

## HILLFIELDS COMMUNITY GARDEN (HCG)

### Health and Safety Policy and Procedure 2023

Date for review: February 2024



#### 1. Policy

The Trustees of HCG are absolutely committed to creating a safe and healthy environment - for our Trustees, Volunteers, Self-Employed 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 HCG Volunteers, residents, and self-employed people. For the purposes of this policy, volunteers and individuals will be regarded as 'staff'. This policy applies to all staff, including staff and volunteers who lone work. The majority of our staff are volunteers, for the purposes of this document, tasks undertaken by volunteers with HCG are referred to as 'work'. HCG is based in Hillfields Park, Thicket Avenue, Hillfields, BS16 4EP, hereafter referred to as the 'Park' or 'Garden'.

#### 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 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.
- A safe place of work including safe means of access and exit.
- Instruction, training, supervision and information, consultation and communication with staff to promote the avoidance of hazards and enable them to contribute positively to their own health and safety at work.
- Ensure that risk assessments are carried out 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 at work and to members of the public with whom staff come into contact whilst undertaking their duties.

#### 4. Board responsibilities

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

- Ensure the Project Manager 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 and communicated to BCC Parks Team.

- 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.

### 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.

### 6. 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 and the responsibility of HCG 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 have a duty to report to HCG Trustees any Health and Safety issues relating to the building and, in matters of urgency, contact the BCC Parks Team directly.

### 7. Training and support

All new Staff will be given an induction into Health and Safety and will sign the **Volunteer Sign Up form** after completing it. This document will be kept on record in accordance with Data Protection Guidelines set out in our Conduct Policy.

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

Any staff who require additional training in Health and Safety Procedures should identify this need to the Project Manager or Trustee Board – further information on free training can be found at the following sites:

- **VOSCUR:** [Find a learning event – VCSE Academy](https://www.vcseacademy.org/courses/?tid=All) - <https://www.vcseacademy.org/courses/?tid=All>
- **Policy Bee** Insurance free courses: [Courses - Flick Learning](#) / [Revolutionary Interactive Online Training Courses with UK Certificates - flick learning - Flick Learning](#)
- **Together Fund:** <https://www.vcseacademy.org/together-fund-support-programme/> - Password – Together

### 8. Indicators and reviews

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

- Any Risk Assessments that need to be renewed; Risk Assessments should be reviewed on an annual basis.
- 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.

### 9. Assurances

- All staff 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 Project Manager will ensure that risk assessment within operations is a high-priority task.

### 10. 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.



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

**Time & Place of accident or near miss**

Date:

Time:

Location:

Dates when reported:

To Project Manager:

To Trustees:

To BCC Parks Team:

**The Injured Person(s)**

Name:

Position: (Staff, Resident, Visitor, Contractor):

**The Accident**

**Type of Incident:** Physical assault / Needle stick injury / Fall / Other (specify)

**Description of the Accident:**

**Treatment/Support given after the Accident:** (First Aid, Hospital or GP, De-brief, EAP Counseling etc.):

**Witnesses**

State if any witnesses, and list names  
Indicate where witness statements may be found.

**Statement from Board of Trustees (dated):**

**Statement from the Injured Person (dated):**