

Health and Safety Policy Template

A guide to ensuring safe and healthy environments across all organisational activities

1. Overview

[Name of Organisation] recognises and accepts its responsibilities under the Health and Safety at Work etc. Act 1974 to ensure, so far as is reasonably practicable, the health, safety, and welfare of employees, volunteers, service users, and anyone affected by our activities.

We are committed to providing safe working environments, safe systems of work, and appropriate equipment, and to preventing accidents and work-related ill health. This policy applies to all activities delivered by [Name of Organisation], including those carried out in community settings, partner venues, outreach environments, and online.

2. Scope

This policy applies to all individuals involved in [Name of Organisation], including trustees, staff, volunteers, and anyone acting on its behalf.

It is designed to be scalable and proportionate. While the principles apply to organisations of all sizes, the way they are implemented will reflect the size, structure, and level of risk associated with activities. This means that smaller organisations may adopt simpler arrangements, while larger organisations may require more formal systems and oversight.

3. Legal Framework

This policy is informed by relevant UK health and safety legislation, including the Health and Safety at Work etc. Act 1974, the Management of Health and Safety at Work Regulations 1999, and the Regulatory Reform (Fire Safety) Order 2005.

It also reflects duties under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 and other relevant environmental and safety legislation.

4. Our Approach

[Name of Organisation] is committed to preventing harm and promoting a positive culture of health and safety. We aim to ensure that risks are identified and managed appropriately, and that everyone understands their role in maintaining a safe environment.

We will provide safe premises where applicable, ensure equipment is suitable and maintained, and offer appropriate information, instruction, training, and supervision. We also aim to promote shared responsibility, where everyone contributes to maintaining safety.

5. Roles and Responsibilities

Responsibility for health and safety is shared across [Name of Organisation].

Trustees or committee members hold overall accountability and are responsible for ensuring that appropriate arrangements and resources are in place. They will review this policy regularly and monitor its effectiveness.

Day-to-day responsibility may be delegated to a senior member of staff or a designated lead, who will oversee implementation, coordinate risk management activities, and ensure that issues are addressed promptly.

All staff and volunteers are expected to take reasonable care of their own safety and that of others, follow guidance and procedures, and report any concerns, hazards, or incidents.

6. Risk Management

[Name of Organisation] will take a proportionate approach to managing risk. This means identifying potential hazards, assessing the level of risk, and taking appropriate steps to reduce or control those risks.

Risk assessments will be carried out for significant activities and reviewed regularly, particularly when activities change or following an incident. The aim is to prevent harm while enabling activities to take place safely and effectively.

7. Safe Working Environments

Where [Name of Organisation] operates from premises or uses community venues, we will take reasonable steps to ensure that environments are safe, accessible, and suitable for the activities being delivered.

This includes considering safe access and exit, appropriate lighting and ventilation, and maintaining clean and safe conditions. Where activities take place in shared or hired spaces, we will work with venue providers to ensure safety arrangements are understood.

8. Equipment and Resources

Any equipment used by [Name of Organisation] will be suitable for its intended purpose and maintained in a safe condition. Equipment should only be used by individuals who are appropriately trained or competent to do so.

Unsafe equipment will not be used and will be removed from service until it is safe.

9. Fire Safety

[Name of Organisation] will take appropriate steps to manage fire risks in line with the Regulatory Reform (Fire Safety) Order 2005.

This includes ensuring that evacuation procedures are understood, escape routes are kept clear, and any necessary fire safety measures are in place depending on the setting in which activities are delivered.

10. First Aid

Appropriate first aid arrangements will be in place depending on the nature and level of risk of activities. This may include access to first aid kits, trained individuals where required, and clear processes for responding to incidents.

Accidents and injuries will be recorded appropriately.

11). Incident Reporting

All accidents, incidents, and near misses should be reported and recorded. This allows [Name of Organisation] to understand what has happened and take steps to prevent recurrence.

Where required, incidents will be reported in line with the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013.

12. Training and Competence

[Name of Organisation] will ensure that staff and volunteers receive appropriate health and safety information and training. This will normally form part of induction and may be supplemented with additional training depending on roles and responsibilities.

Support will be provided to ensure individuals are able to carry out their activities safely.

13. Safeguarding and Wellbeing

Health and safety arrangements will work alongside safeguarding responsibilities to ensure the overall wellbeing of children, young people, and adults at risk.

14. Insurance

[Name of Organisation] will maintain appropriate insurance cover to support its activities. This may include public liability insurance and, where required by law, employers' liability insurance.

Insurance arrangements will be reviewed regularly.

15. Monitoring and Review

This policy will be reviewed regularly, at least annually, and updated where necessary to reflect changes in legislation, organisational activities, or following incidents.

Trustees or the governing body will oversee this process to ensure ongoing compliance and effectiveness.

16. Approval

Adopted by: [Board of Trustees / Management Committee]

Date: _____

Signed: _____

Name: _____

Position: _____

Issue Number: _____

Next Review Date: _____