

# Grow Community - Sopwell's

## Health and Safety Policy

Written by: K Swindells and J. Cooney..... Date: 17/12/2019.....

Health and Safety Lead within Grow Community – Sopwell: .....K. Swindells.....

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Reviewed and amended (if appropriate) by: ..... Date: .....

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### 1. The purpose of Grow Community – Sopwell's Health and Safety Policy

This Health and Safety Policy document (also referred to as just "Policy") aims to set out how we can provide and maintain safe and healthy working conditions, and a safe and healthy environment for participants of Grow Community – Sopwell's activities and events.

### 2. Our Health and Safety Values

We recognise that gardening and related projects involve a certain amount of risk but we also believe that everyone has a right to be safe and healthy when taking part in Grow Community – Sopwell's activities and events. While we cannot completely eliminate any risks, we aim to therefore minimise the risk to people who come into contact with Grow Community – Sopwell and its projects.

### 3. The scope of Grow Community – Sopwell's Health and Safety Policy

The scope of this policy applies to the premises of Grow Community -Sopwell's garden(s) and all persons on the premises. Also, it applies to any other places where Grow Community -Sopwell may conduct organised activities and events, and all persons participating at those places.

The policy has potential impacts for our:

- Committee Members
- Volunteers

- Members of the public
- Partners

#### **4. How we promote Health and Safety in our Community Group**

It is the policy of Grow Community - Sopwell to promote the health and safety of all people whilst on our premises and for participants at any other places where Grow Community -Sopwell may conduct organised activities and events, and for that purpose will:

- Undertake, review and make available risk assessments for all activities conducted by Grow Community – Sopwell, including taking into account any at-risk participants. A blank risk assessment is included as Appendix 1.
- Display appropriate Health and Safety signage at the premises and at any organised event or activity where appropriate, including Emergency Services contact details, and ensure these are adequately maintained.
- Ensure all participants at the premises and at organised events elsewhere are aware of who is the health and safety lead.
- Set up emergency procedures.
- Provide adequate first aid facilities.
- Take all reasonably practicable steps to provide adequate working conditions with proper facilities to safeguard the health and safety of personnel and to ensure that any work which is undertaken produces no unnecessary risk to health or safety.
- Ensure the provision, storage and maintenance of the equipment provided by Grow Community - Sopwell is done so safely.
- Provide sufficient information, instruction, training and supervision to enable everyone to avoid hazards and contribute to their own safety and health.
- 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).
- Encourage participants to co-operate with Grow Community - Sopwell 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. A Health and Safety Concern Log is included in Appendix 2.
- Ensure all participants are aware that they have individual responsibilities to take reasonable care for their own health and safety and for that of others who might be affected by their acts or omissions. They must cooperate with those persons who are responsible for health and safety to enable them to carry out their duties.
- Encourage participants to report any injuries, accidents or dangerous occurrences to the health and safety lead.

- Make a record of any injuries, accidents or dangerous occurrences in the accident book and update assessments and policies if necessary, to help prevent repeat occurrences.

## **6. The Policy as a Living Document**

It is the responsibility of the Committee members to adopt and implement this Policy.

Once adopted, the Policy should be reviewed at least every three years, and amended where necessary. The Policy should also be reviewed where significant changes are made to either the planning or running of the Community Group.

Electronic copies of the Policy should be available on request for the public, and in hard copy at all events and meetings.

## Appendix 1: Risk Assessment Template

### Grow Community - Sopwell Site Risk Assessment

<b>Project Name</b>		<b>Site</b>	
<b>Assessment Date</b>		<b>Assessed by</b>	
<b>Site Description</b>	<p>Site manager: Contact: PHONE or EMAIL</p> <p>Site owner: ADD ADDRESS Contact:</p>		
<b>Users</b>			
<b>First Aiders</b>			
<b>First Aid Kit Location</b>			
<b>Nearest A&amp;E Hospital</b>	<p>Watford General Hospital, Vicarage Rd, Watford, WD18 0HB Tel: 01923 244 366</p> <p>Minor Injuries Unit, St Albans City Hospital, Waverley Rd, St Albans, Herts, AL3 5PN Tel: 01727 866 122</p> <p>EMERGENCIES: 999</p>		
ADD DETAILS			
<b>KEY TO RISK ASSESSMENT:</b>			
<b>Probability/Frequency (P)</b>		<b>Severity/Consequence (S)</b>	<b>Acceptable risk level: P x S = 6 or less</b>
1 = improbable occurrence		1 = trivial injury/ies or loss	
2 = possible occurrence		2 = minor injury/ies or loss	
3 = vocational occurrence		3 = major injury/ies or loss	
4 = regular occurrence		4 = major injury to several people	
5 = common occurrence		5 = death to one person	
6 = very common occurrence		6 = multiple deaths	

Potential Hazard	Risk P x S	Preventative Control Measures	New Risk P x S
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1.	$X \times Y = Z$		$X \times Y = Z$
Assessed by		Date	
Checked by		Date	

**Appendix 2: Health and Safety Concern Log**

Date	Site / Event	Nature of Concern	Grow Community – Sopwell response