



# SB Mentoring

Offering a foundation for future success

## Health and Safety Policy 2025-26



Approved by:	Louiza Bruce	Advisory Board	Kirsty Burrridge
Last Reviewed on:	04/09/2025	Next Review by:	September 2026

## 1. Purpose

SB Mentoring is committed to providing a safe and healthy environment for students, staff, volunteers, visitors, and contractors. This policy sets out how we will manage health and safety risks and ensure compliance with the **Health and Safety at Work Act 1974** and related legislation.

## 2. Scope

This policy applies to:

- All SB Mentoring premises and off-site activities.
- All employees, students, volunteers, contractors, and visitors.

## 3. Statement of Intent

SB Mentoring aims to:

- Prevent accidents, injuries, and work-related ill health.
- Provide safe premises, equipment, and systems of work.
- Identify and control risks through regular risk assessments.
- Provide appropriate health and safety training and information.
- Foster a positive safety culture in which everyone takes responsibility.

## 4. Responsibilities

### Manager (Louiza Bruce )

- Overall responsibility for health and safety compliance.
- Ensure policies, procedures, and risk assessments are in place and reviewed annually.
- Ensure staff receive induction and ongoing training.
- Report notifiable incidents to the Health and Safety Executive (HSE) under **RIDDOR**.

### Staff and Volunteers

- Take reasonable care of their own health and safety and that of others.
- Follow SB Mentoring's health and safety procedures.
- Report hazards, accidents, or near misses immediately.
- Participate in training and fire/evacuation drills.

## **Students**

- Follow health and safety instructions from staff.
- Behave responsibly to protect themselves and others.
- Report hazards or concerns to staff.

## **Contractors and Visitors**

- Must comply with SB Mentoring's health and safety requirements while on site.
- Will be given a site induction where appropriate.

## **5. Risk Assessment**

- Risk assessments will be carried out for premises, activities, and trips.
- Control measures will be implemented and monitored.
- Risk assessments will be reviewed regularly and after incidents.

## **6. Fire Safety**

- A separate **Fire Safety Policy** is in place.
- Fire drills will be carried out at least once per term.
- Fire exits and evacuation routes must remain clear at all times.

## **7. First Aid**

- A separate **First Aid Policy** is in place.
- Adequate numbers of trained first aiders will be available on site and during off-site visits.
- First aid kits will be maintained and checked regularly.

## 8. Premises and Equipment Safety

- Premises will be inspected regularly to ensure they are safe and fit for use.
- Equipment will be checked, maintained, and serviced as required.
- Hazardous substances will be stored and used safely in line with COSHH regulations.

## 9. Welfare and Safeguarding

- Drinking water, toilets, and washing facilities will be available and maintained.
- Adequate ventilation, lighting, and heating will be provided.
- Health and safety considerations will align with SB Mentoring's **Safeguarding and Child Protection Policy**.

## 10. Reporting Accidents and Incidents

- All accidents and incidents must be recorded in the Accident Log.
- Serious incidents must be reported to the Manager and investigated.
- RIDDOR reporting will be completed for major accidents, dangerous occurrences, and occupational diseases.

## 11. Training and Information

- All staff will receive health and safety induction training.
- Ongoing refresher training will be provided as appropriate.
- Safety notices and instructions will be displayed clearly around the premises.