North Midlands LGBT+ Older Peoples Group
Registered Charity 1186844
Web: olgbtstoke.org.uk
Email: olgbt2009@gmail.com

Health and Safety Policy Updated August 2026

1. Purpose

North Midlands LGBT+ Older Peoples Group (OLGBT+) is committed to providing a safe and healthy environment for everyone taking part in our activities.

This policy explains how we manage health and safety within the Group and the responsibilities of trustees, volunteers and members in helping to keep everyone safe.

The Board of Trustees (the Board) has overall responsibility for health and safety.

2. Legal Responsibilities

As a charity without employees or its own premises, OLGBT+ has fewer legal health and safety obligations than larger organisations.

Nevertheless, we have a duty to take reasonable steps to protect the health, safety and wellbeing of our members, volunteers and others who may be affected by our activities.

We seek to meet this responsibility by:

- considering risks before activities take place;
- encouraging everyone to report hazards, accidents and concerns;
- providing appropriate guidance to members and volunteers;
- reviewing incidents and learning from experience.

3. Our Approach

Health and safety is everyone's responsibility.

We encourage members, volunteers and trustees to be aware of potential hazards and to take reasonable steps to reduce or remove risks where it is safe to do so. Hazards that cannot be dealt with immediately, or which require wider action, should be reported to the Board.

As a small volunteer-run organisation, we manage health and safety in a proportionate way. We consider the level of risk presented by each activity and adopt precautions that are appropriate to the circumstances.

Health and safety and security are standing items on the agenda of Board meetings so that concerns can be reviewed regularly and any necessary action taken.

4. Managing Risk

Most of our activities are low risk and are managed through sensible planning, good communication and the experience of those organising them.

Where appropriate, the Board may:

- issue verbal safety guidance at meetings or before activities;
- publish written Safety Guidance Notes for members and volunteers;
- prepare written risk assessments for larger events, unfamiliar activities or where requested by funders, partner organisations, venue providers or other organisations.

Written risk assessments are therefore one tool used to help manage risk and are not required for every activity organised by the Group.

5. Responsibilities

Board of Trustees

The Board is responsible for:

- overseeing health and safety within the Group;
- considering reports of accidents, incidents and hazards;
- reviewing health and safety arrangements regularly;
- approving written guidance and risk assessments where appropriate;
- ensuring appropriate public liability Insurance is maintained.

Members and Volunteers

Everyone taking part in Group activities is asked to:

- take reasonable care of their own health and safety and that of others;
- report accidents, hazards and safety concerns promptly;
- follow any safety guidance issued for particular activities;
- cooperate with reasonable measures introduced to reduce risk.

6. Accidents, Hazards and Concerns

Any accident, near miss, hazard or health and safety concern should be reported to a trustee as soon as reasonably practicable.

Where there is an immediate risk of injury or danger, reasonable steps should be taken to make the situation safe, provided this can be done without putting anyone else at risk. Emergency services should be contacted where necessary.

The Board will review significant incidents or concerns and consider whether any changes to procedures, guidance or future risk assessments are required.

7. Related Guidance and Risk Assessments

The Board may produce written guidance or risk assessments where this is considered helpful or necessary.

Current documents include:

- **Staying Safe Together – Lone Working Guidance**
- **Pride Events – Risk Assessment and Safety Guidance**

Additional guidance notes and risk assessments may be introduced from time to time as new activities or risks are identified.

The latest versions of all policies, guidance notes and risk assessments are available in the Members' Area of the OLGBT+ website.

8. Review

This policy will be reviewed regularly by the Board and updated whenever there are significant changes to the Group's activities or to relevant health and safety requirements.

Please help us keep OLGBT+ a safe, welcoming and enjoyable place for everyone by taking sensible precautions and reporting any health and safety concerns.

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Version History

22/09/2020	Date of approval
17/08/2021	Reviewed and readopted by the Board without amendment
05/08/2026	Policy rewritten to reflect our evolving practice. The new version reflects what we actually do.