

HILLFIELDS COMMUNITY GARDEN (HCG)

Health and Safety Policy and Procedure 2024

Date Approved: October 2024

Date for review: October 2025

Trustee Overview: Ellie King



1. Policy

The Trustees of HCG are absolutely committed to creating a safe and healthy environment - for our Trustees, volunteers, staff and all who access our groups and activities - as a matter of priority above all other considerations. The Trustees recognise and fully accept the organisation's duty to provide a safe and healthy environment (as far as is reasonably practicable for all).

2. Scope

This policy applies to all paid staff, self-employed individuals on associates contracts, sessional workers, and volunteers. Most of HCGs work is in the Park or Community Garden, with occasion in other buildings, at home or at different sites. In the instance of lone working HCGs **Lone Working and Hybrid Working Policy and Procedure** should be followed.

3. HCG Responsibilities

In meeting our obligations and our commitment to best practice, particular attention will be given by the organisation to the need to provide:

- Clear arrangements for the organisation, management and control of health and safety.
- Arrangements to allow staff and volunteers to report any concerns in relation to health and safety quickly and easily and without concern of adverse consequences as a result of doing so
- Display the HSE poster entitled 'Health and Safety Law' in buildings HCG operates in
- A safe place of work including safe means of access and exit
- Instruction, training, supervision and information, consultation and communication with staff and volunteers to promote the avoidance of hazards and enable them to contribute positively to their own health and safety at work.
- Encourage persons on the premises to co-operate with HCG in all safety matters, in the identification of hazards which may exist and in the reporting of any condition which may appear dangerous or unsatisfactory
- Maintain safe arrangements for the use, handling, storage and transport of articles and substances;
- Provide sufficient information, instruction, training and supervision to enable everyone to avoid hazards and contribute to their own safety and health;
- Ensure that risk assessments are carried out well in advance and corrective action is taken where reasonably practicable to remove or minimise risks.

- High standards for the prevention of personal injury and ill health to staff and volunteers and to members of the public with whom staff or volunteers come into contact whilst undertaking their duties.
- Co-operate on health and safety with other users using our buildings or sites

4. Board responsibilities

Final and overall responsibility for health and safety lies with the Board of Trustees, who will:

- Ensure the Director and Chair operate robust arrangements for the management of health and safety and monitoring of compliance
- Approve the Health and Safety Policy and all revisions on an annual basis.
- Review all Risk Assessments for groups and activities and ensure these are appropriately managed
- Receive regular updates on health and safety to assure the trustees that health and safety is being properly managed
- Ensure that reported hazards are promptly dealt with
- Provide specific information, instruction, training and supervision to personnel who have particular health and safety responsibilities (e.g. a person appointed as a Health and Safety Officer or Representative)
- Maintain a **Fire and Emergency Evacuation plan and procedure** and ensure this is held within the building in an accessible location and ensure all staff, volunteers and users of the building have been given a copy in advance
- Conduct safety tours of the premises and review of the **Accident Log Book**

5. Staff members' responsibilities

All staff must:

- Take reasonable care for the health and safety of themselves and others who might be affected by their acts or omissions.
- Not intentionally or recklessly interfere with or misuse anything provided in the interests of health, safety and welfare.
- Co-operate fully with all monitoring reporting to enable evidence and assurance of health and safety compliance to be presented to the Board.
- Inform and advise other Garden users when they might be at risk and help to mitigate this, for example, suggesting a different way of working or using a tool which will be safer for the user.
- Promote safe use of the Garden as per the training provided by BCC Parks Team, this includes, safe use of tools, proper carrying methods, dress and clothing and PPE. Further information on the guidelines for this should refer to the **Health and Safety support pack for practical activities carried out by volunteer groups** booklet provided by BCC Parks Team.
- Use items provided by HCG correctly, including personal protective equipment, in accordance with training or instructions

- Report at the earliest opportunity injuries, accidents or dangerous occurrences at work, including those involving the public and participants in activities organised by HCG

6. Volunteer members responsibilities

All volunteers must:

- Take reasonable care for the health and safety of themselves and others who might be affected by their acts or omissions.
- Not intentionally or recklessly interfere with or misuse anything provided in the interests of health, safety and welfare.
- Co-operate fully with HCG staff and follow guidelines around safe working practices
- Inform and advise other Garden users when they might be at risk and help to mitigate this, for example, suggesting a different way of working or using a tool which will be safer for the user.
- Some HCG volunteers undertake the BCC Parks Safety Training where additional skills around tool handling and safe working practices are demonstrated. Those Garden Leader volunteers have a responsibility for ensuring that other volunteers and members of the public are working within those guidelines - ultimate responsibility remains with the charity
- Use items provided by HCG correctly, including personal protective equipment, in accordance with training or instructions
- Report at the earliest opportunity injuries, accidents or dangerous occurrences at work, including those involving the public and participants in activities organised by HCG

7. Contractors or visitors

All visitors should be directed, on arrival, to Staff or their event / group organiser (Hirer) who will take responsibility for the visitor(s) and assist in their evacuation from the building during an emergency or arrange help in the event of an accident, inline with the terms and conditions set out in the Hire Agreement.

Contractors working in the building should report any concerns relating to their own safety or suspected unsafe working practices to staff / their manager who will investigate and liaise with HCG as appropriate.

8. Near Misses and Risk Assessments

- Accident and near-miss reporting procedures are detailed at the end of this document.
- **A General Risk assessment** for standard activities is conducted by senior staff and approved by HCG Board of Trustees.

- Additional specialised risk assessments for each individual group is the responsibility of the Group Leader, processes and information should be submitted to the HCG Trustees prior to the commencement of activities or groups taking place and these will be sent to BCC Parks Team for approval.
- All Risk Assessments will go through an annual review, the Chair of HCG will prompt this review process.
- Risk Assessments will be printed and shared with volunteers and a hard copy kept on file for reference.
- All staff and volunteers have a duty to report to HCG Trustees any Health and Safety issues and, in matters of urgency, contact the BCC Parks Team directly.

9. Training and support - Volunteers

All new Volunteers will be given an induction into Health and Safety and will sign the **Volunteer Sign Up form**. This document will be kept on record in accordance with **HCGs Data Protection and Information Policy** and our Volunteer Code of Conduct.

All Staff and Volunteer Garden Leaders must attend the BCC Parks Mandatory Training before beginning activities in the Park. Please notify the Director or Chair of HCG should you need to sign up to this.

Any staff or volunteers who require additional training in Health and Safety Procedures should identify this need to the Director or Trustee Board – further information on training can be found here:

<https://docs.google.com/document/d/16F3BKVLR3e530U0drUd-3IR0tKQ2L0OY/edit?usp=sharing&oid=113023375822512650206&rtpof=true&sd=true> or printed in the HCG office.

10. Indicators and reviews

On a yearly basis, the Board of Trustees will review the following:

- All Risk Assessments
- Updated Health and Safety information provided by BCC Parks Team
- Number of accidents, near misses and incidents reported (half-yearly if near miss or accident reported)
- Number of fire-related incidents and fires reported

11. Assurances

- All staff and volunteers will comply with and support the guidelines of Health and Safety as set out by BCC Parks.
- Any actions resulting from reviews will be dealt with by the HCG Trustees and communicated in a timely manner with BCC Parks.
- HCG will obtain proper and appropriate advice to ensure the correct organisation of and allocation of responsibility for health and safety within Hillfields Park.
- HCG Trustees and its Director will ensure that risk assessment within operations is a high-priority task.



12. Near Miss and Accidents

The following single page should be printed and used for each accident and near miss. Details of the report should be reported to the Board of Trustees and a copy sent to BCC Parks Team for further investigation and action, where necessary.

Date of Change:	Changed By:	Comments:
July 2024	S.Rogers	Whole document amended to add further H&S requirements and change staff and volunteer identifiers.

Hillfields Community Garden

Registered Charity number: 1204254

Registered Address: Hillfields Park Community Centre, Thickett Ave, Hillfields, Bristol, BS16 4EH

Contact details:

Email address info@hillfieldscommunitygarden.co.uk

Website: www.hillfieldscommunitygarden.co.uk/

Director email address: ceo@hillfieldscommunitygarden.co.uk

Hillfields Community Garden – Near Misses, Incident, Accident and Investigation Report

Date:	
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Time:	
Location:	
Dates when reported:	
To CEO:	
To Trustees:	
Filed in the Incident Book	<input type="checkbox"/>
The Injured/Person(s) related to this incident	
Name:	
Position: (Staff, Volunteer, Resident, Visitor, Contractor)	
Incident	
Type of Incident:	<input type="checkbox"/> Physical assault <input type="checkbox"/> Needle stick injury <input type="checkbox"/> Fall <input type="checkbox"/> Other (specify).....
Description of the Incident:	
Treatment/Support given after the Incident: (First Aid, Hospital or GP, De-brief, EAP Counseling etc.):	

<p>Witness State if any witnesses, and list names Indicate where witness statements may be found.</p>	
<p>Statement from Board of Trustees (dated):</p>	
<p>Statement from the Person(s) this form relates to (dated):</p>	