



Health, Safety & Safe Working Policy

Document Control

ITEM	DETAILS
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Applies To	Directors, Volunteers, Contractors, Performers, Stallholders and anyone undertaking activities on behalf of Gravesham Pride CIC
Related Policies	Event Management Plan, Risk Management Policy, Volunteer Management Policy, Volunteer Code of Conduct, Safeguarding Policy, Incident Reporting Procedures
Related Legislation	Health and Safety at Work etc. Act 1974, Management of Health and Safety at Work Regulations 1999, Equality Act 2010, Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR), Regulatory Reform (Fire Safety) Order 2005

1. Purpose

Gravesham Pride CIC is committed to providing a safe, healthy and welcoming environment for everyone involved in our activities.

The safety of our volunteers, attendees, contractors, performers, stallholders, sponsors, delivery partners and members of the public is central to everything we do.

As a volunteer-led organisation, we recognise that effective health and safety management relies upon planning, communication, cooperation and shared responsibility.

The purpose of this policy is to establish the principles and arrangements that help ensure activities organised by Gravesham Pride CIC are delivered safely, responsibly and in accordance with relevant legislation and recognised good practice.

This policy supports our commitment to:

- preventing injury and ill health;
- identifying and managing risks;
- protecting everyone involved in our events;
- promoting a positive safety culture;
- ensuring volunteers feel confident to raise safety concerns;
- continuously improving our approach to health and safety.

Health and safety is everyone's responsibility.

Every person involved with Gravesham Pride CIC has an important role to play in creating safe and enjoyable events.

2. Scope

This policy applies to all activities organised, managed or delivered by Gravesham Pride CIC.

It applies to:

- Board Directors
- Volunteers
- Event Leads
- Contractors
- Suppliers
- Stallholders
- Performers
- Sponsors
- Delivery Partners
- Members of the public where organisational responsibilities apply

This policy applies during:

- planning meetings
- site visits
- event build and set-up
- Pride marches
- community events
- fundraising activities
- training sessions

- event close-down
- any other authorised organisational activity

Where contractors operate under their own health and safety arrangements, they remain responsible for complying with relevant legislation and any contractual obligations.

Gravesham Pride CIC will work collaboratively with contractors to ensure safe event delivery.

3. Definitions

Health and Safety

Health and safety means protecting people from harm by identifying hazards, assessing risks and implementing appropriate control measures.

Hazard

A hazard is anything with the potential to cause harm.

Examples include:

- vehicle movements
- electrical equipment
- adverse weather
- slips, trips and falls
- manual handling
- crowd movement
- fire

Risk

Risk is the likelihood that a hazard could cause harm together with the severity of that harm.

Risk Assessment

A risk assessment is the process of identifying hazards, evaluating risks and determining appropriate control measures to reduce risks to an acceptable level.

Dynamic Risk Assessment

A dynamic risk assessment is an ongoing assessment undertaken during an activity when circumstances change unexpectedly. Volunteers should stop, think, assess the situation and seek support whenever they believe risks have changed.

Safe Working

Safe working means carrying out activities in a manner that protects both yourself and others by following agreed procedures, using appropriate equipment and responding appropriately to changing circumstances.

4. Our Commitment

Gravesham Pride CIC is committed to maintaining high standards of health, safety and wellbeing.

We will:

- promote a positive safety culture
- provide appropriate information and guidance
- undertake suitable risk assessments
- encourage volunteers to report hazards
- investigate incidents where appropriate

- learn from experience
- work collaboratively with contractors and statutory agencies
- review safety arrangements regularly
- support continuous improvement

We believe that everyone has the right to participate in Pride safely.

No event objective is ever more important than the safety of the people involved.

5. Policy

5.1 General Principles

Health and safety is a shared responsibility. Everyone involved with Gravesham Pride CIC should:

- take reasonable care of themselves and others
- follow safety instructions
- report hazards promptly
- cooperate with safety arrangements
- use equipment responsibly
- avoid unnecessary risks

Unsafe behaviour should never be ignored.

Where concerns arise, volunteers should seek advice from an Event Lead, Director or another appropriate person without delay.

5.2 Planning for Safety

Safe events begin with effective planning.

Health and safety considerations will be incorporated into all stages of event planning.

This may include:

- event risk assessments
- site inspections
- contractor management
- emergency planning
- safeguarding arrangements
- accessibility planning
- crowd management
- traffic management
- welfare arrangements
- weather monitoring

Planning should be proportionate to the nature, scale and complexity of the activity being undertaken.

5.3 Health and Safety Responsibilities

Gravesham Pride CIC recognises that everyone has a role in maintaining a safe environment.

The organisation will:

- provide appropriate information and guidance
- identify foreseeable hazards
- implement suitable control measures
- review safety arrangements regularly

- cooperate with statutory agencies where appropriate.

Volunteers are expected to:

- work safely
- follow event briefings
- report hazards promptly
- follow emergency procedures
- seek support whenever unsure

Contractors are expected to manage their own activities safely and cooperate fully with the organisation's safety arrangements.

5.4 Risk Assessments

Suitable and proportionate risk assessments will be completed where appropriate before activities take place.

Risk assessments will:

- identify hazards
- consider who may be affected
- evaluate risks
- identify appropriate control measures
- be reviewed where circumstances change

Risk assessments are intended to support safe decision-making rather than eliminate all risk.

Gravesham Pride CIC recognises that well-managed events inevitably involve some level of residual risk, and our aim is to reduce those risks to a level that is as low as is reasonably practicable.

5.5 Dynamic Risk Assessment

Whilst formal risk assessments are completed during the planning of events and activities, situations can change quickly.

Volunteers, Directors and Event Leads are therefore expected to continually assess their surroundings and respond appropriately where new hazards arise.

A dynamic risk assessment involves:

- stopping and assessing the situation
- identifying any new or changing hazards
- considering who may be affected
- determining whether it is safe to continue
- implementing appropriate control measures where possible
- seeking support if the risk cannot be managed safely

Examples where a dynamic risk assessment may be required include:

- sudden changes in weather
- unexpected crowd behaviour
- vehicle movements
- damaged equipment
- blocked emergency routes
- medical emergencies
- aggressive or challenging behaviour

No volunteer is expected to place themselves at unnecessary risk.

If in doubt, stop and seek assistance.

5.6 Safe Event Working

All volunteers are expected to contribute to the safe delivery of Gravesham Pride events.

This includes:

- attending event briefings where required
- understanding their allocated role
- remaining within the scope of their responsibilities
- following instructions from Event Leads and Directors
- reporting hazards immediately
- keeping walkways and emergency routes clear
- helping to maintain a calm and welcoming environment

Volunteers should never undertake duties for which they have not received appropriate information or instruction.

If asked to undertake a task they feel is unsafe or outside their competence, they should discuss this with their Team Leader, Event Lead or a Director.

5.7 Safe Working and Lone Working

Gravesham Pride CIC aims, wherever reasonably practicable, to avoid volunteers working alone. However, we recognise that some activities may occasionally involve a volunteer being temporarily separated from others.

Examples may include:

- opening or closing an event area
- carrying out site inspections
- collecting equipment
- undertaking deliveries
- travelling between event locations

Where lone working cannot reasonably be avoided:

- the activity should be planned in advance
- someone should know the volunteer's location
- appropriate means of communication should be available
- volunteers should report any concerns promptly
- activities presenting significant risk should not be undertaken alone

Volunteers should never knowingly place themselves in situations where they feel unsafe. If circumstances change, they should withdraw to a place of safety and seek assistance.

5.8 Personal Safety

Personal safety should always take priority over property or equipment.

Volunteers should:

- remain aware of their surroundings
- avoid entering restricted areas unless authorised
- avoid confrontation wherever possible

- seek assistance if situations begin to escalate
- report suspicious behaviour promptly
- withdraw from situations where they feel unsafe

Volunteers are not expected to intervene physically in incidents involving violence, aggression or criminal behaviour.

Such situations should be referred immediately to Security, the Event Manager or the emergency services where appropriate.

5.9 Personal Protective Equipment (PPE)

Where personal protective equipment is provided, volunteers are expected to use it appropriately.

PPE may include:

- high-visibility clothing
- protective gloves
- weather protection
- hearing protection where appropriate
- any other equipment identified through risk assessment

PPE should be:

- worn correctly
- kept in good condition
- used only for its intended purpose
- returned where appropriate after use

The provision of PPE does not remove the need to work safely.

5.10 Manual Handling

Some volunteer activities may involve lifting or moving equipment.

Volunteers should:

- assess the load before attempting to lift it;
- seek assistance with heavy or awkward items;
- use appropriate lifting techniques;
- avoid twisting whilst carrying loads;
- use handling equipment where available.

Volunteers should never feel under pressure to lift anything they believe may cause injury.

If unsure, ask for assistance.

5.11 Slips, Trips and Falls

Slips, trips and falls are among the most common causes of injury at events.

Volunteers should help minimise these risks by:

- keeping walkways clear
- reporting damaged surfaces
- identifying trailing cables
- clearing minor obstructions where safe to do so
- using suitable footwear
- remaining aware of changing ground conditions

Any hazards that cannot be safely addressed should be reported immediately.

5.12 Working in Adverse Weather

Gravesham Pride events take place outdoors and weather conditions can change rapidly.

Depending on the conditions, volunteers may be required to take additional precautions.

Examples include:

Hot Weather

- drink water regularly
- wear sunscreen
- seek shade where possible
- wear appropriate clothing

Cold Weather

- wear warm clothing
- take regular opportunities to warm up
- remain alert for signs of cold-related illness

Heavy Rain

- wear waterproof clothing where appropriate
- take extra care on slippery surfaces
- protect equipment where possible

High Winds

- follow instructions regarding temporary structures
- avoid areas identified as unsafe
- report concerns immediately

Where weather conditions create unacceptable risks, activities may be suspended, modified or cancelled.

Safety will always take priority.

5.13 Fire Safety

Everyone involved with Gravesham Pride CIC has a responsibility to help prevent fire.

Volunteers should:

- keep emergency routes clear
- report fire hazards immediately
- avoid obstructing fire-fighting equipment
- understand evacuation procedures
- follow instructions from Event Leads and emergency services

If a fire is discovered:

- raise the alarm immediately
- notify Event Control or an Event Lead
- contact the emergency services where appropriate
- move people away from danger if safe to do so
- never place yourself at unnecessary risk

5.14 First Aid

Appropriate first aid arrangements will be provided for organised events.

Volunteers should:

- know how to contact the event medical provider
- report injuries promptly
- request assistance whenever someone appears unwell or injured
- avoid providing treatment beyond their level of knowledge or training unless necessary to preserve life

Medical emergencies should always be referred immediately to the designated medical provider or the emergency services.

5.15 Incident and Near Miss Reporting

All incidents, accidents and near misses should be reported as soon as reasonably practicable.

Examples include:

- injuries
- falls
- equipment failures
- aggressive behaviour
- property damage
- near misses that could have resulted in injury

Prompt reporting enables the organisation to:

- support those affected
- investigate where appropriate
- identify lessons learned
- reduce the likelihood of recurrence

No volunteer will be criticised for reporting a genuine safety concern or near miss.

5.16 Alcohol and Drugs

Volunteers must not undertake volunteer duties whilst under the influence of alcohol or illegal drugs.

Volunteers should also consider whether prescribed medication could affect their ability to volunteer safely.

Where a volunteer believes medication may affect their ability to carry out certain duties safely, they are encouraged to discuss this confidentially with an Event Lead or Director so that appropriate adjustments can be considered where reasonably practicable.

5.17 Emergency Procedures

All volunteers should familiarise themselves with the emergency procedures relevant to their role.

Emergency procedures may include:

- evacuation
- severe weather
- lost or missing children
- safeguarding incidents
- medical emergencies
- fire
- security incidents

- crowd management
- major incidents

Volunteers should:

- remain calm
- follow instructions from Event Control, Event Leads or the emergency services
- communicate clearly
- avoid spreading rumours
- only provide information they are authorised to share

During any emergency, the safety of people will always take priority over property, equipment or the continuation of the event.

6. Roles and Responsibilities

6.1 Board of Directors

The Board of Directors is responsible for:

- promoting a positive health and safety culture
- ensuring suitable governance arrangements are in place
- approving this policy
- ensuring appropriate resources are available to support safe event delivery

6.2 Directors, Event Leads and Team Leaders

Those coordinating activities should:

- lead by example
- promote safe working practices
- ensure volunteers receive appropriate briefings
- respond promptly to hazards
- support volunteers during incidents and emergencies

6.3 Volunteers

Every volunteer is expected to:

- work safely
- follow instructions and event briefings
- report hazards promptly
- take reasonable care of themselves and others
- stop work and seek assistance if they believe a task cannot be carried out safely

7. Monitoring and Compliance

The Board of Directors is responsible for ensuring that appropriate health and safety arrangements are maintained throughout the organisation.

The effectiveness of this policy will be monitored through:

- review of accidents, incidents and near misses
- review of event risk assessments
- post-event debriefs
- volunteer feedback
- contractor feedback where appropriate
- review of emergency procedures
- monitoring compliance with relevant legislation and recognised good practice

Where incidents identify opportunities for improvement, Gravesham Pride CIC will take appropriate action to strengthen its health and safety arrangements.

Health and safety is a continuous process of planning, learning and improvement.

8. Equality Statement

Gravesham Pride CIC is committed to ensuring that health and safety arrangements are inclusive, accessible and proportionate.

Everyone has the right to participate safely in our activities regardless of:

- age
- disability
- gender reassignment
- marriage or civil partnership
- pregnancy and maternity
- race
- religion or belief
- sex
- sexual orientation

Where reasonably practicable, reasonable adjustments will be made to enable volunteers and attendees to participate safely.

Accessibility and inclusion will be considered throughout event planning, risk assessment and operational delivery.

We recognise that creating a safe environment means recognising that different people may have different needs.

9. Policy Review

This policy will normally be reviewed every two years. An earlier review may be undertaken where:

- legislation changes
- organisational learning identifies improvements
- significant incidents occur
- changes are made to the way Gravesham Pride CIC delivers events
- the Board determines that revisions are necessary

The Board of Directors is responsible for approving any amendments to this policy.

Appendix A – Practical Examples

The following examples illustrate how this policy should be applied in practice.

Example 1 – Dynamic Risk Assessment

Situation

During an outdoor event, strong winds begin to increase beyond the levels anticipated during planning.

Expected Practice

The volunteer reports the change to an Event Lead. Temporary structures are assessed and, where necessary, activities are modified or suspended until it is safe to continue.

Inappropriate Practice

Ignoring the changing weather conditions or assuming someone else will deal with the issue.

Example 2 – Reporting a Hazard

Situation

A volunteer notices an electrical cable running across a public walkway without suitable protection.

Expected Practice

The volunteer immediately reports the hazard and, where safe to do so, prevents access until the cable has been made safe.

Inappropriate Practice

Stepping over the cable and leaving it for someone else to report.

Example 3 – Manual Handling

Situation

A volunteer is asked to move a heavy generator.

Expected Practice

The volunteer explains that the item requires appropriate equipment or additional assistance rather than attempting to lift it alone.

Inappropriate Practice

Attempting to move the equipment without assistance and risking injury.

Example 4 – Lone Working

Situation

A volunteer is asked to collect equipment from another part of the event site before the event opens.

Expected Practice

An Event Lead is informed, the volunteer carries a means of communication and another member of the team knows where they are and when they are expected to return.

Inappropriate Practice

Leaving the site alone without informing anyone.

Example 5 – Medical Emergency

Situation

An attendee collapses during the event.

Expected Practice

The volunteer immediately contacts the event medical provider or Event Control, keeps the area clear and follows instructions until trained responders arrive.

Inappropriate Practice

Attempting to provide treatment beyond their level of training or leaving the individual unattended.

Example 6 – Fire Safety

Situation

A volunteer discovers that emergency exit routes have become blocked by equipment during event build.

Expected Practice

The obstruction is reported immediately and removed before the event opens.

Inappropriate Practice

Assuming the obstruction can remain because it is only temporary.

Example 7 – Personal Safety

Situation

A member of the public becomes aggressive towards a volunteer following a disagreement.

Expected Practice

The volunteer remains calm, withdraws from the confrontation where possible and immediately seeks assistance from Security or an Event Lead.

Inappropriate Practice

Arguing with the individual or attempting to physically intervene.

Key Safety Principles

Everyone involved with Gravesham Pride CIC should remember these simple principles:

- Safety comes before convenience
- Stop if something doesn't feel safe
- Report hazards immediately
- Never take unnecessary risks
- Ask for help if you are unsure
- Protect yourself before attempting to protect equipment or property
- Look after one another

Safe events are created through teamwork, communication and good judgement.

Appendix B – Related Legislation and Governance Documents

Primary Legislation

This policy should be read alongside relevant legislation, including:

- Health and Safety at Work etc. Act 1974
- Management of Health and Safety at Work Regulations 1999
- Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR)
- Regulatory Reform (Fire Safety) Order 2005
- Equality Act 2010
- Data Protection Act 2018
- UK General Data Protection Regulation (UK GDPR)

Related Gravesham Pride CIC Governance Documents

This policy should be read alongside the following Gravesham Pride CIC governance documents:

- Articles of Association
- Governance Handbook
- GP01 – Code of Conduct
- GP02 – Equality, Diversity, Inclusion & Accessibility (EDIA) Policy
- GP03 – Safeguarding Policy
- GP04 – Conflict of Interest Policy
- GP05 – Confidentiality & Data Protection Policy
- GP06 – Speaking Up (Whistleblowing) Policy
- GP07 – Complaints & Concerns Policy
- GP08 – Volunteer Management Policy
- GP09 – Volunteer Code of Conduct
- GP11 – Risk Management Policy
- GP12 – Financial Management Policy
- GP13 – Document Control & Records Management Policy
- GP14 – Communications, Branding & Social Media Policy
- GP15 – Environmental Sustainability Policy
- GP16 – Event Governance & Delivery Policy

Good Health and Safety Principles

This policy supports Gravesham Pride CIC's commitment to:

- Prevention of injury and ill health
- Safe event planning
- Positive safety culture
- Shared responsibility
- Continuous improvement
- Inclusion and accessibility
- Effective emergency preparedness

Review and Version Control

This appendix will be reviewed whenever there are significant changes to legislation, recognised good practice or related Gravesham Pride CIC governance documents.

Our Commitment to Safe Working

Gravesham Pride CIC believes that everyone has the right to participate in our events safely, confidently and with dignity.

By planning carefully, communicating openly and working together, we aim to create environments where volunteers, attendees, performers, contractors and partners can enjoy Pride knowing that their safety and wellbeing are our priority.

We recognise that health and safety is not simply about complying with legislation—it is about caring for one another and creating a culture where everyone feels confident to identify hazards, raise concerns and contribute to safer events.

Together, we will continue to build Pride events that are welcoming, inclusive and, above all, safe for everyone.