

Friends of Eastfield Park

Health & Safety Policy

1. **Friends of Eastfield Park (FoEP) recognises and accepts its responsibilities for providing** safe and healthy conditions to ensure, as far as is reasonably practicable, the health, safety and welfare of its members and those who join in its activities or attend its events either as volunteers or as members of the public.
2. **FoEP will therefore take all necessary steps** within its power to meet its responsibilities. Among other arrangements, it will:
 - 2.1. ensure safe and healthy working conditions for members and volunteers who take part in its conservation and clean-up activities within the Park or who help with events organised by FoEP in the Park or elsewhere;
 - 2.2. ensure the safety of members of the public who attend its events in the Park or elsewhere;
 - 2.3. provide and maintain equipment which is safe and without risks to health;
 - 2.4. assess the risk to the health and safety of those who take part in its activities or who attend its events;
 - 2.5. ensure the safety and absence of risks to health in connection with the use handling, storage and transport of equipment and/or substances;
 - 2.6. provide such information, instruction, training and supervision as is necessary to ensure the health and safety of those who take part in its activities;
 - 2.7. consult with members and volunteers regarding any changes to this policy.
3. **The FoEP Committee will be responsible for ensuring the implementation** of this policy and for the issue of supplementary policy statements where this may be necessary. **It will:**
 - 3.1. ensure that appropriate risk assessments of FoEP's activities are carried out and that these are reviewed annually;
 - 3.2. co-ordinate the implementation of FoEP's Health and Safety Policy;
 - 3.3. carry out investigations of any incidents and accidents and recommend measures for preventing their recurrence;
 - 3.4. ensure that accident and other appropriate records are maintained and returned to the appropriate bodies;
 - 3.5. ensure that appropriate arrangements are made to provide for first aid;
 - 3.6. ensure, as far as is practicable, that food safety legislation is complied with;

- 3.7. arrange for members to attend safety training courses, as may be necessary or desirable, so that specific legal requirements are adhered to and that any changes in such requirements are complied with and communicated to members and volunteers as necessary;
- 3.8. ensure that, where necessary, all relevant safety regulations and emergency procedures are communicated effectively, and that warning notices are properly exhibited.

4. All members and volunteers will:

- 4.1. co-operate with FoEP to enable it to carry out the duties and requirements under the provisions of health and safety legislation;
- 4.2. take reasonable care of their own health and safety, and of the health and safety of others who may be affected by their acts or omissions, while working or helping;
- 4.3. observe all safety rules, procedures, and codes of practice at all times;
- 4.4. conform to all the food safety regulations that are applicable to themselves;
- 4.5. ensure that all activities planned or led by them, whether in Eastfield Park or elsewhere, have been appropriately risk assessed by FoEP or another leading organisation;
- 4.6. ensure that all working equipment and materials used by them are in a safe and serviceable condition and that no tools, cables or other items are left in a position likely to cause anyone to trip;
- 4.7. abstain from interfering with, or misusing, anything provided in the interest of health, safety or welfare;
- 4.8. report to FoEP's Committee (through the organisers of the event or activity) all incidents, accidents or hazardous occurrences or dangers, whether persons are injured or not, as soon as is reasonably practicable;
- 4.9. have regard to the possible consequences of their actions on the health, safety and welfare of all those persons who at any time and for whatever purpose may or will use Eastfield Park;
- 4.10. familiarise themselves with and conform to this Health and Safety Policy.

Approved by the FoEP Committee on: 18th July 2011

Agreed / Revised at the FoEP AGM on: _____