Julie Haywood
COMMUNITY VENTURES LTD

Health & Safety Policy

October 2026

Version: Final	**Next Review Date: October 2027**
Title:	**Health & Safety Policy**
Author:	**Policy Assistant**
Applicability:	**All organisation**

This policy will be reviewed once a year as a minimum.

Health & Safety Policy for Julie Haywood Community Ventures Ltd LTD Subcontractors & Associates

1. Introduction

At Julie Haywood Community Ventures Ltd, we consider the health, safety, and overall well-being of our partners, subcontractors, associates, and clients not only a legal obligation but a core value of our professional practice. Operating as a small management consultancy, our work is carried out in diverse settings—from home offices to client venues—each with its own context and safety considerations. This policy articulates our commitment to creating an environment that is physically safe and mentally supportive, underpinned by proportional systems of risk management and responsive dialogue.

By embedding safety into our everyday workflows, we reinforce a culture that values care, professionalism, and resilience.

2. Legal Framework

Julie Haywood Community Ventures Ltd operates in accordance with UK legal health and safety standards, most notably the **Health and Safety at Work Act 1974** and the **Management of Health and Safety at Work Regulations 1999**. Our responsibilities and practices are shaped by guidance relevant to small businesses with fewer than five full-time employees.

We additionally consider specialist aspects of consultancy work, including:

- **Ergonomics**: Promoting safe and comfortable workstation arrangements for remote working environments.
- **Mental Health**: Recognising and responding to the emotional demands of project work and maintaining safeguards against workplace stress or burnout.

- **Fire and First Aid Provisions**: Ensuring awareness of local procedures at client sites and addressing emergency considerations for home-based settings.
- **Industry-Specific Protocols**: Complying with client-facing health and safety expectations, particularly within the public sector and health domains.

3. Role-Based Responsibilities

3.1 Health Safety Officer

Julie Haywood is the health and safety officer for the company, responsibilities include:

- Ensuring that this policy is reviewed where appropriate and put into practice.
- Providing the necessary resources and training to employees.
- Conducting regular risk assessments and addressing any hazards identified.
- Monitoring the effectiveness of health and safety procedures and making improvements as necessary.
- Providing clear communication regarding health and safety matters.
- Demonstrating a visible commitment to health and safety by providing necessary resources, support, and training.
- Ensuring compliance with health and safety regulations and continuously improving safety measures within the business context.
- Engaging in training to maintain awareness of responsibilities.

3.2 Staff

At Julie Haywood Community Ventures Ltd, the Director oversees:

- Annual policy reviews and updates to align with evolving guidance and company growth.
- Communication of health and safety responsibilities across the consultancy's network.
- Proactive response to health and safety concerns raised by subcontractors, associates, or clients.
- Organisation and documentation of risk assessments when risks are identified, and agreement of mitigation strategies that reflect the context of home and client-site work.
- Promotion of a psychologically safe culture where wellbeing is regularly discussed and openly supported.

3.3 Subcontractors and Associates

Our network of freelance professionals plays a vital role in our project delivery. They are expected to:

- Familiarise themselves with Julie Haywood Community Ventures Ltd's health and safety standards and relevant client expectations.
- Implement safe working practices that reflect their current environment, whether on-site or remote.
- Report any issues, concerns, or potential hazards promptly to a partner for assessment.
- Collaborate in adopting agreed mitigations, ensuring any recommended adjustments are practical and effective

4. Risk Assessment

Risk assessments provide an essential lens through which we pre-empt harm, prevent disruption, and protect wellbeing. We initiate assessments when:

- A potential hazard in day-to-day consulting activities is identified.
- An incident, accident, or near miss occurs.
- Signs of stress, overwork, or wellbeing deterioration emerge.

Each assessment follows a structured approach:

- **Identifying hazards**: We consider any condition, setting, or practice that could cause physical or emotional harm.
- **Evaluating risks**: We assess how likely harm is, who it could affect, and its potential severity.
- **Controlling risks**: We take proportionate and practical steps to reduce or eliminate those risks.
- **Reviewing outcomes**: We monitor, adapt, and improve measures over time.

Anyone wishing to initiate a formal risk assessment may do so by contacting julie@juliehaywood.co.uk. Findings are transparently shared, and remedial actions are mutually agreed and monitored.

5. Control Measures

Control measures help ensure that our working conditions remain safe and efficient. Examples include:

- **Home-Based Workstations**: We encourage partners and associates to maintain safe and ergonomically supportive environments—this includes appropriate desk setups, lighting, and seating.
- **Lone Working**: Where work is conducted in isolation, we recommend using simple notification systems—such as check-ins with a designated contact—to manage safety.
- **Workload and Breaks**: We promote regular breaks and balanced project scheduling to help protect against fatigue and stress.
- **Fire Safety and Awareness**: All individuals are expected to familiarise themselves with fire evacuation procedures, particularly at client venues or unfamiliar environments. These measures are not static; they're reviewed and updated to reflect the nature of each contract, assignment, and personal circumstance.

6. Client Site Safety

When delivering consultancy services at client locations, we expect all Julie Haywood Community Ventures Ltd partners, subcontractors and associates to uphold safety standards that reflect professionalism and compliance. Key considerations include:

- Learning and applying the client's specific fire evacuation protocols.
- Maintaining clean, organised, and respectful shared workspaces.
- Adhering to any visitor policies, especially in health and care settings.
- Reporting safety concerns encountered at client sites directly to the managing partners so that appropriate action can be taken.

Additionally, those leading workshops or events are responsible for identifying emergency procedures to all participants as a baseline precaution.

7. Incident Reporting and Investigation

We take a proactive, compassionate approach to incident management. All partners, subcontractors, or associates must report incidents, accidents, or near misses via email to julie@juliehaywood.co.uk.

Upon receipt, the managing partners will:

- Decide whether to engage a qualified external health and safety adviser.
- Undertake an internal review informed by our complaints and concerns policy.
- Update relevant risk assessments based on findings.
- Collaborate on remedial actions, striving to achieve a safe and agreed resolution.

This ensures that lessons are learned, conditions improved, and future risks minimised.

8. Training & Wellbeing Support

Julie Haywood Community Ventures Ltd supports a philosophy of continuous learning and compassionate leadership. We:

- Source annual health and safety awareness training tailored to consulting work, remote conditions, and client engagement.
- Offer additional training when risks or context-specific needs are identified.
- Provide guidance, tools, and access to external resources that support wellbeing—including coaching, mentoring, and flexible work options.

Partners and associates are encouraged to prioritise physical and mental health, and to raise concerns early. Rest, recreation, nutrition, movement, and nature are recognised as essential components of a thriving consultancy culture.

9. Policy Review and Ongoing Compliance

This policy will be reviewed annually and should new legislation, operational changes, or identified risks prompt early revision. Julie Haywood Community Ventures Ltd remains committed to:

- Legal compliance.
- Ethical leadership.
- Continuous improvement across the domains of health, safety, and well-being.

We strive to ensure that our practices reflect both regulatory standards and our company values.

10. Communication

The most current version of this policy will be made available to all personnel and clients via our internal systems and company website, ensuring open access and shared understanding.

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