



HEREFORDSHIRE GROWING POINT

Health and Safety Policy

The purpose of this policy is to identify the responsibilities of the management and the tutors of Herefordshire Growing Point with regard to health and safety., to prevent accidents and to provide a safe environment by managing health and safety risks in all locations where Herefordshire Growing Point activities take place. In addition, it is necessary to ensure that evidence is provided that health and safety considerations have been taken into account in the organisation of all activities involving clients when under the care of Herefordshire Growing Point.

- The policy will be reviewed annually, or sooner if there is change in relevant regulation.
- Consultation will be undertaken with the Coordinator and tutors to review health & safety performance.
- The nominated trustee for health & safety is Andrew Huntley (AH) : email:arhuntley@outlook.com Tel: 01684 899455

Statements of Health & Safety	Responsibility of: name a/o title	Responsibilities & actions to be taken
Annual review of Health & Safety	AH trustee	<ol style="list-style-type: none"> 1. Check for relevant regulation 2. Monitor tutor awareness of H & S responsibilities with a tick list to be completed by tutors.
The Placement Provider for Herefordshire Growing Point activities away from the Demonstration Garden at Holme Lacy is responsible for the health & safety of the Placement workplace.	Coordinator	<ol style="list-style-type: none"> 1. Placement Provider to provide evidence of public liability insurance. 2. Tutor and Course Co-ordinator to be aware of the safety procedure in the event of an incident such as Fire and the location of First Aid box.
On visits to the Demonstration Garden at Holme Lacy, the Residential Home, School or Organisation has overall responsibility for the health, safety and welfare of all those adults or children in their care as well as additional carers or volunteer helpers.	Residential Home, School or Organisation	<ol style="list-style-type: none"> 1. Residential Home, School or Organisation is responsible for the medical needs of all those in their care and their welfare (eg providing suitable clothing) 2. The Residential Home, School or Organisation is responsible for transport to and from the Demonstration Garden 3. Carers/volunteer helpers are to stay with and be responsible for all the children and/or adults allocated to them.
To maintain safe and healthy working conditions at the Holme Lacy site.	Coordinator	Routine inspections of the Demonstration Garden and the facilities in the Garden House to prevent accidents.

Statements of Health & Safety	Responsibility of: name a/o title	Responsibilities & actions to be taken
To be responsible for the provision of record keeping, health & safety information and First-Aid box at Holme Lacy.	Coordinator	<ol style="list-style-type: none"> 1. To display the up to date insurance certificate of public liability in the Garden House. 2. To provide an accident book in the Garden House. 3. To provide a First Aid box in the Garden House. 4. To keep on file the risk assessment forms for each group.
To provide information and adequate training to tutors to ensure that tutors are aware of their delegated responsibility for the health & safety of their client groups.	Coordinator	<ol style="list-style-type: none"> 1. To make tutors aware any health & safety risks on arrival of clients at Holme Lacy College site. 2. To tell tutors where the First Aid box and accident book are located. 3. To advise tutors how to fill in a risk assessment form for their group.
The tutors are responsible for managing the health & safety risks for all activities involving clients in their group during a session.	Tutors	<ol style="list-style-type: none"> 1. Identify safety risks in the workplace/ activity itself. 2. Decide who might be affected by the hazard. 3. Take action to reduce the level of risk. The aim is a sensible and proportionate approach. 4. Make a written record on the risk assessment form. A written record is important in the event of an accident or injury.
For a 'one off' outing, social event (eg BBQ or Autumn Show) or fund raising event, an individual will be nominated to be responsible to manage the associated health & safety risks.	Nominated person	<ol style="list-style-type: none"> 1. Identify the safety risks and how they can be reduced or avoided. 2. Establish what procedures are in place in the event of an accident or fire. 3. Establish whether a First Aid box is available. 4. Make a written record to be kept on file.

This policy will be reviewed every year.

Signed:(Chairman)

Date Adopted:

Author	Position	Date of next review
Andrew Huntley	Trustee	April 2019