



Health & Safety Policy

1. Policy Statement

Gags for Good CIC is committed to providing a safe, healthy, and inclusive environment for everyone involved in our activities including staff, volunteers, performers, participants, and audience members.

We recognise our duty of care under the Health and Safety at Work Act 1974 and all related legislation. We will take all reasonable steps to ensure that our work, venues, and equipment do not pose a risk to health, safety, or wellbeing.

Our aim is to prevent accidents, promote wellbeing, and foster a positive culture of safety across all Gags for Good activities including workshops, community events, and performances.

2. Responsibilities

Overall responsibility for health and safety rests with the **Board of Directors**, who ensure appropriate systems, training, and reviews are in place.

Specific responsibilities:

- **Directors** will ensure this policy is implemented and reviewed annually.
- **Event leads / facilitators** will carry out risk assessments before each event or workshop.
- **All staff, volunteers, and participants** are expected to take reasonable care of their own health and safety and that of others, and report any hazards or incidents immediately.

3. Our Commitments

Gags for Good CIC will:

- Maintain safe and accessible venues for workshops, rehearsals, and performances.
- Ensure that all events are subject to an appropriate **risk assessment**.
- Provide clear **emergency and evacuation procedures** for every venue.

- Ensure all staff and volunteers are aware of their responsibilities.
 - Provide **first aid** support and equipment appropriate to each activity.
 - Comply with all venue health and safety policies when working in partnership spaces.
 - Ensure electrical equipment, props, and portable items are safe to use.
 - Keep records of any accidents or near misses in an **Accident Log**.
 - Regularly review and update policies, risk assessments, and procedures.
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4. Risk Assessments

Before any activity (e.g. workshop, performance, community event), a **risk assessment** must be completed to identify potential hazards and control measures.

These will include, where relevant:

- Trip hazards and access issues.
- Fire safety and emergency exits.
- Electrical and stage equipment.
- Crowd management and audience safety.
- Safeguarding and lone working risks.
- COVID-19 or other health-related precautions as necessary.

Copies of assessments will be kept on file and reviewed annually or whenever significant changes occur.

5. First Aid & Emergency Procedures

- A **First Aid kit** will be available at every workshop or event.
 - At least one responsible person should be identified at each event for first aid and emergency procedures.
 - All incidents or accidents must be recorded in the **Accident Report Form** and reported to a director within 24 hours.
 - In case of serious injury or emergency, emergency services must be contacted immediately and the venue's procedures followed.
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6. Training & Communication

Gags for Good will:

- Ensure that staff, facilitators, and volunteers receive appropriate induction and training.
 - Communicate all relevant safety procedures before events.
 - Encourage everyone to report hazards, unsafe practices, or concerns without fear of reprisal.
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7. Welfare & Mental Health

Recognising that our work often supports people with lived experience of trauma, isolation, or mental health challenges, Gags for Good also commits to:

- Promoting mental wellbeing in our workshops and workplaces.
 - Providing supportive environments where participants feel safe and respected.
 - Ensuring facilitators are trained to handle sensitive content appropriately and signpost to relevant support where needed.
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8. Review

This policy will be reviewed **annually** by the Board of Directors or sooner if significant changes occur in legislation or activity type.

Approved by the Board of Directors:

Date: 13/11/2025



Signed:

(Chair/Director)

Review Date: 13/11/2026