

# ATT10TIVE SOCIAL ENTERPRISE CIC

## Health & Safety Policy Statement (Updated December 2026)

### 1. Policy Objective

ATT10TIVE is committed to the health and safety of its staff, volunteers, participants, partners, and anyone engaging in our activities. We operate in full compliance with the **Health & Safety at Work Act 1974 (HASWA)** and other relevant legislation. This policy aims to remove or reduce risks to the welfare of all individuals affected by our work.

### 2. Scope of Work

We deliver training projects and events through various methods including:

- **Educational Workshops:** Schools, colleges, and youth/community centres.
- **Themed bespoke project Initiatives:** Community events and outreach.
- **Scrutiny Panels**

### 3. Key Responsibilities

- **Management:** Responsible for providing a safe working environment, safe systems for learning, and ensuring staff, guests and partners are not placed in positions of harm.
- **Health and Safety Lead / Floor Manager:** One designated staff member will always be the lead person responsible for H&S during an activity. They must ensure all participants are aware of the specific H&S protocols of the host location.
- **Project Managers & Youth Ambassadors:** Responsible for their own safety and that of participants, ensuring compliance with management directions.
- **Participants, guests and Learners:** Must follow instructions from Att10tive staff and refrain from any actions that could cause harm to others.

### 4. Safety Protocols & Risk Mitigation

To facilitate a safe environment, Att10tive ensures:

- **Venue Checks:** Venue floors are inspected for trip hazards, sharp objects, or collapsing stands and equipment.
- **Electrical Safety:** All equipment is authorised and checked for trailing wires.
- **Hygiene & Spills:** Venues are monitored for liquid/food spills to prevent slipping, and eating areas are kept separate from working spaces.
- **Safeguarding Presence:** No individual is to be left alone; a minimum of two people must be present and within sight of others at all times.

- **Supervision of Minors:** For participants under 18, an adult over 18 must oversee their safety and well-being.
- **Food safety.** All food must be labelled for allergies
- **Digital Safety:** Att10tive will adhere to the E-safety policies of all schools and colleges during any engagement involving digital technology.

## **5. Mandatory Risk Assessments**

A formal risk assessment must be documented for every unique activity, including:

- Projects and events
- Training sessions and public consultations.
- Outreach and outdoor engagement.

## **6. Incident Reporting**

To maintain a clear paper trail for future reviews, Att10tive requires that at all events, everyone attending must report any incident of harm or risk (including "near-misses") to the floor manager immediately.

## **7. Mandatory Assessments**

A risk assessment must be carried out for every type of activity, including unique events, training sessions, public meetings, or outreach consultations. Project managers, trainers, Youth Ambassadors, and Engagement Coordinators are responsible for their own safety and following management directions.

**Effective Date:** 1st January 2026

**Review Date:** 1st January 2028

**Signed:** *M Neuville*

**Managing Director, ATT10TIVE**