ARK at Egwood CIC Health & Safety Policy

Adopted by the board of the Company in February 2026

Purpose

ARK at Egwood (registered at Egwood House, Egwood, Merriott, Somerset, TA16 5QN) (**the Company**) is committed to protecting and promoting the health and safety of staff and anyone affected by our activities, including staff, volunteers, participants, contractors, temporary workers, as well as any members of the public who we may interact with.

This policy does not form part of any contract of employment or other contract to provide services and it may be amended at any time.

Who does this policy apply to?

This policy applies to the entire Company workforce, including employees, consultants, casual workers, agency workers, volunteers and interns (staff). It also applies to anyone visiting our premises.

Who is responsible for this policy?

The Board of Directors has overall responsibility for the effective operation of this policy. This policy will reviewed on a regular basis and in the event of significant incident or change in applicable legislation.

The Company has a **Health and Safety Officer** has day-to-day responsibility for overseeing, implementing and monitoring compliance with this policy. The post of Health and Safety Officer is held by **Matthew Laughton**. Nigel Bell or Duty Manager will be responsible as deputy in case of absence.

See the organisation chart annexed to this policy.

Our responsibilities under this policy

The Company will, so far as reasonably practicable, establish procedures and systems to implement the commitments in this policy. We will ensure that all relevant statutory duties and obligations are met, including those duties set out in the Health and Safety at Work Act 1974 and any subsequent amendments or additions thereto.

The Company will:

- appoint an appropriate and suitably trained Health and Safety Officer to have day to day oversight of health and safety matters;
- ensure that serious incidents and health and safety concerns are reported to and considered by the Board so that appropriate steps can be taken;
- communicate health and safety information and updates to staff including promoting and making this policy available so that staff are familiar with it (and any subsequent updates);
- provide appropriate training, including on:
    - safe working practices

    - emergency and contingency planning (including regarding fire safety)
    - manual handling
    - hazardous and/or combustible substances and on the correct use and maintenance of personal protective equipment and other equipment, as applicable; and
    - first aid.
- carry out appropriate risk assessments, including in respect of manual handling and fire safety, and in respect of individuals where particular needs or vulnerabilities are flagged (including with reference to the use of Display Screen Equipment);
- provide appropriate equipment including personal protective equipment and ensure it is fit for use and correctly stored (and that staff are trained to use it, where training is necessary);
- ensure any new equipment or machinery (bought or hired) is suitable and regularly inspected (including annual PAT tests) and any unsuitable equipment shall be taken out of use;
- ensure that First Aid boxes are up to date and fully stocked and checked every 6 months by the Operations Manager.

Health and Safety Officer

The Health and Safety Officer is responsible for the day-to-day oversight and management of health and safety matters. Any concerns or questions you have about health and safety should be directed to them. In particular they will:

- ensure that any reported incidents or accidents are properly recorded in the Accident Book which should be kept up to date and accurate;
- conduct regular inspections, including following any incident or accident, and keep records of such inspections and any action taken;
- take reasonable steps to ensure that areas are as safe as reasonably possible, for example are clear of trip hazards and that any obvious risks (for example uneven surfaces) are appropriately marked;
- report any significant issues, accidents or incidents to the Board so they that can take appropriate measures to address it and cooperate with the Board in respect of those;
- ensure that appropriate training is delivered to staff and that a record is kept (and will liaise with the Office Administrator to ensure the Master Training Record is duly updated);
- maintain a list of chemical, animal medication and other substances along with the applicable risk assessment and information about use and storage;
- have oversight and ensure the appropriateness of risk assessments including in respect of:
    - any specialised or potentially dangerous equipment in use;
    - any specialised or potentially high-risk activities taking place;
    - any hazardous or controlled substances (with reference to manufacturers / suppliers information and guidance, and any relevant information provided by the Health & Safety Executive or the Control of Substances Hazardous to Health (COSHH) data sheets); and
    - any individuals who have made the Company aware of specific needs or vulnerabilities which may have an impact on their own or other's safety.
- ensure compliance with the Fire Safety Policy and organise and communicate information about fire drills and procedures;
- ensure compliance with any mandatory reporting of certain incidents or diseases, for example, under Reporting of Incidents, Diseases and Dangerous Occurrences Regulations 1995, Control of Substances Hazardous to Health, Lifting Operations and Lifting Equipment Regulations 1998. More information is available on the Health & Safety Executive website; and
- respond to any queries, questions or concerns about Health and Safety at the Company and cooperate as far as is possible to resolve those.

Carrying out investigations

In the event of an accident resulting in injury being reported, a formal report will be written by the Operations Manager/Duty Manager or Health and Safety Officer to be recorded in the Accident Book. This should detail:

- the date of the report;
- the time, date and location of the incident or accident;
- the circumstances of the accident including photographs and diagrams where possible
- the nature and severity of the injury sustained; and
- the identity of any eye-witnesses.

All eye-witness accounts should be taken as near to the time of the incident as possible. The completed report must be submitted to the Health and Safety Officer (who will ensure it is properly recorded in the Accident Book) who will attempt to ascertain why the incident occurred and what action should be taken to avoid a recurrence of such incident. It may be necessary in some circumstances for the Health and Safety Officer to report such matters to the Board. Any measures deemed necessary to avoid recurrence will be put into effect as soon as possible thereafter and measured after a suitable period of time to ensure effective.

Your obligations under this policy

The Company will take all reasonable steps to ensure the health and safety of staff and visitors, however, we all share responsibility for achieving safe working conditions and practice and it is everyone's duty to take reasonable care of their own and other's safety and welfare.

General

We expect everyone to:

- take due care of your own health and safety and that of others and not take any unnecessary risks;
- read and comply with this policy and any other applicable policies, procedures or directions;
- wear clothing that is suitable for the activity and environment;
- take care when handling heavy equipment; and
- keep worksites and areas clean and tidy, removing any trip hazards.

Equipment

We expect everyone to:

- observe applicable safety rules and follow instructions for the safe use of equipment, as applicable;
- only use specialist equipment or machinery if authorised, trained and competent to do so;
- take proper care of equipment (including any personal protective equipment) that is provided and return it to the Company at the end of your time with us (in the event of loss or damage the cost may be passed on to you);
- never attempt to repair or interfere with equipment (including electrical equipment or wiring); and
- let the Health and Safety Officer or Operations Manager know when items are taken from the First Aid boxes, so they can be replenished.

Cooperation and communication

We expect everyone to:

- co-operate with managers or supervisors on health and safety matters (including in relation to the prompt reporting and investigation of any incident – see below);

- undertake any requested training and let the Health and Safety Officer know if you feel you would benefit from further training or feel unsure about something;
- report any health and safety concerns to the Health and Safety Officer immediately;
- in the event you are unsure about how to perform a certain task or use specific equipment, or feel it would be dangerous to perform a specific job, report this to the Site Manager/Health and Safety Officer so this can be address;
- report any injuries or incidents (however small) to the Health and Safety Officer (or Operations Manager) to ensure it is properly logged in the Accident Book (which is held in the log cabin). (The Health and Safety Officer has responsibility for the Accident Book); and
- inform the Health and Safety Officer or your Line Manager of anything which may put you at increased risk of injury or ill-health or if you may require some special measures so that appropriate measures can be taken, including a risk assessment.

Fire safety

We expect everyone to:

- read and comply with the Company Fire Safety Policy;
- in the event of a fire, call 999 and follow evacuation procedures, i.e. by leaving by nearest exit and meeting at designated assembly point and to report the matter to the Health and Safety Officer;
- conduct activities in a way as to reduce the risk of fire, including keeping heating devices or other electric devices away from combustible materials and ensuring they are switched off from the mains when not in use;
- when working with fire, ensure that it is properly supervised at all times and properly extinguished before being left unattended;
- report any loose cables, loose sockets, faulty electrical equipment, loose connections to the Health and Safety Officer without delay;
- not use dual socket outlets unless authorised to do so by the Health and Safety Officer;
- not touch the wood burner unless trained to do so, and ensure its doors are closed at all times; and
- cooperate with fire safety drills and procedures and any associated training.

Site inspections

Company staff are expected to walk the site on a daily basis to assess whether there are any live Health and Safety issues (and ensure any identified are duly reported as per this policy) and update the Daily Attendance Sheet accordingly.

Smoking

Company staff are prohibited from smoking in all areas of the workplace at all times. A smoking area for use by Egwood participants may be designated and this should be in an outside area which is away, as far as practicable, from the centre of operations.

A failure to comply with your obligations under this policy will be taken seriously and may result in disciplinary steps being taken.

In the event you have any questions about this policy or your responsibilities under it then you should speak to the Health and Safety Officer. Please refer to the Company's Whistleblowing Policy in the event you have any concerns about the Company's compliance with this policy.

ARK at Egwood CIC

Health and Safety
Organisation Chart

