



CODE OF CONDUCT
HEALTH & SAFETY AND
SAFEGUARDING POLICY

BACCN Code of Conduct, Health & Safety and Safeguarding Policy

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1. Version Control Summary

Version no.	Version Date	Written by	Changes from previous version	Signature
1	19/09/2025	Karin Gerber		

2. Introduction

The British Association of Critical Care Nurses (BACCN) is committed to promoting and strengthening education and development for all, regardless of gender, race, nationality or any other differences. BACCN is a non-profit organisation registered as a limited company in England: Charity no: 1102030. Our website is: baccn.org.

The purpose of this policy is to promote the health and wellbeing of all those involved with the BACCN and to safeguard them from any form of discrimination, harassment, or abuse. The scope of this policy includes any events (face-to-face and or virtual) that is held on behalf and or part of the BACCN and the various regional committees.

3. Code of Conduct

- 3.1 Anyone affiliated with BACCN should strive to uphold the highest standards of personal and professional behaviour. This policy is designed to enable BACCN National Board and Regional Committee Members, general members, associates, event delegates, and contributors to interact in a supportive and mutually respectful environment
- 3.2 All individuals connected to BACCN are expected to adhere to the principles outlined below. The aim of this policy is to ensure that all participants can engage confidently and fully in our events. It does not intend to hinder open and honest discussion on important issues, even when opinions differ. However, words or actions that are intimidating or abusive are never acceptable. Everyone has the right to participate without fear of bullying, intimidation, or harassment. This policy addresses behaviours that BACCN would consider unacceptable in a professional setting or workplace and which members should not be expected to tolerate at BACCN events.
- 3.3 Everyone involved with BACCN should:
 - Be mindful of the ethical, legal, and professional responsibilities of BACCN, their own organization, and their personal professional regulator.

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- Respect the knowledge, insights, experience, and expertise of fellow members, representatives, delegates, third parties, and the general public.
- Avoid discrimination based on protected characteristics outlined in UK law or on other factors such as political beliefs.
- Refrain from bullying, harassment, or abuse of any kind.

3.4 BACCN defines bullying as offensive, intimidating, malicious, or insulting behaviour, or misuse of power intended to undermine, humiliate, denigrate, or harm the recipient. Bullying does not have to be intentional; unintentional behaviours falling within this description are also considered bullying. Harassment includes unwelcome verbal or physical conduct, including sexual advances, that violates an individual's dignity or creates an intimidating, hostile, degrading, humiliating, or offensive environment. Harassment may be deliberate or inadvertent, and in some cases, a single serious incident may constitute harassment, while repeated conduct may also be deemed harassment.

3.5 In light of the increased reliance on electronic communication, it is important to note that harassment, bullying, and victimisation via digital channels are also unacceptable. This includes sending emails, texts, or messages through apps that breach these policies.

3.6 Given the diverse cultural backgrounds of BACCN members and event participants, individuals should exercise caution to avoid behaviour that could be perceived as inappropriate.

4. Equality and Diversity

4.1 The BACCN is dedicated to promoting equality, valuing diversity, and fostering an open, inclusive, and socially representative professional community. We believe that advancing equality and diversity should be fundamental to the progress of research, education, and knowledge dissemination in critical care nursing.

4.2 The BACCN expects the National Board and Regional Committees to consider the diverse characteristics, circumstances, and backgrounds of individuals involved in critical care nursing. They should also actively promote and support the equal participation of all attendees and prospective participants in BACCN Conferences and Regional Events. We recognize the challenges faced by those working within critical care nursing, including institutional and economic hardships

4.3 Key considerations include:

- Identifying and addressing potential barriers that may prevent or hinder certain groups from attending or participating in BACCN events.
- Supporting these efforts through ongoing financial assistance, with the BACCN Conference and Regional Committees promoting available grants.
- Additional focus will be given to organising BACCN national and regional events in ways that promote diversity and inclusion. This includes, but is not limited to:
- Ensuring representation of various demographics, such as gender identity, nationality, and race, in plenary sessions and speaker selections.
- Making events accessible to diverse audiences by providing accommodations like seating during breaks, quiet spaces, audio-visual equipment, or childcare facilities.
- Considering scheduling arrangements, such as multiple parallel sessions, to facilitate participation from early career researchers, doctoral candidates, or individuals with limited opportunities to attend the entire conference.

4.6 Participants in BACCN-organised national and regional events are expected to recognize and respect the varied characteristics, circumstances, and roles of those involved in critical care nursing. They should actively contribute to fostering an environment of equal participation and adhere to the following best practices:

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- When chairing sessions: proactively support equal participation by encouraging contributions from early career or doctoral colleagues and asking questions. Chairs should also manage discussions to minimize unconstructive or inappropriate contributions and to keep sessions on track.
- When presenting papers or posters: consider accessibility needs by using appropriate fonts, backgrounds, and formats, and adhere to allocated time limits to allow others to contribute.
- When asking questions: formulate questions constructively, avoid taking excessive time, and frame inquiries

5. Health and Safety

5.1 The BACCN National Board has overall responsibility for health and safety in the organisation, and for ensuring that it fulfils all its legal responsibilities. It recognizes that it is the Duty of the BACCN Board and Regional Committee Members to uphold this policy and to provide the necessary funds and resources to put in into practice.

5.2 The National Board is committed to ensuring that all its activities are safe and will do whatever it can to provide for the health, safety and welfare of all volunteers, participants and visitors ensuring that risk to all are minimized at all times.

5.3 It will observe the Health and Safety at Work Act 1974 and all relevant regulations and code of practice made under it.

5.4 This policy will be reviewed bi-annually by the Health & Safety and Safeguarding.

6. Roles and Responsibilities

6.1 The BACCN National Board committee member responsible for the implementation and monitoring of the health and safety policies and recommending changes where necessary is the nomination Health & Safety and Safeguarding Lead.

6.2. All accidents or unsafe incidents will be investigated by the Health & Safety and Safeguarding Lead (and or nominated person/s) on behalf of the BACCN National Board as soon as possible and then to be reported to the Board at the next available committee meeting.

6.3. The Health & Safety and Safeguarding Lead (and or nominated person/s) is responsible for:

- Assessing the risk to the health and safety of volunteers, delegates and visitors.
- Ensuring that venues used for BACCN related activities are safe and without risk to health including safe ways of entering and leaving.
- Ensuring that equipment is safe and well maintained.
- Providing information, instruction, training and supervision to volunteers in safe working methods and procedures as required.
- Ensuring emergency procedures as required.
- Encouraging volunteers and delegates to co-operate in ensuring safe and healthy conditions and systems by effective joint consultation.
- Must ensure that all hazards associated with an online event have been identified, as far as is reasonable and must ensure that a sufficient risk assessment is in place (See appendix 2). Where risks have been identified, the BACCN will ensure that action is taken to eliminate, reduce or control the risks so that it is as low as reasonably practical and the control measures are documented in the risk assessment.

6.4 All Regional Committee Members will ensure that:

- They are aware of and comply with this policy.
- They take care of themselves and others who may be affected by their actions or omissions.
- They will report all accidents, or unsafe situations, and any near misses (things that could have led to an accident), to in the first instance the Regional Committee Chair, the contact person / persons for the venue (if a physical venue are being utilised) and the BACCN National Board Health & Safety and Safe Guarding Lead.
- They record accidents or near misses as part of the Regional Event Feedback
- They are aware of all fire procedures for the area in which they are working and or the regional event is taking place in.

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- If they identify anything which they think could be in any unsafe, they will report it to the contact person/ persons for the venue.
- If hosting an online event is responsible to complete the online safety checklist (appendix 2)

7. Risk assessment, training and resolving health and safety problems

7.1 For events and meetings, the BACCN adheres to the Health and Safety Policy of the venues concerned and carries out full risk assessments relating to the activities planned (See appendix 1 & 2). Assessments will be conducted and or repeated when there is a:

- Physical / Online Event to organize
- Change in legislation
- Significant change in work / event being carried out
- Transfer to new technology

Or any other reasons which makes the original assessment not valid.

7.2 To comply with legislation and to promote the health, safety and welfare training of both National and Regional Committee members, will confirm (and ensure) that they are up to date with NHS / individual employers' mandatory training with regards to health & safety and safeguarding as part of their individual employment regulations.

7.3 Any Committee Member, volunteer and or delegate with a health and safety concern must first tell the responsible committee member. If after investigation, the problem is not corrected in a reasonable time, or the responsible committee member decides that no action is required but the person is not satisfied with this, the person may then refer the matter to the BACCN National Board Health & Safety and Safeguarding Lead. This must be done in writing to support@baccn.org. If the person is still dissatisfied, the matter will be entered on the agenda for the next National Board Meeting

8. Safeguarding

8.1 BACCN is dedicated to safeguarding adults in accordance with UK legislation and relevant guidelines. Legislation in the UK addresses various forms of abuse, including harassment, physical assault, sexual offences, and hate crimes. This safeguarding policy applies to all individuals involved with BACCN, such as Trustees, the Executive Committee, freelance staff, volunteers, and event delegates. It concerns the safety of adults participating in our organisation's activities. BACCN does not work directly with anyone under 18, so this policy primarily focuses on adults rather than adults and children alike.

8.2 BACCN affirms that everyone has the right to live free from abuse or neglect, regardless of age, disability, race, religion or belief, sex, gender reassignment, sexual orientation, marriage or civil partnership status, or pregnancy or maternity, in line with protected characteristics under UK equalities law. We acknowledge that cultural barriers may exist when raising concerns and that cultural differences could influence the risk of harm or discrimination in various contexts.

8.3 We recognise that safeguarding is a shared responsibility. BACCN is committed to promoting best safeguarding practices and upholding the rights of all adults to live free from harm, abuse, exploitation, or neglect. We strive to foster a safe, positive environment and an open, listening culture where individuals feel comfortable sharing concerns without fear of retaliation.

8.4 BACCN is devoted to fostering a zero-tolerance culture towards harm, which involves: identifying individuals and situations that may pose a risk; understanding how abuse, exploitation, or neglect may present itself; and encouraging the reporting of safeguarding concerns. This includes recognising and reporting any harm experienced during BACCN's online and in-person activities.

8.5 BACCN National Board members will provide evidence of recent / up to date (within the last 5 years) Disbarring and Disclosure

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certificate as part of their election / re-election onto the Board

8.6 The BACCN are committed to protecting those who are participating in our online events. The following measures will be used to ensure that all those participating are protected:

- Abusive and inappropriate behaviour by participants, volunteers and or any other attendee will not be tolerated and the offending person will be immediately removed from the session and potentially referred the appropriate authorities and or regulator.
- At no point will any participants find themselves in one-on-one conversation with any single member of the committee and or another person – other will always be present.
- We will ensure that “Breakout room” sessions contain at least 3 people and will be checked in on by at least one “host” during the breakout period.
- While BACCN believes that being able to see one another helps our sessions feel more interactive and personal, we respect that some participants may wish to turn their video feed off during the session and or parts of it.
- All BACCN online sessions will be recorded for use as reference in the case of incident or dispute, but also for marketing and educational purposes. More information on our data management is available in our online session privacy policy.
- Participants should find a quiet, comfortable place to sit whilst attending the session. If there is anything in the background that they would be more comfortable not showing on screen for any reason please feel free to use the “virtual background” feature.
- Participants will be advised that they should not take screenshots or photographs of their screen on their smartphones without obtaining permission first of the speakers and other participants. Any relevant presentations will be provided in digital format and or can be requested after the session.

8.7 All participants in BACCN-hosted or facilitated online events should be aware that recordings, photographs, or videos may be taken for purposes such as marketing, educational sharing via the BACCN Members area, or raising awareness of the organisation. These images may be featured on our website, social media channels, or press releases. Additionally, we may share these images or recordings with partner organizations for use on their websites or social media platforms. By registering for a BACCN event, participants consent to BACCN capturing and using photographs and recordings of them and sharing these with our partners. If a participant prefers that BACCN does not use their images or recordings, they should notify us by emailing support@baccn.org, including the name of the event and their own name.

8.8 BACCN is committed to ensuring that all participants and speakers feel safe, comfortable, and professional during our events, including those held online. If anyone feels uncomfortable or believes that any of the above has occurred, they should contact us directly through the Health & Safety and Safeguarding Lead at support@baccn.org, we aim to respond to all messages within one working day and, if necessary, will involve relevant authorities or regulators promptly.

8.9 BACCN’s commitment to protecting all in our online events including protecting participants from others who may seek to engage in abusive or inappropriate behaviour. We are well aware that online platforms which offer video and audio functionality are open to many varieties of abuse, and BACCN are clear that we have a zero tolerance policy to abusive and inappropriate behaviour. The following activities are considered abusive or inappropriate and will result in banning from the BACCN platform / event and all future online or in-person events:

- Posting abusive or inappropriate messages in public chat
- Sending abusive or inappropriate messages to the host via live chat
- Using abusive, insulting, or offensive language over voice call
- Sharing inappropriate images via chat or as a virtual background

9.0. Speaker policy

9.1 The BACCN is dedicated to safeguarding the principles of freedom of speech and academic freedom, while also maintaining a duty of care to all members, volunteers, participants, and visitors. Within the bounds of the law, freedom of speech will be protected. However, this right does not extend to enabling speakers to commit criminal acts, including those related to hate speech and counter-terrorism legislation.

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- 9.2 To fulfil this duty, BACCN has a responsibility to be aware of the context of events it hosts. This policy ensures that this responsibility is upheld and that decisions to approve or refuse an event or session are documented and transparent.
- 9.3 The policy also outlines the legal standards for arranging speakers and events, ensuring that all involved are aware of their obligations. BACCN will always strive to permit events to proceed, provided they remain within legal boundaries.
- 9.4 This policy applies to all speakers, conferences, events, speeches, and guest speakers hosted by BACCN, including virtual events.
- 9.5 BACCN expects speakers to act in accordance with the law and their individual regulatory requirements and not to infringe upon the lawful rights of others. Respectful and courteous treatment of BACCN staff, committee members, participants, and support staff is also expected at all times.
- 9.6 The following expectations are not exhaustive, and BACCN reserves the right to refuse or cease an event if a speaker's conduct or motives are questioned:
- Speakers must not incite hatred, intolerance, violence, or advocate for illegal activities.
 - Speakers must avoid discriminating against, harassing, or insulting individuals or groups based on faith, race, nationality, sex, age, religious beliefs, or sexual orientation.
 - No speaker should promote, glorify, or support acts of terrorism or groups supporting such actions.
 - Participants are not permitted to solicit or collect funds for external organizations or causes without explicit permission from BACCN.
 - Encourage open challenge and debate regarding opinions and ideas presented.

Appendix 1

Physical Event Health and Safety Checklist

Before you start:

- Have you settled on the type, size, location and duration of the event?
- Is there a clear understanding within the event team of who will be responsible for safety matters?
- Have you prepared a safety plan? (see below)
- Did you liaise with other relevant parties if applicable? (e.g. venue staff, sponsors, exhibitors, partner organisations and or contractors?)
- If using contractors, are you confident they are competent and safety aware?

Your safety plan:

- Have you decided who will help you with your duties and what their roles will be? You might refer to these as your event stewards?
- Have you consulted the venue, contractors, and exhibitors for details of the safety control measures they have in place arising from their own activities?
- Have you agreed on how you will maintain communications with other parties during the event?
- Have you assessed all the foreseeable risks?
- Did you involve your team during the planning of your event?
- Have you provided the right facilities, including first aid and toilets?
- Have you planned for incidents and emergencies?
- Do you need any insurance?
- Do you know how to have a crowd / people management plan (see below)?
- Have you planned for either traffic management and or bad weather plan (if applicable)?

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Risk Assessment:

- Have you identified the hazards relating to your event, with regards to:
 - Setting up
 - Running the event
 - Taking down and clearing up?
- Have you decided who might be harmed by these hazards; and how?
- Have you evaluated the risk of these hazards?
- Have you agreed on suitable safety measures to be followed (e.g. in briefings, signage, posters ect)?
- Have you shared your risk assessment with the venue “controller” and or contractors ect?

Managing the event:

Before doors open, have you:

- Made sure your team/stewards and others involved understand their safety responsibilities and know who is coordinating safety matters?
- Included safety matters as part of a general site induction and briefings about individual work activities and tasks?
- Checked safety control measures (arising from risk assessment) are working?
- Put signs and posters to help enforce onsite safety rules?
- Made sure all involved know what to do in the event of an accident?

Managing the Public / Attendees:

Have you considered how you will manage people’s safety?

- Upon arrival and entry to the venue or site (e.g. access routes, queuing space and entrances)?
- When onsite and circulating (e.g. concourses, areas around facilities)?
- When leaving the venue / site and dispersal (e.g. exit routes and exit gate widths)?
- If they have access or other mobility needs because of a disability?
- If the numbers attending are higher than expected?

Managing traffic:

- Is parking required and available?
- Can you stop people from parking where they may be cause a hazard?

Emergency produces:

As part of the safety plan, you should nominate members of your team / stewards to be responsible.

Procedures for all to follow in an emergency should include:

- Stopping the event, raising the alarm and informing the participants / relevant persons
- Directing people to escape routes
- Onsite emergency response i.e. use of fire extinguishers
- Summoning the emergency services and continuing to liaise with them
- People management, including evacuation, where necessary
- Evacuation of people with disabilities
- Traffic management, including providing access to emergency vehicles (if required)
- Providing first aid and medical assistance

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