

Wei Wu Wellness CIC

Health & Safety Policy

Responsible person: Director (Wei Wu)

1. Statement of Intent

Wei Wu Wellness CIC is committed to providing a safe and healthy environment for all participants, volunteers, staff and visitors attending our events and activities.

We recognise our duty of care under the Health and Safety at Work Act 1974 and related legislation and will take reasonable steps to minimise risk and prevent harm.

2. Responsibility

Overall responsibility for health and safety rests with:

Wei Wu

Director, Wei Wu Wellness CIC

The Director is responsible for:

- Ensuring safe delivery of activities
- Completing risk assessments
- Ensuring venues are suitable
- Maintaining appropriate insurance
- Responding to incidents

All volunteers and representatives share responsibility for maintaining a safe environment.

3. Risk Assessment

Wei Wu Wellness CIC will:

- Carry out written risk assessments before events
- Identify potential hazards
- Implement control measures
- Review risks regularly

Examples of risks considered:

- Trip hazards
 - Manual handling
 - Overcrowding
 - Fire safety
 - Slips and spills
 - Equipment safety
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4. Safe Venue Management

When hiring venues, we will:

- Ensure the venue has appropriate public liability insurance
- Confirm fire exits are clearly marked
- Check emergency evacuation procedures
- Ensure adequate lighting and ventilation
- Ensure access routes are clear

Participants will be informed of:

- Fire exits
 - Assembly points
 - Toilet facilities
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5. Fire Safety

6. First Aid

Wei Wu Wellness CIC will:

- Ensure a basic first aid kit is available at events
- Record any accidents or incidents
- Call emergency services where necessary

In case of serious injury, 999 will be called immediately.

7. Insurance

Wei Wu Wellness CIC maintains:

- Public Liability Insurance
- Professional Indemnity Insurance (where applicable)

Insurance certificates are available upon request.

8. Manual Handling & Physical Activities

For physical demonstrations or Taiqi sessions:

- Participants are advised to work within their own limits
- Participation is voluntary
- Movements are low-impact and adaptable
- Participants are encouraged to stop if uncomfortable

The organisation does not provide medical diagnosis and advises participants to consult their GP if they have medical concerns.



www.weiwuwellness.org
info@weiwuwellness.com

9. Equipment Safety

Any equipment used:

- Will be checked before use
- Will be used only as intended
- Will be stored safely

Unsafe equipment will not be used.

10. Accident Reporting

All accidents or near misses will be:

- Recorded in an incident log
- Reviewed to prevent recurrence
- Reported to authorities if legally required

11. COVID-19 & Infection Control (If Applicable)

Where necessary, the organisation will:

- Encourage good hygiene practices
- Provide hand sanitiser
- Follow current public health guidance

12. Policy Review

This policy will be reviewed annually or sooner if:

- An incident occurs
- Legislation changes
- The organisation expands its activities

Signed: Wei Wu Felber (Director)

Date: 2 May 2026