

WOMEN IN BUSINESS ASSOCIATION HEALTH & SAFETY POLICY

1. Policy statement

This is the Health & Safety policy of the Women in Business Association (WIBA) and is a statement of our intention to manage the operations of WIBA safely for the benefit of all WIBA members and guests.

2. Scope

2.1 WIBA is a voluntary non-profit making membership organisation operating within England whose main function and purpose is to facilitate networking opportunities for members throughout their working life. WIBA's governance consists of an elected voluntary Executive Committee which meets regularly throughout the year planning events and marketing strategy to benefit of WIBA members. The WIBA Committee meets using online platforms or at host premises, often the workplace or offices of Committee members or other commercial venues such as restaurants, hotels, and bars. WIBA members get together at various locations for organised events under the WIBA brand.

2.2 There are no employees of WIBA and WIBA does not hold employers' liability insurance. WIBA does not have an office or business premises of its own or carry out any other activities in its own right. WIBA holds public liability insurance.

2.3 It is recognised that WIBA is not an employer and does not have obligations under the Health & Safety at Work etc Act 1974 in relation to Committee members, WIBA members at large or guests who attend WIBA events. In preparing this policy, the WIBA Committee does not intend to create any obligation whether contractual, by way of a duty of care in negligence or otherwise which does not already exist in law.

3. WIBA Committee meetings

3.1 WIBA Committee meetings usually take place remotely via a virtual meeting platform.

3.2 On occasion, Committee meetings may be held in person. Where this is the case, the WIBA Committee will ensure that:

3.2.1 All such physical meeting locations (generally business premises within the Midlands area) are suitable to accommodate meetings of the kind and duration required for Committee purposes.

3.2.2 All have adequate access (vehicle, pedestrian and disabled as appropriate) together with internal accommodation and facilities.

3.2.3 All meetings take place in premises which are managed by a reputable organisation which has in place necessary public liability and employer's liability insurance as appropriate.

4. WIBA networking meetings

4.1 Networking opportunities for the benefit of WIBA members are organised either online or at various locations throughout the Midlands.

4.1.1 The physical locations are generally public entertainment venues and/or professional offices.

4.1.2 Prior to fixing a venue for any WIBA networking meeting, liaison will take place between the WIBA Committee and the prospective venue to ascertain suitability for the proposed meeting. The process will generally include consideration of the following features:

- size and capacity of the venue in order to ensure it is of appropriate size and capacity for the likely number of WIBA attendees;
- adequate access and egress of the venue for vehicles, pedestrians and disabled pedestrians;
- the health and safety arrangements, any relevant risk assessments and appropriate infection control measures in place at the venue in the event of a fire or emergency evacuation.

5. Responsibilities of WIBA members and guests

5.1 WIBA members and their guests must have regard to their own safety and the safety of others when attending WIBA organised events. This will include but is not limited to the following;

5.1.1 Acting in accordance with the health & safety procedures of the relevant venue at all times including heeding any safety notices, warnings, emergency evacuation procedures or first aid requirements;

5.1.2 Informing WIBA in advance of an event of any access requirements that the venue needs to be made aware of. This can be communicated during the Eventbrite booking process or by emailing enquiries@wiba.co.uk.

5.1.3 Taking care of their own health and welfare and that of others – people should not attend an event if unwell. If they become unwell during an event, they should seek assistance as soon as possible - assistance might be from the venue, a WIBA Committee member, another WIBA member or guest attending the event, or in the case of serious illness or injury, the emergency services;

5.1.4 Reporting any health and safety hazards to a member of the WIBA Committee promptly so that appropriate action may be taken; and

5.1.5 Avoiding travelling alone at night or in circumstances where their safety could be compromised (eg returning to a quiet and dimly lit car park) and always ensuring someone knows where they are and when they are expected to return.

WIBA Committee

Updated January 2024

Next review date January 2025