**Health and Safety Policy**

The purpose of this policy is to ensure that all Heath Hands activities are delivered in a safe manner and that appropriate safe systems of work are in place for all activities.

The Projects and Volunteer Manager (PVM) has overall responsibility for ensuring the safety of all individuals involved with the activities of Heath Hands.

The PVM will ensure this by:

* working closely with our partner organisations: English Heritage (EH) and City of London (CoL)  
  liaising closely with EH and CoL staff and management
* ensuring appropriate supervision for all of our activities and appropriate safe working procedures
* ensuring appropriate safe working procedures in place for all activities
* completing necessary activity risk assessments and keeping these updated
* ensuring potential risks are communicated to and understood by those taking part in our activities
* ensuring tools and equipment are appropriate and in good condition
* addressing any shortcomings relating to health and safety in a timely and appropriate manner
* providing appropriate support to individuals with additional needs
* providing everyone with an induction and giving appropriate information on activities
* providing relevant training on health and safety to staff, volunteers and trustees where appropriate
* responding seriously to any allegations or suspicions of abuse of the guidelines in this policy and taking appropriate action in the event of an incident
* recording health and safety incidents and near misses (as reported to CoL and English Heritage), presenting this at trustee meeting and implementing what, if any, improvements to health and safety practice need to be made.

Supporting Documents:

Employee and Volunteer Handbooks

Child Protection and Safeguarding Policy; Safeguarding Procedures

Risk Register

Complaints Procedure

Activity Risk Assessments

Policy reviewed February 2024