

Health and Safety Policy



Policy Statement

Herefordshire Growing Point (HGP) is committed to providing a healthy and safe working environment for its staff, volunteers, clients, trustees and visitors. HGP will:

1. Provide and maintain a safe working environment in the Demonstration Garden and in parts of the building where our activities are taking place.
2. Provide appropriate training to enable staff and volunteers to work with minimum risk.
3. Provide all necessary equipment and PPE to enable safe working practices
4. Ensure any changes to health and safety legislation or new working practices are implemented
5. The policy will be reviewed annually, or sooner if there is change in relevant regulation.

This policy will also identify the relevant individuals with responsibility for health and safety. This is necessary in order 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.

Statements of Health & Safety	Responsibility of:	Responsibilities & actions to be taken
The residential facility that provides a location for Herefordshire Growing Point activities to take place is responsible for the health & safety of that location.	Charity Manager	<ol style="list-style-type: none"> 1. Placement Provider to provide evidence of public liability insurance. 2. Tutor to be made aware of the safety procedure in the event of fire or accident.
On visits to the Demonstration Garden at Headway House, 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 in the demonstration garden at Headway House	Charity Manager	Routine inspections of the Demonstration Garden and its facilities to prevent accidents and minimise or reduce hazards.
To be responsible for the provision of record keeping, health & safety information and First-Aid box at Headway House.	Charity Manager	<ol style="list-style-type: none"> 1. To display the up-to-date insurance certificate of public liability in the office. 2. To provide an accident book in the office. 3. To provide a First Aid box in the equipment shed. 4. To keep on file the risk assessment forms for each group. 5. To maintain annual health questionnaire checks for all clients 6. Regular liaison with Headway First Aid team
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.	Charity Manager	<ol style="list-style-type: none"> 1. To make tutors aware any health & safety risks on arrival of clients at Headway House. 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. HGP is responsible for the health, safety and welfare of tutors, volunteers and helpers whilst engaged in Growing Point activities.	Tutors and Charity Manager	<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. 5. Ensure a first aider is present at all outings or social events.
Equipment used in the demonstration garden, including electrical items.	Charity Manager	<ol style="list-style-type: none"> 1. Ensure that all equipment used in the garden is safe and maintained regularly. 2. All electrical equipment used in the Demonstration Garden/office must be PAT tested regularly by a qualified electrician (recommended 2 yearly testing unless portable, when annual testing should be done). 3. Any new or additional electrical equipment intended for regular use in the Demonstration Garden/office must be PAT tested before introduction.
HGP will make every effort to ensure there is always access to qualified first aid personnel.	Charity Manager	<ol style="list-style-type: none"> 1. There will be an automated defibrillator installed at Headway House 2. The Charity Manager holds the First Aid at Work qualification 3. The senior tutor will hold a first aid qualification

Signed:... *Laura Howe* ..(Chairman)

Date Adopted:

Author	Position	Date of next review
Julian Reeves	Charity Manager	Jan 2025
Janet Parry	Trustee	