



Warwickshire Pride

Registered Charity Number: 1162449

Health and Safety Policy

Introduction

Warwickshire Pride's board of trustees has overall responsibility for health and safety in the organisation, and for ensuring that it fulfils all its legal responsibilities. It recognises that it is the duty of trustee, employees and volunteers (referred to as an employee from hereon) to uphold this policy and to provide the necessary funds and resources to put it into practice.

Warwickshire Pride's board of trustees is committed to ensuring that all its activities are safe, and it will do whatever it can to provide for the health, safety and welfare of all employees, members and visitors ensuring that risks to employees, members and visitors are minimised at all times.

It will observe the Health and Safety at Work Act 1974 ("HASAWA") and all relevant regulations and codes of practice made under it.

This policy will be reviewed annually by Warwickshire Pride's board of trustees.

Responsibilities

The trustee responsible for the implementation and monitoring of health and safety policies and recommending changes where necessary is **Daniel Browne**.

All accidents or unsafe incidents will be investigated by the above-named trustee on behalf of Warwickshire Pride's board of trustees as soon as possible and then to be reported to the trustees at the next available trustee meeting.

The above-named trustee is responsible for:

- Assessing the risk to the health and safety of employees, members and visitors and identifying what measures are needed to comply with its health and safety obligations.
- Ensuring that venues or vehicles used for trips are safe and without risk to health, including safe ways of entering and leaving.
- Ensuring that equipment is safe and well maintained.
- Providing information, instruction, training and supervision to employees in safe working methods and procedures as required.
- Encouraging employees and members to co-operate in ensuring safe and healthy conditions and systems by effective joint consultation.
- Establishing emergency procedures as required.

Employee Responsibilities

All Warwickshire Pride employees will ensure that:

- They are aware of the contents of this policy.
- They comply with this policy.
- They take care of themselves and others who may be affected by their actions or omissions.
- They will report all accidents, or unsafe situations, and any near misses (things which could have led to an accident) to the above-named trustee or another trustee at once.
- They record accidents or near misses on an incident form, which is accessible to all employees but can also be requested by emailing **info@warwickshirepride.co.uk**.
- They are aware of all fire procedures for the area in which they are working.
- If they identify anything which they think could be in any way unsafe, they will report it.

Risk Assessments

The above-named trustee will ensure that all premises and tasks are assessed in line with the current relevant legislation. Assessments will be repeated when there is a:

- Trip or event to organise.
- Change in legislation.
- Change of premises.
- Significant change in work carried out.
- Transfer to new technology.

or any other reason which makes original assessment not valid.

Training

To comply with legislation and to promote the health, safety and welfare of employees, health and safety training will be provided as follows:

- At inductions.
- On the introduction of new technology.
- When changes are made to venues.
- When training needs are identified during risk assessments.

Resolving health and safety problems

Any employee with a health and safety concern must first tell the above-named trustee.

If, after investigation, the problem is not corrected in a reasonable time, or the above-named trustee decides that no action is required but the employee is not satisfied with this, the employee may then refer the matter to Warwickshire Pride's board of trustees. This must be in writing to **info@warwickshirepride.co.uk**.

If the employee is still dissatisfied, the matter will be entered on the agenda for the next meeting of Warwickshire Pride's board of trustees.

Last reviewed: January 2026

Next review due: January 2027