



# SB Mentoring

Offering a foundation for future success

## Health and Safety Policy



## **Introduction**

SB Mentoring has overall responsibility for health and safety in the organisation, and for ensuring that it fulfils all its legal responsibilities.

SB Mentoring will work in a way that tries to ensure that risks to employees, volunteers, service users, and visitors are adequately managed at all times.

We recognise our responsibilities under the Health and Safety at Work Act 1974 and associated regulations and will observe all relevant regulations and codes of practice made under it.

The commitment to health and safety is a management responsibility and it is the duty of our trustees and senior managers to uphold this policy and to provide the necessary funds and resources to implement it.

SB Mentoring will provide and maintain safe and healthy working conditions and environment for all employees, volunteers, and service users, plus any other people who are directly affected by our activities such as members of the public at our events.

This responsibility will be delegated to a named employee for specific events or activities, who will ensure the policy is upheld. They will be named in advance and noted on all relevant risk assessments. All volunteers involved will be made aware of who is responsible for health and safety.

## **Responsibilities**

1. The proprietor Louiza Bruce is responsible for the implementation and monitoring of health and safety policies and making changes where necessary.
2. All accidents or unsafe incidents will be investigated by the manager as soon as possible.
3. SB Mentoring is responsible for:
  - Assessing the risk to the health and safety of employees and visitors and identifying what measures are needed to comply with its health and safety obligations.
  - Providing and maintaining equipment, and systems of work that are safe and without risk to health.
  - Ensuring that equipment is safe and well maintained.
  - Providing information, instruction, training, and supervision in safe working methods and procedures.
  - Providing and maintaining a healthy and safe place of work, including safe ways of entering and leaving.
  - Encouraging employees to cooperate to ensure safe and healthy conditions and systems of work by discussion and effective joint consultation.

- Establishing emergency procedures as required.

## **Staff and Volunteer Responsibilities**

SB Mentoring employees and volunteers will ensure that:

1. They are aware of the contents of this health and safety policy
2. They comply with the policy.
3. They take care of themselves and others who may be affected by their actions or omissions
4. They report all accidents, unsafe situations, and anything which could have led to an accident or felt unsafe to the owner of SB Mentoring, Louiza Bruce, or their line manager at once.
5. They record accidents at work in an accident book located in a place where it can be readily accessed by employees and be available for inspection.
6. If the manager, Louiza Bruce is not present, they should report the incident to the most senior member of staff present, who will report it to the manager as soon as possible.
7. They are aware of all fire procedures for the environment in which they are working
8. If they identify anything which they think could be in any way unsafe, they will report it to the owner of SB Mentoring, Louiza Bruce, or their line manager.

## **Risk Assessments**

The manager Louiza Bruce will ensure that all potential hazards present in the environments in which the operations take place and any potential hazards associated with delivering the defined scope of operations are assessed in line with the current relevant legislation.

Risk Assessments will consider:

1. The nature of the hazard
2. Identify who might be harmed if exposed to the hazard and how they might be harmed (employees, children and visitors)
3. The likelihood of harm and how significant that harm will be to specific individuals and others generally
4. What suitable and sufficient controls are needed to prevent exposure to the hazard or mitigate the risk of harm to a reasonable and acceptable level in line with any legislation or regulations.

Assessments will be reviewed when there is:

- A change in legislation
- A change of premises or change to the environment in which the operations take place
- A significant change in the scope of operations and associated tasks are carried out

- The introduction of new equipment or any other reason that makes the original assessment not valid.

## **Training**

To comply with legislation and to promote the health, safety and welfare of staff and volunteers, health and safety training will be provided as follows:

1. At induction.
2. On transfer or promotion to new duties.
3. On the introduction of new equipment.
4. When changes are made to systems of work.
5. When training needs are identified during risk assessments.

## **Resolving Health & Safety Issues**

1. Any employee, service user or volunteer with a health and safety concern must first raise it with their manager Louiza Bruce.
2. If, after investigation, the issue is not corrected in a reasonable time, or the manager decides that no action is required but the employee or volunteer is not satisfied with this, the employee or volunteer may then refer the matter to the Council and/or the Health and Safety Executive.

## **Monitoring and Evaluation**

This policy will be monitored and reviewed annually by SLT to ensure that risks to employees, volunteers, service users and visitors are minimised at all times.