



Health & Safety Policy

Version: V1.0

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Review Date: June 2027

Approved By: Co-Founders

1. Policy Statement

Coastline Futures Ltd is committed to providing safe, healthy and supportive environments for Service Users, staff, volunteers, visitors and partner organisations.

We recognise that effective health and safety management is essential to achieving our vision of supporting young people to **Aspire • Achieve • Advance**.

We are committed to:

- Promoting the health, safety and wellbeing of everyone involved in our activities.
- Meeting our legal duties under health and safety legislation.
- Identifying and managing risks effectively.
- Providing safe environments, equipment and systems of work.
- Ensuring staff and volunteers receive appropriate information, instruction and training.
- Reviewing our arrangements regularly to promote continuous improvement.

Health and safety is everyone's responsibility and forms an integral part of our organisational culture.

2. Scope

This policy applies to:

- Co-Founders
- Employees
- Volunteers
- Service Users
- Visitors
- Contractors

- Partner organisations
- Individuals attending activities delivered by Coastline Futures

It applies to activities delivered:

- From Coastline Futures premises;
- At partner venues;
- In community settings;
- During educational visits, trips and work placements.

3. Responsibilities

Co – Founders

The Co – Founders have overall responsibility for ensuring:

- Appropriate health and safety arrangements are in place;
- Risks are identified and managed;
- Resources are available to maintain safe environments;
- Policies are reviewed regularly;
- Legal obligations are met.

Staff and Volunteers

Staff and volunteers are expected to:

- Take reasonable care of their own health and safety and that of others;
- Follow health and safety procedures and guidance;
- Report hazards, accidents and near misses promptly;
- Participate in training where required;
- Cooperate with risk assessments and safety measures.

Service Users

Service Users are expected to:

- Behave responsibly and safely;
- Follow instructions provided by staff;
- Respect equipment and facilities;
- Report accidents, hazards or concerns to a member of staff.

4. Risk Assessments

Coastline Futures is committed to identifying and reducing risks wherever possible.

Risk assessments will be undertaken for:

- Premises and learning environments;

- Educational visits and off-site activities;
- Work placements;
- Community-based delivery;
- Lone working;
- Activities involving specialist equipment;
- Individual Service Users where additional risks or support needs are identified.

Risk assessments will be reviewed regularly and updated where circumstances change.

5. Safe Learning Environments

We are committed to ensuring that learning environments are:

- Safe and suitable for their intended purpose;
- Accessible and inclusive;
- Maintained appropriately;
- Equipped with suitable first aid arrangements;
- Subject to regular safety checks and risk assessments.

Where activities are delivered from partner or community venues, we will work collaboratively to ensure appropriate health and safety arrangements are in place.

6. Educational Visits and Community Delivery

Educational visits, work placements and community-based activities form an important part of the Coastline Futures offer.

Prior to such activities we will:

- Undertake appropriate risk assessments;
- Ensure adequate supervision arrangements;
- Obtain emergency contact information where appropriate;
- Consider the individual needs of Service Users;
- Ensure staff understand emergency procedures.

The safety and wellbeing of Service Users will remain our priority throughout all off-site activities.

7. Accidents, Incidents and Near Misses

All accidents, incidents and near misses must be reported promptly.

Coastline Futures will:

- Maintain records of incidents where required;
- Investigate incidents proportionately;

- Take action to reduce the likelihood of recurrence;
- Comply with reporting obligations under relevant legislation.

Where an incident involves safeguarding concerns, it will also be managed in accordance with our Safeguarding Policy & Procedures.

8. First Aid

Appropriate first aid arrangements will be maintained for all activities.

This includes:

- Access to first aid equipment;
- Availability of trained first aiders where required;
- Recording of accidents and treatment provided;
- Procedures for responding to medical emergencies.

9. Fire Safety and Emergency Procedures

Coastline Futures is committed to maintaining appropriate fire safety and emergency arrangements.

This includes:

- Fire risk assessments;
- Emergency evacuation procedures;
- Suitable fire safety equipment;
- Clear reporting and escalation arrangements;
- Regular review of emergency procedures.

Site-specific arrangements will be developed and maintained for all premises used by Coastline Futures.

10. Health, Wellbeing and Mental Health

We recognise that health and safety extends beyond physical safety.

We are committed to promoting:

- Positive mental health and wellbeing;
- Safe and supportive working environments;
- Psychological safety;
- Access to support and signposting where appropriate;
- Cultures of openness, respect and inclusion.

11. Monitoring and Review

The Co – Founders are responsible for monitoring the effectiveness of this policy.

We will:

- Review health and safety arrangements regularly;
- Investigate incidents and identify learning;
- Update procedures where necessary;
- Review this policy annually or sooner if legislation or circumstances change.

12. Related Policies

This policy should be read alongside:

- Safeguarding Policy & Procedures
- Privacy Policy
- Equality, Diversity & Inclusion Policy
- Complaints Policy
- SEND & Additional Needs Statement
- Prevent Duty Statement

13. Contact Us

Coastline Futures Ltd

General Enquiries

info@coastlinefutures.co.uk

Safeguarding

safeguarding@coastlinefutures.co.uk

Policy Information

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