# Health and Safety Policy

**Reference:** GCSB-POL-014
**Version:** 1.0
**Issuing authority:** Global Converged Security Board
**Issued and effective:** 8 November 2026

## 1. Purpose and scope

GCSB seeks to protect the health, safety and welfare of people participating in activities it organises or controls, and others affected by those activities, so far as reasonably practicable and in accordance with applicable law. This Policy covers remote governance and assessment activity, any GCSB-organised in-person event, and evidence-handling arrangements within GCSB's remit.

GCSB is a certification, standards and awarding body, not a training, consulting, implementation or commercial audit provider. This Policy does not certify a workplace as safe, constitute professional safety advice or transfer an employer's, venue operator's or training provider's legal responsibilities to GCSB.

## 2. Responsibilities and planning

The Governing Council oversees this Policy. The person authorised to organise an activity must establish its scope, identify foreseeable hazards, assess risks and record proportionate controls before it proceeds. Responsibilities, emergency arrangements and relevant information must be clear to participants and any collaborating venue or provider.

Participants must take reasonable care, follow communicated safety arrangements and report hazards or incidents promptly. Activities must not proceed on an assumption that insurance, specialist competence, a venue agreement or an independent appointment exists when it has not been confirmed. Appropriate arrangements must be established for the particular activity.

## 3. Remote activity and wellbeing

GCSB's governance roles are voluntary and remote under the Volunteer Role Policy. Meeting and assessment arrangements should consider accessibility, reasonable breaks, manageable scheduling and respectful participation. People should use a suitable working environment and raise barriers affecting safe participation; GCSB considers reasonable adjustments under GCSB-POL-013.

Bullying, harassment, threats and avoidable pressure to continue when unwell are inconsistent with GCSB conduct expectations. A participant may stop or withdraw from an unsafe activity and report the reason without retaliation. Concerns requiring professional medical or emergency assistance must be directed to the appropriate local service, not treated as a GCSB assessment matter.

## 4. In-person activities

Before any GCSB-organised physical event, the organiser must check proportionate venue, access, emergency, evacuation and welfare arrangements with the responsible operator. Relevant hazards may include travel, crowd movement, electrical equipment, slips and trips, accessibility barriers and any proposed demonstration. Participants must receive the information needed for safe attendance.

Specialist or hazardous activities must not be arranged without competent oversight, suitable authorisation and controls. GCSB must not present attendance at an event or participation in an assessment as permission to enter restricted locations, operate equipment or perform regulated work.

## 5. Assessment evidence and organisational material

Candidates must not put themselves or others at risk to collect portfolio or Trustmark evidence. They must follow their employer's and site's rules, obtain relevant permissions and avoid unauthorised access, unsafe testing or disclosure of sensitive operational information. GCSB may request alternative, redacted or securely reviewed evidence where direct collection or disclosure is unsafe or prohibited.

An assessment or evidence review does not validate operational safety or replace an organisation's own risk assessment, statutory inspection or competent professional advice. GCSB does not perform implementation or commercial audits for applicants.

## 6. Incidents, emergencies and corrective action

In an emergency, stop the unsafe activity where safe to do so and contact the local emergency services or venue emergency contact. GCSB's email inbox is not an emergency response service. Once immediate needs are addressed, report an incident or near miss connected to GCSB activity to info@gcsb.uk with the subject "Health and safety concern", or to the activity organiser.

The authorised organiser records the facts, immediate measures and necessary follow-up, preserving privacy and avoiding unsupported blame. GCSB identifies corrective action and determines whether the activity may resume safely. Any legally required reporting, including consideration of RIDDOR where applicable, must be assessed by the responsible duty holder; not every incident is automatically reportable and this Policy does not assume GCSB is the duty holder for a provider's premises.

## 7. Records and review

Risk assessments, incident records and corrective actions follow the published retention arrangements and applicable legal requirements. Health information is private and shared only where necessary and lawful. Significant incidents, near misses and changes to activities inform future controls; personal case details are not published as policy updates.

## 8. Document control

- Owner and oversight: Governing Council; operational responsibility rests with the authorised organiser within the activity's scope.
- Review: during the annual policy review, or earlier after a significant incident, change in activity or relevant legal change.
- Read with: GCSB-POL-005, GCSB-POL-011, GCSB-POL-013 and applicable conduct, privacy and complaints provisions.
- Precedence: applicable law and established duty-holder responsibilities prevail. This Policy creates no new training, workplace inspection or commercial audit service.

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