



Health & Safety Policy

1. Statement of Intent

Novi (Forward Ladies Limited) is committed to ensuring, so far as is reasonably practicable, the health, safety and welfare of its director, its employee(s), any subcontractors or associates engaged, and anyone else who may be affected by its business activities — including clients, event venue staff, event attendees, sponsors, judges, and workshop or programme participants.

As a small limited company delivering keynote speaking, workshops, leadership programmes, and its own events and conferences (including the annual Novi Awards), Novi (Forward Ladies Limited) holds overall responsibility for health and safety, including as employer and as event organiser where the company is the host; day-to-day management is led by the director.

2. General Arrangements

- A general risk assessment is carried out before any in-person delivery (workshop, keynote, or event), covering the venue, activity, and any equipment used.
- Where delivery takes place at a client or third-party venue, the host organisation's own health and safety arrangements, fire procedures, and site rules are followed.
- Any equipment used for delivery (e.g. laptop, presentation equipment) is kept in good working order.
- Employees are provided with a safe place and system of work, and are consulted on health and safety matters affecting them.

3. Remote and Home Working

Much of Novi (Forward Ladies Limited)'s work is carried out remotely, including from home. We provide guidance on setting up a safe home workspace and encourage everyone working with us to:

- Set up their workstation ergonomically, with attention to seating, screen position and lighting
- Take regular breaks from screen-based work
- Maintain reasonable boundaries between work and personal time
- Speak up if they need support with their home workspace or equipment

The same principle of taking reasonable care of one's own health and safety, and that of others, applies equally when working remotely as it does at a client site or event.

4. Organising Events and Conferences

Where Novi (Forward Ladies Limited) organises and hosts its own event or conference (such as the annual Novi Awards), additional responsibilities as event organiser apply, in addition to those of the venue.

- A specific event risk assessment is prepared ahead of the event, covering attendee capacity, venue layout, catering, staging/AV equipment, and any known attendee needs (e.g. accessibility requirements).
- Fire and emergency evacuation procedures for the venue are confirmed with the venue in advance and communicated to attendees at the start of the event.
- First aid provision at the event is confirmed with the venue, including the location of first aiders and first aid equipment.

- Contractors engaged directly for the event (e.g. AV, staging, photography) are expected to hold their own appropriate insurance and to work safely.
- A named point of contact (the organiser or a delegated member of the event team) is available and contactable throughout the event to respond to any health, safety or welfare issue that arises.

5. Travel

- Travel to and from client sites and events is planned to allow reasonable time and avoid unnecessary risk (e.g. excessive driving when fatigued).
- Any driving for business purposes is undertaken in a roadworthy, insured vehicle in compliance with relevant road traffic law.

6. Incident Reporting

- Any accident, injury, near-miss, or safety concern arising during the delivery of services or at an event is recorded and reported to the relevant client contact and venue as appropriate.
- Griselda Togobo reviews any incident to identify and implement any corrective action needed.

7. Insurance

Novi (Forward Ladies Limited) holds appropriate business insurance, including Professional Indemnity, Employers' Liability, and Public and Products Liability cover, at levels proportionate to our size and activities. Certificates of insurance are available on request.

8. Review

This policy is reviewed at least annually by Griselda Togobo, and following any incident or significant change to how services are delivered.

Approved by: Griselda Togobo Date: 12 August 2026