



Health and Safety Policy

March 2026

Last review completed by:

Board of Trustees

Date of last review:

March 2026

Next review due:

March 2027

Document owner:

J Holmes

Distribution list:

Board of Trustees

1. Policy Statement

Both Sides Foundation is committed to ensuring, so far as is reasonably practicable, the health, safety and wellbeing of everyone affected by our activities. This includes staff, volunteers, trustees, practitioners, service users, contractors and members of the public.

We recognise our responsibilities under relevant UK health and safety legislation, including the **Health and Safety at Work etc. Act 1974** and associated regulations, and we are committed to meeting these responsibilities in a way that is proportionate to the nature and scale of our work.

Our aim is to create safe, supportive environments in which people can participate in our activities with confidence.

2. Scope

This policy applies to all activities delivered or organised by Both Sides Foundation, including workshops, retreats, events, outreach activities and administrative work.

It applies to:

- Trustees
- Staff
- Volunteers
- Practitioners and facilitators
- Contractors and partners
- Service users and visitors

3. Responsibilities

Board of Trustees

The Board of Trustees has overall responsibility for health and safety within the Foundation. This includes:

- Approving this policy and reviewing it periodically
- Ensuring that health and safety risks are identified and managed appropriately
- Ensuring that adequate resources and support are in place

Health and Safety Advice (Competent Person)

In line with the Management of Health and Safety at Work Regulations 1999, Both Sides Foundation will ensure that it has access to competent health and safety advice appropriate to its activities.

This may be provided by a suitably experienced trustee, staff member or practitioner with an understanding of the Foundation's work and associated risks. Where specialist advice is required, external competent support will be sought.

The role of health and safety advice is to support safe decision-making, not to manage operations day to day.

Staff, Volunteers and Practitioners

All staff, volunteers and practitioners are expected to:

- Take reasonable care of their own health and safety and that of others
- Follow health and safety guidance relevant to their role
- Report hazards, concerns, near misses or incidents promptly
- Cooperate with the Foundation on health and safety matters

Contractors and Partners

Contractors and partner organisations are expected to manage their own health and safety responsibilities and to comply with any reasonable safety requirements while working with or on behalf of the Foundation.

4. Managing Health and Safety

Risk Assessment

- Health and safety risks will be assessed in a proportionate and practical way, taking account of the nature of each activity and the people involved
- Risk assessments will be reviewed when activities change or when concerns are identified
- Where activities take place in third-party venues, the Foundation will rely on venue safety arrangements while addressing any additional risks specific to its activities

Training and Awareness

- Staff, volunteers and practitioners will receive appropriate information and guidance to enable them to carry out their roles safely
- Training will be proportionate to the role and level of risk and may include areas such as safeguarding, lone working, first aid awareness or emergency procedures

Incident and Near-Miss Reporting

- All accidents, incidents or near misses must be reported as soon as reasonably practicable
- Incidents will be reviewed to identify any learning or improvements needed

- Where legally required, reportable incidents will be notified to the relevant enforcing authority

Emergency Arrangements

- Appropriate emergency arrangements will be in place for activities, based on the venue and nature of the work
- Staff and volunteers will be made aware of relevant emergency procedures, including fire safety and first aid arrangements

Lone Working and Outreach

Some Foundation activities may involve lone working or community-based outreach. In these cases:

- Risks will be considered in advance
- Reasonable measures such as check-ins, clear communication and safeguarding guidance will be followed

5. Communication

This policy will be made available to staff, volunteers and practitioners and explained as part of induction where appropriate.

Health and safety matters will be discussed openly, and individuals are encouraged to raise concerns without fear of blame.

6. Monitoring and Review

Health and safety arrangements will be kept under review and adjusted as necessary to reflect changes in activities, venues or risk.

The Board of Trustees will review this policy annually, or sooner if there are significant changes in legislation or the Foundation's work.

Signed

Signed

Neil Bolding
Position: Chair of Trustee
Date: March 2026

James Holmes
Position: Trustee and Governance Lead
Date: March 2026