

# Health and Safety Policy

## REVISION RECORD

Version	Description	Date
3	Third draft	December 2025

Signed:

A handwritten signature in black ink, which appears to read 'Guy Steward'.

Director



Wye Dean Wellbeing CIC is committed to meeting its duty to ensure, **so far as is reasonably practicable**, the health, safety, and welfare at work of all practitioners and others who may be affected by its activities.

Health and safety are of the utmost importance and is integral to the effective delivery of our services.

## Our Aims

We aim to:

- Ensure that partner service providers, community organisations, voluntary groups, and third parties are fully briefed and provided with relevant risk assessments where appropriate.
- Ensure that mentoring and coaching meetings are conducted in safe and appropriate environments. Where meetings take place in public locations (e.g. cafés, business hubs, colleges), or in office settings, locations must be clearly visible and safe (e.g. meeting rooms with windows or glazed doors, open or shared spaces, or areas where other people are present).
- Ensure that, where required, staff and key volunteers undergo appropriate **Disclosure and Barring Service (DBS)** checks in line with their role and legal requirements.
- Ensure that relevant **Personal Protective Equipment (PPE)** is made available for outdoor or site-based activities, where appropriate to the nature and location of the work.



## Health and Safety Responsibility

The **Executive Director** is the accountable officer and holds overall responsibility for health, safety, and welfare within the organisation.

Any health and safety concerns, incidents, or hazards should be reported promptly by email to: [enquiries@wyedeanwellbeing.co.uk](mailto:enquiries@wyedeanwellbeing.co.uk)

## Employees, Volunteers, and Contractors

All employees, whether full-time, part-time, temporary, or permanent, as well as volunteers and contract workers engaged in CIC activities, are responsible for:

- Taking reasonable care of their own health and safety and that of others who may be affected by their actions or omissions.
- Cooperating fully with arrangements in place to enable Wye Dean Wellbeing to meet its legal health and safety obligations.
- Complying with this Health and Safety Policy and all related procedures.

Any wilful or serious breach of health and safety requirements will be treated as a disciplinary matter and may, in some cases, lead to dismissal or termination of engagement.

## Safe Working Practices

- Individuals must not lift heavy, awkward, or dangerous items where this may cause injury. Appropriate assistance or equipment must be used where required.
- All staff and volunteers must undertake health and safety-related training within specified timescales.
- All instructions, training, and safe systems of work must be followed to ensure a safe working environment.