



**FYNIX**  
*PROJECT*

# **FYNIX PROJECT HEALTH & SAFETY POLICY**

*Rise Through Lived Experience – Practical Tools, Real Healing*

## **Applies to:**

This document applies to all Fynix Project activities including workshops (in-person and online), youth provision, community delivery, partnerships, Fynix Verse, Fynix Pod, digital platforms, social media engagement, and all staff, facilitators, volunteers, contractors and collaborators.

## **Version: 1.0**

**Approved By:** Darryl Craig

**Policy owner:** Fynix Project Leadership

**Date Approved:** 30/01/2026

**Next Review Date:** 30/01/2027

**Health and safety lead:** Darryl Craig

# How This Document Should Be Used:

This Health & Safety Policy is a working document.

## **It should be used to:**

- Guide workshop planning and preparation.
- Inform facilitator induction.
- Support venue checks before delivery.
- Assist in completing and reviewing risk assessments.
- Clarify responsibilities in partnerships.
- Assure commissioning processes.

## **All facilitators must:**

- Read and understand this policy.
- Follow risk assessment controls.
- Identify hazards proactively.
- Report incidents and near-misses.
- Act within their level of competence.

This document does not replace venue host responsibilities. However, Fynix Project remains responsible for ensuring safe delivery within the environment provided. This policy is reviewed annually or following a significant incident or legislative change.

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# About This Booklet

Fynix Project delivers lived-experience-led, trauma-informed workshops and creative programmes across the North West and online throughout the UK.

Our delivery includes group discussions, art-based workshops, writing sessions, wellbeing activities, youth provision, and digital engagement through Fynix Verse and Fynix Pod.

## **This Health & Safety Policy outlines how we manage foreseeable risk and maintain safe environments for:**

- Participants.
- Children and young people.
- Adults at risk.
- Staff and facilitators.
- Volunteers and collaborators.
- Partner organisations.

Health and safety is part of our duty of care and reflect our commitment to structured, responsible, and professional delivery.

## **This policy should be read alongside our:**

Safeguarding & Child Protection Policy.

Equality, Diversity & Inclusion Policy.

Code of Conduct Policy.

Complaints & Feedback Policy.

Workshop Risk Assessments.

Privacy & Confidentiality Policy.

# 1. Statement of Intent

Fynix Project is committed to providing safe, healthy, and supportive environments for all individuals engaging in our activities.

## **We will take all reasonably practicable steps to:**

- Prevent injury and harm.
- Reduce foreseeable risks.
- Maintain safe physical environments.
- Promote psychological and emotional safety.
- Comply with relevant UK legislation.

Our approach is proportionate to the nature and scale of our delivery.

# 2. Legal Framework

## **This policy aligns with:**

- Health and Safety at Work etc. Act 1974.
- Management of Health and Safety at Work Regulations 1999.
- Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR).
- Control of Substances Hazardous to Health (COSHH) Regulations.
- Equality Act 2010.
- Care Act 2014 (where relevant).
- Data Protection Act 2018 & UK GDPR.
- Online Safety Act 2023.

# 3. Roles & Responsibilities

## **Fynix Project Leadership**

### **Responsible for:**

- Maintaining this policy.
- Completing and reviewing risk assessments.
- Ensuring appropriate insurance cover.
- Reviewing incidents.
- Providing guidance and oversight.

## **Facilitators & Staff**

### **Responsible for:**

- Following risk assessments.
- Identifying hazards.
- Communicating fire safety procedures.
- Maintaining a safe room layout.

- Reporting accidents or unsafe conditions.
- Acting within competence.

### **Participants**

#### **Expected to:**

Follow reasonable safety instructions.

Inform facilitators of relevant health or accessibility needs.

Behave in a way that does not place others at risk.

## **4. Risk Assessment**

### **Fynix Project conducts risk assessments for:**

- In-person workshops.
- Youth delivery.
- Online sessions.
- Lone working.
- Art-based and creative sessions.
- Hazardous or potentially contaminated substances.
- Venue-specific risks.

### **Risk assessments:**

- Identify foreseeable hazards.
- Assess likelihood and severity.
- Establish control measures.
- Reference relevant policies.
- Are reviewed annually or after incidents.

New delivery areas will not be published or implemented until risk assessments are completed.

## **5. Venue Safety**

### **When delivering in external venues, facilitators will:**

- Review venue health and safety procedures.
- Identify fire exits and assembly points.
- Assess room layout for trip hazards.
- Confirm first aid arrangements.
- Consider accessibility needs.

Primary building safety responsibility remains with the venue provider.

## 6. Fire Safety & Emergency Communication

### **Before each session begins, facilitators will:**

- Identify emergency exits.
- Confirm assembly points.
- Communicate fire and emergency procedures clearly to attendees.
- Identify anyone requiring additional support in evacuation.

### **In the event of an emergency:**

- The session will be paused
- Venue evacuation procedures followed
- Emergency services are contacted where required.
- The incident is recorded and reviewed.

## 7. First Aid & Medical Considerations

### **Fynix Project will:**

- Confirm the availability of first aid provision at venues.
- Ensure lone workers have basic first aid awareness training.
- Maintain emergency contact procedures.

### **Where refreshments are provided:**

- Participants will be asked to declare allergies.
- Food and drink items will be clearly communicated.
- High-risk allergens will be avoided where reasonably practicable.

### **Participants are responsible for:**

- Carrying required medication.
- Informing facilitators of immediate health concerns.

Fynix staff will not administer medication unless appropriately trained and authorised.

## 8. Lone Working

### **Where facilitators deliver alone:**

- A check-in/check-out system will be used.
- Emergency contact information will be available.
- Venue suitability assessed.
- High-risk or isolated settings were avoided where possible.
- Lone workers will have basic first aid training.

## 9. Manual Handling

Manual handling requirements are minimal.

### **Where required:**

- Safe lifting techniques will be used.
- Heavy items avoided.
- Assistance is requested where needed.

## 10. Hazardous & Art Materials (COSHH)

**Fynix Project delivers art-based workshops using materials such as:**

- Paints.
- Adhesives.
- Craft supplies.
- Cleaning products.
- Refreshments.

### **We will:**

- Use non-toxic, child-appropriate materials where possible.
- Store materials safely.
- Follow manufacturer guidance.
- Avoid hazardous substances where reasonably practicable.
- Apply COSHH principles proportionate to our scale.

Any concern relating to contamination, unsafe materials, or allergic reactions will result in the activity being paused and appropriate action taken.

# 11. Online Delivery Safety

**For online workshops, Fynix Verse, and Fynix Pod engagement, we will:**

- Use secure platforms.
- Protect meeting access links.
- Moderate behaviour.
- Remove harmful content.
- Terminate sessions if safety is compromised.

**We operate in accordance with:**

- Online Safety Act 2023.
- Data Protection Act 2018.
- UK GDPR.

Personal data will be processed lawfully and securely.

# 12. Incident Reporting & Archiving

**All accidents, injuries, and near-misses will:**

- Be recorded factually.
- Be reviewed by leadership.
- It is to be reported under RIDDOR where required by law.
- Inform updates to risk assessments.

**Incident records will be:**

- Stored securely.
- Archived in line with UK GDPR.
- Accessed only on a need-to-know basis.

**For incidents involving children:**

- Fynix Project will complete a report.
- The host organisation will complete its own report.

Parents/guardians will be informed via appropriate safeguarding procedures.

## 13. Accessibility & Psychological Safety

Health and safety include both physical and psychological well-being.

### **We will:**

- Make reasonable adjustments.
- Consider sensory needs.
- Maintain respectful environments.
- Link emotional safety concerns to safeguarding procedures.

## 14. Monitoring & Review

### **This policy will be reviewed:**

- Annually.
- After a serious incident.
- After any legislative change.
- As delivery expands.

## Final Statement

Health and safety at Fynix Project is a shared responsibility rooted in care, structure, and accountability.

We are committed to maintaining environments that are physically safe, emotionally considered, and legally compliant.

Safe delivery is intentional - and at Fynix Project, it is non-negotiable.