

HEALTH AND SAFETY POLICY

STATEMENT

The purpose of this policy is to set out the requirements of the Trust to ensure compliance with the Management of Health and Safety at Work Regulations 1999 in so far as they are applicable, and to limit risk to health and promote wellbeing of all those connected.

The scope of this policy affects all Trustees, co-opted Board and sub-committee members, volunteers and contracted personnel.

INTRODUCTION

This policy is based on the Management of Health and Safety at Work Regulations 1999, which aim to improve health and safety management within the Trust and any services or facilities for which it is responsible.

The Regulations require an assessment of all safety and health risks in the Trust's area of responsibility. In law, everyone has a duty of care to everyone else. All connected with the Trust in whatever capacity should act in a way that does not endanger the health or safety of other people. This means:

- Taking care of yourself;
- Not putting you or others in danger, or taking any unnecessary risks;
- Co-operating with the Board of Trustees, any sub-committees thereof and any other personnel in authority;
- Following safety rules and not interfering with safety equipment;
- Doing things as you have been trained or directed to do;
- Reporting any hazards

The purpose of the risk assessment is to identify hazards and evaluate the risks arising from them in order to establish the necessary preventive and protective measures to bring health and safety standards up to minimum legal requirements.

1. The working environment

a) Within the park - Until such time as any leasing or transfer arrangements take place, the responsibility to risk assess the general Manor Farm Park environment and buildings therein will rest with the Parks Department, who, under their own policy, are required to ensure that all areas for which they are responsible are subject to regular risk assessment.

b) In places of work - Trustees, co-opted Board members, sub-committee and task group members, contractors and volunteers generally work from home, where they are responsible for their own risk assessments and health and safety compliance; this is not the responsibility of the Trust. Meeting venues are covered by their own procedures.

2. Board of Trustees - Key duties

- Assess the risk to health and safety of contractors, volunteers, Trust users, visitors and anyone else who may be affected by the activities of the Trust. This is so that any necessary control measures can be identified. Risk assessments will be recorded and any significant findings will need to be brought to the attention of all volunteers and users.

- Make arrangements for putting into practice any identified control measures that follow the risk assessment.
- Seek guidance from an appropriate competent person(s) to provide health and safety assistance where appropriate.
- Trust representatives will be required to carry out a risk assessment of Trust related activities where appropriate.
- They will need to ensure that all activities carried out at any Trust-managed premises are taken into account. The risk to others must also be assessed, including residents, visitors, volunteers, staff and members of the public.
- They must ensure that significant findings of the risk assessments are recorded and brought to the attention of all concerned.
- They must ensure that assessments are reviewed at regular intervals. Where existing control measures are found to be inadequate, priorities for action will need to be identified.
- They must take account of volunteers and users' capabilities, training, knowledge, and experience relating to safety when allocating and organising activities.
- They must review volunteer training requirements as part of the risk assessment programme.
- They must review the provision of safety information.
- They will be required to ensure that action plans, generated through the risk assessment process are subject to regular review and closed out as and when appropriate.
- They must retain completed risk assessments and action plans for twelve months.

2. Contractors, volunteers and users - Key duties

- All volunteers and users must abide by any procedures or arrangements established for health and safety at the Trust.
- It will be the responsibility of anyone with concerns about health and safety to minimise the immediate risk of any hazards in the environment created by the Trust and to notify appropriate people of other hazards.
- All volunteers and users must report details of any Trust activity which might represent a serious and/or imminent danger and take immediate action to stop it or reduce the hazard if there is a significant risk to anyone present.

This policy will be reviewed every three years or sooner if there is a significant change in the operation or responsibilities of the Trust.