




Policies

Purpose: The Patchworking Garden Project has a suite of policies to ensure safe and effective working in the charity. This policy is about Health and Safety in the project.

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| This is the statement of general policy and arrangements for: | | Patchworking Garden Project Health and Safety on both operational sites at Pixham Lane Dorking and Ruckman's Estate, Ockley/Okewood Hill |
| The Trustee Board | | has overall and final responsibility for health and safety |
| Carmel O'Shea, Project Leader | | has day-to-day responsibility for ensuring this policy is put into practice at the Pixham Lane site |
| Chris Munford, Ockley lead | | has day-to-day responsibility for ensuring this policy is put into practice at the Ruckman's Estate site |
| THIS POLICY SHALL BE REVIEWED EVERY 12 MONTHS AND AFTER AN INCIDENT | | |
| Statement of general policy | Responsibility of: Name/Title | Action/Arrangements (What are you going to do?) |
| Prevent accidents and cases of garden activity-related ill health by managing the health and safety risks in the garden | Carmel O'Shea or Chris Munford | Make all new volunteers aware of Risk Assessment Method Statements held in the office. Ensure the risk associated with each task documented on the board each day is discussed with those undertaking the task before commencing. |
| Provide clear instructions and information, and adequate training, to ensure volunteers are competent to do their work | Carmel O'Shea or Chris Munford | Health and Safety training is incorporated into volunteer induction and at introductory sessions. The need for appropriate clothing and protection for specific tasks is enforced. We will emphasise that no one is to commence a task with which they feel uncomfortable or unable to undertake or for which they have not received sufficient training. |
| Engage and consult with volunteers on day-to-day health and safety conditions | Carmel O'Shea or Chris Munford | Ensure Health and Safety is viewed as a shared responsibility. Encourage all to report and/or act on hazards they perceive. Task related discussion of risks as above |
| Implement emergency procedures – evacuation in case of fire or other significant incident. | Carmel O'Shea or Chris Munford | Ensure all volunteers are aware of the procedure if emergency services are called – initially at induction and subsequent reminders at 4 monthly intervals. |

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| Maintain safe and healthy working conditions, provide and maintain equipment and machinery, and ensure safe storage/use of substances | Carmel O'Shea or Chris Munford | Emphasise the need to alert garden hosts to defective tools which are stored separately awaiting repair. Servicing of machinery and checking of tools to be undertaken regularly. COSSH rules for storage of petrol/oil to be applied. PAT for all appliances/tools over 2 years old |
| Ensure regular health and safety checks are completed in designated zones of the garden every week | Session hosts | Encourage collective ownership of health and safety by splitting the garden into defined zones and rotating inspection of each zone on a regular basis. |

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| Signed: (Chair of Trustees) Isobel Gowan  | Date 3rd December 2019 |
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| Health and safety law poster is displayed at (location) | In the tool shed |
| First-aid box is located: | In kitchen shed– in filing cabinet marked FIRST AID |
| Accident book is located: | In kitchen shed– in filing cabinet marked FIRST AID |

Accidents and ill health at work reported under RIDDOR (Reporting of Injuries, Diseases and Dangerous Occurrences Regulations) <http://www.hse.gov.uk/riddor>

For the Patchworking Garden Project the Risk Assessment Method Statements are available for everyone who uses the project.