

Health and Safety Policy

Wrexham BID Ltd | Company No. 16536873

Last Updated: February 2026

1. Statement of Intent

Wrexham BID Ltd is committed to ensuring, so far as is reasonably practicable, the health, safety, and welfare of all employees, Board members, contractors, and members of the public who may be affected by our activities. This policy is prepared and maintained in accordance with the Health and Safety at Work etc. Act 1974, the Management of Health and Safety at Work Regulations 1999, and all other applicable legislation.

The Board of Directors of Wrexham BID Ltd accepts overall responsibility for health and safety. We will take all reasonably practicable steps to meet our obligations and will review this policy annually.

2. Responsibilities

2.1 The Board of Directors

- Bears ultimate responsibility for health and safety compliance across all BID activities.
- Ensures adequate resources are allocated to maintain a safe working environment.
- Reviews health and safety performance and this policy at least annually.

2.2 The BID Manager

- Is responsible for the day-to-day implementation of this policy.
- Ensures all staff and contractors are made aware of relevant health and safety procedures.
- Conducts or commissions risk assessments for all BID activities and premises.
- Maintains records of accidents, near misses, and any incidents reportable under RIDDOR (Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013).
- Ensures that appropriate emergency procedures are in place and communicated to all relevant personnel.

2.3 All Staff and Board Members

- Must take reasonable care for their own health and safety and that of others who may be affected by their actions or omissions.
- Must cooperate with the BID Manager on all health and safety matters.
- Must report any hazard, accident, near miss, or unsafe condition to the BID Manager promptly.
- Must not interfere with or misuse anything provided for health and safety purposes.

3. Risk Assessment

The BID Manager will ensure that suitable and sufficient risk assessments are carried out for:

- The BID's office premises at 10 Grosvenor Road, Wrexham.
- All BID-led or BID-organised events in the city centre.
- Activities carried out by BID Rangers and other contracted staff operating in public spaces.

- Display screen equipment (DSE) used by BID staff working at computers.

Risk assessments will be documented, reviewed annually, and updated whenever there is a significant change in working practices, personnel, or environment.

4. Office Safety

- The BID office must be kept tidy and free from trip hazards at all times.
- Fire escape routes must remain clear and unobstructed.
- Fire extinguishers and other safety equipment must be regularly inspected and maintained.
- A fire evacuation procedure must be displayed prominently and all staff must be familiar with it.
- A first aid kit must be maintained at the office, and the BID Manager is responsible for ensuring it is stocked.
- Lone working by staff outside normal business hours must be communicated in advance and subject to a check-in arrangement.

5. Event Safety

Where Wrexham BID Ltd organises or co-ordinates events in the city centre, the BID Manager must:

- Prepare an event-specific risk assessment and Event Safety Plan in advance.
- Liaise with Wrexham County Borough Council, North Wales Police, and other relevant authorities as required.
- Ensure all contractors and event staff are briefed on safety procedures.
- Confirm that appropriate public liability insurance is in place for all events.
- Establish and communicate emergency procedures, including evacuation and first aid provision.

6. Accident and Incident Reporting

All accidents, injuries, near misses, and dangerous occurrences must be:

- Recorded in the BID's Accident Book, held at the office.
- Reported to the BID Manager (or, if the BID Manager is involved, to the Chair of the Board) as soon as practicable.
- Investigated to determine cause and prevent recurrence.

Certain serious accidents, diseases, and dangerous occurrences must be reported to the Health and Safety Executive (HSE) under RIDDOR. The BID Manager is responsible for ensuring compliance with RIDDOR reporting requirements.

7. Stress and Mental Wellbeing

Wrexham BID Ltd recognises that work-related stress and poor mental health can be as significant as physical health risks. The BID Manager will:

- Monitor workloads to ensure staff are not placed under undue or sustained pressure.
- Maintain open lines of communication so that staff feel able to raise concerns about their wellbeing.

- Signpost staff to appropriate support, including the BID's Employee Assistance Programme (EAP) if available, or relevant NHS resources.

8. Contractors and Third Parties

All contractors engaged by Wrexham BID Ltd to deliver services (including BID Rangers, street cleansing teams, and event operators) must:

- Provide evidence of their own health and safety policy and public liability insurance before commencing work.
- Carry out their activities in compliance with relevant health and safety legislation.
- Report any accidents or incidents occurring during BID-related work to the BID Manager immediately.

9. Review

This policy will be reviewed annually by the BID Manager and presented to the Board for approval. It will also be reviewed following any significant incident or change in legislation or BID activities.

Chair, Wrexham BID Ltd	BID Manager, Wrexham BID Ltd
Signed: _____ Name: _____ Date: _____	Signed: _____ Name: _____ Date: _____