

Inspire Neurodiversity and Wellbeing CIC
Health and Safety Policy
Version 1.1 | Approved by Board of Directors
Effective Date: 17th December 2025



Health and Safety Policy

Policy Title: Health and Safety Policy

Organisation: Inspire Neurodiversity and Wellbeing CIC

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Next Review Date: December 2026

Policy Statement:

Inspire Neurodiversity and Wellbeing CIC is unequivocally committed to fostering and maintaining a safe, healthy and supportive environment for all its employees, volunteers, service users and visitors. We recognise that a proactive approach to health and safety is paramount to our mission and operational success and we strive to exceed all legal and regulatory requirements.

Purpose:

The primary purpose of this policy is to systematically identify assess and control risks associated with our activities ensuring that safe working practices are embedded in all aspects of our operations. This policy aims to prevent accidents, injuries and ill health thereby protecting the well-being of everyone connected with the CIC.

Principles:

Our health and safety management system is founded on the following core principles:

- **Prevention:** To proactively prevent all accidents, injuries and occupational ill health through robust risk management and safety protocols.
- **Safe Environments:** To maintain and continuously improve physical and psychological safe working environments that are conducive to wellbeing and productivity.
- **Legal Compliance:** To ensure full compliance with all relevant health and safety legislation, regulations and industry best practices.
- **Continuous Improvement:** To foster a culture of continuous improvement in health and safety performance through regular monitoring, review and feedback.

Responsibilities:

- **Board of Directors:** Overall responsibility for ensuring the effective implementation and review of this policy, allocating adequate resources and setting the health and safety vision.
- **All Personnel (Employees & Volunteers):**
 - To diligently follow all established safety procedures, guidelines and instructions.
 - To actively report any identified hazards, near misses, accidents or unsafe conditions promptly to the designated safeguarding lead (DSL).
 - To take reasonable care of their own health and safety and that of colleagues, service users and others who may be affected by their actions or omissions.
 - To cooperate with management on health and safety matters.
 - To use safety equipment and personal protective equipment (PPE) as required and instructed.

- **Designated Safeguarding Lead (DSL):** To ensure that health and safety procedures are understood and followed within their teams conduct regular workplace inspections and address any safety concerns raised.

Risk Management:

A systematic approach to risk management is integral to our operations:

- **Identification:** Potential hazards and risks will be systematically identified through workplace inspections, staff consultations, incident analysis and review of activities.
- **Assessment:** All identified risks will be assessed to determine their severity and likelihood prioritising those that pose the greatest threat.
- **Control:** Appropriate control measures will be implemented to eliminate or reduce risks to an acceptable level. This may include engineering controls, administrative procedures, safe systems of work and the provision of appropriate PPE.
- **Review:** Risk assessments and control measures will be reviewed periodically and whenever there are significant changes to work processes, equipment or personnel to ensure their continued effectiveness.

Incident Reporting and Investigation:

- All accidents, injuries, occupational illnesses and near misses must be reported and recorded immediately using the designated incident reporting forms.
- Thorough investigations will be conducted into all reported incidents to determine root causes and identify preventative actions.
- Findings from investigations will be used to update risk assessments, revise procedures and provide targeted training to prevent recurrence

Training and Information:

- All personnel will receive appropriate health and safety induction and ongoing training relevant to their roles and responsibilities.
- Information, instruction and supervision will be provided to ensure individuals have the knowledge and skills to work safely.

Consultation:

We will consult with our personnel on matters relating to health and safety, encouraging feedback and participation in safety initiatives.

Emergency Procedures:

Clear procedures for emergencies (e.g., fire, medical emergencies, security incidents) will be established, communicated and regularly practiced through drills.

Review:

This policy and its effectiveness will be reviewed annually or more frequently if required by changes in legislation, operational activities or following significant incidents to ensure its continued relevance and adequacy.

Reviewed and Signed by the Board of Directors

Date of Review: 17th December 2025

Next Review Date: December 2026