

The Friends of Kett's Heights

Health and Safety Policy

Statement of Purpose

1. Kett's Heights is a public open space owned by Norwich City Council. It was restored in the 1980s as an attractive local amenity but, subsequently, became overgrown and little used. The Friends of Kett's Heights was set up at the end of 2015 to rejuvenate Kett's Heights and encourage greater public access and use through managing the trees and plant life and developing a public events programme.
2. This policy establishes the Friends of Kett's Heights' position, role and responsibilities, and clarifies what is expected from everybody involved with the Friends.
3. The Friends of Kett's Heights will ensure that:
 - safe and healthy working conditions and environment are provided and maintained for all volunteers and members of the public.
 - all members and volunteers are made aware of health, safety and welfare issues, and in particular that members taking part in an activity or event know that they are responsible for obeying any instructions given by the leader of the activity or event.
4. The Friends of Kett's Heights, through its Executive Committee, will take responsibility for:
 - overall health and safety of all activities and events the group runs. It may choose to delegate this responsibility to a designated safety officer or to a sub-committee in respect of particular activities;
 - ensuring that the group has adequate Public Liability insurance and personal accident insurance for members undertaking activities on behalf of the group;
 - seeking to ensure that volunteers will be trained as first aiders and undertake regular refresher training, and that a trained first aider is available for any public events;
 - maintaining the first aid box and accident books;
 - Reporting to Norwich City Council accidents and diseases notifiable under RIDDOR (The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 - see www.hse.gov.uk/riddor);
 - compliance with the policies and procedures set out in Appendix 1 to this document;
 - an annual review of this policy.

Policy adopted on: 14 March 2016

Signed (on behalf of the committee): (Chair)

Last reviewed on: -- ----- 2018

Signed (on behalf of the committee): (Chair)

Contacts

Designated health and safety member:

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Appendix 1: Health and safety practice and procedure

General arrangements

1. The leader or sub-committee organising an event or activity will be responsible for completing a risk assessment (appendix 2) before the event or activity and ensuring any identified mitigating actions are implemented.
2. The activity leader is responsible for checking that the first aid box and accident book are complete before any activity or event.

Equipment and Machinery

3. The activity leader is responsible for ensuring that volunteers know how to use equipment correctly.
4. The Executive Committee is responsible for carrying out a COSHH (control of substances hazardous to health) assessment of all substances in use or stored by the group and for ensuring that all volunteers are fully aware of listed substances. The group does not use or store any notifiable Major Hazard substances.
5. The Executive Committee will maintain records of any substances assessed under paragraph 4 and their use in the Group's activities.

Appendix 2: Friends of Kett's Heights: Risk Assessment

Impact is what the consequence would be.

Likelihood is whether it is likely to occur.

Very low = 1, Low = 2, Medium = 3, High = 4, Very High = 5

To get the risk score, multiply **Impact x Likelihood**.

1-5 = Low, 6-12 = Medium, 13-25=High