

## **Health & Safety Policy**

**Approved by Directors:**  
**Review date:**  
**DIRECTOR LEAD**

**6th March 2025**  
**March 2026**  
**Sarah Clough**

### **STATEMENT OF INTENT**

The Directors & Chairs of **eCAPH** recognise their responsibility for ensuring, so far as is reasonably practicable, the health, safety and welfare at work of employees and various stakeholders who may be affected by any of the activities associated by eCAPH.

The prime objective is to achieve and maintain a high standard of health, safety and welfare throughout our functions and to ensure its activities are conducted in a safe manner. We will ensure that the organisation complies with the requirements of the Health and Safety at Work etc Act 1974 and associated legislation.

#### **eCAPH 's main objectives are to:**

- operate within the legal framework for health and safety structure and framework.
- ensure senior staff develop and maintain a culture within the organisation supportive of health and safety.
- establish an effective safety management structure and arrangements in association with venues managed by external organisations.
- ensure a systematic approach to the assessment and control of risks in association with venues managed by external organisations.
- ensure employees are competent in the work that they are doing.
- ensure employees actively participate in identifying hazards.
- monitor work practices and regularly review safety management.

The Directors & Chairs will commit suitable resources (human, time and financial) to the achievement of these objectives. We will seek competent advice from external sources as required.

Every employee is responsible for his/her own health and safety, as well as that of colleagues and others. Employees must co-operate with Directors to achieve these objectives.

The important contribution that employees and their representatives can make in improving health and safety is recognised and encouraged. This policy will be brought to the attention of, and/or issued to, all members of staff.

This health and safety policy will be reviewed on an annual basis by Directors

## ORGANISATION

### Responsibilities of the Directors & Chairs

eCAPH Directors have a responsibility for keeping under review standards of health and safety across the work of eCAPH. Where deficiencies are identified, the Directors have a responsibility for ensuring that corrective action is taken. The Directors also have a particular responsibility for ensuring that:

- decisions taken by Chairs/Executive/Members comply with, the health and safety policy of the LA;
- health and safety standards across eCAPH activities are monitored and reviewed;
- the eCAPH Business Plan includes a review of existing policies including health and safety in order to enable the Directors to monitor the adequacy of arrangements and take any action necessary;
- they consider and make recommendations regarding individual health and safety issues which have not been resolved.

## ARRANGEMENTS

The following arrangements have been established to eliminate or reduce health and safety risks to an acceptable level and to comply with minimum legal requirements. As stated previously, health and safety is everyone's responsibility.

### Health & Safety at external venues

In many situations, eCAPH undertakes its work at selected venues for training/conference purposes. It will be the responsibility of the organising Chair/member of staff to:

- a. Ensure that fire evacuation procedures are known and outlined to all delegates at the start of all events.
- b. To ensure consideration of H&S issues relating to food (allergies etc) are passed on where required to catering providers.
- c. Any ongoing works at venues are known ahead of the event and reported to delegates as required.
- d. That all electrical devices used as part of training are compliant and do not create a trip hazard etc.

### Incident / Accident Reporting

Any staff/stakeholders are required to report incidents/accidents using the proposed form which is available electronically. The form will be used to record incidents/accidents involving employees, visitors and contractors.

If the incident/accident involves a member of staff, then the staff member should complete the form and a Director will investigate and complete part B.

A Chair/Director will ensure that any reportable incidents/accidents falling within the scope of RIDDOR are reported. Chairs/Directors will monitor incident/accidents for trends. A file of the completed forms will be kept with the Business Manager

## **Communication**

eCAPH will utilise existing communication systems for sharing information on any health and safety issues with members as required.

A Health and Safety file will be maintained and contain relevant policies, risk assessments etc with the Business Manager and will be available to Directors at any time for monitoring purposes.

## **Manual Handling**

Any equipment used to by staff to undertake their eCAPH duties – e.g., moving heavy items /preparing for conference events must be used in an appropriate manner and safe lifting strategies must be used at all times. It is the responsibility of staff to be vigilant on lifting techniques and recognise limits of weight and size.

## **Security**

Chairs will ensure that scheduled eCAPH events will have signing in documentation at external venues and will liaise with event managers to ensure eCAPH members remain safe in site.

## **Stress at Work**

In line with the Health and Safety Executive (HSE) Management Standards for Reducing Work Related Stress, the Directors will, through PM processes, seek assurances around work related stress and record and monitor any emerging issues.

The Directors will monitor indicators such as sickness absence and use informal supervision sessions to identify any stress related factors. The information gathered could be used as part of the risk assessment process if required. Staff will be encouraged to determine the practical controls that may need to be put in place. Occupational Health Unit can be used if required.

## **Violence at Work**

The Directors will ensure that arrangements are in place to protect those staff at risk. Incidents of physical violence or verbal abuse against staff will be recorded and investigated and recorded on the Violence at Work Form (HSV1).

Policy Monitoring – next review date: March 2026