

# Policies & Procedures: Health and Safety Policy

## 1. Introduction

### Health and Safety at Work Act 1974

1.1 The following represents a brief outline of the Act:

1.2 The Act sets out the general duties which employers have towards employees and members of the public, and employees have to themselves and each other. These duties are qualified by the principle of “so far as is reasonably practicable”.

1.3 The employer is responsible for undertaking a regular risk assessment exercise. The employee is accordingly required to take reasonable care for his or her own safety and that of others and to co-operate with employers to ensure the requirements of the Act are carried out. Furthermore the procedures and arrangements must be monitored to check they are being correctly followed and reviewed on a regular basis.

1.4 The Act is enforced by appointed inspectors of the Health and Safety Executive and by local authorities, as appropriate. They have powers to enter the premises at any reasonable time in order to inspect them and satisfy themselves that the requirements of the Act are being adhered to.

1.5 In addition, the Management of Health and Safety at Work Regulations 1999 provide detailed requirements on risk assessment, preventive and protective measures, and arrangements for vulnerable groups such as young workers and new or expectant mothers.

## 2. Organisational Responsibilities

### 2.1 Board members

Responsibility for adopting, implementing and developing this Policy rests with the Directors. The day to day responsibility for ensuring that appropriate procedures and working practices are in place is delegated to the Culture, Health & Wellbeing Alliance (CHWA) staff (Exec Director and Coordinator).

### 2.2 Staff

CHWA staff have direct responsibility to the Board for putting into place procedures and working practices that will contribute towards a safe and healthy working environment. The staff will:

- implement health and safety procedures
- ensure that arrangements are in place so that all fire and other necessary safety checks are carried out
- ensure Risk Assessments are prepared for each service and for any office space CHWA manages in the future (we have no office space at present), in tandem with the Landlord
- promote awareness of health and safety issues and safe working practices
- support safe remote and hybrid working arrangements, including provision for display screen equipment (DSE) assessments and guidance on home workstation set-up

### 3. All employees and volunteers must:

3.1 Take reasonable care for their own health and safety.

3.2 Have regard for the health and safety of other employees in the office.

3.3 Have the same regard for members of the public and contractors.

3.4 Not interfere with safety devices as required by Health and Safety regulations (Health and Safety at Work Act 1974).

### 4. Health and safety general policy

4.1 It is CHWA's policy, in compliance with the Health and Safety at Work Act 1974 and the regulations which ensue from it to ensure that every employee and volunteer is entitled to work under safe conditions. To this end CHWA will make every possible effort in the interest of accident prevention, fire protection and health preservation to comply with the Health and Safety at Work Act 1974 and its subsequent provisions.

4.2 It will as far as is reasonably practicable:

Ensure the health, safety and welfare at work of all its employees, volunteers, visitors, clients, contractors and any others who may be affected as a result of the conduct of its employees and volunteers (and contractors) and as a result of the charity's activities by undertaking "risk assessments".

4.3 Provide and maintain instruction, training and supervision as is necessary to ensure the health and safety at work of the employees and volunteers.

4.4 The Health and Safety at Work Act 1974 (Sections 7 & 8) requires all individuals, both managers and other members of staff (paid and voluntary), while at work to take reasonable care of the health and safety of themselves and that of other persons who may be affected by their work. To co-operate with their employer or voluntary co-ordinator in meeting statutory duties, staff must not intentionally or recklessly interfere with or misuse anything provided in the interests of health, safety or welfare.

4.5 The policy will be reviewed annually and revised and amended as appropriate, particularly when there are changes in the size of the organisation and also changes in the arrangements made for implementation of the policy, and new legislation.

4.6 Any revised or amended health and safety policy will be signed and dated by the Board of Directors.

4.7 CHWA accepts that the concern for health, safety and welfare is an integral part of its organisation at all levels and will ensure that the policy statement is translated into effective action.

4.8 All staff and volunteers should feel free to express any concerns they have or comments on health and safety generally via staff meetings or directly to line managers.

4.9 CHWA recognises that health and safety includes mental health and wellbeing. It will ensure that measures to support psychological health are considered alongside physical health and safety.

4.10 CHWA recognises its duty of care to members of the public, including participants at events, conferences and other gatherings organised by CHWA. Risk assessments will be carried out for such events, with appropriate measures put in place for fire safety, crowd management, first aid, safeguarding, accessibility, and emergency evacuation.

4.11 CHWA will ensure that risk assessments for events and conferences consider security and potential terrorist threats, in line with emerging UK legislation (e.g. Martyn's Law/Protect Duty). Proportionate measures will include liaison with the venue regarding security arrangements, communication of emergency procedures, and staff/volunteer briefing on how to respond in the event of a hostile act.

## 5. Accidents and dangerous occurrences

5.1 If you sustain an injury at work or have an accident you should report it in the accident book, kept online at [https://docs.google.com/spreadsheets/d/1cia787qaLJPujSNR9gNAb5zm1Y42\\_qTMLiefr0QTvs/edit?usp=sharing](https://docs.google.com/spreadsheets/d/1cia787qaLJPujSNR9gNAb5zm1Y42_qTMLiefr0QTvs/edit?usp=sharing)

This is to enable you and your employer to meet duties under the Social Security Administration Act 1992.

5.2 You must also report to your line manager as soon as possible any injury you sustain or “near miss” which takes place (no matter how trivial), so that the incident can be investigated, appropriate actions taken and if necessary reported by the charity under the Reporting of Injuries Diseases and Dangerous Occurrences Regulations 2013 (as amended 2023) (RIDDOR). (See Appendix 1 Below).

5.3 You should also report any injury or incident at or related to work that you witness, even if it affects a person not employed by CHWA or a member of the public attending a CHWA event or activity.

5.4 If you believe that you have sustained an illness or have contracted a disease related to your work you must report it in the same manner so that your employer can take appropriate steps and if necessary report under RIDDOR. (See Appendix 1 below).

5.5 Reports under RIDDOR must be submitted online via the Health and Safety Executive’s system at <https://www.hse.gov.uk/riddor>.

## 6. Liabilities

6.1 CHWA is insured against its Legal Liability in the event of a member of staff (paid or voluntary) sustaining an accident, or losing or damaging any personal property whilst on the premises. However, negligence by CHWA or its employees would have to be proved for a claim to succeed.

6.2 CHWA’s insurance liability certificates are available on request. Current details are maintained by CHWA’s insurer.

## 7. COSHH (Control of Substances Hazardous to Health)

7.1 Modern working methods involve the use of substances, principally chemicals, which may pose a risk to the health of people using them. No chemical is completely safe in all circumstances and any airborne dust, in significant quantities, can damage health. Since the hazard to health posed by many substances is not known it is good practice to use working methods that minimise exposure. Where the hazards are known specific steps can be taken.

7.2 The seven most important steps are:

- Identify the hazard

- Assess the risk
- Eliminate, prevent or control the risk
- Maintain and monitor the controls
- Monitor the health of the workforce
- Ensure assessments and controls are up to date
- Inform and train the workforce

7.3 These requirements are set out under the Control of Substances Hazardous to Health Regulations 2002 (as amended).

## 8. Manual handling

8.1 The manual handling of loads is controlled by the Manual Handling Operations Regulations 1992 (as amended). CHWA will ensure that where manual handling forms a significant part of an employee's role, and it is not possible to reduce this by mechanical means, appropriate training in safe handling techniques will be provided.

## 9. Office safety

NB CHWA does not currently have an office. Sections 9.1–9.4 will come into force should we acquire office space in the future. Guidance for safe home and remote working (e.g. workstation set-up and use of display screen equipment) will apply in the meantime.

9.1 Filing cabinets should never be overloaded and the weight should be evenly distributed. Never leave filing cabinet drawers open, especially the bottom drawer. Neither should desk drawers be left open.

9.2 Do not use chairs or other unsuitable objects as stepladders. Always use proper stepladders or step stools to reach objects which might be otherwise out of reach.

9.3 Do not leave cables, either electrical or telephone cables trailing about the floor.

9.4 Assessment of Display Screen Equipment (DSE) workstations will be maintained, including provision for home or hybrid working, in line with the Health and Safety (Display Screen Equipment) Regulations 1992 (as amended).

## 10. First aid

NB CHWA does not currently have an office. Sections 10.1–10.2 will come into force should we acquire office space in the future. In the meantime, staff and volunteers should familiarise themselves with local first-aid arrangements at partner venues or when working remotely.

10.1 To comply with the Health and Safety (First Aid) Regulations, managers will undertake an assessment of the level of risk to staff of the organisation and make suitable first-aid arrangements.

A first-aid box is located at: [to be identified and maintained if CHWA acquires office space]

## 11. First aiders

11.1 CHWA will identify and communicate to staff which members of the team (or partner organisations, where applicable) hold a current First Aid at Work certificate, and ensure this list is kept up to date.

## 12. Fire

12.1 Fire presents specific hazards. All CHWA staff (paid and unpaid) are required to inform themselves of the correct procedures in the event of fire in any premises or venue where CHWA activities take place.

12.2 Staff and volunteers must also ensure they are aware of evacuation procedures when working in partner venues or hired spaces, and follow the instructions of the designated fire marshal or responsible person on site.

12.3 For events with large numbers of participants (e.g. the biennial conference), CHWA will ensure fire and evacuation procedures are agreed with the venue, communicated clearly to staff, volunteers and participants, and supported by appropriate stewarding.

12.4 Emergency planning for events will also cover wider threats such as terrorism or hostile acts. This will include clear evacuation procedures, coordination with venue security, and ensuring staff and volunteers are briefed on their roles in the event of such an incident.

## 13. Electrical safety

NB CHWA does not currently have an office. Section 13.1 will come into force should we acquire office space in the future. Staff and volunteers working from home should ensure safe use of electrical equipment in line with CHWA guidance.

13.1 Electrical Safety in the Workplace is governed by the Electricity at Work Regulations 1989, Electrical Equipment (Safety) Regulations 1994 and Plugs (Safety) Regulations 1994. CHWA will maintain all electrical wiring and equipment in a safe working condition in accordance with these regulations. Employees are required never to interfere with any electrical equipment nor attempt to use defective equipment, damaged equipment or equipment with defective wiring. Under no circumstances should employees bring unauthorised electrical equipment into the workplace. This is important because all electrical equipment is required to be checked on a regular basis. All employees have a duty under the Health and Safety at Work Act 1974 to report defects in all work equipment including but not limited to damaged or defective electrical appliances, plugs, sockets or wiring, whether in CHWA-managed premises or home working environments.

## 14. Young persons (below the age of 18 years)

14.1 Young persons may be exposed to additional risks at work due to their lack of knowledge, experience and possible immaturity. The following procedures should be implemented to ensure their safety.

- (a) Risk assessments undertaken on any process or procedure when performed by experienced adults should be reassessed in the light of the lack of experience of the young person.
- (b) Additional training, instruction and supervision should be provided until the young person has demonstrated a satisfactory degree of competence.
- (c) Careful attention should be made by both the young person and supervision to any restrictions placed on the type of work which may be undertaken.

14.2 These requirements are reinforced under the Management of Health and Safety at Work Regulations 1999, which place specific duties on employers in relation to young workers.

## 15. Pregnant workers

15.1 CHWA is aware of the susceptibility of women to certain risks that may arise as a consequence of their employment and will assess and document those additional risks, and

ensure measures are provided to protect the health and safety of any woman employed, so far as is reasonably practicable.

15.2 CHWA is aware of the statutory requirements imposed on, and relating to, work undertaken by women and will comply with these requirements. Women will be given all the information, instruction and training necessary to enable them to work safely and without risks to their health.

15.3 When female members of staff or volunteers become pregnant they must inform their line manager so that appropriate Health and Safety measures can be taken.

15.4 Nursing mothers should also inform their line manager for the same reasons.

15.5 These requirements are underpinned by the Equality Act 2010 and the Management of Health and Safety at Work Regulations 1999, which provide protection for new and expectant mothers at work.

## 16. Disabilities

16.1 In line with the Equality Act 2010 CHWA will make reasonable efforts to assist disabled people who may seek employment with the company. If a member of staff or volunteer becomes disabled during their employment, CHWA will make any reasonable change to the workplace to accommodate that employee's disability. See also our Equality, Representation & Diversity Policy: <https://www.culturehealthandwellbeing.org.uk/policies-procedures>

16.2 CHWA is committed to improving access in its Equity Action Plan, which outlines more details.

16.3 CHWA will share an access form with all new employees to establish any additional steps it can take to support access needs or preferences.

## 17. Information, training and instruction

17.1 CHWA has delegated responsibility to its staff for organising and arranging training for employees to enable it to meet its responsibilities in the field of health and safety.

17.2 CHWA commits itself to providing appropriate technical advice to employees in relation to the work that each of them does and, in particular, in relation to all new equipment purchased by the charity.

17.3 When CHWA agrees the necessity, CHWA will provide time, and will pay for, employees' attendance at training courses designed to assist them to carry out their work or operate equipment in a safe and healthy manner.

17.4 Training provision will include, where relevant, online and remote training resources, and may extend to areas such as mental health awareness and wellbeing, display screen equipment assessments, and safe home working practices.

## Review

Safety factors will be kept constantly under review and employees are encouraged to bring to the notice of those responsible for health and safety any potential hazard, unsafe machinery or practice so that they can take steps to prevent the chance of injury. CHWA Directors, employees and volunteers have a constant duty to show every vigilance in this respect.

CHWA undertakes to review this policy, its implementation and effectiveness annually. The views of all employees and volunteers shall be sought where necessary and reflected in the review process.

Any new legislation or developments in existing legislation will be considered as and when required and the policy will be updated to reflect these developments.

The policy will be reviewed at least annually, and sooner if there are significant organisational changes, changes in working arrangements (including remote and hybrid working), or updates to legislation.

This policy was approved and agreed by the Board of Directors on the date shown below.

Signed:



Name (please print): Matt Walsh

Position: Co-Chair of Board of Directors

Date: 25 November 2025

Review dates: Every year from the date above

## **APPENDIX I: RIDDOR**

In the event of a death or major injury a member of staff should be informed immediately:

[Designated contacts to be confirmed by CHWA and inserted here]

### **REPORTING INJURIES, DISEASES AND DANGEROUS OCCURRENCES (RIDDOR) REGULATIONS 2013 (as amended 2023)**

- Employers must report specified injuries, over-seven-day absences, occupational diseases, and certain dangerous occurrences.
- Reports must be made online via the HSE RIDDOR reporting system:  
<https://www.hse.gov.uk/riddor>
- Telephone reporting is only available for fatalities and specified major incidents (HSE Incident Contact Centre: 0345 300 9923, Mon–Fri 8.30am–5pm).

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## APPENDIX II: EVENT SAFETY & SECURITY CHECKLIST

This checklist should be used by CHWA staff and volunteers when planning and delivering conferences, large gatherings, or other public events. It should be completed as part of the risk assessment process and reviewed with the venue's responsible person.

1. **Risk Assessment** – Has a written risk assessment been completed (covering fire, crowd management, first aid, safeguarding, accessibility, terrorism/security)?
2. **Fire Safety** – Evacuation routes, exits, assembly points; fire marshals identified; briefings completed.
3. **First Aid** – Trained first aiders present; first aid point and equipment in place; incident reporting forms available.
4. **Crowd Management** – Entry/exit flows managed; stewards at key points; room capacities respected.
5. **Safeguarding & Accessibility** – Safeguarding lead named; vulnerable attendees supported; accessibility assured; catering allergies addressed.
6. **Security & Terrorism Preparedness** – Liaison with venue security; staff briefed on “Run, Hide, Tell”; alarm/communication process clear; stewarding as needed.
7. **Communication & Roles** – Staff clear on roles; chain of command in place; pre-event briefing held.
8. **Post-Event** – Debrief held; incidents/near misses recorded and reported.

## Explanation of Changes to the CHWA Health & Safety Policy

### 1. Legislative Updates

- **RIDDOR (Reporting of Injuries, Diseases and Dangerous Occurrences Regulations)**
  - The original policy referred to RIDDOR 1995. This has since been replaced by **RIDDOR 2013 (amended 2023)**.
  - The updated regulations modernise categories of reportable injuries (e.g. “specified injuries” replacing “major injuries”) and confirm online reporting via the HSE system.
  - Legal basis: Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013, as amended.
- **Equality Act 2010**

- References to the **Disability Discrimination Act 1995** were replaced with the **Equality Act 2010**, which consolidated and strengthened discrimination law.
- Legal basis: Equality Act 2010, covering disability, pregnancy and maternity, and wider protected characteristics.
- **Management of Health and Safety at Work Regulations 1999 (MHSWR)**
  - Added to highlight duties around risk assessment, young persons, and new/expectant mothers.
  - These regulations sit alongside the Health and Safety at Work Act 1974 and give more detailed duties.
- **COSHH Regulations 2002 (as amended)**
  - The Control of Substances Hazardous to Health (COSHH) references were updated to explicitly name the 2002 Regulations, still in force today.
- **Manual Handling Operations Regulations 1992 (as amended)**
  - Updated wording to reflect current expectation of risk reduction and training obligations.
- **Display Screen Equipment (DSE) Regulations 1992 (as amended)**
  - Updated “VDU” to “DSE” and added provision for remote/home working setups.

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## 2. Organisational Updates

- **Reference to Suffolk Artlink removed**
  - Section 3.4 in the original referred to Suffolk Artlink, a partner organisation. This has been red-lined and removed, as this is a CHWA policy.
- **Hybrid/remote working responsibilities added**
  - The original policy assumed office-based working. Since CHWA does not have a fixed office, new provisions cover **safe home-working, hybrid working, and DSE risk assessments**.
  - Context: growing recognition under HSE guidance that employer duties extend to employees' home workstations.

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## 3. New Provisions on Wellbeing and Public Events

- **Mental health and wellbeing**
  - A new clause (4.9) recognises that health and safety includes mental health.
  - Context: reinforced by HSE's management standards for work-related stress, Equality Act 2010 duties, and current best practice.
- **Duty of care for public events**
  - New clause (4.10) recognises CHWA's duty of care to members of the public at events (e.g. biennial conference).
  - Expanded references in Section 5 (accidents), Section 12 (fire/emergencies).

- Legal basis: Health and Safety at Work Act 1974, which places duties on employers not just to employees but also to “others affected by their undertaking.”
- **Terrorism/hostile act preparedness (Martyn’s Law / Protect Duty)**
  - New clauses (4.11, 12.4) require proportionate consideration of terrorism threats, including liaison with venues and staff briefing.
  - Context: anticipated legislation (“Martyn’s Law”), following the Manchester Arena Inquiry, will place a duty on public event organisers to plan for terrorist incidents.
- **Event Safety & Security Checklist (Appendix II)**
  - Practical tool to ensure event risks (fire, first aid, crowd management, safeguarding, accessibility, terrorism) are assessed consistently.
  - Context: aligns with HSE “Events Safety Guidance” and sector best practice.

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## 4. Other Refinements

- **Review section updated**
  - Original review dates tied to 2020–2022; now updated to September 2025/2026.
  - Chair’s name (Esme Ward) removed to leave space for current Board signatory.
- **Insurance liability**
  - Specific Zurich policy number removed, replaced with “available on request.”
  - Context: avoids needing to update the policy every time insurers change.
- **Training and information**
  - Section 17 expanded to include remote training, mental health awareness, DSE, and safe home working.
  - Context: reflects modern organisational practice and the expanded definition of workplace health.

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## Summary

In essence, the updates:

1. **Bring the policy up to date with legislation** (Equality Act, RIDDOR 2013, COSHH 2002, DSE 1992, MHSWR 1999).
2. **Reflect CHWA’s current context** (no fixed office, hybrid/remote working).
3. **Address event responsibilities** (duty of care, large conferences, terrorism readiness).
4. **Modernise language** (mental health and wellbeing, online reporting, training).
5. **Clarify governance** (review cycle, insurance details, signatory).