

Health and Safety Policy

Athronydd Research and Consulting

Applies to: All activities undertaken by Athronydd, including research, consulting, media production, and visits to schools, offices, or public venues. Also applies to the use of home-based workspaces and freelance collaborators.

1. Statement of Commitment

Athronydd Research and Consulting is committed to maintaining a safe, healthy and supportive working environment for its partners, associates, contributors and participants. Although we are a small, home-based partnership, we take a proportionate and preventative approach to risk management — especially when working with schools, the public, or vulnerable groups.

2. Legal Context

This policy complies with the **Health and Safety at Work etc. Act 1974** and is informed by HSE guidance for:

- **Small businesses and low-risk working environments**
- **Home working**
- **Educational visits and public venues**

We also align with school/host organisation H&S policies when working on-site.

3. Scope

This policy applies to:

- **Home-based working** (e.g., computer setup, wellbeing)
- **Travel to/from school or venue-based work**
- **Delivery of sessions or filming on-site (schools, libraries, studios)**
- **Public-facing activities** (e.g., consultations, workshops, co-production)
- **Involvement of contributors, freelancers or contractors**

4. Responsibilities

Role	Responsibilities
Partners	Maintain safe working environments (home or on-site), carry out risk assessments, report incidents
Contractors	Follow this policy and raise any H&S concerns when working on Athronydd's behalf
Hosts (e.g., schools)	Maintain safe premises and communicate risks or rules clearly

5. Risk Assessment

Athronydd will carry out **proportionate risk assessments** for:

- Visits to unfamiliar venues (e.g., schools, studios, libraries)
- Activities involving **equipment, public interaction, or movement of items**
- Work involving potentially **sensitive content** or wellbeing-related topics
- Any **filming, performance or co-production** work

We document basic H&S risk factors in our **Safeguarding & Risk Assessment Template** and adapt it for each context.

6. Home Working Safety

Both partners work primarily from **home offices**, and will:

- Maintain safe desk/chair/computer setup (DSE awareness)
- Take regular breaks to avoid fatigue or musculoskeletal strain
- Ensure good lighting, posture and air flow
- Keep walkways and cables clear to prevent slips and trips
- Maintain secure access to digital systems and data (see Cyber Security Policy)

We encourage contractors and associates working remotely to apply similar safe practices.

7. Visiting Other Settings (e.g., Schools)

When visiting host settings:

- We follow the **venue's own health and safety rules**, including fire safety and safeguarding protocols
- We sign in/out and wear any required ID or visitor badges
- We check in advance for:
 - **Access needs** (lifts, toilets, parking)
 - **Emergency exits and procedures**
 - Any **on-site hazards or construction**
 - First aid and incident contacts

If bringing equipment or media kit, we ensure it is safe, stable, and does not obstruct access.

8. Lone Working

Athronydd does not typically conduct unsupervised lone working in public or school settings. However:

- If either partner visits a site alone, the other is informed of **location, time and expected return**
- We check in after visits and report any concerns or incidents
We do not work alone with children, ever

9. Accidents and Near Misses

Any accident, injury, or near miss during Athronydd-related work must be:

- Reported to both partners as soon as possible
- Logged in our **Incident and Concern Log**
- Reviewed to update risk procedures if needed

In serious cases, we may inform the host venue, commissioning body, or insurance provider.

10. First Aid and Emergencies

- When working at a **school or host venue**, we use the **site's first aid provision**
- We familiarise ourselves with the venue's emergency exits and assembly points
- For any co-production, studio or public-facing work, we ensure:
 - First aid access is available
 - Emergency contacts are logged and accessible
 - Contributors know how to raise a concern

11. Insurance

Athronydd maintains appropriate:

- **Public liability insurance** (for work in venues or with the public)
- **Professional indemnity insurance** (for research and consulting work)

Copies available on request.

12. Training & Awareness

- Both partners are aware of HSE guidance for low-risk working and site visits
- Associates are briefed on expectations around equipment use, public space awareness and venue protocols
- Where required (e.g. if handling youth groups), we follow any **school/LA training requirements**

13. Review Cycle

This policy is reviewed **annually** or after any incident, concern or substantial change in activity (e.g., new types of venue, large events, new kit).

14. Version Control

Version	Date	Author	Summary
1.0	26/07/2025	Athronydd	Initial Issue

Sign-Off

- **Partner 1:**  Date: 27/07/2025

- **Partner 2:**  Date: 27/07/2025

Risk Assessment Template

For visits, co-production sessions, media shoots, consultations, etc.

Athronydd Risk Assessment Template

Project/Activity Name: _____

Date: _____

Location: _____

Lead Partner: _____

Other Staff/Contributors Involved: _____

1. Activity Overview

Brief description of session, location, audience (e.g., “Research consultation workshop with teachers at Ysgol Example – hosted on-site in staffroom”).

2. Hazard Identification

Hazard	Who Might Be Harmed?	Risk (Low/Med/High)	Control Measures	Residual Risk
e.g. Trip hazards (cables, bags)	Facilitators, participants	Med	Keep floor area clear, tape cables	Low
e.g. Emotional discomfort (sensitive topic)	Participants	Med	Content warning, opt-out offered, debrief	Low

e.g. Lone working	Staff member	Med	Notify second partner, check-in protocol	Low
e.g. COVID/illness risk	All	Med	Hand sanitiser, ventilation, follow site guidance	Low

(Add or remove rows as needed.)

3. Additional Considerations

- Are you working with **children or young people**?
☐ Yes ☐ No – If yes, follow Safeguarding Policy
 - Is the venue **accessible and safe**?
☐ Yes ☐ No (note adjustments below)
 - Have **access needs or adjustments** been planned for?
☐ Yes ☐ No
-

4. Emergency Planning

- Venue lead contact: _____
 - First aid available on-site? ☐ Yes ☐ No
 - Fire exit and evacuation plan confirmed? ☐ Yes ☐ No
-

5. Declaration

Signed by lead partner completing this assessment:

Name: _____

Signature: _____

Date: _____

2. Lone Working Protocol Form

Use this if either partner or an associate will be **attending a site alone** (e.g., filming recce, school visit, or interview).

Lone Working Log & Protocol

Name of Staff Member Working Alone: _____

Date of Visit: _____

Estimated Start Time: _____

Estimated End Time: _____

Location: _____

1. Purpose of Visit

Brief description (e.g., "Site visit for filming prep – no contact with students").

2. Venue Contact (if applicable)

Name: _____

Phone/email: _____

3. Emergency Contact Protocol

- Designated check-in partner: _____
- Expected check-in time: _____
- Method (e.g. text, call): _____

If no contact received by [set time], the designated partner will attempt to:

1. Call the lone worker
2. Contact venue
3. Escalate if necessary (police/welfare concern)

4. Risk Notes (Optional)

☐ No anticipated risks

☐ Additional notes: _____

Signature: _____

Date: _____