



HEALTH AND SAFETY POLICY STATEMENT

Health and Safety at Work etc Act 1974

This is the Health and Safety Policy Statement of Meersbrook Park Users Trust CIO

Our statement of general policy is to:

- Prevent accidents and cases of volunteer related ill health by managing health and safety risks
- Provide clear instructions and information, and adequate training, to ensure volunteers are competent to do their activity.
- Engage and consult with volunteers on day to day health and safety conditions
- Implement emergency procedures- evacuation in case of fire or other significant incident
- Maintain safe and healthy conditions, provide and maintain plant, equipment and machinery and ensure safe storage /use of substances
- Review and revise this policy as necessary at regular intervals- suggested annually.

Responsibilities

Overall and final responsibility for health and safety is that of the Trustees/Directors of Meersbrook Park Users Trust CIO

Day-to-day responsibility for ensuring this policy is put into practice is delegated to any person deemed competent to do so by the trustee/directors.

To ensure health and safety standards are maintained/improved, the following people have responsibility in the following areas:

Chair & trustees

All volunteers must:

- co-operate with volunteer supervisors on health and safety matters, (as detailed in in the MPUT '**looking after each other document**'/ appendix 1).
- not interfere with anything provided to safeguard their health and safety;

- take reasonable care of their own health and safety;
- report all health and safety concerns to an appropriate person and add to the accident/incident book as deemed relevant.

Health and safety risks arising from our activities

Risk assessments will be undertaken by the relevant volunteer or trustee. The findings of the risk assessments will be reported to Chair and/or Trustees. Action required to remove/control risks will be approved by the Chair or other trustees if not available.

The Chair will be responsible for ensuring the action required is implemented. Health and safety risks and significant incidents will be reported regularly to trustees – report to lead volunteer and then to trustees.

Assessments will be reviewed every 12 months or when the work activity changes, whichever is soonest.

Consultation with volunteers

Meersbrook Park Users Trust CIO will consult with volunteers on the following:

- any new measure which may substantially affect their health and safety at work, for example new equipment, new ways of volunteering and new procedures
- arrangements for getting competent people to satisfy health and safety requirements
- information we provide to volunteers on the risks to health and safety arising from their activity, measures to reduce or get rid of these risks and what they should do if they are exposed to a risk, including emergency procedures
- planning and organising health and safety training, such as first aid and
- health and safety consequences for them of any new technology we plan to introduce.

The information provided to employees and volunteers will be in a form that can be easily understood.

Meersbrook Park Users Trust CIO will consult directly with volunteers through regular meetings and face-to-face discussions.

Meersbrook Park Users Trust CIO will allow enough time for volunteers to consider the issues and give informed responses. Volunteers are encouraged to ask questions, raise concerns and make recommendations.

Meersbrook Park Users Trust CIO will take volunteers' views into account before a final decision is made, respond to any concerns and questions raised and explain the final decision and why it has been taken.

Safe equipment

The Chair or delegated person will have overall responsible for identifying all equipment needing maintenance.

The Chair or delegated person will be responsible for ensuring effective maintenance procedures are drawn up.

The Chair or delegated person will be responsible for ensuring that all identified maintenance is implemented.

Any problems found with equipment should be reported to the Chair or delegated person.

The Chair or delegated person will have responsibility for ensuring that new equipment meets health and safety standards before it is purchased.

Safe handling and use of substances

The Chair or delegated person will have overall responsibility for checking that new substances can be used safely before they are purchased. Meersbrook Park Users Trust CIO does not currently use or store any substances which need a COSHH assessment. Some substances like paint/paint cleaner will be stored securely away from children. Unlabeled equipment will be got rid of.

Manual handling

The Chair has responsibility for ensuring that hazardous manual handling operations are avoided so far as is reasonably practicable. When necessary tasks will be, redesigned to avoid moving the load or by automating or mechanising the process. An assessment of the risk of injury from any hazardous manual handling operations that cannot be avoided will be made and any risk of injury from those operations will be reduced so far as is reasonably practicable. Where possible, mechanical assistance, for example, a sack trolley or hoist, will be provided. Where this is not reasonably practicable changes to the task, the load and the working environment will be explored.

Information, instruction and supervision

The Health and Safety Law poster is displayed in MPUT workplaces

Health and safety advice is available from (designated person)

Arrangements for supervision of less experienced volunteers will be agreed with and monitored by the (designated person)

The Chair is responsible for ensuring that our volunteers working at locations under the control of other employers are given relevant health and safety information.

Competency for tasks and training

Induction training will be provided for all volunteers by (designated person)

Job specific training is not required for any jobs within Meersbrook Park Users Trust CIO. A copy of appendix 1 will be given to each new volunteer during induction and will be signed and then kept securely.

Training will be identified, arranged and monitored by volunteer supervisors. The Chair is responsible for maintaining an overview of training undertaken and reporting on this to trustees

Accidents, first aid and work-related ill health

Health surveillance is not required in relation to any jobs at Meersbrook Park Users Trust CIO The first aid box(es) is/are kept (The walled Garden kitchen and the MUGA locked bench)

The appointed person(s)/first aider(s) lead is Liz Martinez. On 11.5.23 12 MPUT volunteers did a 3 year update on basic first aid for work setting.

All accidents and cases of work-related ill health are to be recorded in the accident book. The book is kept (Walled garden kitchen)

The Chair is responsible for ensuring reporting of relevant accidents, diseases and dangerous occurrences to relevant external agencies and to trustees

Monitoring

To check our working conditions, and ensure our safe working practices are being followed, we will

The Chair is responsible for ensuring accidents are investigated

The Chair is responsible for ensuring action is taken on investigation findings to prevent a recurrence and that trustees are kept informed and consulted about action taken

Emergency procedures – fire and evacuation

The Chair is responsible for ensuring a fire risk assessment is undertaken, implemented and regularly reviewed every year

Escape routes are checked regularly by the main gate.

Fire extinguishers are maintained and checked by the City council every year.

Emergency evacuation drills are the responsibility of the Chair or delegated person and will be organized on a regular basis

Fire Drill Procedure

A Fire Drill Procedure is carried out periodically and the procedure is on display situated on the gate and in the kitchen. The evacuation assembly point is Outside the main gate in the park.

Signed.....LMartinez.....Date.....14.6.23.....
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Date of
review.....14.6.24.....

Further information to assist with implementation of health and safety policy:

Further information about health and safety can be found at:

<http://www.hse.gov.uk>

You can access a basic office risk assessment form here:

<http://records.hse.gov.uk/connect.ti/officeriskassess/view?objectId=27251>

Meersbrook Park Users Trust CIO is a registered charity No:1199091

APPENDIX

Meersbrook Community Walled Garden

LOOKING AFTER EACH OTHER

Keeping all volunteers and visitors safe is our first priority

General principles

Volunteers should not attempt work that they do not feel confident about taking on. No one should be put under pressure to do work they do not feel is within their competence. Decisions about each day's work to be made at the beginning of the session and agreed by the keyholder who also has to ensure the site is safe and secure at the end of the session.

Working from heights

By heights, it is important to remember that serious injuries can result from falls of only a metre. Good quality ladders or standing platforms should always be used and care taken to ensure that these are placed on secure surfaces. Tables and chairs are not to be used and any work at a height more than two metres should not be done without prior planning and never be attempted with out support from another person. Working at any height over 2 metres needs to be specifically risk assess.

Working with heat

At events all cooking stoves and hot water must be cordoned off from the public. Other uses of heat have to be specifically risk assessed.

Use of hand garden tools

New volunteers need to be observed to establish their competence. The post mallet, axes, and all power tools should only be used with the agreement of the senior volunteer/keyholder. Work areas need to be kept clear of tripping hazards.

Heavy lifting

Specialist tools must be used for moving paving slabs. The sack barrow should be used for moving heavy objects. Wheel barrows should not be filled with more material than is safe for the user. Exceptionally heavy objects should will need a risk assessment before the task is attempted.

Tripping hazards

Hoses and cables need to be stored safely when not in use. At public events the whole site has to be checked for these hazards before the public come onto the site.

Use & storage of chemicals

All agricultural chemicals must be kept in the chemical cupboard which is to be left locked when not in use. All chemicals must be kept in the manufactures packaging. Any diluted chemicals must be disposed of on completion of the task and the receptacle well washed out. Drinks and food containers must never be used for storing or handling chemicals. Only low risk agricultural chemicals to be used on site. Fuels, oils and solvents to be disposed safely off site.

Use of power tools (mower & chipper)

All users must be briefed on the manufacturers instructions

Single worker on site

This should be avoided whenever possible and is never permissible when the involves significant or high risks.

Fire precautions

Inflammable paints, solvents and fuels should be stored in the garage. The tool store has only one exit which must be kept clear to allow safe escape at any time. If there is a fire that can not be extinguished all people must leave the site and the emergency services called. Volunteers must not attempt to fight any significant fire but must raise the alarm. There is a Muster Point between the garden and Meersbrook Hall.

First aid

Kit to be checked monthly. Accident book to be stored with the first aid kit.

Preparation & serving food

All food preparation must comply with food hygiene regulations.

Electrical equipment

All electrical equipment to be PACT tested. The power leads for portable power tools to

be checked before use.

Safety at events

Events are our greatest challenge for safe practices due to their complexity, numbers of people involved and people being on site who are unfamiliar with the dangers. All the other issues are significant at events and in addition dogs must be excluded from the site for the duration of the events when there are likely to be more than 60 people on site at any one time to avoid injury from dog bights. Gazebos must be safely secured against wind and the site needs to be checked for tripping hazards and potential falling objects before the public are permitted access.

Harassment, threats & assaults

At events there need to be sufficient staff to deal with these issues quickly. Serious incidents need to be reported to the Council and Police at the first possible opportunity.

Safety of children and vulnerable adults

Any concern to be immediately reported to the senior volunteer/keyholder who will inform the Chairperson/ appropriate authorities if it is serious.

Reporting dangerous incidents and dangers on site

These should be reported to the senior volunteer/keyholder who, in turn should pass the information to the Chairperson/Council/appropriate authority is appropriate.

Incidents Requiring Emergency Services

Volunteers aware of the incident must ensure that the call to the relevant service is made and that one person is delegated to go down to the gate in Brook Road to direct emergency vehicles.

What three words for the garden are. INFORM.OWNER.TARGET

WGsafetypolicy17Feb 2018 Kaktus Leach and Naomi Brent
LAST REVIEWD FEB 2023 Liz Martinez and all trustees