WE CREATE UNITY CIC

Health & Safety

Stronger Together. Better Communities.

Organisation	We Create Unity CIC
Company number	16541073
Registered office	34 The Market Square, London, England, N9 0TZ
Organisation type	Community Interest Company
Version	1.0
Reviewed	October 2026
Review cycle	At least annually and when material legal or operational changes occur

1. Statement and accountability

WCU will take reasonably practicable steps to protect staff, volunteers, participants, contractors and visitors. The Board sets expectations; the project lead manages activity-specific controls; every worker must report hazards and cooperate with safe systems.

2. Risk assessment

Complete and document proportionate risk assessments before activities, naming hazards, people affected, controls, owners and review dates. Consider studio cables, sound exposure, electrical equipment, manual handling, performance spaces, venue capacity, transport, food, outdoor events and participant support needs.

3. Venue and event arrangements

Confirm venue responsibilities in writing, including fire procedures, accessibility, first aid, occupancy, security, equipment checks and evacuation. For performances and festivals, assess crowd movement, stage access, contractor arrangements, noise, weather and emergency communications.

4. Incident response

Provide suitable first-aid arrangements and an incident reporting process. Record accidents, near misses and corrective actions; assess whether an incident is reportable under RIDDOR and who is responsible for reporting. Escalate serious hazards and suspend unsafe activity where necessary.

5. Equipment and working practices

Maintain safe electrical and audio equipment, manage trailing cables, set safe listening levels, provide suitable training, and review lone working and home or remote working arrangements. Do not assume routine portable appliance testing is mandatory in every circumstance; determine inspection needs through risk assessment.

6. Insurance and assurance

Review employer's liability insurance where legally required, public liability and professional cover appropriate to activities. Keep risk assessments, venue confirmations, incident records and relevant equipment checks available for appropriate funder or commissioner review.

7. Scope and responsibility

This policy applies to directors, employees, contractors, sessional workers, volunteers and representatives acting for WCU, including online activity and delivery with partners. The Board is accountable for implementation; a named policy lead will coordinate operational arrangements.

8. Implementation and assurance

All relevant personnel will receive induction appropriate to their role, confirm that they have read this policy, and report concerns or breaches promptly. The Board will review implementation, record significant decisions and ensure corrective actions are followed up.

9. Review and implementation

This policy will be considered at the next WCU governance meeting and reviewed at least annually, or sooner following material operational or legal changes. Directors should record interim adoption and any subsequent amendments in meeting minutes. The review date above must be confirmed against the organisation's actual review records.