

Health and Safety Risk Assessments.



Lead Responsibility	Chairperson	Approved by	Board of Trustees
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1. Policy Statement

It is the policy of SHAWIN to conduct its activities and operations in such a manner as to ensure the health, safety, welfare, and wellbeing of all employees, volunteers, trustees, beneficiaries, visitors, contractors, external stakeholders, and members of the public who may be affected by its activities.

SHAWIN recognises its responsibility to provide and promote safe, healthy, inclusive, accessible, and respectful environments across all areas of its work, including community outreach activities, wellbeing initiatives, advice and support services, safeguarding activities, community engagement programmes, events, volunteer activities, and collaborative projects undertaken within local communities.

As an independent community-based charity, SHAWIN may work collaboratively with external organisations and community stakeholders to support the needs of beneficiaries and local communities. The organisation recognises the importance of maintaining high standards of health, safety, safeguarding, welfare, equality, and operational practice across all activities connected to its work. SHAWIN will therefore seek appropriate assurance that organisations, venues, agencies, community groups, and stakeholders involved in activities connected to the charity maintain suitable health and safety arrangements, safeguarding procedures, risk assessments, insurance cover, and operational controls where appropriate.

The organisation is committed to ensuring that all beneficiaries, volunteers, service users, vulnerable individuals, and community members accessing SHAWIN services, activities, or support programmes are protected from avoidable harm and are supported within safe, respectful, and inclusive environments. SHAWIN will undertake appropriate health and safety assessments, operational reviews, monitoring activities, and inspections of its premises, outreach activities, events, community initiatives, and operational environments to ensure that risks are identified, managed, and reduced appropriately.

SHAWIN recognises that effective health and safety management forms an essential part of good governance, safeguarding practice, organisational accountability, and public trust. The organisation is committed to promoting a positive culture in which health, safety, wellbeing, safeguarding, equality, dignity, and respect are understood to be shared responsibilities across all levels of the organisation.

Particular consideration will be given to protecting vulnerable individuals, including children, young people, older people, individuals with disabilities, individuals experiencing mental health challenges, socially excluded groups, and individuals

who may be at increased risk of harm, abuse, discrimination, exploitation, or neglect.

SHAWIN commits itself to implementing the Health and Safety at Work Act 1974 together with all associated legislation, regulations, statutory guidance, Charity Commission expectations, safeguarding requirements, and recognised best practice applicable to charities, voluntary sector organisations, community engagement activities, volunteer programmes, and public-facing services.

The organisation will ensure that employees, volunteers, trustees, and authorised representatives receive appropriate information, instruction, supervision, guidance, and support necessary to carry out their responsibilities safely and effectively. SHAWIN also recognises its duty of care towards volunteers and community representatives and is committed to ensuring that appropriate induction, safeguarding awareness, and operational guidance are provided.

This policy will remain under continual review to ensure ongoing compliance with legislative requirements, safeguarding expectations, operational developments, Charity Commission guidance, and best practice standards. Formal review and amendment of this policy will be undertaken annually or sooner where organisational, operational, safeguarding, or legislative changes require revision.

2. Health

Appropriate first aid arrangements will be maintained by SHAWIN to ensure that employees, volunteers, beneficiaries, visitors, and members of the public have access to immediate assistance in the event of illness, injury, accidents, or emergencies occurring during organisational activities or while accessing SHAWIN services.

First aid equipment and supplies will be maintained at SHAWIN premises and at appropriate locations used for community activities, outreach programmes, meetings, and events where reasonably practicable. Designated responsible persons will ensure that first aid arrangements are monitored regularly and that equipment is maintained appropriately.

The organisation will appoint suitably trained first aiders or designated responsible persons where appropriate to support the health, safety, and welfare of individuals engaging with the charity. Information regarding first aid arrangements and emergency contacts will be made available to employees, volunteers, trustees, and authorised representatives of the organisation.

All accidents, incidents, injuries, near misses, cases of work-related ill health, safeguarding concerns relating to welfare, or health and safety incidents occurring during organisational activities must be reported and recorded in accordance with

SHAWIN procedures. Incident and accident records will be maintained securely and confidentially in line with data protection and organisational governance requirements.

The Board of Trustees and senior management are responsible for ensuring that serious accidents, dangerous occurrences, reportable incidents, or health and safety concerns are reported to the appropriate authorities, including the Health and Safety Executive (HSE), local authorities, insurers, safeguarding agencies, or the Charity Commission where required by legislation or guidance.

SHAWIN recognises the importance of promoting positive mental health and wellbeing and will seek to create supportive environments that reduce stress, discrimination, emotional harm, isolation, harassment, and avoidable risks to wellbeing across all areas of organisational activity.

3. Monitoring

SHAWIN is committed to monitoring health and safety arrangements regularly to ensure that safe working practices, safeguarding procedures, operational controls, and organisational responsibilities are being implemented effectively throughout the organisation.

The organisation will undertake periodic health and safety reviews, monitoring activities, inspections, operational audits, safeguarding checks, and risk assessment reviews to identify hazards, assess compliance, and support continuous improvement. Where appropriate, action plans and recommendations will be developed to address identified concerns and improve operational standards.

Senior management and designated responsible persons will investigate accidents, incidents, near misses, safeguarding concerns, and work-related health or wellbeing concerns to identify contributory factors and reduce the likelihood of recurrence. Investigations will be proportionate to the seriousness of the incident and may involve consultation with external stakeholders, landlords, community venues, insurers, safeguarding authorities, or statutory agencies where appropriate.

The organisation recognises that effective monitoring forms part of good governance, safeguarding practice, and organisational accountability. Findings arising from monitoring activities, inspections, incidents, or audits may be reported to the Board of Trustees as part of SHAWIN's governance and quality assurance arrangements.

SHAWIN is committed to learning from incidents, feedback, operational reviews, and community engagement activities and will continue to strengthen its health, safety, safeguarding, and wellbeing arrangements through continuous review and improvement.

4. Emergency Procedures – Fire and Evacuation

SHAWIN is committed to ensuring that suitable emergency procedures, fire safety arrangements, and evacuation processes are maintained across all premises, outreach locations, community venues, and environments used for organisational activities.

Appropriate fire risk assessments will be undertaken and reviewed regularly to identify hazards, assess risks, and ensure that suitable preventative and protective measures are implemented. Where SHAWIN operates from shared premises, community venues, faith centres, or externally managed facilities, the organisation will seek assurance that appropriate fire safety arrangements and evacuation procedures are maintained by the responsible parties.

Emergency exits, evacuation routes, fire alarms, fire safety signage, and firefighting equipment will be maintained appropriately in accordance with legal requirements and venue arrangements. Employees, volunteers, trustees, and authorised representatives will be informed of relevant emergency procedures and evacuation arrangements applicable to the premises or activities they are involved in.

The organisation will undertake periodic evacuation drills, emergency planning reviews, and operational assessments where appropriate to ensure that individuals understand their responsibilities and are able to respond safely in the event of an emergency.

Particular consideration will be given to supporting vulnerable individuals, disabled persons, older people, children, and individuals requiring assistance during evacuation procedures or emergency situations.

Any fire safety concerns, emergency incidents, hazards, or evacuation difficulties identified during organisational activities must be reported immediately to management or the designated responsible person.

5. Management of Health and Safety

5.1 Policy Commitment

SHAWIN commits itself to implementing the Health and Safety at Work Act 1974 together with all associated legislation, regulations, statutory guidance, safeguarding expectations, and recognised best practice applicable to charities, voluntary sector organisations, community engagement activities, volunteer programmes, and public-facing services.

The organisation will provide appropriate resources, supervision, guidance, operational arrangements, and support necessary to promote safe working

practices and protect the health, safety, welfare, and wellbeing of all individuals affected by its activities.

SHAWIN recognises that effective health and safety management depends upon the active cooperation and shared responsibility of trustees, employees, volunteers, beneficiaries, contractors, community stakeholders, visitors, and external organisations involved in activities connected to the charity.

6. Staff Responsibilities

7. Board of Trustees and Senior Management

The Board of Trustees retains overall and final responsibility for ensuring that SHAWIN complies with its statutory duties and organisational responsibilities relating to health, safety, safeguarding, welfare, and operational risk management.

Senior management are responsible for overseeing the implementation, monitoring, review, and continuous improvement of health and safety arrangements throughout the organisation. This includes ensuring that suitable policies, procedures, risk assessments, emergency arrangements, safeguarding measures, monitoring systems, and governance controls are in place and operating effectively.

In the context of health and safety management, the responsibilities of the Board of Trustees and senior management include monitoring organisational planning processes, reviewing operational arrangements, monitoring incidents and risks, overseeing safeguarding and welfare concerns, reviewing audit findings, supporting staff and volunteer wellbeing, and ensuring that appropriate corrective action is implemented where concerns are identified.

The Board of Trustees and senior management will also ensure that health and safety considerations form part of organisational governance, strategic planning, operational decision-making, safeguarding practice, partnership activities, and community engagement arrangements.

7.1 Managers, Coordinators, and Authorised Representatives

Managers, coordinators, supervisors, and authorised representatives acting on behalf of SHAWIN are responsible for implementing this policy within their areas of responsibility and ensuring that activities are carried out safely and in accordance with organisational procedures.

Individuals responsible for coordinating activities will ensure that appropriate risk assessments are undertaken, hazards are identified and managed, safeguarding concerns are addressed promptly, incidents are reported appropriately, and suitable supervision and guidance are provided during organisational activities.

They are also responsible for ensuring that venues, operational environments, community activities, and outreach arrangements are suitable, safe, inclusive, and appropriately monitored. Concerns that cannot be resolved immediately must be escalated to senior management or the designated responsible person.

Where SHAWIN activities involve external venues, community organisations, or collaborative arrangements, authorised representatives will seek assurance that appropriate health and safety, safeguarding, and welfare arrangements are maintained.

7.2 Employees and Volunteers

All employees and volunteers are required to read, understand, and comply with SHAWIN's Health and Safety Policy and associated organisational procedures.

Individuals must take reasonable care of their own health and safety and that of others who may be affected by their actions or omissions. Employees and volunteers are expected to follow safe working practices, cooperate with management, use equipment appropriately, report hazards or concerns promptly, and avoid any behaviour that may place themselves or others at unnecessary risk.

Employees and volunteers must not attempt to repair defective equipment unless authorised and competent to do so and should report defects, incidents, accidents, unsafe conditions, safeguarding concerns, or near misses immediately.

The organisation encourages all individuals involved in its activities to contribute positively towards maintaining safe, respectful, inclusive, and supportive environments across all areas of organisational work.

8. Beneficiaries, Service Users and Community Participants

All beneficiaries, service users, volunteers, participants, and individuals accessing activities organised, facilitated, or supported by SHAWIN are expected to contribute towards maintaining safe, respectful, and inclusive environments throughout all organisational activities and community engagement programmes.

Individuals participating in SHAWIN activities are expected to comply with organisational procedures, safeguarding guidance, health and safety instructions, emergency arrangements, and any reasonable directions provided by authorised representatives, volunteers, coordinators, venue staff, or designated responsible persons.

Participants are expected to behave responsibly and avoid placing themselves or others at unnecessary risk during activities, events, outreach programmes, meetings, wellbeing initiatives, or community engagement sessions. Individuals

should use equipment, facilities, and resources appropriately and report any hazards, concerns, incidents, accidents, unsafe conditions, safeguarding concerns, or welfare issues promptly to a member of staff or designated representative.

SHAWIN recognises its duty of care towards all beneficiaries, service users, volunteers, and community participants and will take all reasonable steps to protect individuals from avoidable harm during organisational activities and events.

Prior to activities taking place, SHAWIN may undertake appropriate operational checks, venue assessments, safeguarding reviews, and risk assessments to ensure that environments used for activities are safe, accessible, suitable, and appropriately managed. Where activities involve external organisations, venues, community groups, or stakeholders, SHAWIN may seek appropriate assurances regarding safeguarding, health and safety arrangements, insurance cover, emergency procedures, and operational standards.

Particular consideration will be given to protecting vulnerable individuals, including children, older people, disabled persons, individuals experiencing mental health difficulties, socially excluded groups, refugees, asylum seekers, and individuals who may be at increased risk of harm, abuse, exploitation, neglect, or discrimination.

9. Accident Investigation

SHAWIN will ensure that all accidents, incidents, injuries, near misses, safeguarding concerns, dangerous occurrences, and cases of work-related ill health connected to organisational activities are investigated appropriately and proportionately.

Investigations may be undertaken where incidents occur on SHAWIN premises, during outreach activities, within community venues, at events, during volunteer activities, or while individuals are participating in activities connected to the organisation.

The purpose of investigations is to identify contributory factors, determine whether control measures were adequate, establish lessons learned, and implement corrective actions necessary to reduce the likelihood of recurrence.

Where appropriate, investigations may involve consultation with employees, volunteers, beneficiaries, witnesses, venue providers, community stakeholders, insurers, safeguarding authorities, emergency services, landlords, or statutory agencies.

SHAWIN recognises the importance of learning from incidents and will use findings arising from investigations to improve operational practice, safeguarding arrangements, risk management processes, volunteer support, wellbeing measures, and organisational governance arrangements.

10. Accident Reporting

Reporting to appropriate authorities will be undertaken in accordance with the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR), safeguarding legislation, Charity Commission guidance, insurance requirements, and all other applicable statutory obligations.

Where incidents fall within statutory reporting requirements, SHAWIN will notify the relevant enforcing authority, safeguarding agency, emergency service, insurer, local authority, or regulatory body as required.

Serious incidents involving death, significant injury, safeguarding concerns, abuse, dangerous occurrences, data breaches, or significant risks to beneficiaries, volunteers, staff, or members of the public may also be reported to the Charity Commission where appropriate.

All accidents, incidents, safeguarding concerns, and operational risks must be reported promptly through organisational reporting procedures. Appropriate records will be maintained securely and confidentially in accordance with data protection and governance requirements.

11. Visitors

Visitors attending SHAWIN premises, activities, meetings, events, or community engagement programmes are expected to comply with health and safety procedures, safeguarding expectations, emergency arrangements, and any instructions provided by staff, volunteers, venue representatives, or authorised persons.

Visitors are expected to behave responsibly and in a manner that does not place themselves or others at unnecessary risk. Where necessary, visitors may be required to use safety equipment, comply with venue procedures, or follow safeguarding and operational guidance relevant to the activity or environment.

Visitors should familiarise themselves with emergency procedures, evacuation arrangements, safeguarding reporting processes, and first aid arrangements applicable to the premises or activities being attended.

12. Job Descriptions and Responsibilities

Responsibility for maintaining safe working practices, safeguarding standards, equality, wellbeing, and operational compliance forms part of the responsibilities of employees, volunteers, trustees, coordinators, and authorised representatives working on behalf of SHAWIN.

Health and safety responsibilities will be reflected appropriately within role descriptions, volunteer agreements, operational procedures, supervision arrangements, induction processes, and organisational expectations.

13. Insurance Arrangements

SHAWIN will maintain appropriate insurance arrangements relevant to its activities, operations, community engagement programmes, volunteer activities, outreach work, events, safeguarding responsibilities, and public liability exposures.

The organisation will maintain appropriate levels of Public Liability Insurance, Employer's Liability Insurance where applicable, Trustee Indemnity Insurance, and any additional insurance arrangements considered necessary to protect the organisation, its representatives, beneficiaries, volunteers, and members of the public.

Where activities are delivered within external venues or alongside external stakeholders, SHAWIN may seek assurance that appropriate insurance arrangements are maintained by the responsible organisations or venue providers.

14. Safety Policies and Risk Assessments

SHAWIN recognises the importance of effective risk management and safe operational practice across all organisational activities. Risk assessments will therefore be undertaken for premises, events, outreach activities, volunteer programmes, community initiatives, safeguarding arrangements, lone working activities, and operational environments where risks may arise.

Risk assessments will take account of physical, emotional, safeguarding, environmental, operational, and wellbeing risks and will consider the needs of vulnerable individuals and those who may require additional support or protection.

All risk assessments will be recorded appropriately and reviewed regularly to ensure they remain current, proportionate, and effective. Additional reviews may be undertaken following incidents, operational changes, safeguarding concerns, or changes in legislation or guidance.

15. Protective Clothing and Personal Protective Equipment

Where activities or operational environments require the use of protective clothing or personal protective equipment (PPE), SHAWIN will ensure that suitable arrangements are in place to protect employees, volunteers, beneficiaries, and authorised representatives from avoidable risks.

The organisation will ensure that appropriate PPE is made available where required by legislation, safeguarding expectations, risk assessments, public health guidance, or good practice standards.

Individuals provided with PPE are expected to use equipment appropriately, maintain it responsibly, and report any defects, damage, or concerns promptly.

16. Staff Competencies and Training

SHAWIN is committed to ensuring that employees, volunteers, trustees, and authorised representatives possess appropriate knowledge, skills, awareness, and competence relevant to their roles and responsibilities.

The organisation will provide induction, guidance, supervision, safeguarding awareness, health and safety information, equality and diversity training, wellbeing support, and additional training where appropriate to support safe and effective operational practice.

Designated responsible persons involved in safeguarding, first aid, risk management, volunteer coordination, or operational oversight may receive additional role-specific training relevant to their responsibilities.

Training records, induction arrangements, supervision activities, and organisational learning opportunities will be maintained and reviewed appropriately to support compliance, governance, and continuous improvement.

17. The Working Environment

SHAWIN is committed to maintaining environments that are safe, accessible, healthy, inclusive, and suitable for organisational activities and community engagement programmes.

Where activities are undertaken within SHAWIN premises, community venues, outreach environments, faith centres, or external facilities, the organisation will seek assurance that appropriate arrangements relating to ventilation, lighting, heating, welfare facilities, cleanliness, accessibility, emergency procedures, and safeguarding are maintained.

Any defects, hazards, maintenance concerns, or unsafe conditions identified within operational environments should be reported promptly so that appropriate action can be taken.

Smoking and vaping are not permitted within SHAWIN premises or in areas where this may place others at risk or breach venue requirements or public health guidance.

18. Equipment, Materials and Safe Systems of Work

SHAWIN will seek to ensure that equipment, materials, furniture, and resources used during organisational activities are safe, appropriate, and maintained in good working condition.

Employees, volunteers, and authorised representatives are responsible for using equipment safely, following organisational procedures, reporting defects promptly, and avoiding unsafe practices.

Where activities involve external venues or community environments, SHAWIN may seek assurance that suitable systems are in place to ensure that equipment and facilities are maintained safely and appropriately.

19. Induction and Information for Beneficiaries and Volunteers

Individuals participating in SHAWIN activities may receive induction information, guidance, safeguarding information, wellbeing guidance, emergency procedures, behavioural expectations, and operational instructions appropriate to the nature of the activity or programme.

The organisation recognises the importance of ensuring that volunteers, beneficiaries, and community participants understand their responsibilities, safeguarding expectations, reporting procedures, and available support arrangements while engaging with SHAWIN activities.

20. Emergency Procedures

All employees, volunteers, trustees, beneficiaries, and authorised representatives involved in SHAWIN activities are expected to familiarise themselves with emergency procedures, safeguarding arrangements, evacuation instructions, first aid arrangements, and reporting procedures relevant to the environments in which activities take place.

Emergency arrangements will be reviewed periodically and communicated appropriately to individuals involved in organisational activities.

21. Monitoring and Prohibition of Unsafe Activities

SHAWIN reserves the right to suspend, prohibit, postpone, or terminate any activity, arrangement, venue usage, operational practice, or organisational activity where there is reason to believe that individuals may be exposed to significant health, safety, safeguarding, welfare, or operational risks.

Appropriate corrective action, safeguarding measures, operational reviews, or risk management arrangements may be implemented before activities resume.

22. Driving on Organisational Business

Employees, volunteers, trustees, and authorised representatives driving on behalf of SHAWIN are responsible for ensuring that vehicles used are roadworthy, appropriately insured, legally compliant, and operated safely.

Individuals driving for organisational purposes must hold a valid driving licence and comply with all road traffic legislation and safe driving practices.

Mobile phones should not be used while driving unless lawful hands-free arrangements are in place. Drivers are expected to take appropriate breaks during long journeys and avoid driving while tired, unwell, distracted, or otherwise impaired.

23. Work-Related Stress and Wellbeing

SHAWIN recognises that stress, excessive pressure, emotional strain, safeguarding concerns, workload pressures, and poor wellbeing may negatively affect individuals and organisational effectiveness.

The organisation is committed to promoting positive mental health, wellbeing, inclusion, dignity, and supportive working practices across all areas of organisational activity.

Managers, trustees, volunteers, and employees are encouraged to identify and respond appropriately to concerns relating to stress, burnout, emotional wellbeing, safeguarding pressures, or mental health concerns affecting themselves or others.

24. Review of Policy

This policy will be reviewed annually or sooner where required due to legislative changes, operational developments, safeguarding concerns, organisational restructuring, or significant incidents.

The review process will be overseen by senior management and the Board of Trustees to ensure that the policy remains effective, compliant, proportionate, and reflective of organisational practice and Charity Commission expectations.

Policy approval.

Director's Name: Gertrude Logose

A handwritten signature in black ink, appearing to read "Logose", written in a cursive style.

Director's Signature

Date: 01/04/2026