



Health & Safety Policy and Procedures

Designated person: Susan Stringfellow

Last review: December 2023

Next review due: December 2024

CONTENTS

Policy Statement	Page 2
Introduction	Page 2
Policy	Page 2
Procedures	Page 3
Emergencies and incidents	Page 4
Emergency Procedures	Page 4
Responsibility	Page 5
Reporting Incidents	Page 5

Policy Statement

Growing Sudley CIC has a strong commitment to ensuring the good health and safety of our staff, participants and volunteers. This policy helps to make sure everyone involved in the project understands how to keep the garden healthy and safe, to prevent accidents or harm to people, and to look out for each other's safety.

Introduction

Growing Sudley Community Interest Company is a social enterprise whose vision is to revitalise the Walled Garden area at Sudley House Estate in Liverpool and to create a community resource for health, wellbeing and social cohesion.

The organisation aims to do this through using the historic walled garden and surroundings for education, enterprise, social and therapeutic activities. Activities include gardening, growing, outdoor cooking, bushcraft, forest skills, art and other nature-based, person-centred approaches to wellbeing and meaningful occupation.

This policy is for board members, staff, practitioners, volunteers, users and visitors to the site.

The main activities for Growing Sudley CIC are:

- Gardening, including ground preparation, planting, weeding, harvesting; managing compost; safe use of equipment and tools.
- Outdoor cooking, including storage, preparation and cooking of foods; and cleanliness and storage of equipment and utensils.
- Bushcraft skills, including forest skills, building and managing fires; carpentry and woodcraft, forestry skills, management and use of sharp tools.
- Other activities may include beekeeping, observation of wildlife, minor construction and carpentry.

Susan Stringfellow is the designated person responsible for the overall project and is supported by Kate Collins for bushcraft/forest skills. They are supported by the Board Members in devising and overseeing the policy.

Our policy

Our policy is to provide and maintain safe and healthy working conditions, including preventing accidents and work-related ill-health for all our staff, volunteers and users, and any other people who are directly affected by our activities, such as members of the public at our events.

This policy applies throughout Growing Sudley CIC and is a requirement of the Health & Safety at Work Act 1974. It is the primary Health & Safety document for Growing Sudley CIC and is supported by Risk Assessments, Accident Book, File Notes and all other organisational policies and procedures.

Procedures

Our main health and safety tool is risk assessment. This helps to ensure the health & safety of our staff, participants, volunteers, contractors and the general public. It also allows us to ensure the health and safety of those involved in our projects and activities in a variety of external and internal environments with different associated risks.

Risk Assessments

- a. Care will be taken to minimise risk at all events and activities. A site risk assessment is in place for the project overall and separate activity risk assessments are in place for all projects/workshops delivered within the site. These are updated if changes in operations or conditions takes place.
- b. Any activities not undertaken regularly and therefore not included in existing project risk assessments are subject to a separate risk assessment.
- c. A risk assessment will be carried out before every public or one-off event or activity.

First Aid

- a. We will have a trained first aider present during all project sessions and for every event.
- b. We will ensure First Aiders keep their training up-to-date
- c. We will ensure properly stocked First Aid kits are available during all project sessions and for every event.

Training

- a. We will provide adequate supervision and instruction to all staff and volunteers to enable them to work safely.
- b. Everyone participating in Growing Sudley CIC projects will be given advice on the correct use of tools and protective equipment and it is their responsibility to follow this guidance.

Site safety

- a. Growing Sudley CIC staff will do a site check before each session to identify and address hazards and maintenance requirements.
- b. Staff will amend and update the site specific risk assessment as required.

Communication

- a. We will make sure staff and volunteers are aware of our Health and Safety policy.
- b. All users and participants in projects will receive a health and safety briefing suitable to their age and/or cognitive ability.
- c. Staff, volunteers and users will be made aware of the problems caused by extremes of weather i.e. heat and sun, cold, heavy winds, heavy rain etc. and advised on suitable clothing and footwear for working outside.
- d. Open discussion regarding health and safety matters is encouraged, and anyone involved in the project is encouraged to report hazards and things that might go wrong to staff or management team.
- e. Staff will do everything they can to ensure the safety of volunteers and participants in our activities. Should a person's age or cognitive ability prevent them from staying safe, staff will put measures in place to counteract this (such as removing sources of danger or limiting access).

Safeguarding

This Health & Safety Policy and Procedures document is to be used in conjunction with our Child Protection and Safeguarding Vulnerable Adults policies.

Consistent with those policies, Growing Sudley CIC will ensure that staff and volunteers who come into regular or unsupervised contact with children or vulnerable adults have had an enhanced DBS check within the last 3 years.

Lone working

We include lone working in our risk assessments, including personal safety and communication if working alone on site; and working alone with a vulnerable person, to maintain safety and integrity on both sides.

Third parties

We require schools and all other organisations to carry out their own risk assessments and take overall responsibility for those in their care.

People (responsible adults) who bring children, vulnerable adults or other visitors to the site are responsible for:

1. Taking account of the detail of the site risk assessment provided by Growing Sudley CIC
2. Providing an induction to all new persons visiting the site, familiarising them with any site rules and relevant issues relating to risk.
3. Carrying out a risk assessment in respect of those risks faced by the group of persons they are proposing to bring to the site.
4. Carrying out a risk assessment of the extent to which any individual that they are proposing to bring to the site might pose a risk to any other people who maybe at the site including children, vulnerable adults, workers and volunteers.
5. Ensuring that all workers and volunteers are fully aware of the risk assessment, and how to minimise those risks as far as possible.

Emergencies and incidents

1. Staff or project leaders are responsible for assessing the situation, calling emergency services if required, stopping all activity and organising staff and volunteers to keep the situation calm and well-managed according to our Emergency Procedures (next section).
2. Incidents are recorded by staff in the Accident Book and must be reported to the Board Members. These records are kept in the Accident Book for three years from the date of the incident.

Emergency Procedures

1. In case of Emergency, the Project Leader or senior staff member present will be responsible for coordinating the response.
2. If Emergency Services need to be called the Project Leader will either call them or issue an instruction to call them. If the Project Leader is unable to issue the instruction to call Emergency Services, remaining staff/volunteers will make the call (location and details needed are on the site risk assessment in the Site File which is present at each event/activity).
3. If evacuation from the garden is deemed necessary, staff will escort participants to a place of safety beyond the garden. The meeting point will be on the football pitch.
4. Senior staff/project leader will ensure they are always in possession of well charged mobile phone during sessions and events.

Responsibility

1. Overall responsibility for health and safety at all events and activities organised by Growing Sudley CIC lies with the Board Members.
2. This responsibility is delegated to the Management Team who are responsible for the day-to-day implementation of the policy, for recording all incidents and reporting serious accidents or near misses to the Board Members.
3. The Management Team is responsible for ensuring that risk assessments are in place throughout the organisation and reviewed as required or annually.
4. Board Members are responsible for the overall effectiveness of the Health and Safety Policy, including policy implementation and review; and investigating serious incidents.
5. Senior Staff/Project Leaders are responsible for reporting all incidents to Growing Sudley Board Members via the Health and Safety Officer, or Management Team.
6. All staff, practitioners, volunteers and users have a responsibility to help the project achieve a healthy and safe working and learning environment, and to take reasonable care of themselves and others.
7. Review period
We will review this policy on an annual basis to make sure it continues to meet the needs of the project and its users.

Reporting Incidents

All Health & Safety incidents must be reported to the designated person:

Susan Stringfellow
Director, Growing Sudley CIC
43 Penny Lane, Liverpool L18 1DE
growingsudley@gmail.com
07736 036075

The designated person will be responsible for, reporting the incident to the HSE where necessary, and reporting to the Board Members.