APPEER Connecting autistic girls and women

Health and Safety Policy (V2.2)

1. Statement of intent

This Health and Safety Policy demonstrates Appeer CIC's commitment to upholding the highest health and safety standards. We are dedicated to implementing essential measures to ensure the well-being of everyone involved in Appeer CIC's activities and operations, prioritising health and safety in all aspects of our work. Our legislative requirements under the Health and Safety at Work Act 1974 (HASAWA), the Management of Health and Safety at Work Regulations 1999, and the relevant legislation and guidance below underpin this policy.

- Health and Safety at Work Act 1974 (HASAWA)
- Management of Health and Safety at Work Regulations 1999
- Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 (RIDDOR)
- Manual Handling Operations Regulations 1992
- Health and Safety (Display Screen Equipment) Regulations 1992
- Safeguarding Vulnerable Groups Act 2006
- The Workplace (Health, Safety and Welfare) Regulations 1992
- The Personal Protective Equipment at Work Regulations 1992
- Control of Substances Hazardous to Health (COSHH) Regulations 2002
- The Regulatory Reform (Fire Safety) Order 2005
- The Food Safety Act 1990

This Health and Safety policy applies to all employees, volunteers, and the board of directors and must be read in conjunction with Appeer CIC's internal policies and procedures concerning all health and safety matters within the organisation.

2. Key Internal Health and Safety Policies and Procedures

- Accident Reporting
- Emergency evacuation procedures
- Fire safety, risk assessments and monitoring
- First Aid Policy and Procedures
- General and Individual Risk Assessments
- Employee and Volunteer Handbook
- Code of Conduct

3. Health and Safety policy review

This Health and Safety policy and its procedures will be reviewed at least once a year in line with our annual safety audit, with approval required from the CEO and the Board of Directors. We may conduct an earlier review if legislative or necessary changes are needed to improve our practices. A detailed record of all updates will be maintained and shared with all staff and volunteers to foster a safety culture throughout the organisation.

4. Our commitments to Health and Safety

- ✓ Prevent accidents and cases of work-related ill health
- ✓ Manage Health and Safety risks in our workplace
- ✓ Provide clear instructions and information, and adequate training, to ensure employees are competent to do their work
- ✓ Provide the necessary personal protective equipment (PPE)
- ✓ Consult with our employees on matters affecting their health and safety
- ✓ Provide and safe and secure working environment
- ✓ Ensure safe handling and use of substances
- ✓ Implement emergency procedures, including evacuation in case of fire or another significant incident
- ✓ Review and revise this policy as per the 'Health and Safety policy review' section of this document

5. Key responsibilities for Health and Safety

5.1 The Chief Executive Officer (CEO)

The CEO is accountable for all health and safety matters within the organisation and responsible for ensuring that a qualified Health and Safety Officer (HSO) is appointed and delegates day-to-day authority to this individual. Additionally, the CEO must ensure that effective policies and procedures are established and reviewed as necessary to maintain safe standards throughout the organisation.

5.2 The Health and Safety Officer (HSO)

Overall day to day responsibility for health and safety lies with the Health and Safety Officer.

5.3 The role of the Health and Safety Officer (HSO)

The Health and Safety Officer (HSO) is responsible for effectively disseminating guidance and procedures related to health and safety. The HSO provides daily reports, monitors compliance with safety regulations, and implements the Health and Safety Policy. Additionally, the HSO is the designated authority for reporting incidents to relevant external agencies for example; the Health and Safety Executive (HSE).

5.4 The Board of Directors Compliance Sub-Committee

The Board is responsible for overseeing organisational operations and ensuring compliance with legislative and regulatory requirements. It also reviews policies and procedures to uphold standards and effectiveness.

5.5 Managers

Managers are responsible for ensuring that their teams have the necessary resources and support to meet the required standards of practice and comply with relevant legislative and regulatory requirements. They should actively identify and address any knowledge gaps within their teams and provide essential training and assistance.

5.6 Employees and Volunteers

All employees and volunteers are responsible for avoiding actions or inactions that could put themselves or others at risk. They must take reasonable care of their health and safety. Additionally, employees should be aware of their health and safety responsibilities and always comply with organisational processes and procedures.

5.7 Key Health and Safety contacts

Role	Name	Email
Chief Executive Officer (CEO)	Annaliese Boucher	CEO@appeer.org.uk
Health and Safety Officer (HSO)	Lindsay Prior	HSO@appeer.org.uk
Chair of Board of Directors	Jo Dilworth	Jo@appeer.org.uk
Chair of the Board of Directors Compliance Sub-Committee	Jo Dilworth	Jo@appeer.org.uk

6. Health and Safety arrangements

These workplace health and safety arrangements are underpinned by our legal requirements under the Health and Safety at Work Act, 1974, and other legislation relevant to our organisational activity. Any individual who is uncertain about these procedures and processes should bring this to the attention of their line manager immediately and referral to the HSO should be made.

6.1 Health and Safety Audit

An annual audit will be conducted to thoroughly examine our health and safety performance against established standards. This audit will evaluate all policies, processes, and procedures related to health and safety within the organisation. We will review all records to ensure compliance with best practices and make any necessary amendments. The Health and Safety Officer (HSO) and the Chief Executive Officer (CEO) will collaborate during the audit and present their findings to the board of directors.

6.2 Managing risks and risks assessments

Under the Management of Health and Safety at Work Regulations 1999, organisations must provide clear guidance, processes and procedures to identify potential risks of hazards which could result in injury or illness. The purpose of a risk assessment is to:

- Identify potential hazards
- Assess risk level
- Manage risks and reduce their impacts
- Record findings to prevent further occurrences and learn from

- Review the controls in place and amend as necessary

Our obligation to ensuring adequate risk assessment and risk management is reinforced by our following procedures;

6.3 Bi-Annual risk assessments

A Bi-annual risk assessment is performed for all sites used by the organisation. Any identified issues must be addressed within 14 days of the assessment. The responsible line managers are tasked with completing these actions and promptly informing the Health and Safety Officer (HSO) who may be required to support them. If needed, the HSO and CEO may request more frequent risk assessments to ensure best practices are followed.

6.4 Individual risk assessments

Individual risk assessments may be undertaken where necessary for employees, volunteers, or participants to identify, assess, and manage risks specific to their individual circumstances or support needs.

The Health and Safety Officer (HSO) and/or Designated Safeguarding Lead (DSL) will support the relevant line manager in completing and implementing individual risk assessments, in accordance with these guidelines and Appeer's relevant policies and procedures. For example, an employee may have a health condition or specific workplace needs requiring reasonable adjustments or additional control measures. Similarly, a participant may display behaviours such as attempting to leave a setting when feeling overwhelmed, requiring an individual risk assessment to identify potential risks and establish appropriate preventative strategies and support arrangements.

Where appropriate, the assessment may involve other relevant personnel, including Human Resources, the individual's line manager, programme staff, or other professionals, to ensure that risks are considered comprehensively and that agreed control measures are appropriate, proportionate, and effectively implemented.

Confidentiality and information sharing

All individual risk assessments must be handled confidentially and stored securely in accordance with Appeer's data protection, confidentiality, and record-keeping procedures. Access must be restricted to individuals who have a legitimate need to know the information for the purposes of assessing, managing, or monitoring identified risks and implementing agreed control measures. Personal and sensitive information must be limited to what is necessary for these purposes and shared only with appropriate individuals, in accordance with applicable data protection legislation. Information may be shared without consent where there is a lawful basis to do so, including where necessary to protect an individual or others from harm or to meet safeguarding obligations. Individuals should be informed, where appropriate, about how their information will be used and shared. Confidentiality must not prevent necessary and proportionate information sharing where there are concerns about health, safety, or safeguarding.

Individual risk assessments should be reviewed periodically and whenever there is a significant change in circumstances, identified risks, or the effectiveness of existing control measures.

6.5 Community visit risk assessments

Prior to any off-site visit a risk assessment must be carried out to ensure that there is a clear plan to mitigate any potential harm or danger, particular in reference to our participants. Careful planning should be made to reduce the likelihood of any adverse outcomes and should be shared by the relevant line manager with the HSO at least 14 days prior to any planned visit.

6.6 Obtaining external risk assessments

When planning any activity that involves visiting a venue, it is essential to obtain risk assessments whenever possible. These assessments should not replace our own, but they will provide the relevant organisers with information about the risk levels that have already been identified and can assist with the planning process.

7. Keeping equipment maintained

All allocated Appeer equipment, whether used on-site or off-site, is subject to inspection by the Health and Safety Officer (HSO) to ensure it is fit for purpose. A log of all electronic equipment is maintained to guarantee regular maintenance and reduce user risks. Employees are required to report any faulty equipment immediately to the HSO. Our asset management policy governs all physical assets and provides guidelines for properly using, storing, and disposing of allocated equipment with the HSO's approval. By accepting equipment allocation, employees agree to use it responsibly and to minimise potential damage.

7.1 Portable Appliance Testing (PAT)

Portable appliances that have been in use for over 12 months must undergo thorough safety testing to ensure they are safe to use. These appliances will be tested annually by a qualified PAT tester. The Health and Safety Officer (HSO) will maintain a central register of all completed tests.

8. Control of Substances Hazardous to Health (COSHH)

The Control of Substances Hazardous to Health Regulations (COSHH) require the Organisation to identify those substances which are in use and which are hazardous to health (as legally defined) and to assess the risk of those substances. The Organisation must also provide and use controls to prevent exposure to substances hazardous to health; maintain controls by monitoring exposure, or by health surveillance of employees; and provide information, instruction and training for employees on all these matters.

To ensure that we are operating safely in relation to COSHH we:

- Maintain a clear record of all substances or chemicals used.
- Store COSHH materials securely, out of reach of beneficiaries and the public.
- Ensure that any hazardous chemicals or substances are locked away securely after use.
- Ensure appropriate personal protective equipment (PPE) is available and used.
- Clearly label all items.
- Provide adequate ventilation during use.

- Train all employees on COSHH regulations and make them aware of their responsibilities.

Further guidance:
HSE Guidance on COSHH in the workplace

9. Incident and accident reporting in the workplace

In accordance with our internal procedures around accident and incident reporting, any event that does not fall into the below categories for RIDDOR, for example; small injuries that do not cause significant harm, like minor cuts or bruises, will need to be recorded using our internal accident and internal reporting procedures. Any employee that is witness to or involved must complete a relevant report and submit the form to the HSO no less than 48 hours after the event.

9.1 Accident book reporting

Organisations with ten or more employees are required by law to keep accurate records of incidents or accidents. When First Aid is administered, an entry must be recorded in the accident book, and a copy should be given to the individual or their caregiver. The same procedures should be followed for any injuries sustained by employees, volunteers, or members of the public on the premises.

9.3 Visual Physical Injury Body Map

Any accidents that cause markings on the body should be indicated using our Body Map and included in any relevant the report. See Appendix A for reference.

10. Reporting of Injuries, Diseases and Dangerous Occurrences (RIDDOR)

The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 requires employers, and other people in control of work premises, to report and keep accurate records of:

- Injuries and ill health involving employees;
- injuries involving pupils and other people not at work;
- diagnosed cases of reportable occupational diseases
- dangerous occurrences (incidents with the potential to cause harm)

The purpose of RIDDOR is to inform the relevant enforcing authority that a work-related accident or incident has happened. Responsible line managers should report any incident to the HSO and CEO immediately who will submit a report to the Health and Safety Executive.

10.1 RIDDOR guidance for employees

The following injuries are reportable under the RIDDOR Regulations when they result from a work-related accident:

- the death of any person (regulation 6)
- specified injuries to workers (regulation 4)
- injuries to workers which result in them being incapacitated for more than 7 consecutive days immediately following the day of the accident (Regulation 4)

- non-fatal injuries to people other than workers (such as customers or volunteers) which result in them being taken directly to hospital for treatment, or specified injuries to non-workers which occur on hospital premises (regulation 5)

To ensure our thorough compliance with RIDDOR all employees are;

- Adequately trained in RIDDOR and fully competent in organisational processes and procedures in regards to reporting accidents and incidents
- Clear guidance and information is provided and readily available to all relevant parties

Further guidance can be found:

HSE Reporting accidents and incidents at work guidance
HSE Guidance - What are dangerous occurrences under RIDDOR
HSE Guidance - What are reportable occupational diseases
HSE Guidance - What are reportable incidents

11. First Aid policy and procedures

It is the policy of the organisation to make provision for First Aid and the training of 'First Aiders' in accordance with the First Aid Regulations (1982).

To ensure adequate provision of first aid, we take the following steps:

- A qualified first aider is present at all our activities.
- The Health and Safety Officer (HSO) tracks and monitors all training and compliance, making sure that qualifications are up-to-date and relevant.
- Relevant line managers assess first aid and safety equipment every term to ensure it is current, accessible, and available to those who need it.
- All employees and volunteers are informed about who the first aiders are.
- Responsible employees are communicated to beneficiaries and the public, and this information is displayed prominently.

12. Food hygiene and safe handling

In accordance with the Food Safety Act 1990 and the Food Hygiene (England) Regulations 2006, all employees involved in food preparation receive training in safe food handling practices. This includes guidance on how to properly clean preparation areas, thoroughly cook food items, store food safely, and prevent cross-contamination.

As part of our ongoing commitment to ensuring safe practices, all relevant employees are trained on the following key topics:

- Proper food storage techniques
- Maintenance of safe food preparation areas
- Awareness of allergens to prevent contact with individuals who may have them

13. Digital Display Screen Equipment (DSE)

In accordance with the Health and Safety (Display Screen Equipment) Regulations 1992, our organisation is committed to eliminating any health risks for employees who regularly use display screen equipment (DSE), which includes PCs, laptops, tablets, and smartphones. Appeer CIC will implement the following actions for employees who use DSE daily as part of their work for an hour or more.

- Workstation assessment
- Guide breaks for prolonged activity
- Provide eye tests for relevant employees upon request
- Offer relevant training and information

Further guidance

Further guidance provided by HSE for working with display equipment (DSE)

14. Training and consultation

The Health and Safety at Work etc Act 1974 requires organisations to provide whatever information, instruction, training and supervision as is necessary to ensure, so far as is reasonably practicable, the health and safety at work of employees. This is further expanded by the Management of Health and Safety at Work Regulations 1999.

All employees, volunteers, and directors are required to complete health and safety training that is relevant to their specific roles, as detailed in their job descriptions. Line managers must ensure that employees are knowledgeable and competent in these areas and must address any potential knowledge gaps immediately.

14.1 Induction and onboarding

Upon starting their positions, individuals must undergo an induction period that includes all necessary health and safety training which may be specific to their responsibilities, as well as training on all organisational procedures and processes. As a collaborative approach, staff leading on inductions should provide employees with appropriate methods of delivery for their learning and offer alternatives where appropriate. For example; accessible formats.

14.2 Management training

All senior staff and line managers must attend Health and Safety training to improve their skills and ensure they can effectively lead their teams in maintaining health and safety standards. Line managers are encouraged to consult with the Health and Safety Officer (HSO) if they are uncertain about their responsibilities or need clarification.

14.3 Annual Refresher training

All employees and volunteers are required to attend annual health and safety refresher training each year in addition to the above mentioned.

14.4 Training requests

All employees, volunteers, and directors are welcome to make formal training requests to the health and Safety Officer (HSO) to improve their practices or understanding.

14.5 Consultation

The effectiveness of training will be regularly reviewed with employees to ensure our organisation's approach is suitable and effective.

15. Lifting and handling

Our obligations under the Manual Handling Operations Regulations 1992, amended by the Health and Safety (Miscellaneous Amendments) Regulations 2002, form the foundation of our policy to assess and minimise the risk of injury associated with manual handling.

15.1 Manual Handling Risk Assessment

For employees whose roles involve manual handling tasks, the Health and Safety Officer (HSO) and the relevant line manager will conduct individual risk assessments. These assessments will determine the necessity and frequency of manual handling activities and identify alternative solutions to minimise risk. The goals of the risk assessment are to:

- Avoid hazardous manual handling operations wherever reasonably practicable
- Assess any unavoidable manual handling operations
- Reduce the risk of injury to the lowest level reasonably practicable

Our Manual Handling risk assessments are conducted using the Manual Handling Assessment Charts (MAC)

To meet these obligations, all relevant employees receive comprehensive training and guidance on the following topics:

- How to safely move objects to prevent injury, which is provided during induction and refreshed as necessary.
- How to ensure they safely carryout tasks
- Advice on setting up a secure workspace
- Requesting additional equipment and resources

Further guidance:
HSE guidance for manual handling at work
The Manual Handling Assessment Chart (CHART)

16. Fire Safety and prevention

In line with The Regulatory Reform (Fire Safety) Order 2005, our fire safety policy includes specific processes and procedures designed to ensure compliance with relevant legislation and to maintain a safe environment for all employees, volunteers, directors, beneficiaries, and external visitors.

Our procedures include;

16.1 Designated Fire Safety Officers (FSO)

The nomination of designated fire officers across the organisation ensures that all activities include a responsible key person trained in Fire Safety. The role of the Fire Safety Officer is to develop, implement, and enforce fire safety policies in their specific areas of activity. Their duties include conducting risk assessments, creating evacuation plans, training staff on fire safety procedures, and organising regular fire drills to ensure everyone is prepared for a fire emergency. The Health and Safety Officer (HSO) will liaise with the Fire Officer frequently to ensure that all processes and procedures are followed and maintained.

16.3 Key Fire Safety contacts

Role	Name	Contact
Fire Officer (Weekday groups)	Kris Cornell	kris@appeer.org.uk
Fire Officer (Social Interest Groups)	Nicki Bligh	nicki@appeer.org.uk

16.4 Fire risk assessment

Review and update the fire risk assessment regularly for each venue we use which must clearly **Identify the fire hazards, identify people at risk, evaluate, remove or reduce the risks.**

All fire assessments and subsequent plans should also be updated in accordance with individual risk assessments, where there is a change in staff or beneficiary. All fire risk assessments are shared with the HSO no later than 48 hours after being conducted and actions taken immediately.

16.5 Fire Emergency Plan

Upon the completion of a fire risk assessment, line managers or other relevant management personnel should produce a fire emergency plan in response to the identified risks for the relevant activity/ programme or department in question. The plan should be approved by the HSO and known to all relevant employees and volunteers.

16.6 Fire map and procedures

Each site in use will display an up-to-date fire map with a key that indicates all fire exits, emergency lighting, and equipment in a visual format.

16.7 Fire Safety Training

All employees, volunteers, and directors receive comprehensive fire safety training for any Appeer premises they may access and are fully aware of the fire safety and evacuation procedures.

16.8 Fire drills

All programmes and operational areas complete a minimum of one annual fire drill which is recorded in the fire log and reviewed by the HSO.

16.9 Fire equipment audit

Line managers and the HSO will complete an annual audit to ensure that all fire equipment is fit for purpose and that, where necessary, an independent assessment is made. For example, all relevant extinguishers, fire alarm systems, and fire exits are in good working order.

17. Evacuation and emergency protocols

Line Managers are responsible for disseminating all evacuation procedures and protocols to employees in the following areas;

- Intruder response plan
- Natural disaster response plan
- Fire response plan
- Serious medical incident protocols
- Counter terrorism protocol
- Serious incident protocols

18. Working with third parties and contractors

All third parties, providers, and contractors working with Appeer CIC or operating on premises used for Appeer activities are required to demonstrate compliance with our Health and Safety Policy, where applicable to the nature and scope of their work.

This may include, as appropriate:

- Providing evidence of suitable and sufficient insurance cover
- Demonstrating relevant health and safety policies and risk management arrangements
- Implementing proportionate health and safety controls relevant to the work being undertaken
- Signing a written agreement confirming compliance with Appeer CIC's health and safety requirements prior to commencement of any work or activities

The level of evidence and assurance required will be **proportionate to the nature, scale, and risk profile of the work being undertaken**. Appeer CIC will determine the necessary requirements on a case-by-case basis to ensure appropriate safeguarding of staff, learners, and service users.

19. Failure to comply with Health and Safety protocols and procedures

We reserve the right to terminate any agreement with third parties if there is a serious breach of policy. Depending on the severity, third parties may be given notice or, in the event of immediate risk to life, asked immediately to vacate the premises.
Employees and volunteers who refuse to comply with our policy may face disciplinary action and the initiation of grievance procedures. The CEO will address non-compliance case-by-case to determine the appropriate response.

20. Review, Revision and Monitoring

Appeer CIC is committed to maintaining a robust and effective Health and Safety Policy that reflects current legislation, statutory guidance, and best practice.

21. Policy Review

This policy will be reviewed at least annually, or sooner where:

- There are changes in relevant legislation or statutory guidance
- Operational practice changes significantly
- An incident, accident, or near miss indicates a need for review
- Feedback from staff, learners, partners, or stakeholders identifies improvements
- Inspection or audit findings require amendments

The review will be led by the designated Health and Safety Lead in consultation with senior leadership and will be formally approved by the Senior Management Team/Board of Directors.

22. Monitoring and Compliance

Appeer CIC will actively monitor the implementation and effectiveness of this policy through:

- Regular Health and Safety audits and site inspections
- Review of incident, accident, and near-miss records
- Monitoring of risk assessments and control measures
- Staff supervision, team meetings, and operational feedback
- Safeguarding and welfare reporting where relevant health and safety concerns arise

Findings from monitoring activity will be used to inform continuous improvement and update procedures where required.

23. Reporting and Governance

Significant health and safety issues, trends, or concerns will be escalated promptly to senior leadership and, where appropriate, the Board of Trustees. Governance oversight ensures accountability and assurance that appropriate controls are in place.

24. Continuous Improvement

Appeer CIC is committed to a cycle of continuous improvement. Lessons learned from incidents, audits, and stakeholder feedback will be embedded into practice through updated procedures, staff training, and operational adjustments.

25. Key Emergency contacts

Agency/organisation	Emergency	Contact details
Woking Fire Station	**Fire related emergency**	**40 Goldsworth Road, Woking, GU21 6LE** **999 (24/7 response)**

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St. Peter's Hospital	**Nearest Accident and Emergency (A&E)**	**Chertsey, Surrey, KT12 7QJ 01932 878 200 999 (24/7 response)**
Health and Safety Executive (HSE)	**Reporting serious incidents**	**0345 300 9923 (opening hours Monday to Friday 8.30 am to 5 pm).**
Environmental Health Surrey County Council	**Floods, Major incidents, Food safety Pest control, Pollution**	**Switchboard: 0300 200 1003**
Woking Police Station	**Report crime Emergency response**	**Station Approach, Woking GU22 7SY 01483 571212 999 (24/7 response)**

HEALTH AND SAFETY POLICY Version No: 2.2	
Summary:	Outlining company procedures for health and safety
Policy Owner:	Lindsay Prior
Author:	Annaliese Boucher
Target Audience:	Parents/carers and internal and external staff supporting
Approved and Ratified By:	Board of Directors Compliance and Governance Sub-Committee
Version Date:	18th June 2026
Date of issue:	18th June 2026
Next Review Date:	18th April 2027

Change Record				
Date	Author	Version	Page/s	Reason for Change
15th January 2020	Jo Dilworth, CEO	1.0	N/A	N/A
5th June 2020	Jo Dilworth, CEO	1.1	Various pages	Updates to accommodate virtual Sessions
23rd June 2021	Jo Dilworth, CEO	1.2	Various pages	Updates to accommodate in person and online Sessions during pandemic (Yellow phase as specified by National Youth Association)

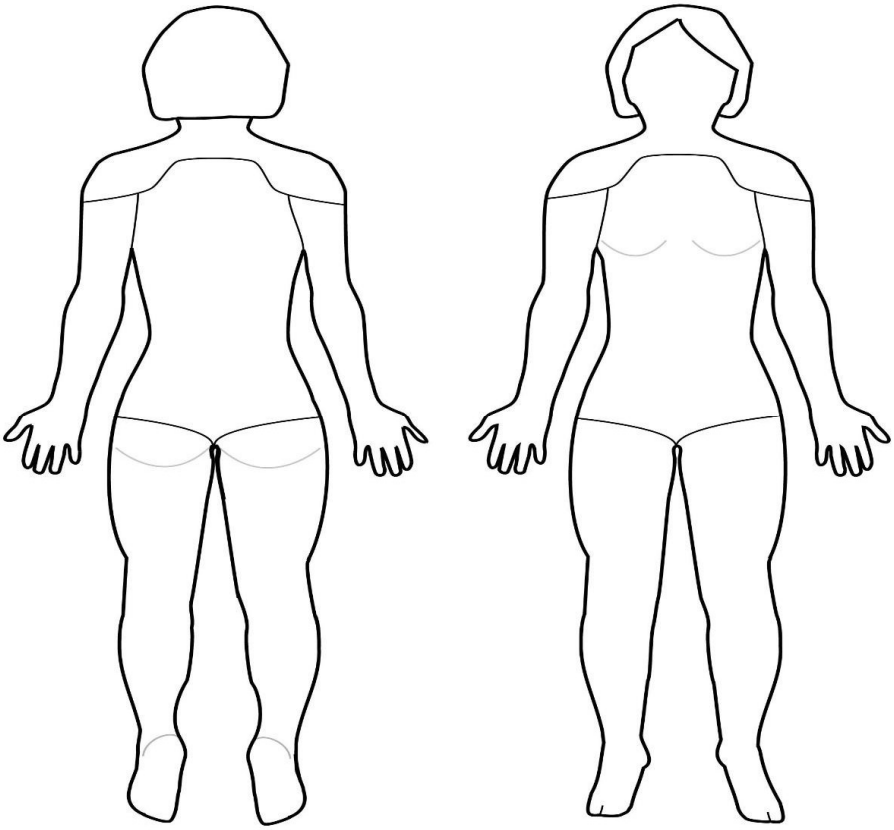
6th January 2022	Jo Dilworth, CEO	1.3	Various pages	Updates to accommodate new groups in new venues
20th March 2024	Jo Dilworth, CEO	1.4	Various pages	Changes in role
11th October 2024	Jo Dilworth, CEO	1.5	Various pages	Changes in role
13th January 2025	Annaliese Boucher, Business Manager	1.6	Various pages	Change of H&S Officer, change in roles and addition of PAT testing.
13th January 2025	Annaliese Boucher, Business Manager	2	Various pages	Inclusion of COSHH and RIDDOR procedures and body map
13th January 2026	Sarah Nolan	2.1	Throughout	Changes in staffing
18th June 2026	Annaliese Boucher	2.2	Throughout	Time schedule, updated risk assessments.

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Appendix A: For reference only

Visual physical Injury Body Map

Name of injured person	
Name of person completing this form	
Date of injury	
Location of incident (Where it happened)	
Other actions taken (Report)	



Please mark all visual injuries and give a thorough description of each below: