



CODE OF CONDUCT HEALTH & SAFETY AND SAFEGUARDING POLICY

BACCN Code of Conduct, Health and Safety and Safeguarding Policy

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Version no.	Version Date	Written by	Changes from previous version
1	03/07/2026	Karin Gerber	New Document
2			

Introduction

The British Association of Critical Care Nurses (BACCN) is committed to promoting and strengthening education, professional development, collaboration and excellence in critical care nursing. BACCN is committed to fostering a professional community that values dignity, respect, inclusion, integrity and accountability. BACCN is a registered charity and non-profit organisation that works to support and represent critical care nurses and the wider critical care community across the United Kingdom. This commitment underpins all BACCN activities, decisions, policies and events.

Purpose

The purpose of this policy is to promote the health, safety and wellbeing of all those involved with BACCN and to safeguard them from discrimination, harassment, abuse, bullying, exploitation, neglect or avoidable harm. It sets out BACCN's expectations for conduct, health and safety, safeguarding, reporting concerns and speaker arrangements across BACCN activities.

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Scope

Unless otherwise stated, this policy applies to BACCN members, Board Directors, committee members, volunteers, contractors, consultants, event speakers and representatives, staff where applicable, and partner organisations working with BACCN. It applies to all BACCN activities, including governance, membership, conferences, educational events, publications, communications, elections, recruitment and appointment processes, awards and recognition programmes. This policy also applies to face-to-face and virtual activities held on behalf of, or as part of, BACCN and its regional committees.

Definitions

For this policy, the following definitions apply:

- Board of Directors means the BACCN Board of Directors, being the governing body of BACCN and the body described as the National Board within the Articles of Association.
- Board means the BACCN Board of Directors.
- Board Director means an individual appointed or elected to the BACCN Board of Directors.
- Bullying means offensive, intimidating, malicious or insulting behaviour, or misuse of power, that undermines, humiliates, denigrates or harms another person. Bullying does not have to be intentional.
- Harassment means unwanted conduct that violates a person's dignity or creates an intimidating, hostile, degrading, humiliating or offensive environment. A single serious incident may amount to harassment.
- Safeguarding means protecting adults from harm, abuse, exploitation or neglect and promoting a safe, positive environment in which concerns can be raised.
- Participants include members, delegates, speakers, volunteers, staff, contractors, representatives, visitors and others involved in BACCN activities.
- Digital conduct includes communication by email, text, online platform, chat function, social media or any other electronic channel related to BACCN business or events.

Roles and Responsibilities

The BACCN Board of Directors holds overall responsibility for ensuring that this policy is implemented, monitored and reviewed effectively. Operational responsibility may be delegated to a designated lead, committee or working group; however, ultimate accountability for compliance and assurance remains with the Board.

The designated Health and Safety and Safeguarding Lead is responsible for leading implementation and monitoring of health and safety and safeguarding arrangements, and for recommending changes where required.

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All accidents, unsafe incidents and near misses will be reviewed by the Health and Safety and Safeguarding Lead, or nominated person, on behalf of the BACCN Board. Relevant findings and learning will be reported to the Board at the next appropriate meeting.

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.

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 Health and Safety and Safeguarding 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.
- If they identify anything which they think could be in any unsafe, they will report it to the contact person for the venue.
- If hosting an online event is responsible for completing the online safety checklist (Appendix 2)

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Key Principles and Requirements

BACCN expects all individuals involved in its activities to act professionally, respectfully and safely. The following requirements apply across BACCN activities and should be read alongside any event-specific guidance or procedures.

Code of Conduct

Anyone affiliated with BACCN should strive to uphold the highest standards of personal and professional behaviour. This policy is designed to enable BACCN Board Directors and Regional Committee members, general members, associates, event delegates, and contributors to interact in a supportive and mutually respectful environment

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.

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 violate an individual's dignity or create 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.

Considering 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.

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

Equality, Diversity and Inclusion

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.

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BACCN expects the 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 recognise the challenges faced by those working within critical care nursing, including institutional and economic hardships

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 accommodation 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.

Participants in BACCN-organised national and regional events are expected to recognise 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:

- 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 minimise 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

Health and Safety

The BACCN Board of Directors has overall responsibility for health and safety in the organisation, and for ensuring that it fulfils all its legal responsibilities. It recognises 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.

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The Board of Directors 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 risks to all are always minimised.

BACCN will observe the Health and Safety at Work Act 1974 and all relevant regulations and codes of practice made under it where applicable to its activities.

This policy will be reviewed by the BACCN Board at least every three years, or sooner where changes in legislation, regulatory requirements, organisational arrangements, national guidance, monitoring findings, incidents, complaints or feedback indicate that revision is required.

Risk Assessment, Training and Resolving Health and Safety Concerns

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 organise
- Change in legislation
- Significant change in work / event being carried out
- Transfer to new technology
- Or any other reasons which make the original assessment not valid.

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.

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 committee responsible decides that no action is required but the person is not satisfied with this, the person may then refer the matter to the BACCN Health and 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 Board of Directors Meeting

Safeguarding

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

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safeguarding policy applies to all individuals involved with BACCN, such as Board Directors, committee members, volunteers, contractors, consultants, event speakers and representatives, staff where applicable, 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.

BACCN affirms that everyone has the right to live free from abuse or neglect, regardless of age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex or sexual orientation, 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. 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.

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.

BACCN Board Directors will provide evidence of recent / up to date (within the last 5 years) Disclosure and Barring Service (DBS) certificate as part of their election / re-election onto the Board

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 to 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 – others will always be present.
- We will ensure that breakout room sessions contain at least three people and will be checked 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.

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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 from the speakers and other participants. Any relevant presentations will be provided in digital format and/or can be requested after the session.

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 organisations 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.

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.

BACCN’s commitment to protecting all our online events including protecting participants from others who may seek to engage in abusive or inappropriate behaviour. We understand 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

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Speaker Policy

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.

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. 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. This policy applies to all speakers, conferences, events, speeches, and guest speakers hosted by BACCN, including virtual events.

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 always expected.

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 organisations or causes without explicit permission from BACCN.
- Encourage open challenges and debate regarding opinions and ideas presented.

Reporting Concerns

Anyone who experiences, witnesses, or becomes aware of behaviour that may breach this policy is encouraged to report their concerns promptly. Concerns may be raised through the relevant BACCN reporting route, including the BACCN Chair, a Board Director, the designated policy lead, an event lead where applicable, or the formal complaints process. BACCN will take all concerns seriously and ensure that they are reviewed appropriately and proportionately.

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Health and safety or safeguarding concerns should be raised with the committee member responsible, Regional Committee Chair, nominated event lead, venue contact where relevant, or the BACCN Health & Safety and Safeguarding Lead. Immediate risks to life or safety should be escalated to the emergency services.

Confidentiality and Data Protection

BACCN will handle all reports, complaints and concerns sensitively, fairly and confidentially. Information will only be shared with those who need it to investigate, manage or resolve the matter appropriately. All information and records will be managed in accordance with UK GDPR, applicable legislation and BACCN data protection requirements.

Where recordings, photographs or videos are used for events, educational, safeguarding, reference or dispute purposes, BACCN will manage these in line with its data protection requirements and relevant event information provided to participants.

Monitoring and Assurance

The BACCN Board will seek assurance that this policy is implemented through proportionate monitoring, including review of reported concerns, incidents, near misses, risk assessments, feedback from events and learning from any investigations or complaints.

The Health & Safety and Safeguarding Lead, or nominated person, will report relevant health, safety and safeguarding matters to the Board as appropriate. Learning from incidents and feedback will be used to strengthen future events, procedures and policy updates.

Related Documents

This policy forms part of the BACCN policy suite and should be read in conjunction with other relevant BACCN policies and procedures, including the Equality, Diversity and Inclusion Policy, Conference Code of Conduct and Safeguarding Policy, Finance Policy, Data Protection Policy, Complaints Policy and any associated operational procedures. Where policies overlap, the more specific policy will apply to the immediate situation whilst remaining consistent with overarching BACCN principles and governance arrangements.

Review

This policy will be reviewed by the BACCN Board at least every three years, or sooner where there are changes in legislation, regulatory requirements, organisational arrangements, national guidance, or where monitoring, incidents, complaints or feedback indicate that revision is required.

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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 communication 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 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)?

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?

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- Have you agreed on suitable safety measures to be followed (e.g. in briefings, signage, posters etc)?
- Have you shared your risk assessment with the venue “controller” and or contractors etc?

Managing the event:

Before doors open, have you:

- Make sure your team/stewards and others involved understand their safety responsibilities and know who is coordinating safety matters?
- Including safety matters as part of a general site induction and briefings about individual work activities and tasks?
- Are safety control measures (arising from risk assessment) working?
- Put signs and posters to help enforce onsite safety rules?
- Make 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 is higher than expected?

Managing traffic:

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

Emergency services:

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 people
- Directing people to escape routes

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- 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

Appendix 2: Online Event Safety Risk Assessment Checklist

Part 1: General Information										
Event Name:					Date of Event:					
Start time:					End time:					
Event Organiser's Name(s):										
Event online platform: <i>e.g. Zoom, Microsoft Teams etc.</i>										
Event Description:										
Type of Event: <i>e.g. Conference, webinar, live stream event, hybrid event.</i>										
Participants:	Delegates		Students		External		Children		Other	
Committee and or other participants <i>e.g. contractors, suppliers etc.:</i>	Employees		Students		Contracted Services (internal i.e. University staff)		Contracted Services (external)			

PART 2: Risk Assessment**NB: Only the subject hazards that are relevant to the event need to be completed**

Online Event hazards	Hazard likely for this event Y/N	What is the specific hazard?	Standard control measures in place	Additional control measures required for this event?		
				What additional action is required to eliminate / reduce or control this hazard?	Who is responsible for carrying out this action?	Date completed
		Security of platform used (i.e.: Zoom / Teams).	Do not allow the invitation to be transferrable	Provide a password to all participants		
		GDPR Information governance risks	Consider if any data needs to be shared	Do not share any data sources without setting them up with a password first		
		Computer security (unauthorised access)	Supply password to all attendees to increase security online	Be aware of anyone trying to access a meeting half the way through		
		Reputational risk	Only correct and clear information should be shared	Ensure speakers and presenters are aware of reputational risk and advise them to act accordingly		

		Reliability of the technical equipment and platform used	Schedule a test prior to the event and ensure your device is fully working and reliable	Have a back-up presenter who can take over in the case of the initial presenter having a technical issue		
		Not providing a professional online experience for attendees	Rehearse ahead of going live and ensure all speakers are fully aware of the flow of content / slides / agenda			
		Uninvited attention e.g. intruders, offensive behaviour	Never share your personal meeting ID online and enable the waiting room feature (if using Zoom)			
		External hazards: e.g. power cut loss of WIFI	Have a back-up presenter who can take over in the case of the initial presenter having a technical issue			
		Online event accessibility	Request specific access requirements from attendees in advance of the event.	Ensure all relevant support mechanisms are in place (closed captions, good lighting for speakers etc.)		

