

CEE Health & Safety Policy

Statement of intent

This is the health and safety policy statement of the Collaboration for Environmental Evidence (CEE).

The Executive Office under the direction of the Board of Trustees has overall responsibility for health and safety in the organisation, and for ensuring that it fulfils all its legal responsibilities. It recognises that it is the duty of the Executive Office and volunteers to uphold this policy and to provide the necessary funds and resources to put it into practice.

The CEE is committed to ensuring that all its activities are safe and it will do whatever it can to provide for the health, safety and welfare of all volunteers, members and visitors ensuring that risks to volunteers are minimised at all times.

It will observe the Health and Safety at Work Act 1974 (“HASAWA”) and all relevant regulations and codes of practice made under it.

This policy will be reviewed annually by the Executive Office and Board of Trustees.

Purpose

The purpose of this policy is to protect the health and safety of the CEE’s volunteers, trustees, staff, and committee members and lays out the commitments the CEE has made to ensure the safety and well-being of individuals involved in CEE’s activities, and how volunteers will be informed of their roles and responsibilities in relation to health and safety.

Audience

This policy applies to all Trustees, members, volunteers and staff of the CEE.

CEE’s Responsibilities

The responsible person for the implementation and monitoring of health and safety policies and recommending changes where necessary is the Chief Executive Officer. Day-to-day responsibility for ensuring this policy is put into practice is the Executive Office Manager.

All accidents or unsafe incidents will be investigated by the Executive Office as soon as possible and then to be reported to the committee at the next available Board meeting.

The Executive Office is responsible for

- Assessing the risk to the health and safety of volunteers, members and visitors and identifying what measures are needed to comply with its health and safety obligations;
- Ensuring that venues or vehicles used for trips are safe and without risk to health including safe ways of entering and leaving;
- Ensuring that equipment is safe and well maintained;
- Providing information, instruction, training and supervision to volunteers in safe working methods and procedures as required;
- Encouraging volunteers and members to co-operate in ensuring safe and healthy conditions and systems by effective joint consultation
- Establishing emergency procedures as required

Volunteer Responsibilities

All Collaboration for Environmental Evidence Volunteers will ensure that:

- They are aware of the contents of this safety policy
- They comply with this policy
- They take care of themselves and others who may be affected by their actions or omissions
- They will report all accidents, or unsafe situations, and any near misses (things which could have led to an accident), to the Executive Office at once.
- They record accidents or near misses while volunteering in the accident book kept in [9.4 Accident reporting](#) .
- They are aware of all fire procedures for the area in which they are volunteering
- If they identify anything which they think could be in any way unsafe, they will report it.

Risk Assessments

The Executive Office or delegated person will ensure that all premises and tasks are assessed in line with the current relevant legislation. Assessments will be repeated when there is a

- trip or event to organise
- change in legislation
- change of premises
- significant change in work carried out
- transfer to new technology

or any other reason which makes the original assessment not valid.

We will complete relevant risk assessments and take action, and will review risk assessments when volunteering habits or conditions change.

Training

To comply with legislation and to promote the health, safety and welfare of volunteers, health and safety training will be provided as follows:

- at inductions
- on the introduction of new technology
- when changes are made to venues
- when training needs are identified during risk assessments.

Resolving health and safety problems

Any volunteer with a health and safety concern must first tell the Executive Office.

If, after investigation, the problem is not corrected in a reasonable time, or the responsible member decides that no action is required but the volunteer is not satisfied with this, the volunteer may then refer the matter to the Board of Trustee chairperson. This must be in writing.

If the volunteer is still dissatisfied, the matter will be entered on the agenda for the next meeting of the Board.

Date of signature/ratification of policy (or what date was this policy adopted by the committee)

Mar 14, 2026