

Health and Safety Policy

Issue: 1.1

Date: 30-Mar-26

Status: Released

Document Roles		
	Role	Name
Author	-	Andrew Caple
Accountable	Chair	Dwynwen Stepien

Contents

Purpose and Scope	3
Policy Statement	3
Health and Safety Values	3
Risk Management	4
Training and Awareness	4
Incident Reporting	4
Policy Review and Updates	4
Roles and Responsibilities	5
Related Policies	5
Change History	5

Purpose and Scope

The purpose of this document is to outline the policies related to Health and Safety within the Emsworth Residents Forum (ERF). It is one of a set of Emsworth Residents Forum Procedure and Policy documents covering various aspects of the Forum's governance.

This key aims include:

- Preventing injury, ill health and avoidable hazards during ERF activities.
- Setting clear expectations for safe behaviour and responsible decision-making.
- Ensuring risks are assessed and managed in a proportionate, practical way.
- Promoting open reporting of concerns, near misses and incidents so improvements can be made.

This policy applies to:

- Committee members
- Ordinary members
- Event participants
- Contractors or partners working with the Forum
- Parents, guardians, and youth participants

It covers all activities organized by the ERF, including:

- Community meetings
- Public consultations
- EMS Newspaper deliveries
- Youth events (e.g. sports days, creative workshops etc.)

Policy Statement

The Emsworth Residents Forum is committed to ensuring the health, safety and welfare of all residents, volunteers, visitors, and partners involved in our activities – including children and young people participating in youth-focused events. This policy outlines our approach to managing risks and promoting safe practices across all events and activities.

Health and Safety Values

Responsibility

- Everyone involved shares responsibility for maintaining a safe environment.

Inclusivity

- Safety measures will consider the diverse needs of the attendees of our events and activities, including children, young people and vulnerable adults.

Safeguarding

- Events including young people and vulnerable adults will follow safeguarding best practices, including appropriate supervision and consent of guardians.

Transparency

- Risk assessments and safety plans will be shared openly.

Responsiveness

- Lessons learnt will be actively reviewed to ensure that health and safety improvements are promptly embedded into the way of working.

Risk Management

- A risk assessment will be completed for each event or activity, including youth-specific and vulnerable adult considerations (e.g. safeguarding, supervision ratios, age-appropriate activities).
- Hazards will be identified and mitigated (e.g. trip risks, fire safety, crowd control, allergic reactions etc.).
- Emergency procedures for identified risks will be put in place and communicated.

Training and Awareness

- Volunteers will receive appropriate health and safety guidance.
- Event Coordinators will receive appropriate safeguarding training.
- Safety signage and briefings will be provided at events.
- Youth and vulnerable adult participants will be given comprehension-appropriate safety instructions.

Incident Reporting

- All accidents or near misses must be recorded in an Incident Log.
- Serious incidents will be reported to relevant authorities.
- Follow-up actions will be documented and reviewed.
- Incidents involving young people or vulnerable adults will be handled with sensitivity and in line with safeguarding protocols.

Policy Review and Updates

- This policy will be reviewed annually or after any significant incident.
- Updates will be approved by the committee and shared with all stakeholders.

Roles and Responsibilities

Role	Responsibility
ERF Chairperson	- Overall accountability for health and safety. - Ensure that an Event Leader is assigned to each event. - Ensure all actions from reported incidents are suitably completed.
ERF Committee	- Review and update policy annually. - Review lessons learnt from reported incidents and near misses.
Event Leader	- Ensure risk assessments are completed, communicated and recommendations actioned. - Ensure suitable training is provided at events. - Oversee initial response to incidents, ensuring they are appropriately reported and resulting actions are suitably delegated.
Volunteers	Follow safety guidelines and report hazards or incidents

Related Policies

- Safeguarding Policy

Change History

Date	Issue	Change Description
2-Feb-26	-	Work in Progress
28-Mar-26	1	First issue after review
30-Mar-26	1.1	Removal of parental consent statement following feedback.