Break Tha Cycle

Health, Safety and Wellbeing Policy

Approved policy | Approval date: 25/06/2026

Document control	Details
Status	Approved for use
Policy owner	Health and Safety Lead / Operations Lead
Approved by	Board of Trustees
Approval date	25/06/2026
Next review due	25/06/2027 or sooner if law, guidance, risk, activities or incidents change
Version	1.1
Applies to	Trustees, staff, volunteers and anyone acting on behalf of the charity
Guidance checked	25/06/2026

This policy should be read alongside Break Tha Cycle's governing document, insurance, funder requirements and operating procedures. Trustees should review it if law, guidance, risk, activities or incidents change. It is not a substitute for legal advice where complex or high-risk circumstances arise.

1. Purpose

This policy sets out how Break Tha Cycle will protect employees, volunteers, beneficiaries, visitors, contractors and the public from health and safety risks arising from charity activities.

It also supports wellbeing by requiring sensible planning, supervision, incident reporting and learning.

2. Scope

This policy applies to all trustees, employees, volunteers, contractors and anyone acting for or representing the charity. It applies to activity delivered face to face, online, by telephone, by post, through partners and at events.

3. Policy statement and principles

Break Tha Cycle will operate lawfully, safely, transparently and in line with its charitable purposes.

- Health and safety is a practical part of planning and delivery, not an afterthought.
- Activities must be risk assessed proportionately to their hazards and the vulnerability of participants.
- People must be able to stop unsafe activity and report hazards without blame.
- The charity will support wellbeing and recognise stress, fatigue, lone working and emotional impact as real risks.

4. Definitions

Term	Meaning for this policy
Board	The charity trustees acting together as the governing body of the charity.
People	Trustees, employees, volunteers, contractors, agency workers, interns, consultants and others acting on behalf of the charity.
Beneficiary	Any person or community that receives, may receive, or is affected by the charity's services or activities.
Policy owner	The named role responsible for keeping this policy current, supporting implementation and reporting issues to the Board.
Hazard	Something with the potential to cause harm.
Risk	The likelihood and severity of harm occurring.
Near miss	An event that did not cause harm but could have done.

5. Responsibilities

Role	Responsibilities
Board of Trustees	Approve the policy; set appetite and resources; receive reports; ensure decisions are in the charity's best interests and consistent with the governing document.
Chair of Trustees	Make sure the Board considers relevant issues, manages trustee conduct and escalates urgent matters between meetings where needed.
Health and Safety Lead / Operations Lead	Maintain procedures, tools and records; advise staff and volunteers; monitor compliance; prepare reports and recommend improvements.
Managers / activity leads	Apply this policy in day-to-day work, brief their teams, keep records and escalate concerns promptly.
All people covered by the policy	Understand and follow the policy, ask for help when unsure, and report concerns, incidents or breaches without delay.

6. Requirements and standards

Risk assessment

- Risk assessments must identify hazards, who may be harmed, current controls, further controls, responsible person and review date.
- Assessments are required for premises, events, travel, lone working, manual handling, food, equipment, home visits, online work where relevant, and activities with children/adults at risk.
- Dynamic risk assessment must be used when conditions change during activity.

Safe delivery

- Activity leads must confirm venue safety, fire arrangements, first aid, emergency contacts, accessibility, safeguarding arrangements, staffing levels and incident reporting before delivery.
- Volunteers and staff must be competent for the tasks they are asked to do and must receive instructions, supervision and equipment appropriate to risk.
- Contractors must be selected and managed safely, with insurance, competence and method statements checked where appropriate.

Incident and near-miss reporting

- Accidents, near misses, hazards, violence/aggression, work-related ill health and wellbeing concerns linked to charity activity must be reported promptly.
- The Health and Safety Lead will decide whether RIDDOR, insurance, safeguarding, data protection, serious incident or other external reporting is needed.
- Learning should focus on controls and systems, not blame.

Wellbeing and personal safety

- Roles exposed to distressing stories, conflict, lone working, travel or high workloads must have supervision, debrief and escalation routes.
- Lone working must be risk assessed with check-in/out arrangements and clear emergency action.
- The charity will take reasonable steps to prevent bullying, harassment, violence and aggression in connection with its activities.

Equipment, premises and events

- Equipment must be suitable, maintained and used only by competent people.
- Premises used by the charity must have suitable fire, evacuation, access, first aid and welfare arrangements.
- Events must have a named lead, risk assessment, emergency plan, safeguarding plan where relevant and contact details for key roles.

7. Procedure

1. Before an activity starts, complete or review the risk assessment and confirm controls, roles, emergency contacts and participant needs.
2. Brief staff and volunteers on hazards, controls, boundaries, safeguarding, first aid, evacuation and reporting.
3. During activity, monitor conditions and pause or stop if risk becomes unacceptable.
4. Report accidents, incidents, near misses and wellbeing concerns using the incident form as soon as possible.
5. Investigate proportionately, implement corrective actions and update risk assessments, training or equipment as needed.
6. Report health and safety performance, incidents and overdue actions to trustees at least quarterly.

8. Escalation, decision-making and external reporting

- Any actual or suspected criminal conduct, serious harm, fraud, safeguarding concern, data breach or serious reputational risk must be escalated immediately to the policy owner and Chair unless they are implicated.
- Where a matter may be a serious incident, the trustees must consider Charity Commission reporting and record their decision, rationale and any report submitted.
- The charity will not victimise anyone who raises a genuine concern, makes a complaint, reports a safeguarding issue or assists an investigation.

9. Records, confidentiality and retention

- Keep risk assessments, event plans, attendance records where needed for emergencies, accident/incident forms, investigation notes, maintenance records, training records and contractor checks.
- Health information must be treated as confidential and shared only where necessary for safety or legal reasons.
- RIDDOR/insurance/serious incident decisions must be recorded even if no external report is made.
- Records must be factual, dated, attributable to the person creating them and stored securely with access limited to people who need to know.
- Records must be retained in line with the charity’s retention schedule and legal, insurance, safeguarding, accounting and funder requirements.
- Personal data must be handled under the Data Protection, Privacy and Records Management Policy.

10. Training, communication and monitoring

- Activity leads must be trained to complete risk assessments and incident reports; all people must receive role-appropriate health and safety induction.
- New trustees, staff and volunteers must be told where this policy is kept and which role can answer questions.
- The policy owner will monitor implementation through sample checks, incident learning, complaints, audit findings, trustee reporting and annual review.
- Material changes will be communicated to people affected by them, and high-risk roles will receive role-specific briefing.

11. Breach of policy

- Breaches may result in management action, retraining, restriction of duties, volunteer role review, disciplinary action, termination of an agreement or referral to external authorities.
- The response will be proportionate, fair, documented and focused on preventing recurrence.

12. Related policies and documents

- Safeguarding Children and Adults at Risk Policy
- Volunteer Management Policy
- Risk Management and Serious Incident Reporting Policy
- Equality, Diversity, Inclusion and Anti-Harassment Policy
- Governance and Trustee Duties Policy
- Data Protection, Privacy and Records Management Policy
- Complaints and Feedback Policy

13. Implementation checklist

Action	Evidence / owner / target date
Complete placeholders	Insert charity name, named roles, contact details, local procedures, approval date and review date.
Approve formally	Record trustee approval in minutes and save the final version in the controlled policy folder.
Communicate	Brief people who must follow the policy and confirm where current versions are held.
Monitor	Agree what evidence will show the policy is working, such as logs, sample checks or incident learning.

14. Working templates and registers

Activity risk assessment

Activity / hazard	Who may be harmed	Existing controls	Further action	Owner/date
[Activity/hazard]	Staff, volunteers, beneficiaries, public	[Controls]	[Action]	[Owner/date]

Accident / incident / near-miss report

Date/time/location	Person affected	What happened	Immediate action	Further action / owner	Reported externally?
[Details]	[Name/role]	[Facts]	[First aid/safety]	[Action]	[RIDDOR/insurer/other]

15. Review and version history

Version	Date	Changes made	Approved by
1.2	25/06/2026	second adopted version	Board of Trustees

16. Official guidance and source material

Guidance checked on 25/06/2026. The policy owner should check the latest version before each review or after relevant legal or regulatory changes.

- HSE volunteers and health and safety
- Serious incident reporting