Our Health & Safety Policy

3rd Floor, 100 - 101 Queens Road, Brighton BN1 3XF

Policy Authorisation

This document is compiled by Equity's Product & Delivery Director, Ian Davis in consultation with the Equity Board

Policy Issue Control

This document has immediate effect and supersedes all previous versions of the Health & Safety Policy. Our Policy applies to Equity Inspiring Learning Ltd.

Policy Review

In conjunction with the Board, the Product & Delivery Director aims to undertake a holistic review of the Policy on an annual basis. If no changes to the Policy document are necessary, it has validity for two years from the date of authorisation.



Date 2 November 2026

Ian Davis Product & Delivery Director

Policy Statement

Equity is committed to industry leadership in relation to our health and safety practices for the benefit of all customers, employees and representatives working on our behalf. As part of this commitment, Equity will take all reasonable steps to prevent sexual harassment and will not tolerate harassment, bullying, discrimination or victimisation affecting customers, employees, representatives or others working on its behalf.

As an active member of the School Travel Forum Equity aims to ensure it meets or exceeds standards set down by their Codes of Practice through which it maintains its commitment to the Learning Outside the Classroom Quality Badge accreditation.

In particular, Equity understands it has a responsibility to protect young people's welfare and safety. As a result, due care and attention is given to risk assessment of our adventurous activities and the safeguarding of our trips. Our Safeguarding Policy and Procedure is published separately on our website.

The Board believes that the effective management of health and safety in the workplace is a shared responsibility between all employees and managers with leadership support.

As a result, Equity encourages a proactive health and safety culture by providing the necessary training, guidance, communications and support to enable employees at all levels in the organisation to be effective stakeholders in their own and our customers' safety and to escalate any concerns at the earliest opportunity.

The aims of Equity's Health and Safety Policy and Procedures are to:

- Establish and apply best practice standards of health and safety in partnership with the School Travel Forum to promote welfare and safety of our customers, employees and representatives as a matter of priority.
- Effectively identify, assess and communicate or mitigate risks to prevent harm to our customers, people or visitors and secondly to property, animals and the environment through clear guidelines, processes and standards.
- Demonstrate our commitment to health and safety (and safeguarding) through clearly communicated strategies and goals with regular Board reporting.

- Take a planned and systematic approach to the management of health, safety and welfare arrangements with good feedback mechanisms, regular training and documented procedures to embed duty of care into our ways of working.

To achieve the above aims, Equity endeavors to:

- Prepare and implement procedures and arrangements to deal with health and safety concerns, near misses, accidents, illness, injuries and emergency situations.
- Monitor our legal requirements and obligations, taking these into account when establishing, implementing, maintaining and continually improving our health and safety management systems including regular desktop and onsite audits as recommended by the School Travel Forum.
- Safeguard children by following stringent Safeguarding practices. *See the Equity Safeguarding Policy and Procedure on our website for further details* https://www.equity.co.uk/school-trips/health-safety/.
- Adequately communicate and put in controls for known risks for the benefit of others health, safety and welfare.
- Inform employees of their personal responsibility towards their own and others health and safety responsibilities and consult with them regarding any significant changes to the health, safety and welfare arrangements
- Do our utmost to ensure all our people receive suitable and sufficient training so that they have the necessary knowledge, competence and skills to fulfil their duties without risk to their own or others' health and safety.
- Provide accurate and clear information without jargon to support the delivery of our operations safely and make it easily accessible to those who need it.
- Ensure we accurately report all significant incidents, ill health and accidents as well as reporting near misses, to comply with RIDDOR as well as regularly review controls and risks for future preventative measures.

Roles and Responsibilities

Health and Safety is led by Ian Davis, Product and Delivery Director, in collaboration with our Head of Worldwide Operations who is responsible for the implementation of our health and safety practices on the ground. Our internal health and safety policies, procedures, related internal communications and training are administered by Alice Turner, People Advisor.

Board of Directors

The Board interrogate and scrutinize our practices to ensure appropriate risk management and protection of our excellent reputation when it comes to the health, safety and welfare of our customers, employees and third parties working on our behalf.

Management

Our Head of Worldwide Operations works collaboratively with our Product & Delivery Director, Head of Delivery & Delivery Managers to ensure that all appropriate health and safety procedures are followed by their respective team members. It is their responsibility to ensure that essential information is available to the Account Management and Delivery teams to pass on to our customers.

Employees

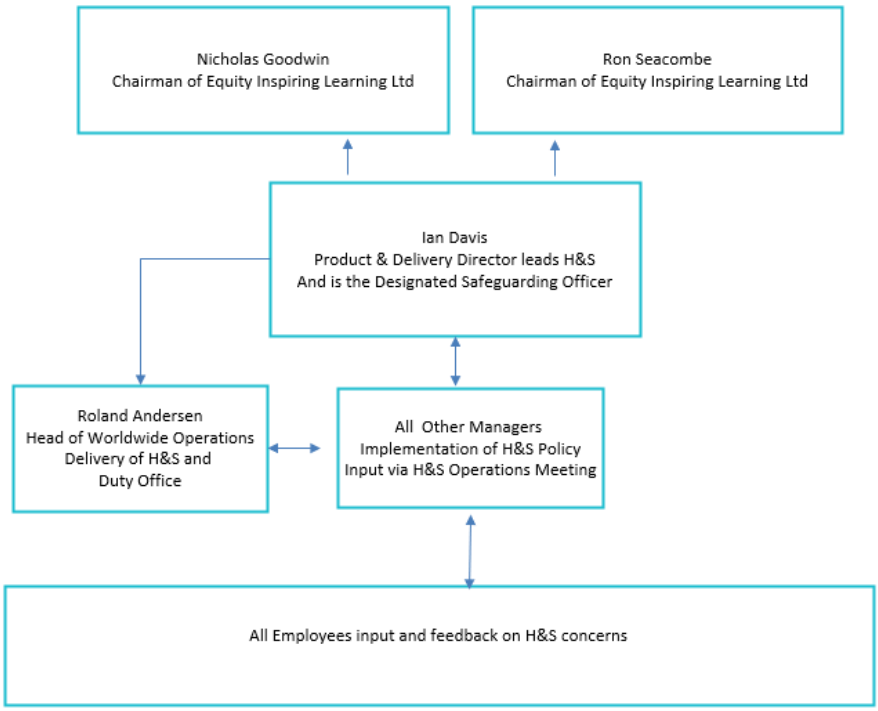
All employees always have a responsibility for acting safely and responsibly in the course of their duties at work and for following safe procedures as communicated by management.

Technically Competent Person(s)

Our Product & Delivery Director and our Head of Worldwide Operations have knowledge and skills that complement one another to set and implement our Health and Safety standards. They collaborate with other technical and competent persons both internally and externally to make appropriate policy and technical decisions and to advise the business and Board Directors accordingly.

Other competent persons will be regularly trained and assessed to be considered competent to carry out one or more specialist health and safety duties i.e. accommodation and coach auditing.

Organisation of Health and Safety



Monitoring, Audits & Review of Practices

We aim to use the outcomes from incident reporting, significant incidents, site inspections, internal and external checks, inspections/audits and feedback from customers and our employees to monitor the effectiveness of our Health and Safety arrangements and where necessary / appropriate, the Head of Product & Delivery together with the Directors will review and improve our procedures, communications or training.

Complaints, concerns, disclosures and incidents relating to harassment will be reviewed at board meetings or when appropriate to identify trends, assess the effectiveness of existing controls and determine whether additional preventative measures are required.

Equity Health and Safety Management Procedures

Health and Safety Management Systems

Accident & Incident Reporting

Equity has case-specific incident reporting procedures in place for all UK and overseas operations.

All significant incidents in relation to any of our operations should be reported and recorded whether it impacts our customers, people or representatives acting on our behalf.

All minor accidents or significant incidents aim to be reported via an online form through the main website and training is given to all people and representatives on both the importance of completing this form promptly as well as key information required. Any updates are sent as appropriate to the incident via the same webform.

All serious accidents or major incidents should be escalated to the Product and Delivery Director as detailed by our Major Incident Management Procedures known internally as our 'Equity Major Incident Management Guide' and key documentation will be completed by a member of the crisis team as appropriate to the situation to document any key decisions made.

Where appropriate, incidents may be investigated further and/or used to support or verify insurance claims.

A formal review and reporting of all incidents is carried out for board meetings by the Head of Product & Delivery with incidents & near misses being reported to the Board.

Auditing Procedures

Equity does its utmost to ensure that all relevant suppliers are audited and signed off as suitable by a competent qualified auditor prior to use and reviewed in line with the recommended time periods or significant changes in line with the School Travel Forum's Code of Practice as set out in the Member's Handbook.

Control of Contagious Illnesses including Covid 19

Equity will endeavor to always work with suppliers to ensure the right precautions are carried out in accordance with any regulatory, local, travel authority or medical guidance and to keep our customers informed of how they can support their groups health and welfare.

Further up to date guidance for our customers is available in our published Health and Safety booklet, *Health and Safety: Essential Travel Information for your Equity Trip,* available from our website https://www.equity.co.uk/school-trips/health-safety/.

Control of Visitors and Work Experience

Equity carries out training to all its people in relation to fire evacuation and any other measures. Visitors to our premises will be managed whilst on our property.

There is a specific procedure for short-term Work Experience persons, who would either be under the care of a designated Manager who will give them an induction including a health and safety briefing.

COSHH – Control of Substances Hazardous to Health

There are very few substances present that require a Risk Assessment for their use. In the case of printer toner cartridges, these are safely disposed of with advice from our print provider.

Health and Safety Information and Emergency Contacts

Equity regularly communicates health and safety information to our customers, people and representatives working on our behalf.

For the wellbeing and safety of all our customers and people, we request they provide emergency contacts in event of any crisis or incident.

We provide points of contact for all those travelling with us including how to contact our Duty Officer in the event of an out of hours emergency.

Display Screen Equipment

People working at a screen are provided with information, instruction and training as part of their induction which includes a mandatory self-assessment form. We carry out additional risk assessments for those home or hybrid working.

Driving and Use of Vehicles

All UK and overseas rental vehicles are sourced through reliable and creditable companies. All vehicles are kitted out in accordance with the national requirements of the countries and relative to the environment they will operate in. Training is given where necessary i.e. for snow chains.

All our employees and representatives working on our behalf are requested to adhere to the following basic safe system of work as follows: -

- Carry out a vehicle pre-use check and familiarize themselves with the controls
- Take all necessary steps to drive safely (seat belts etc.).
- Not drive whilst on a mobile phone.
- Abide by driving rules and regulations respective country including speed limits.
- Never to drive if too tired and when taking drives of more than 2 hours to ensure regular rest breaks.
- To advise their manager if they cannot drive as a result of any health issues, or because of being on any prescribed medication that may cause drowsiness or impact driving safely.

Electrical Safety

The Head of Health & Safety with endeavor to ensure that all electrical equipment on Equity premises is up to date and that any concerns are reported and acted upon swiftly.

Emergency Evacuation Procedures

In the event of needing to leave any Equity premises because of an emergency situation, such as a gas leak or presence of a chemical / biological hazard, the Fire Evacuation Procedures for the building should be employed.

Pregnant/Nursing employees

Expectant, new and nursing employees are subject to a bespoke Risk Assessment. Depending on the evaluation of the risks and their job role. In some instances, it may be appropriate to agree amended duties.

Fire Safety

Audit assessments to evaluate and assess fire prevention and evacuation safety is a core part of our audit procedures for all accommodation used by Equity. Guidance for our customers is available within our Health and Safety booklet, *Health and Safety: Essential Travel Information for your Equity Trip,* available from our website https://www.equity.co.uk/school-trips/health-safety/.

Equity has trained volunteer employees to act as workplace Fire Marshals. The numbers of Fire Marshals appointed has been led by general guidance, based on number of employees, and cover for sickness and holiday absence however would normally be 1 person at any time.

A Fire Safety Risk Assessment is in place for the Brighton office to ensure best practice standards are regularly reviewed and maintained. Fire evacuation routes are in place and fire evacuation procedures are regularly kept up to date.

All fire equipment within our Brighton office is tested and maintained by Hargreaves including emergency lighting and fire extinguishers. Tests of the fire alarm are carried out weekly and practice drills take place on a regular basis (at least annually).

Slips, Trips & Falls

These can be a common cause of injury, and we take care within the office environment that most hazards are eliminated i.e. trailing cables and encouraging our people to report anything they see that might need addressing.

First Aid

Equity has appointed suitably qualified (volunteer) employees to support with any immediate first aid needs to cover both medical first aid and mental health first aid.

General Facilities

Equity actively promotes excellent hygiene and other measures to support a safe, secure and pleasant environment for its people as well as to promote a culture where concerns and feedback are welcomed for continuous improvement.

We operate a clear desk policy and it is requested that all our people take care of their immediate environment and alert us to any risks including spillages or trip hazards.

Harassment or 'Bullying'

Equity is committed to providing a working environment in which all employees, representatives, customers and third parties are treated with dignity and respect. Harassment, sexual harassment, bullying, discrimination, victimisation and other inappropriate conduct will not be tolerated.

Equity will aim to take all reasonable steps to prevent sexual harassment in the course of employment, including when employees and representatives are working with customers, suppliers and other third parties.

Equity to endeavour to do this by providing appropriate training and refresher training on sexual harassment to employees as appropriate to their role, communicating appropriate standards of professional conduct and behaviour to relevant suppliers, contractors and other third parties providing services to the Company.
Maintaining appropriate policies, procedures, risk assessments, training and reporting arrangements designed to prevent harassment and sexual harassment and to respond effectively to concerns that are raised.

Any concerns, allegations or complaints relating to harassment, sexual harassment, bullying, discrimination or victimisation will be taken seriously, investigated appropriately and addressed in accordance with the Company's policies and procedures.

Trained Auditors and Risk Assessments

Equity aim to ensure that sufficient numbers of trained and qualified health and safety auditors in accordance with the procedures and requirements on members set out in the School Travel Forum Code of Practice.

From time to time, and where particular specialist expertise is required, the services of third-party Technical Advisor is used to assist with the hazard identification and Risk Assessment.

Whilst we provide information for customers to evaluate and mitigate any risks, it is their responsibility to carry out a risk assessment of their overall trip as this must be carried out in the context of their knowledge of those travelling.

Legionella Management Control

The management company of our Brighton office makes any arrangements for water safety.

Lift Safety

The Exec team will work with the landlord of our Brighton office to ensure lift tests and inspections are taking place in accordance with the requirements set out in the LOLER Regulations (minimum 6 monthly inspection for equipment lifting a human load) and that all appropriate lift safety signage is displayed including a contact for our landlord available in our emergency contacts.

Party Leader guidance on the use of Lifts in their accommodation is available in our Health and Safety booklet, *Health and Safety: Essential Travel Information for your Equity Trip* https://www.equity.co.uk/school-trips/health-safety/.

Lone Working

Equity allows lone working in the Brighton office because of our need to contact parties in other time zones and manage serious incidents 24/7/365. We recommend that those employees working after 9pm make arrangements with someone to check they arrive home or at their final destination safely.

Manual Handling

No manual handling should be required by those working in our Brighton office except in instances of office moves where 3rd parties will normally carry the load.

Where employees/representatives working on our behalf overseas are managing/lifting equipment such as Ski's, we will ensure they seek the required support from the supplier.

Personal Protective Equipment

Face masks and/or any appropriate Personal Protective Equipment (PPE) will be provided to employees at no cost to them where this mandatory or in situations where it is highly advisable.

Stress Management

Equity recognises that work-related stress is a workplace hazard and therefore needs to be reduced where possible and significant identifiable trigger factors (causes) risk assessed and control measures put in place. We therefore have specific stress policy including a procedure for reporting. Further information is available on our People portal, BambooHR.

Training

Equity provides both general training on H&S and role specific training to all our people and overseas representatives to enable them to perform their roles safely and effectively both at onboarding and thereafter via refreshers.

Young Persons at Work

We do not employ people under the age of 18 however on occasions do support work experience students who may be younger. Those carrying out work experience at our offices will normally be subject to a Risk Assessment prior to them entering the workplace and will be closely supervised for the duration of their placement.

Monitoring and Continuous Improvement of Equity's Practices

We seek feedback on, as well as actively monitor the effectiveness of our Health and Safety procedures with the aim of continuously improving communications, guidance and training. Feedback can be given at any time to hs@equity.co.uk.