

Sleaford and District Civic Trust  
Health and Safety Policy

Responsibly for the implementation Health and Safety legislation and the associated procedures and processes range through from a corporate to an individual level. The Civic Trust being a voluntary organisation and not directly employing individuals is not drawn into the legal framework. However, associated with the activities arranged by the Trust it is appropriate to assess any potential risks for members. A risk assessment is the process of identifying what hazards currently exist or may appear in the workplace. A risk assessment defines which hazards are likely to cause harm to members and visitors. In our context a risk assessment will depend upon the type and nature of an event but might include:

- Accidents
- Fire safety
- First aid provision
- Back pain and manual handling
- Hazards and hazardous substances
- Dealing with the public

Prior to a potential event being given final permission to go ahead a risk assessment will be completed and actions required to address all identified risks are put in place.

From time to time and in relation to the Trust's estate and project works external contractors may be engaged to complete works. The Trust will ensure that such contractors have fully complied with Health and Safety requirements and completed an applicable risk assessment.

Version 1  
Adopted 11 December 2018

Sleaford and District Civic Trust  
Health and Safety Risk Assessment Checklist

Title of Activity:

Description of Activity:

Name(of) Responsible person(s):

Date of Activity:

Potential Risk	Applicable/Not Applicable	Action to be taken
Accidents		
Fire Safety		
First aid provision		
Back pain and manual handling		
Hazards and hazardous substances		
Dealing with the public		

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