



Health and Safety Policy

2025 – 2026

POLICY STATUS: **Statutory**

POLICY CYCLE: **Annually**

OWNER: **Urban Judge**

PERSON RESPONSIBLE: **COO**

APPROVED BY: **Advisory Board**

VERSION CONTROL

Adoption: **January 2025**

Latest Review: **August 2025**

Next Review: **September 2026**

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1. Introduction

Youth Television CIC (“YouthTV”) is committed to ensuring, so far as is reasonably practicable, the health, safety and welfare of all staff, volunteers, directors, contractors, contributors, and participants. We also recognise our duty of care to members of the public, audiences, and partners who may be affected by our activities. YouthTV will provide a safe and healthy environment, supported by clear procedures and guidance, and will meet its legal obligations as an employer and community organisation.

2. Purpose and Scope

The purpose of this policy is to set out YouthTV’s commitment to health and safety and to provide a framework for identifying, managing, and reducing risks across our operations. It applies to all YouthTV activities, including office-based work, studio and production activities, events, outreach and community projects, and digital activity.

This policy covers all employees, directors, volunteers, contractors, and contributors. It extends to both physical and psychological health, recognising the importance of wellbeing alongside physical safety.

3. Legal and Regulatory Context

This policy has been prepared in accordance with the Health and Safety at Work Act 1974, the Management of Health and Safety at Work Regulations 1999, and related legislation and guidance. While some aspects of health and safety law apply only where staff are employed, YouthTV applies these standards across all areas of its work as best practice.

4. Links with Other Policies

This policy should be read alongside:

- Risk Management Policy
- Safeguarding & Child Protection Policy
- Safeguarding Adults Policy
- Safeguarding in Digital Media Policy
- Data Protection & GDPR Policy
- ICT Acceptable Use Policy
- Environmental Policy
- Whistleblowing Policy.

Collectively, these documents form YouthTV’s governance framework for protecting people and managing risks.

5. Responsibilities

Overall responsibility for health and safety rests with the Board of Directors, which ensures compliance with legal duties and oversees effective arrangements.

Day-to-day responsibility is delegated to the Chief Executive Officer, who is responsible for implementing this policy, ensuring risk assessments are completed, consulting with staff and volunteers, reporting on compliance, and promoting a positive health and safety culture.

All individuals engaged in YouthTV activities — staff, volunteers, contractors and contributors — are responsible for working safely, following guidance, and taking reasonable care of themselves and others. They are expected to report hazards, accidents, incidents, or near misses promptly.

6. Health and Safety Arrangements

YouthTV will provide safe working environments, equipment, and practices. We will ensure competent advice is available on health and safety matters, conduct risk assessments for relevant activities, and implement reasonable measures to reduce risks. YouthTV will maintain suitable first aid provision, ensure accidents and incidents are properly recorded and reviewed, and provide appropriate training and supervision to staff and volunteers.

7. Risk Assessment and Lone Working

All activities will be subject to risk assessment, with hazards identified and appropriate control measures put in place. Risk assessments will be recorded, reviewed, and adapted where necessary.

Where lone working cannot be avoided — for example, when working outside normal hours, at remote locations, or in community settings — individuals must follow safe practices. This includes notifying a colleague or manager of their location, ensuring a means of communication is available, and avoiding high-risk tasks when alone. The CEO will oversee lone working arrangements to ensure they are proportionate and safe.

8. First Aid, Accidents and Incidents

YouthTV will ensure that appropriate first aid arrangements are in place for all activities. All accidents, incidents, and near misses must be reported to the CEO and recorded. The CEO will ensure that investigations are carried out, lessons are learned, and actions are taken to prevent recurrence. Where incidents raise safeguarding concerns, these will also be addressed under the relevant safeguarding policies.

9. Consultation and Training

YouthTV recognises that consultation with staff and volunteers is vital for effective health and safety management. The CEO will engage with team members on safety matters and provide training appropriate to their roles. Training will include induction, risk awareness, safeguarding, and wellbeing, and will be reviewed regularly to ensure it remains current and effective.

10. Emergency Procedures

YouthTV will maintain procedures for fire safety, evacuation, and other emergencies. All individuals must familiarise themselves with these procedures and participate in drills where required. Emergency planning will also consider the needs of vulnerable individuals and accessibility requirements.

9. Monitoring and Compliance

The CEO will monitor compliance with this policy and report annually to the Board of Directors on health and safety performance, including risk assessments, training, accidents, and incidents. The Board will review the adequacy of arrangements and direct any improvements required.

10. Governance and Review

This policy will be reviewed annually by the CEO, in consultation with the Advisory Board, and submitted to the Board of Directors for approval. It will be updated as required to reflect changes in law, guidance, or organisational activity.