



Health and Safety Policy

Statement

Project WordPlay CIC is committed to ensuring the health, safety, and welfare of all employees, volunteers, beneficiaries, and young people we work with. We aim to provide a safe and healthy environment in all our activities and operations to protect everyone from harm.

This policy has been prepared with relevant current legislation and regulations in mind, including:

- Health & Safety at Work Act (1974)
- Management of Health and Safety at Work Regulations (1999)
- Health and Safety (Display Screen Equipment) Regulations (1992)
- Control of Substances Hazardous to Health Regulations (2002)

Objectives

- To comply with all relevant health and safety legislation.
- To provide safe and healthy working conditions for all staff, visitors and volunteers.
- To ensure all equipment and activities are safe and do not pose a risk to health.
- To provide information, training, and supervision for staff and volunteers on health and safety matters.

Project WordPlay CIC Directors responsibilities:

Through this policy and all associated policies and procedures the Project WordPlay CIC board will:

- Ensure that health and safety is integral to the company's strategy and activities.
- Implement this policy, monitor compliance, and provide necessary resources and training and take any appropriate action following managers' reports.
- Comply with the health and safety policy and report hazards or incidents promptly for all employees and volunteers.
- Assign and oversee the work of a Health and Safety Officer who will monitor the effectiveness of the health and safety policy, conduct risk assessments, and ensure training and compliance.

Project WordPlay CIC staff and volunteers' responsibilities:

All staff and volunteers are required to adhere to this policy and associated procedures and fully cooperate with its effective implementation.

- The Chairman and the manager hold responsibility for the health and safety of all volunteers, staff and visitors.
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- The Health and Safety Officer of Project WordPlay CIC is accountable to their co-director. Their responsibilities are; ensuring the implementation of all health and safety procedures, investigating any reported hazards or concerns, taking appropriate action where necessary, seeking further advice where necessary, conducting risk assessments and regularly reporting the outcomes of safety checks to both the Chairman and Manager.

All staff AND volunteers are required to:

- Adhere to all safety instructions and guidelines provided by Project WordPlay CIC.
- Act responsibly to protect their own individual health and safety, as well as that of others, including all who come into contact with the organisation by following all relevant safety rules and regulations.
- Ensure that the Health and Safety Policy is effectively implemented and that all legal obligations are met.
- Promptly report, document, and assist in any investigation into accidents or incidents that have caused or could potentially cause injury.
- Use equipment and wear protective clothing as instructed.
- Report any potential risks, hazards, or equipment failures to the appropriate person immediately.
- Inform the Project WordPlay CIC Health and Safety Officer of any improvements that could enhance health and safety practices at Project WordPlay CIC.
- Adhere to any health and safety training received.

Any failure by a member of staff or volunteer to comply with any part of Project WordPlay CIC health and safety procedures, or duties specifically assigned to the member of staff or volunteer with regard to health and safety, may be regarded as misconduct and will be addressed under direction of Project WordPlay CIC.

Risk Assessments

- Regular risk assessments will be conducted to identify potential hazards in the company's operations and activities.
- Action plans will be developed to mitigate identified risks, and findings will be communicated to relevant individuals.

Dissemination of Policy Statement:

A copy of this policy will be made available to all staff and volunteers and will be prominently displayed at all locations where Project WordPlay CIC frequently operates and where staff and volunteers regularly carry out their work.

Approval and Adoption



This Health and Safety policy was formally adopted by Project WordPlay CIC on 1st February 2026. This Policy has been approved by the Directors.

Signature of Co-Directors:

Signature ___ Nicki Watts _____

Name _____ Nicki Watts _____

Date _____ 1st Feb 2026 _____

Signature ___ Sophie Beckinsale _____

Name _____ Sophie Beckinsale _____

Date _____ 1st Feb 2026 _____

Date first published: 1st Feb 2026

Date last reviewed: 1st Feb 2026

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