



Health and Safety Policy

National Back Exchange

Responsible Person

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1. Version Control Summary

Date	Version no.	Summary of changes	Consulting group / person
July 2025	1.0	New Policy	S Thornton, Chair K Kemp, Vice Chair M Muir, Publications Director

2. Introduction

National Back Exchange (NBE) is committed to ensuring the health, safety, and wellbeing of all individuals involved in its work. This includes trustees, members, consultants, partners, visitors, and anyone acting on behalf of the organisation. As a charitable body, NBE recognises its duty of care and legal responsibilities to provide a safe environment and actively manage risks. This policy outlines NBE's approach to health and safety and the shared responsibilities in fostering a culture of safety and prevention.

3. Purpose and Scope

This policy aims to:

- Ensure full compliance with all relevant health and safety legislation.
- Provide a safe and healthy environment for all individuals involved in the charity's activities.
- Prevent accidents and work-related ill health.
- Embed health and safety considerations into all aspects of our work and events.

The policy applies to:

- Board of Trustees, members, consultants, partners, visitors and any individuals or organisations acting on behalf of NBE.
- All activities, events, and operations undertaken by or in connection with the charity.

4. Statement of Intent

- NBE is committed to ensuring the health, safety, and welfare of everyone involved in its work.
- NBE aims to meet legal obligations, prevent harm, and promote a safe and healthy environment by integrating health and safety into all aspects of planning and delivery.

5. Responsibilities

NBE will:

- Ensure compliance with health and safety legislation.
- Allocate appropriate resources to support health and safety requirements
- Encourage the prompt reporting of hazards, accidents, and near misses.
- Regularly review and update this policy to reflect best practices and legal requirements.

Members, visitors, and event participants will:

- Follow health and safety instructions provided
- Report any hazards or concerns to the Board of Trustees

6. Procedures

NBE will meet its health and safety responsibilities by implementing risk management procedures, maintaining safe systems of work, and promoting a culture of safety across all its activities and events, by:

- Conducting risk assessments for all relevant activities and events, including conferences, sessions, and public engagements.
- Promptly reporting and documenting all adverse events, including near misses, in the charity's incident reporting log.
- Investigate incidents to identify root causes and prevent recurrence.
- Ensure all event participants with information and instructions regarding local emergency procedures at venues used for charity events.

7. Policy Review

This policy will be reviewed by the Chair, Vice Chair or designates of the National Back Exchange Board of Trustees every 2 years from the date of publication or earlier depending on legal requirements, best practices, national guidelines, or organisational changes.

8. Audit – Monitoring Process

Monitoring process	Requirements
Who	• National Back Exchange Board of Trustees • Association's Administration Team
How	• As a result of health and safety guidelines / regulatory / statutory changes or developments • As a result of NBE policy changes or developments • Please read in conjunction with relevant procedural documents
Presented to	• Board of Trustees
Monitored by	• Procedural document review group - Sarah Thornton, Chair - Kerry Kemp, Vice Chair - Mary Muir, Publications Director • National Back Exchange Board of Trustees • Association's Administration Team
Completion / Exception report to	• Extraordinary circumstances beyond the control of National Back Exchange and / or Association's Administration Team

9. Appendix

Health and Safety Reporting Procedure

1. Purpose

- Ensure all adverse events, near misses, and incidents are reported, recorded, and investigated promptly to protect the health, safety, and wellbeing of everyone involved in NBE activities.

2. Definitions

- Adverse event: Any unexpected or harmful event that results in injury, illness, damage, or disruption during an NBE activity or event.
- Near miss: An unplanned event that did not cause harm but had the potential to do so.
- Incident reporting log: A secure, centralised record maintained by NBE to document all reported adverse events, near misses, and investigations.

3. What to report

- Injury or illness during NBE activities or events.
- Unsafe conditions or behaviours.
- Equipment failures or hazards.
- Near misses.
- Any situation requiring emergency services or first aid.
- Actual or potential operational, financial, compliance, or reputational risks

4. How to report

- Immediate action:
 - Ensure the safety of all involved. Contact emergency services or events first aiders as appropriate.
- Notify verbally or via email to
 - Chair: chairman@nationalbackexchange.org
 - Vice Chair: vicechair@nationalbackexchange.org
 - C.C: Associations Administration Team admin@nationalbackexchange.org
 - Include: date, time, location, people involved, description, actions taken, witnesses, and any known contributing factors
 - Above information will be recorded into an incident reporting log for future reference
- Follow-up:
 - The incident will be reviewed and investigated by a designated Board member
 - Outcomes and any corrective actions will be documented and shared accordingly

6. Why reporting matters

- Prevents future incidents by identifying risks.
- Ensures legal and regulatory compliance.
- Promotes a culture of safety and accountability.
- Protects the wellbeing of all involved.