

Health and Safety Policy

Link Up & Live CIC

This policy covers our DJ, dance, sound engineering and podcast workshops, community festivals, showcases, outreach, administration, equipment handling and work in hired venues. It protects employees, volunteers, participants, families, contractors and the public.

Document control	Details
Policy reference	LUL HS 01
Version and document review	1.3 16 October 2026
Territorial scope	England Thamesmead, Bexley and Greenwich
Policy lead	Cameron Graham-Currie
Agreement	Approved and ratified on Marcia Marshall's instruction, 16 October 2026. Authorised typed director signatures appear below.
Effective date	13 October 2026
Review	At least annually and after serious incidents or relevant changes. Last document review: 16 October 2026. Next review: 13 October 2027.

Our commitment

We will put this policy into practice through clear responsibilities, suitable resources, staff and volunteer induction, documented decisions and regular review. The instructions addressed to staff, volunteers and contractors are organisational requirements. Legal duties depend on the activity and the role held; this document does not certify a venue, individual or service as compliant.

How to use this policy

Read this policy before working on our behalf. Effective date: 13 October 2026, as instructed by Marcia Marshall. Latest approval and document review: 16 October 2026. Complete the venue and activity arrangements before delivery. Keep a current accessible copy available. Do not publish confidential participant or incident records.

Responsibilities and authority

Cameron Graham-Currie is the health and safety lead. The directors approve resources, arrange access to competent advice, review incidents and ensure arrangements are implemented. Delegating a task does not remove the CIC's responsibilities. Naming a lead does not certify specialist competence.

Role	Required action
Policy lead and directors	Agree safe systems, appoint a competent person to assist, approve risk controls and confirm appropriate insurance and contractor arrangements.
Named session or event lead	Complete the pre-opening check, brief the team, maintain attendance and emergency arrangements, stop unsafe activity and record changes.
Staff and volunteers	Take reasonable care, follow training, check equipment, report hazards immediately and never improvise work beyond competence.
Venue and contractors	Agree responsibilities in writing; supply relevant assessments and safety information. The CIC verifies arrangements for its own activity.

Risk assessment and consultation

Before a new activity or venue is used, the session lead records hazards, people affected, existing controls, further actions, owners and deadlines. Include volunteers and people with disabilities, health conditions, sensory needs or limited English. Consult workers and participants about what will help them take part safely. Changes during a session require an immediate reassessment; stop or change the activity if risks cannot be controlled.

Review assessments before each term, before each festival, after incidents and whenever equipment, layout, numbers or needs change. Record assessments even where employee numbers would not trigger a statutory recording requirement. No session opens with overdue actions that leave an unacceptable risk.

Venue acceptance

Before booking, obtain the venue's emergency arrangements, capacity, relevant fire information and maintenance contacts. Check exits, toilets, drinking water, ventilation, lighting, access, first aid arrangements and safe equipment storage. Agree who controls entrances, public access, cleaning and incident reporting. A hire agreement cannot be treated as evidence that all risks are already managed.

Workshop controls

- DJ and sound engineering: secure speakers and stands; protect cables with suitable covers; keep drinks away from electrics; control sound levels and duration; provide breaks and hearing protection where needed. A competent lead assesses staff noise exposure under the Control of Noise at Work Regulations and sets session sound limits. Participants can step away without penalty.
- Dance: use a suitable clear floor, enough space and age-appropriate movements. Include warm-up, cool-down, hydration and rest. Modify activity for ability and injury; no lifts, acrobatics or risky contact without specific assessment and suitable expertise.
- Podcast: check content before recording and publication, position microphones and cables safely, moderate discussions and offer a way to stop recording. Apply safeguarding and consent procedures to stories, images and voices.
- Set-up and clear-up: allow sufficient time, keep children out of loading and technical areas, use trolleys or team lifts, and store equipment securely. Do not use tables or chairs as access equipment. Work at height requires an assessed method and suitable equipment.
- Electrical equipment: carry out user checks before use; remove damaged items, label them and prevent reuse. A competent person sets inspection and testing intervals according to risk, manufacturer instructions and venue requirements. Annual PAT testing is not a universal legal requirement. Temporary supplies and repairs require suitable competence.

Welfare and inclusion

Provide accessible toilets and handwashing, drinking water, breaks and a quiet space where practicable. Agree reasonable adjustments individually and check safe evacuation arrangements. Record relevant allergies and emergency support needs securely. Clean shared headphones and microphones using suitable products. Assess cleaning chemicals, storage and exposure where COSHH applies. Food providers must meet applicable food safety and allergen requirements; the CIC checks arrangements rather than assuming a vendor is approved.

First aid and medical support

Complete a first aid needs assessment covering workers and, as CIC policy, participants and visitors. Name a suitably trained first aider and provide stocked equipment and a reliable means of calling emergency services at every session. Festivals require an assessment appropriate to attendance, activities, duration and emergency access. Medication or personal care must not be added informally: agree consent, competence, safe storage, recording and safeguarding requirements first. Call 999 for a serious emergency and follow the operator's instructions.

Festivals and public events

Each festival needs its own documented event plan and risk assessment. Do not rely on a workshop assessment or assume workshop insurance covers a festival. The event lead verifies written insurance cover for the proposed activities, venue conditions and any required licences or permissions before committing to delivery.

- Plan attendance capacity, queues, entrances, exits, accessible routes, steward positions, lost-child arrangements, first aid, welfare, communications and vehicle separation.
- Obtain contractor competence information, relevant insurance and assessments for staging, electrics, temporary structures, catering, security and hire equipment. Agree responsibilities for installation, checks and supervision.
- Set weather monitoring and stop criteria for wind, lightning, heat, heavy rain and poor ground conditions. Respect the manufacturer's limits for any inflatable or temporary structure; specialist equipment requires specific approval and assessment.
- Check public entertainment, music, food, alcohol and trading permissions as relevant. Consult the council and Safety Advisory Group when appropriate. Confirm current security requirements and any applicable commenced provisions of the Terrorism Protection of Premises Act 2025.
- Exclude unsafe structures or attractions and activities outside the agreed scope. No pyrotechnics, naked flames or smoke effects without separate competent assessment, venue agreement and applicable permission.

Working arrangements

Plan staffing and supervision using the safeguarding policies. Avoid lone work with children and provide check-in arrangements for lone administration or outreach work. Assess violence, harassment and travel risks. Maintain clear boundaries around private transport. Young workers, expectant or new mothers and workers with additional needs require appropriate assessment and adjustments. Review workload, fatigue and wellbeing in supervision. Where applicable, provide display screen equipment assessments and suitable arrangements for home working.

Accidents and reporting

Make the area safe, obtain assistance and record accidents and near misses before the end of the shift where practicable. Protect evidence and personal information. A director checks whether RIDDOR applies; not every injury is reportable. Work-related deaths, specified worker injuries, qualifying dangerous occurrences and certain diseases have particular reporting rules. A work-related injury to a non-worker taken directly to hospital for treatment may be reportable. Over-seven-day worker incapacity is reportable within 15 days; report other qualifying incidents within their applicable deadline. Use current HSE guidance and retain required records. Do not delay emergency care to complete a form.

Risk assessment record

Complete for each activity and venue. This is a recording aid, not a finished risk assessment. Describe actual controls and judge whether they are sufficient. Add rows as needed.

Activity and venue: _____

Assessor and date: _____

Participants and staff numbers: _____

People needing additional support: _____

Hazard and who could be harmed	Controls already in place	Further action and owner	Due date and completed
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

Unacceptable risks and stop decision: _____

Authorised to open by and date: _____

Review date or trigger: _____

Pre opening checklist

- Venue, capacity, exits and access checked; emergency address and meeting point confirmed.
- Equipment checked; cables, floors, loading areas and sound levels controlled.
- Attendance, staffing, first aid, medical needs and safeguarding duty lead confirmed.
- Team briefed; emergency communication tested; outstanding actions completed or activity stopped.

Accident and near miss record

Record the date, time and place; factual description; people involved and witnesses; injury or damage; treatment and emergency calls; immediate controls; person notified and time; reporting decision; further actions, owners and deadlines. Keep safeguarding detail in the restricted safeguarding record where appropriate. Do not post identifiable records publicly.

Implementation before delivery

- Record the competent health and safety adviser or assisting person: _____.
- Complete each venue and activity assessment, first aid provision and named event or session lead.
- Verify applicable employers' liability insurance and activity-specific public liability cover; record insurer, period and exclusions. Do not insert an unverified cover amount.
- Give every worker a policy briefing; record their acknowledgement and relevant training. Identify who can stop unsafe activity and who covers absences.
- Retain the approval record. Review at least annually, next due 13 October 2027, and sooner after a serious incident or relevant change. Maintain a version history.

Director agreement and adoption

Approved and ratified on 16 October 2026 on Marcia Marshall's instruction, with the requested effective date of 13 October 2026. The director names below are authorised typed signatures entered on 16 October 2026; they are not handwritten or independently authenticated digital signatures. The policy lead is Cameron Graham-Currie. Venue-specific assessments and operational checks remain required before delivery.

Director approver	Signature	Date
Shane Davis	Shane Davis Authorised typed signature	16 October 2026
Marcia Marshall	Marcia Marshall Authorised typed signature	16 October 2026
Kabichi Kabala	Kabichi Kabala Authorised typed signature	16 October 2026

Approval record: LUL SAFETY 2026 10 16 | Responsibilities confirmed in directors' minutes 01 of 15 October 2026.

Next review due: 13 October 2027 | Policy lead and version control owner: Cameron Graham-Currie

Legal framework and guidance

Prepared for activities in England using the sources below, checked on 14 October 2026. Apply legislation as amended and in force. Guidance explains practice; it is not interchangeable with a statutory duty. Recheck commencement dates and local procedures before delivery.

Health and Safety at Work etc Act 1974 and Management of Health and Safety at Work Regulations 1999

<https://www.legislation.gov.uk/ukpga/1974/37/contents>

HSE guidance for voluntary organisations

<https://www.hse.gov.uk/voluntary/index.htm>

HSE risk assessment guidance

<https://www.hse.gov.uk/simple-health-safety/risk/index.htm>

HSE portable electrical equipment guidance

<https://www.hse.gov.uk/electricity/faq-portable-appliance-testing.htm>

HSE RIDDOR guidance

<https://www.hse.gov.uk/riddor/>

Other applicable requirements include first aid, work equipment, manual handling, noise, COSHH, work at height and the Equality Act 2010

<https://www.hse.gov.uk/legislation/>