



Health and Safety Policy

A practical framework for protecting employees, volunteers, clients, visitors and others affected by LilyAnne's activities.

LILYANNE'S WELLBEING POLICY

LEADERSHIP • PREVENTION • CONSULTATION • CONTINUOUS IMPROVEMENT

Live policy

Effective September 2026 • Review by September 2027

Document control

Document owner	Board of Trustees / appointed competent person
Applies to	Trustees, employees, volunteers, contractors, clients, visitors and activity leaders
Status	Live
Version	2.0 - effective September 2026
Effective date	September 2026
Next review	September 2027, or sooner if required

This is a live LilyAnne's Wellbeing policy. It applies from September 2026 and should be read alongside the related policies and procedures identified in this document.

Statement of intent

LilyAnne's will, so far as is reasonably practicable, protect the health, safety and welfare of workers and others affected by its activities. Trustees will provide proportionate resources, competent advice, safe systems, information, training and review.

Responsibilities

Trustees approve the policy and monitor assurance. The Chief Executive implements it. The appointed competent person coordinates risk management. Managers and activity leads apply controls. Everyone must take reasonable care, cooperate, use equipment correctly and report hazards, incidents and near misses.

Risk assessment

Suitable and sufficient assessments identify hazards, who may be harmed, existing controls and further action. Assessments cover routine work, premises, events, outreach, lone working, fire, first aid, display-screen work, manual handling, substances, food, equipment, violence and individual needs.

- Record significant findings and named actions.
- Consult workers and those affected.
- Review after incidents, changes or evidence that controls are ineffective.
- Consider pregnancy, disability, young workers and other individual circumstances without discriminatory assumptions.

Premises and welfare

The charity maintains safe access, lighting, ventilation, temperature, sanitation, drinking water, housekeeping and clear escape routes. Defects are reported promptly, unsafe areas isolated where necessary and landlord responsibilities documented.

Fire safety and emergency arrangements

A responsible person maintains a fire-risk assessment, evacuation plan, alarm and emergency-light testing, suitable equipment, drills and personal emergency evacuation arrangements where required. Everyone must know how to raise the alarm, leave safely and assemble.

- Never obstruct fire doors, exits or routes.
- Call 999 for fire or immediate danger.
- Do not re-enter until authorised.
- Record drills, tests, defects and actions.

First aid, accidents and RIDDOR

The charity provides proportionate first-aid arrangements and records accidents, work-related ill health, dangerous occurrences and near misses. The competent person assesses whether a report is required under RIDDOR and submits it to the enforcing authority when applicable.

Equipment, electrical and display-screen safety

Equipment must be suitable, maintained and used only by authorised or trained people. Defects are removed from use. Regular display-screen users receive appropriate assessment, workstation adjustment, information and breaks or changes of activity.

Lone working and personal safety

Lone-working risks are assessed by role, location, time, client contact and communication reliability. Controls may include check-in/out, accessible phones, alarm arrangements, room positioning, escalation instructions and restrictions on higher-risk activities.

Manual handling, substances and cleaning

Avoid hazardous lifting where practicable. Assess unavoidable tasks and provide instruction or equipment. Cleaning and other substances are labelled, securely stored and assessed under COSHH where relevant. Safety data and emergency action are accessible.

Food and activities

Food preparation follows current hygiene controls, allergen information and safe temperature practices. Events and wellbeing activities have proportionate risk assessments, competent supervision, emergency arrangements and contractor or venue coordination.

Contractors and shared premises

Contractors are selected proportionately, given relevant hazard information and monitored. Responsibilities shared with landlords, venues or partner organisations are agreed and recorded.

Information, training and consultation

Workers receive induction and role-specific learning. Safety information is accessible. Workers are consulted about risks and may stop work and report a serious concern without retaliation.

Monitoring and review

Inspections, incidents, sickness patterns, actions, training and assessments are monitored. The policy is reviewed at least annually and after significant incidents, premises changes or legal updates.

References

- Health and Safety at Work etc. Act 1974.
- Management of Health and Safety at Work Regulations 1999.
- HSE health and safety basics - hse.gov.uk/simple-health-safety/
- Regulatory Reform (Fire Safety) Order 2005.
- Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013.