



Shared City CIC Health and Safety Policy

Statement of intent

Shared City CIC intends to provide and maintain safe and healthy environment for all project leaders, volunteers, participants and users, including any people who are directly affected by our activities, such as members of the public at our events.

Responsibility

Overall and final responsibility for health and safety at all events and activities organised by the Shared City CIC lies with the directors of the company. This responsibility will be delegated to a named director/leader for each event or activity. This leader will be responsible for ensuring that this policy is upheld.

For all projects the responsible person will be named in advance and their name will be noted on all relevant risk assessments. All volunteers and participants involved will be made aware of who is responsible for health and safety.

General arrangements

The main activity of Shared City CIC is to deliver tours, trails, projects and events celebrating the rich history and heritage of London. A risk assessment will be carried out before every event. Appropriate precautions will be taken to minimise hazards at all events and activities.

The responsibility to safeguard health and safety of the participants of our events lie with the project leaders for the particular event.

Any concern about health and safety matters is to be reported to the Directors of Shared City CIC, who are to take appropriate action with regards to reporting incidents and improving the safeguarding procedures for health and safety.



All project leaders are to take reasonable care of their own health and safety, and that of others who may be affected by their actions or omissions.

All projects leaders are to comply with health and safety instruction rules appropriate to a particular premises, situation or project.

All project leaders must promptly report any accidents involving a personal injury that occurred during events run by Shared City CIC to the Directors. The Directors are to keep appropriate records, report to authorities and co-operate with any investigations in relation to such incidents.

Shared City CIC will comply with any government guidance, instructions and arrangements required in case of epidemics (i.e. Covid-19) as appropriate at the time.

Directors/Leaders of activities of Shared City CIC hold appropriate Public Liability Insurance for the projects they are leading.

Review

This policy will be reviewed every two years.

Date.....27 July 2022