Handbook.

Equip Education will review this Health & Safety Policy and best practice at least annually. In addition, more frequent reviews will be undertaken following a change in safeguarding legislation; following the implementation of a new activity or service which involves contact with children and/or adults at risk; following a safeguarding incident within Equip Education (or one which directly concerns or affects Equip Education); and/or following a significant organisational change.

**Reviewed & Updated:
September 2025**

Next Review September 2026