

## **Health & safety policy**

### **Grapes Hill Community Garden Group (GHCGG)**

#### **General statement of purpose**

The policy of the GHCGG is to provide and maintain safe and healthy working conditions and environment for all volunteers, employees and members of the public.

We shall provide all necessary information and training to volunteers and staff and maintain a programme to foster the awareness of health, safety and welfare issues.

The allocation of duties for safety matters and the specific arrangements to implement this policy are set out below.

This policy and the way in which it operates will be reviewed annually by the management committee.

#### **Responsibilities**

##### **1. Committee**

1.1 The GHCGG hold overall responsibility for health and safety of all activities the group runs. They may choose to delegate this responsibility to a designated safety officer on the committee.

1.2 The management committee is responsible for ensuring that the group has adequate cover under the Employers' Liability Act 1969 (if applicable) and Public Liability insurance.

1.3 All members of the committee are responsible for health and safety within their area of work. He / she will put right a hazard or unsafe work practice as soon as they notice it. If a hazard cannot be put right, it should be reported to the management committee and the piece of equipment or activity should be closed until it is safe to re-use.

1.4 The committee will delegate health and safety responsibilities for each activity they run to the leader of that particular activity.

1.5 The activity leader will be responsible for completing a risk assessment (appendix 1) before each activity and ensuring the identified mitigating actions are implemented.

#### **General arrangements**

##### **2. Accidents**

2.1 A trained first aider will be on duty for all public events, 2 or more volunteers will be trained as first aiders and undertake regular refresher training.

2.2 The committee is responsible for maintaining the first aid box and accident books. The activity leaders are responsible for checking these are complete before any activity.

2.3 The committee is responsible for reporting accidents and diseases notifiable under RIDDOR to Norwich City Council.

## Equipment and Machinery

### 3. Equipment and dangerous substances

3.1 The activity leader is responsible for ensuring that volunteers know how to use equipment correctly.

3.2 The committee is responsible for carrying out a COSHH (control of substances hazardous to health) assessment of all substances in use or stored by the group and for ensuring that all volunteers are fully aware of listed substances. The group does not use or store any notifiable Major Hazard substances.

3.3 The committee should maintain full details of the usage, storage, disposal, components, hazards and first aid measures.

#### Contacts:

Designated safety officer member name: RICHARD BEARMAN (CHAIR)

Home number: 01603 504495 Mobile: —

Email address: .....

Emergency services: 999

This policy and procedures will be reviewed annually and signed and dated by the management committee.

Policy adopted on: 8 July 2016

Signed (on behalf of the committee): R. Beaman

Last reviewed on: 8 July 2018

Signed (on behalf of the committee): R. Beaman

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**Appendix 1:**

**Please see our separate risk assessments for:**

- 1. Regular gardening volunteer afternoons**
- 2. Public events in the community garden or in hired premises which are tailored to suit each event on each occasion**