



Health and Safety Policy

2024/5

This is the statement of general policy and arrangements for Dunton Community Garden:

The Chair of Trustees (C of T) has overall and final responsibility for health and safety

The Chair of Trustees has day-to-day responsibility for ensuring this policy is put into practice

Statement of general policy	Responsibility	Action/Arrangements (What are you going to do?)
Prevent accidents and cases of ill health by managing the health and safety risks in the Garden	All involved – C of T has overall responsibility	- complete the 'Health & Safety Assessment Form' before any event takes place to ensure users are safe during their visit. - follow procedures to ensure all identified H&S risks acted upon as required to ensure a safe environment is maintained - maintain copies of all H&S Assessment Forms and periodically audit to identify trends and potential risks - utilise our 'Data Protection, Privacy and Information Governance Policy and Procedure'
Provide clear instructions and information, and adequate training, to ensure volunteers are competent to complete tasks they undertake	C of T	- ensure all relevant people read and understand this Policy and Procedures. - ensure all relevant people have access to up to date and relevant Health and Safety guidance and information provided by the HSE. - provide training to volunteers as appropriate to their needs and requirements - monitor performance and ensure good practice is maintained and recorded.
Engage and consult with interested parties on day-to-day Health and Safety conditions	C of T All those involved	- be available for consultation, information, and day-to-day guidance - monitor Health and Safety conditions on a regular basis - take responsibilities seriously, including safeguarding and lone working as key areas
Implement emergency procedures	All involved C of T has overall responsibility	ensure fire safety information and procedures are readily available and this information can be cascaded to users
Maintain safe and healthy working conditions, provide and maintain plant, equipment, and machinery, and ensure safe storage/use of substances	All involved – C of T has overall responsibility	- ensure information on safe storage and use of equipment is provided - ensure all information is provided to enable the 'H&S – Assessment Form' to be completed - Ensure adequate resources are in place to maintain safe and healthy working conditions including equipment, machinery, and safe storage of substances (PPE)

HEALTH, SAFETY AND WELFARE POLICY

Setting the scene

Dunton Garden are a small Charity, run entirely by volunteers; therefore, we have adopted the Health and Safety procedures including emergency procedure and further guidance can be found at www.hse.gov.uk

Health, Safety and Welfare Statement

We recognise that under relevant health and safety legislation Dunton Community Garden has a legal duty to ensure, so far as is reasonably practicable, the health, safety, and welfare of all who could be affected by visiting the Garden or using our services. Wherever reasonably possible, we are committed to ensuring continuous improvements in all aspect of health, safety, and welfare in line with the Health and Safety at Work Act.

It is our policy to:

1. Comply with all statutory demands of health, safety and welfare and requirements of the **Health and Safety at Work Act (1974)** in which approved, safe systems of work are identified, assessed, and correctly applied.
2. Ensure volunteers are aware of their respective health and safety responsibilities.
3. Ensure, as necessary, safe access and egress to the Garden, together with suitable and adequate welfare facilities as far as reasonably practicable.
4. Ensure effective communication and consultation with volunteers, visitors and others using/affected by the Gardens activities
5. Provide information to allow volunteers to undertake their activities in a safe way
6. Maintain and support effective Health and Safety administrative arrangements and other processes to allow and encourage full and effective communication on all aspects of health, safety, and welfare with volunteers and visitors.
7. Conduct monitoring and measuring, including risk-assessments of the health and safety standards to confirm legal standards are met and wherever possible seek to improve on those standards.
8. Ensure appropriate records and other health and safety related documents are maintained and regularly reviewed to verify their content and confirm their current relevance.
9. Encourage all volunteers to participate in the promotion of health and safety and assist in the development of a positive, pro-active attitude and relationship to this policy and guidance.
10. Recognise that additional steps may need to be taken in relation to disabled, younger and vulnerable volunteers and visitors to ensure that they are fully aware of the appropriate health and safety risks, controls, and good practices.
11. Ensure that the health, safety, and welfare, together with the wellbeing of all volunteers, contractors and visitors is of paramount importance, and positively aim to ensure the highest standards are maintained. With these obligations and aims in mind, resources will be allocated accordingly.