



Health And Safety At Work Policy

Ment4 is dedicated to ensure provision and continual support of a workplace environment that ensures both health and safety for all its employees, as well supporting any individuals that may be impacted by its activities.

Policy Statement

Ment4 provides a healthy and safe working environment for all its staff and any other person who may be affected by its activities.

Rationale

Ment4's health and safety at work policy, outlines the relevant details of the commitment of Ment4 to prioritise the health, safety, and welfare of its staff. Under the Health and Safety at Work Act, etc 1974; Ment4 understands the obligation it imposes and recognises the contributions of effective Health and Safety at work, in order to minimise accidents/incidents occurring within the working environment. In addition, under the Management of Health and Safety at Work Regulations (1999) it commits to producing a suitable and sufficient assessment of all possible risks to the health and safety of staff and others arising at or from a work activity.

Ment4 accepts that its legal duty is to ensure, the health, safety, and welfare at work of all its staff and it has preserved that duty within its managerial structure at the most senior level. Ment4 also accepts its legal duty to ensure, the health and safety of other persons who may be affected by its undertakings.

Strategy

It is the intention that this policy is to be published and made known to all staff and where possible staff should endeavour to apply its aims to all aspects of its operations.

This duty includes, so far as it is reasonably practicable:

- Ensuring that the equipment and work systems provided are safe and pose no unnecessary risks to health, where possible.
- Establishing procedures to guarantee the safety and minimize health risks associated with the use, handling, storage and transportation of materials and substances.
- Providing employees with necessary information, training and supervision to ensure health and safety at work, where possible.
- Maintaining workplaces under the employer's control in a safe condition, with safe means of access and exit, in a practical form.
- Creating a work environment that is safe, minimizes health risks and provides adequate facilities and arrangements for employee's welfare, to a reasonable extent.
- Implementing management frameworks that prioritises health and safety when allocating resources effectively.

In carrying out these statutory duties, it will seek the advice and full co-operation of all recognised trade unions and legal advice where applicable.

Involvement

All staff should be aware that they also may have statutory duties under the Act. In particular:

- They must take reasonable care for their own health and safety and that of others who may be affected by their acts or omissions at work.
- It will also expect every individual staff member at every level to show high personal standards with regard to health and safety matters.
- Every individual has an obligation to take care and ensure health and safety at work, by working safely as instructed and trained, but also remain aware of others health and safety, ensuring no harm is upon you or them.
- Staff members are required to avoid any situations that could be considered dangerous, such as assaults, robberies, or serious verbal abuse. If they find themselves in such situations, they should immediately leave to a safe place and discuss the incident with their Team Leaders for guidance. While the company does not provide stab vests or similar items, if a staff member feels they need one for peace of mind, it will be considered on a case-by-case basis. This duty is crucial for complying with our Health and Safety at Work Policy and preventing breaches of insurance and extended liability to referral agencies.
- As regards any duty or requirement imposed on Ment4 or any other person by or under any of the relevant statutory provisions, they must co-operate, as far as is necessary, to enable that duty or requirement to be performed or complied with.

Regular Supervisions

Regular supervisions occur Friday every fortnightly. These meetings will consist of discussions between Ment4's Team leaders/director and mentors, identifying any relevant information or concern regarding their process with working with the Young People. Any health and safety concerns will be addressed within these meetings and will be taken under serious diligence.

Lone Workers

It is vital that staff who work independently, without close or direct supervision, must make sure their Team Leaders know where they are going, both through mutual advance planning or any short notice changes. All lone workers must hold an active mobile phone that is easily accessible in case of any occurrence on being contacted as an emergency by Ment4 employers whilst out with activities with Young People at work.

Seeking Advice

If staff are in any doubt as to how to carry out their duties or relevant activities safely or have any relevant concerns relating to their health and safety at work. They should inform and ask for advice to management of Ment4.

Responsibility for Implementation

All staff should also be aware that failure to comply with these requirements may lead both to disciplinary action by Ment4 and prosecution by the Health & Safety Executive or other enforcement authority. Upon reading Ment4's health and safety at work policy statement you will have acknowledged that implementing this is every individual members duty to be aware of the health and safety working environment of themselves and others.

Scope

A copy of this statement will always be available to all staff. It is a general statement of policy and must be read in conjunction its Health and Safety Organisational Arrangements. In appropriate cases, there will also be further guidance issued to particular groups where specific tasks, assessed as elevated risk, are being carried out.

Monitoring Review and Evaluation

- The implementation and effectiveness of this policy will be monitored, reviewed, and evaluated through:
Annual performance measurement by analysis of accident/incident statistics, sickness and absence monitoring and contact with enforcement agencies
- Auditing of learning and skills areas and operating units through general inspections and inspections of high-risk areas.

The Management of Ment4 endorses and actively supports this policy.

I, Luke Peters, have read Ment4's health and safety at work policy statement and acknowledge that implementing this is my duty. I hereby oblige to Ment4's health and safety at work policy and procedures and understand that I would need to be regularly aware of the working environment of myself and others.

Signed: *Luke Peters, Senior Operations Lead, Ment4*



January 2025