



Ashford

Health & Safety Policy

Reviewed: 3rd February 2025

Next Review Date: 3rd February 2026

1. Statement of Intent

Pride Ashford CIC is committed to ensuring the health, safety, and wellbeing of all volunteers, contractors, attendees, and members of the public involved in our events and activities. As a community not-for-profit organization that champions LGBTQIA+ rights and inclusion, we place particular importance on creating a welcoming, accessible, and safe environment for everyone, especially those from marginalised communities.

Our goal is to prevent accidents, incidents, and ill health by proactively managing risks and complying with all relevant health and safety legislation.

2. Responsibilities

- **Board of Directors/Trustees:**
 - Ensure that all health and safety policies are in place, reviewed regularly, and communicated clearly.
 - Provide adequate resources to implement and monitor this policy effectively.
 - Appoint a designated Health and Safety Coordinator for each major event.
- **Health and Safety Coordinator:**
 - Lead on risk assessments and ensure appropriate controls are in place.
 - Liaise with emergency services and the local authority where necessary.
 - Monitor safety on the day of the event and respond to incidents.
- **Volunteers and Contractors:**
 - Cooperate with the Health and Safety Policy and any instructions provided.
 - Report hazards, near-misses, and incidents to a supervisor or the Health and Safety Coordinator immediately.
 - Use equipment safely and as instructed.
- **Attendees:**
 - Are expected to behave in a respectful, responsible manner and follow any safety instructions provided by event staff.

3. Risk Assessment

We carry out risk assessments for:

- Large public gatherings (e.g., parades, performances, stalls)
- Use of temporary structures (e.g., stages, gazebos)
- Electrical installations and equipment
- Food safety (in coordination with vendors)
- Emergency procedures including fire safety, crowd control, and evacuation
- Safeguarding vulnerable individuals
- Accessibility needs for disabled participants and visitors

All significant risks will be recorded, and control measures will be implemented and communicated.



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4. Emergency Procedures

- An emergency plan will be developed and tested before each major event.
- First Aid stations will be clearly marked and staffed by qualified personnel.
- Volunteers will be briefed on evacuation procedures and points of contact.
- A full event management plan will be submitted to Ashford Borough Council safety advisory group for approval prior to the event.

5. Incident Reporting and Investigation

All incidents and near misses will be:

- Logged in an Incident Report Form
- Investigated to understand root causes
- Reviewed as part of our continuous improvement approach

Serious incidents will be reported to the relevant authority (e.g., RIDDOR compliance) if applicable.

6. Training and Communication

- All volunteers will receive a safety briefing before participating in any event activities.
- Health and safety procedures will be included in the volunteer handbook and shared online prior to events.
- Specific training will be provided for roles involving higher-risk tasks (e.g., stage management, security, First Aid).

7. Safeguarding and Inclusivity

Pride Ashford CIC upholds a zero-tolerance policy on harassment, hate speech, or discrimination. Any concerns relating to safety, abuse, or harassment will be treated seriously and handled in accordance with our Safeguarding Policy.

8. Review

This policy will be reviewed annually or after any major incident, with updates made as required to reflect best practice and legal obligations.

Signed:

Heather Hayward
Director, Pride Ashford CIC
Date: 3rd February 2025