



Health and safety policy

Date policy approved: 5.5.26

Review date: 5.5.27

This policy was produced by adapting a template shared by the Health and Safety Executive, GOV.UK.

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1 Introduction

BEING MORTAL is a campaign which encourages us all to celebrate life and acknowledge, talk about and plan for death, dying and grieving.

Talking about and planning for these natural life processes helps to reduce fear, promotes wellbeing and gives us agency over our own story. It empowers us to engage, over time, in end-of-life decision-making which fully reflects what matters to us as individuals.

What is the purpose of this policy?

This *Health and Safety* policy demonstrates BEING MORTAL's commitment to maintaining safe and healthy conditions for all those who work with us or access our services. It supports us in minimising the risk of accidents and in managing health and safety risks in the venues where our workshops take place. It ensures that directors, volunteers and consultants are given appropriate health and safety advice to enable them to carry out their roles and implement any necessary emergency procedures including evacuation.

Who does this policy apply to?

This policy and associated procedures apply to everyone involved in BEING MORTAL, including volunteers, associates, consultants, project members, and members of the BEING MORTAL Advisory Group.

2 Responsibility for health and safety

BEING MORTAL has a general duty of care to those who lead our activities and those who take part in them. Amanda Roberts (director) has day-to-day responsibility for health and safety for BEING MORTAL. All directors share overall responsibility. BEING MORTAL has a system for recording health and safety concerns and action taken – see Appendices A and B. A central record of health and safety concerns and actions is maintained.

All of those who work with BEING MORTAL or who use our services have responsibility for ensuring that this policy is put into practice. Everyone should take reasonable care of their own health and safety.

3 Arrangements for health and safety

BEING MORTAL has several arrangements in place to ensure that our work is carried out in a safe environment.

Risk assessments

Risk assessments are completed on the venues we use for BEING MORTAL workshops in a pre-project venue visit where possible – see Appendix A.

Project leaders and facilitators review risk assessments on a regular basis to ensure they remain fit for purpose. All BEING MORTAL activities operate under the guidance of our Safeguarding policy.

Guidance

We provide guidance on remote working for all who work in this way with BEING MORTAL.

We ensure BEING MORTAL project leaders and facilitators are aware of the need to note evacuation routes and procedures in venues in which they lead workshops.

Collaborative working

We consult all who work with BEING MORTAL on an annual basis regarding health and safety issues, both as issues arise and in line with our policy review timetable.

4 How to report concerns

BEING MORTAL campaign leaders and facilitators should report any pre-project health and safety concerns to Amanda Roberts using the *Pre-project venue visit* form – see Appendix A. Facilitators should report any health and safety concerns which occur during a workshop to Amanda Roberts using the *Reporting a Health and safety issue* form – see Appendix B.

The manager of the venue should also be made aware of any issues if appropriate, both for their record or for action needed.



Appendix A: Pre-project venue visit form



Pre-project venue visit

Venue:

The purpose of this visit is to identify any health and safety issues to be aware of or to remedy prior to a BEING MORTAL activity taking place. This means we have done everything we can to prevent avoidable accidents and protect people from getting hurt and that the activity can be enjoyable and accessible to everyone.

To consider	YES/NO	Action required – tick when complete
Is the venue accessible to all?		
Are there any hazards that could be removed or you need to warn people about?		
Is the equipment and furniture needed in good working order?		
Are all escape routes clearly marked and accessible?		
Is lighting operational along escape routes?		
Are assembly points clearly marked?		
Are there clean toilet and handwashing facilities?		
Are there clean refreshment facilities?		
Is there a first aid kit?		
Do BM project facilitators need particular skills or knowledge to use the equipment safely?		
Are there any other health and safety issues to consider?		

Visit undertaken by:

Date:

Appendix B: Reporting a health and safety issue



Reporting a health and safety issue

The purpose of this report is to alert BEING MORTAL directors to any health and safety issue which occurred during a workshop. This can then be followed up if required.

Project name:

Venue:

When did the issue happen? (Date and time)

What happened?

Who did it happen to?

Who else was involved?

What did you do at the time?

What did others do?

What do you think needs to be done now?

Name of person completing report:

Date: