

Health and Safety Policy

1.0 Document Control

Detail	Value
Policy Title	Health and Safety Policy
Document Reference	ORG/HR/003
Version	1.0
Status	
Effective Date	
Next Review Date	

2.0 Purpose and Legal Basis

In direct response to the charity's recent governance review, this Health and Safety Policy has been created to establish a robust and non-negotiable framework for our duty of care. It is a cornerstone of the Board's commitment to remediating past deficiencies and embedding a proactive safety culture. This policy is not merely a document for legal compliance; it is central to protecting our beneficiaries, volunteers, and reputation, thereby ensuring the long-term, effective, and safe delivery of the charity's objects as stated in our Constitution.

Purpose

The core purposes of this policy are to:

- Prevent accidents and cases of work-related ill health.

- Effectively manage health and safety risks arising from the charity's activities, including events and beneficiary support.
- Provide clear instructions, information, and training to all relevant persons to ensure competence and compliance with safety procedures.
- Meet the charity's legal duties to protect the health, safety, and welfare of our trustees, volunteers, beneficiaries, contractors, and any members of the public affected by our operations.

Legal Basis

This policy is grounded in the primary legislation and regulatory guidance applicable to charities operating in England and Wales. The key legal and regulatory foundations include:

- The Health and Safety at Work etc. Act 1974: This Act establishes the fundamental duties of organisations to ensure, so far as is reasonably practicable, the health, safety, and welfare of their employees (where applicable), volunteers, and anyone else affected by their activities.
- The Equality Act 2010: This legislation is relevant to ensuring that all safety measures, procedures, and facilities are accessible and do not discriminate against any individual, particularly those with protected characteristics.
- Guidance from the Charity Commission for England and Wales: This policy is informed by best practices outlined in key publications, including CC26 'Charities and risk management', which emphasises the trustees' duty to manage risks to the charity, its assets, and its people.

This legal framework provides the foundation for the policy's application to the specific individuals and groups the charity is committed to protecting.

3.0 Scope

Clearly defining the scope of this policy is of strategic importance. It ensures that every individual who interacts with the charity understands their health and safety rights and responsibilities, fostering a shared commitment to a safe environment for all.

Based on the charity's constitutional objects and operational activities, this policy applies to:

- **Trustees:** In their capacity as the individuals with ultimate responsibility for managing the affairs of the charity.
- **Volunteers:** When carrying out any activities on behalf of the charity.
- **Beneficiaries:** Persons identified within Clause 3(1) of the constitution, specifically those who may include vulnerable individuals, including the elderly or those with long-term health conditions, requiring a heightened duty of care during charity-organised events and support activities.

- **Contractors and Consultants:** When engaged to provide services to the charity, whether at events or in other operational contexts.
- **Members of the Public:** When visiting any premises used by the charity or attending any events organised and run by the charity.

The charity is committed to ensuring the health, safety, and welfare of every person covered by this scope.

4.0 Policy Statement

The Board of Trustees of the charity formally and publicly affirms its commitment to achieving the highest reasonable standards of health and safety. This statement sets the direction and tone for all health and safety-related activities undertaken by, or on behalf of, the charity.

The Board of Trustees is resolved to:

1. Provide and maintain a healthy and safe environment for all persons covered by the scope of this policy.
2. Meet and, where reasonably practicable, exceed our statutory legal obligations concerning health and safety.
3. Foster a positive and proactive health and safety culture through clear communication, relevant training, and visible leadership.
4. Commit sufficient and appropriate resources to ensure the effective implementation of this policy and its associated procedures.
5. Maintain a systematic approach to identifying hazards, assessing risks, and implementing effective control measures to prevent injury and ill health.
6. Pursue continuous improvement in our health and safety performance through regular monitoring, reporting, and review.

This high-level commitment is underpinned by the specific definitions and procedures that follow.

5.0 Definitions

Establishing clear and consistent definitions for key terms is essential for the effective and unambiguous implementation of this policy. The following terms shall be understood as defined below within the context of the charity's operations.

Term	Definition
------	------------

Hazard	Something with the potential to cause harm (e.g., a trailing cable at an event, a stressful situation for a vulnerable beneficiary).
Risk	The likelihood of a hazard causing harm, combined with the severity of that harm.
Risk Assessment	The formal process of identifying hazards, evaluating the extent of the risks, and implementing control measures.
Incident	Any unplanned event that resulted in, or could have resulted in, injury, ill health, or damage. This includes "near misses."
Competent Person	An individual with the necessary training, experience, and knowledge to carry out a specific health and safety task.

These core concepts are managed through the practical procedures outlined in the next section.

6.0 Procedures

This section contains the core operational procedures that translate the policy's intent into concrete actions. These procedures are designed to be practical, proportionate, and scalable for the nature and size of the charity's activities.

6.1 Risk Assessment

All the charity activities, premises, and events must be subject to a suitable and sufficient risk assessment. This process must be documented and will systematically identify potential hazards, evaluate the associated risks to people, and record the control measures put in place to eliminate or reduce those risks to an acceptable level. A designated Trustee must review and approve all risk assessments for significant activities before they commence.

6.2 Incident and Near-Miss Reporting

All health and safety incidents, accidents, and near misses must be reported promptly to the event lead or the designated Health & Safety Lead Trustee. All incidents will be

recorded, and an investigation will be conducted where necessary to identify the root cause and implement corrective actions to prevent a recurrence. The report must include:

- Date, time, and location of the incident.
- Names and contact details of persons involved.
- A factual description of what occurred.
- Details of any immediate action taken.

6.3 Contractor Management

The charity will take reasonable steps to ensure that any contractors or consultants engaged by the charity operate in a safe manner. Before work commences, the charity will conduct due diligence checks, which must include requesting evidence of the contractor's own Health and Safety policy, relevant risk assessments, and valid public liability insurance. Contractors will be required to comply with the charity's safety procedures while working on its behalf.

6.4 Event Safety

In line with the charity's objective to facilitate "acts of remembrance," all events will be planned and managed to ensure the safety of attendees. Procedures will include:

- Careful selection of venues with appropriate facilities and safety standards.
- Conducting pre-event safety checks of the location.
- Providing an adequate number of clearly identified stewards or volunteers for the expected number of attendees.
- Ensuring venues are fully accessible and provide adequate quiet spaces or rest areas for beneficiaries who may require them.
- Developing a simple emergency plan, including communication methods and responsibilities.

6.5 First Aid

The charity is committed to ensuring that adequate first aid provision is available at its events and any premises it controls. This includes providing suitably stocked and clearly marked first aid kits. For all organised events, a needs assessment will be conducted to determine the number of trained first aiders required to be present.

6.6 Fire and Emergency Procedures

For any premises used or events held by the charity, clear emergency procedures will be established and communicated. These procedures will cover fire safety, including the identification of evacuation routes and assembly points. Where appropriate, designated fire wardens or event marshals will be appointed and briefed on their roles in the event of an emergency.

These operational procedures are enacted by individuals with clearly defined responsibilities.

7.0 Roles and Responsibilities

Assigning clear roles and responsibilities is critical for accountability and ensures that the health and safety management system functions effectively across all levels of the charity.

The Board of Trustees: As per Clause 9 of the charity constitution, the Board of Trustees has ultimate responsibility for managing the affairs of the charity. This includes ensuring compliance with all health and safety legislation. The Board is responsible for ensuring this policy is effectively implemented, monitored, and reviewed, and that adequate resources are made available for health and safety matters.

Designated Health & Safety Lead Trustee: The Board will designate one Trustee to act as the lead for health and safety matters. This Trustee's responsibilities include:

- Overseeing the completion and review of risk assessments.
- Ensuring that health and safety records (e.g., incident reports, training records) are maintained.
- Overseeing the investigation of significant incidents.
- Reporting on health and safety performance to the full Board of Trustees.

Volunteers: All volunteers have a responsibility to:

- Take reasonable care of their own health and safety and that of others who may be affected by their actions.
- Cooperate with the charity by following its health and safety procedures and instructions.
- Report any identified hazards or incidents promptly to the event lead or the designated Trustee.

Contractors: All contractors are responsible for complying with their own statutory legal duties and with the charity's health and safety procedures while working on behalf of the charity. They must ensure their own operations do not pose a risk to the charity's trustees, volunteers, beneficiaries, or the public.

The assignment of these responsibilities is the first step in putting this policy into practice.

8.0 Implementation

This section outlines the practical steps required to embed the Health and Safety Policy into the charity's culture and daily operations, moving from document to action.

- **Communication:** This policy will be made available to all trustees and volunteers. A summary of key procedures and responsibilities will be provided during the

induction of new volunteers. Key safety information will be clearly communicated to contractors before they begin work and to attendees at the start of events.

- **Training:** The Board will identify and meet training needs. This may include induction training for new volunteers, risk assessment training for the designated Health & Safety Lead Trustee, and certified first aid training for a sufficient number of event volunteers.
- **Resource Allocation:** The Board of Trustees will approve the allocation of necessary resources to meet health and safety requirements. This includes, but is not limited to, the provision of personal protective equipment (PPE), first aid supplies, and any safety signage required for events.

Successful implementation will be verified through the ongoing monitoring of the policy's effectiveness.

9.0 Monitoring and Review

Systematic monitoring and regular review are essential to ensure this policy remains legally compliant, effective, and relevant to the charity's evolving activities. This process is critical to preventing the type of governance failures identified in the charity's recent compliance review, ensuring this policy remains a living document that actively protects our community.

Monitoring

The Designated Health & Safety Lead Trustee will monitor the implementation of this policy. Key performance indicators will include:

- The completion and approval of risk assessments for all planned events and significant activities.
- An annual review of all incident and near-miss reports to identify trends or areas for improvement.
- Confirmation that compliance checks have been completed for all engaged contractors.

Reporting and Review

The designated Health & Safety Lead Trustee will provide a formal report on health and safety performance to the full Board of Trustees at least annually.

The Board of Trustees will formally review this entire policy at least annually, or more frequently if there are significant changes in legislation, Charity Commission guidance, or the nature and scale of the charity's operations.

This structured review cycle connects this policy to the wider governance framework of the charity.

10.0 Related Policies and Documents

This Health and Safety Policy does not exist in isolation. It must be read and implemented in conjunction with other key governance and operational documents to ensure a cohesive and comprehensive approach to risk, compliance, and duty of care.

Key related documents include:

- Risk Management Policy
- Safeguarding Adults Policy
- Insurance Policy
- Complaints Handling Policy
- The charity Foundation Constitution