

Health & Safety Update

What we are asking Board to do

Board is asked to note the update, and raise any concerns, questions or reflections with the staff team to address.

Update

Following the discussion at the March Board Meeting, this note provides an overview of Health and Safety activities undertaken over the past two months:

- All staff have completed the Display Screen Equipment Self-Assessment and had opportunity to discuss the outcomes with their line managers.
- All staff have completed drivers' document checks (where relevant), to ensure all the appropriate safeguards are in place when travelling on behalf of the organisation.
- All Board Members have completed drivers' document checks (where relevant), to ensure all the appropriate safeguards are in place when travelling on behalf of the organisation.
- The Health and Safety Policy & Handbook has been updated to reflect the changed arrangements with our office (we no longer have a physical office) and that all staff are working from home.
- Our Board Health & Safety Director, Jan Taylor, has reviewed the updated Health & Safety Policy & Handbook.
- All staff have received the updated version, ensuring they review the sections most relevant, due by 9th June 2026.

Furthermore, our Event Risk Assessment process has recently been reviewed and updated, to ensure appropriate due diligence is undertaken to minimise risks when organising in-person events ourselves. This will be implemented in the next month, and shared with the Board for information.