



Health and Safety Policy

Last Updated: April 2026

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Purpose of this policy

This policy outlines MENT4's commitment to maintaining safe and healthy environments for staff, young people, volunteers, partners and visitors. It explains the responsibilities of everyone working with or on behalf of MENT4 and sets out the expectations for safe working practices.

Our commitment

MENT4 is committed to:

- providing safe environments for all activities and programmes
- identifying and managing risks appropriately
- complying with relevant health and safety legislation
- preventing accidents, injuries and harm where possible
- supporting the wellbeing of staff and young people
- ensuring staff are aware of their responsibilities
- reviewing and improving health and safety practices regularly

Safety is a shared responsibility across the organisation.

Who this applies to

This policy applies to all:

- staff
- mentors
- facilitators
- volunteers
- trustees
- freelancers
- anyone representing MENT4

Everyone has a responsibility to act safely.

Responsibilities

MENT4's responsibilities

MENT4 will:

- provide appropriate policies, guidance and procedures
- carry out risk assessments where required
- provide training and support
- ensure safe systems of work
- respond to incidents and concerns
- maintain safe environments and equipment
- review health and safety practices regularly

Staff responsibilities

All staff and representatives must:

- take reasonable care of their own safety and the safety of others
- follow MENT4 policies and procedures
- follow instructions from managers or leads
- use equipment safely
- report hazards, risks or concerns
- report accidents, incidents or near misses
- cooperate with safety measures
- not act in a way that could cause harm

Health and safety is part of everyone's role.

Risk awareness

Staff must remain aware of potential risks in their working environment.

This includes:

- physical risks within venues
- behaviour related risks
- environmental risks
- travel related risks

- risks linked to programme activity
- emotional or wellbeing risks

If something does not feel safe, staff should raise it immediately.

Safe working practices

Staff must:

- work within their role and training
- follow agreed procedures
- maintain professional boundaries
- avoid unnecessary risks
- plan activities carefully
- use common sense and professional judgement
- seek guidance when unsure

Working in different environments

MENT4 delivers work in a range of settings, including:

- schools
- community venues
- studios
- offices
- public spaces
- partner locations

Staff must:

- follow the safety procedures of the venue
- familiarise themselves with emergency procedures
- identify any risks before starting work
- report concerns to the appropriate person
- adapt their approach to the environment

Equipment and resources

Any equipment used during MENT4 activities must be safe and appropriate.

Staff must:

- use equipment correctly
- check equipment before use where necessary
- report faults or damage
- not use equipment they are not trained to use
- store equipment safely

Reporting hazards

A hazard is anything that could cause harm.

Staff must report hazards as soon as possible, including:

- unsafe environments
- damaged equipment
- behaviour that creates risk
- environmental concerns
- anything that could lead to an accident or injury

Hazards should be reported to a line manager or relevant lead.

Incident and accident reporting

All accidents, incidents and near misses must be reported and recorded in line with MENT4 procedures.

This includes:

- injuries
- safeguarding related incidents
- behavioural incidents
- environmental issues
- situations that could have caused harm

Accurate reporting helps MENT4 improve safety.

Emergency procedures

Staff must be aware of what to do in an emergency.

This may include:

- fire evacuation
- lockdown procedures
- medical emergencies
- serious incidents

Staff should:

- follow the venue's emergency procedures
- remain calm
- prioritise safety
- seek help where needed
- inform MENT4 as soon as possible

First aid and medical needs

MENT4 will ensure that appropriate first aid arrangements are in place.

Staff should:

- know how to access first aid support
- report injuries or illness
- follow procedures for medical incidents
- not administer medication unless authorised

Staff wellbeing

MENT4 recognises that health and safety includes emotional wellbeing.

Staff should:

- take breaks where needed
- speak up if they feel overwhelmed
- access supervision and support
- not take unnecessary emotional strain alone

Managers should support staff wellbeing where possible.

Training and awareness

MENT4 will provide health and safety training where required.

Staff must:

- complete relevant training
- follow guidance provided
- stay aware of safety procedures
- ask for clarification when needed

Breaches of this policy

Failure to follow health and safety procedures may place people at risk.

This may result in:

- supervision or guidance
- review of practice
- further training
- formal action where necessary

Serious breaches may lead to disciplinary action.

Final note

Health and safety is essential to everything MENT4 does.

By working safely, staying aware and communicating clearly, we help protect ourselves, our colleagues and the young people we support.

This document has been approved by:

Luke Peters
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A handwritten signature in blue ink, appearing to be "L. Peters".



Helping young people discover what they are MENT4

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