



Health and Safety Policy

Last update: Feb 2026

Next update: Feb 2027

Charity name: URBOND

Responsible person: **Ousmane Drame**

Policy Statement

URBOND acknowledges its duty of care under the **Health and Safety at Work etc. Act 1974**, the **Management of Health and Safety at Work Regulations 1999**, the **Fire Safety (England) Regulations 2022**, and other relevant legislation. The Organisation is committed to providing, so far as is reasonably practicable, a safe and healthy environment for all employees, volunteers, contractors, service users, and visitors.

In this Policy, “staff”, “workers”, or “employees” refer to both paid and volunteer personnel. URBOND is committed to:

- Taking all reasonably practicable steps to protect the health, safety, and welfare of all individuals on its premises.
- Ensuring working conditions, facilities, and practices safeguard well-being and do not pose unnecessary risk.
- Promoting a positive safety culture and encouraging cooperation in identifying and reporting potential hazards.
- Maintaining safe systems of work and ensuring equipment and substances are safely used, handled, stored, and transported.
- Providing appropriate training, information, supervision, and instruction to enable safe working practices.



- Offering specific training and guidance for roles with additional health and safety responsibilities (e.g., appointed Health and Safety Representatives).
- Conducting regular risk assessments, including for expectant mothers and young people under 18.
- Informing external contractors and employers of risks to their staff whilst on URBOND premises.
- Protecting members of the public who may be affected by URBOND's activities.
- Reviewing this policy annually in autumn, or more frequently as needed, by the Health and Safety Sub-committee. Recommendations will be reported to the Management Committee for approval.

Statutory Duty of URBOND

URBOND will comply with its statutory obligations to maintain safe and risk-free workplaces. It will:

- Carry out and regularly review health and safety risk assessments.
- Maintain safe access, egress, and workplace conditions including lighting, ventilation, and hygiene.
- Keep equipment and machinery in good working order and ensure safe systems of use.
- Prevent or control exposure to substances hazardous to health (under COSHH Regulations).
- Implement precautions to address risks from fire, electricity, manual handling, noise, radiation, and hazardous substances.
- Offer free protective equipment where necessary.
- Provide First Aid and emergency procedures.
- Implement mental health support in line with updated HSE guidance on mental health first aid.



- Comply with the Building Safety Act 2022 where applicable.
- Record and report notifiable incidents to the enforcing authority under RIDDOR.

Statutory Duty of URBOND's Workers

All URBOND workers—paid or voluntary—are expected to:

- Take reasonable care for their own health and safety and that of others.
- Cooperate fully with health and safety procedures and instructions.
- Use any equipment or PPE provided appropriately.
- Not misuse or interfere with anything provided in the interests of health and safety.
- Report accidents, near misses, or unsafe conditions promptly.
- Comply with relevant policies relating to workplace safety, including safeguarding public access areas.

Visitors and Contractors

All visitors and contractors must:

- Sign in upon arrival and out upon departure.
- Be escorted or supervised by a designated responsible person.
- Be made aware of emergency evacuation procedures.
- Report any safety concerns to the Duty Representative immediately.

Contractors must operate safely and report any incidents or near-misses directly to URBOND's Management Committee or their representative.



Organisation of Health and Safety

Health and Safety Sub-committee

The Management Committee will appoint a Health and Safety Sub-committee, including both staff and volunteer representatives. Responsibilities include:

- Reviewing and updating this policy and related procedures.
- Conducting biannual safety inspections of the premises.
- Monitoring incident reports and accident logs.
- Ensuring COSHH and other relevant assessments are completed.
- Making recommendations to the Management Committee regarding improvements or necessary actions.

Safety Inspections

- Safety inspections will be carried out every six months and reported to the Management Committee.
- The Accident Book will be reviewed during inspections to identify trends and required actions.

General Health and Safety Rules

All workers must:

- Exercise due care to avoid accidents.
- Keep walkways and emergency exits clear and well-lit.
- Report damaged or faulty equipment immediately.
- Dispose of waste correctly and hygienically.

Food Hygiene Procedures

When handling or preparing food:

- Wash hands regularly and after using the toilet.



- Report illness or skin conditions to a supervisor.
- Use separate areas for raw and cooked food.
- Keep perishable food covered and at safe temperatures (below 8°C or above 63°C).
- Avoid handling food unnecessarily.
- Dispose of food waste safely and clean as you go.
- Report any equipment faults (e.g. fridges, prep surfaces) to a supervisor immediately.

Risk Assessments

URBOND recognises that risk assessments are central to effective health and safety management. We are committed to identifying and mitigating potential hazards across all our operations to ensure the safety and well-being of staff, volunteers, service users, contractors, and visitors.

To this end, URBOND will:

- Complete and maintain a risk assessment for each location from which we operate, including offices, community centres, and venues used for regular activities.
- Conduct activity-specific risk assessments for all outdoor activities, events, and trips, taking into account environmental factors, participant needs, and potential hazards.
- Ensure risk assessments are reviewed and updated regularly, particularly when there are significant changes to locations, activities, equipment, or personnel.
- Include specific assessments for vulnerable individuals, including expectant mothers, young people under 18, and people with disabilities, as appropriate.
- Ensure all relevant staff and volunteers are made aware of the findings of any risk assessments and receive appropriate training where required.
- Retain documented records of completed risk assessments and make them accessible for inspection or reference as needed.



Responsibility for ensuring risk assessments are completed and reviewed lies with the designated Health and Safety Representative for each project or programme, under the oversight of the Health and Safety Sub-committee.

Display Screen Equipment (DSE)

URBOND is committed to the well-being of users of display screen equipment. Staff and volunteers who regularly use screens will:

- Take regular screen breaks (at least 5 minutes per hour).
- Be offered eye tests funded by the Organisation, where necessary.
- Receive guidance on workstation ergonomics and posture.

Alcohol, Vape, Drugs, and Smoking

- Smoking and vaping are not permitted anywhere inside URBOND premises.
- Alcohol and non-prescribed drugs are strictly prohibited.
- No staff or volunteers should attend duties under the influence of alcohol or drugs (unless medically prescribed and declared).

First Aid

URBOND is committed to ensuring that adequate and appropriate First Aid arrangements are in place to meet the needs of staff, volunteers, service users, and visitors across all locations and activities.

In accordance with the Health and Safety (First-Aid) Regulations 1981, URBOND will:

- Conduct regular First Aid needs assessments to determine the level of provision required for each site and activity, including events, trips, and sports sessions.
- Appoint and train a sufficient number of First Aiders and/or Emergency First Aid at Work (EFAW) personnel. All trained First Aiders will be clearly identifiable and records of their qualifications will be maintained.



- Martina Elgue, Ousmane Drame, Alec Chapman, and Ruby Plato completed their First Aid course in March 2023. Training will be refreshed in 2025.
- Provide fully stocked and regularly checked First Aid kits at each location, including portable kits for off-site activities. These kits will comply with HSE minimum standards and will be monitored by the designated Health and Safety Representative.
- Ensure all staff and volunteers are aware of First Aid arrangements and know who the appointed First Aiders are at their location or event.
- Display clear signage indicating the location of First Aid supplies and the identity of trained First Aiders.
- Record and report all accidents and incidents involving First Aid in the Accident Book, and ensure that these are reviewed regularly by the Health and Safety Sub-committee to identify trends or recurring risks.
- Maintain procedures for summoning emergency services and ensure that contact information is easily accessible at all venues and events.
- Where young people are involved in URBOND's activities, ensure that First Aiders have appropriate paediatric training where required.
- Consider the mental health needs of staff and young people by integrating Mental Health First Aid into provision, ensuring appropriate referral and signposting processes are in place.

First Aid provision is reviewed at least annually or when changes in staffing, activity, or location occur. URBOND will also ensure compliance with any updates from the Health and Safety Executive (HSE) and relevant statutory bodies.

Accidents and Near Miss

URBOND will:

- Maintain a central **Accident and Near Miss Log**, which is reviewed regularly by the Health and Safety Sub-committee to identify patterns, potential hazards, and areas for improvement.



- Ensure **all accidents, however minor**, and **all near miss incidents** are reported by the person involved or a witness to the designated Health and Safety Representative or Duty Lead immediately.
- Provide access to **Accident Report Forms** at each URBOND location and ensure they are completed as soon as practicable after the incident.
- Investigate incidents to determine root causes and recommend corrective actions, including changes to equipment, environment, or procedures if needed.
- Ensure incidents that meet the **threshold for RIDDOR** reporting are submitted to the relevant enforcing authority within required timescales.
- Use accident and near miss data to inform **risk assessments, training needs, and policy reviews**.
- Treat all incident reports confidentially and ensure they are stored securely in accordance with data protection laws.

All staff, volunteers, contractors, and programme participants are expected to:

- Promptly report all accidents, injuries, or near misses to a responsible person.
- Cooperate fully with any investigation and follow up actions.
- Reflect on incidents to promote a proactive safety culture and prevent recurrence.

This policy will be reviewed annually, and any necessary amendments will be proposed to and approved by the Management Committee.

This policy was last reviewed in: 6th February 2026

Signed:

Ousmane Drame

A handwritten signature in black ink, appearing to read "Ousmane Drame", written over a faint, light-colored signature line.