

Policy statement

Part 1: Statement of intent

This is the health and safety policy statement of:

Friends of Windmill Gardens (FoWG)

Our health and safety policy is to:

- Control the risks to people who attend activities organized by FoWG and to protect volunteers.
- Prevent accidents and cases of work-related ill health by managing the health and safety risks in the workplace
- Provide clear instructions and information, and adequate training, to ensure staff/volunteers are competent to do their work
- Engage and consult with staff/volunteers on day-to-day health and safety conditions
- Implement emergency procedures

Signed

Chair, FoWG

Print name

Date

08/03/2023

Review date

Part 2: Responsibilities for health and safety

1 Overall and final responsibility for health and safety:

The Friends of Windmill Gardens Executive Committee (FoWG) has overall and final responsibility for health and safety. It has public liability insurance in place.

It will be reviewed annually.

2 Day-to-day responsibility for ensuring this policy is put into practice:

Centre Manager for normal every day running activities of the Centre including as a workplace for staff and volunteers.

During special activities such as education workshops or events, the lead facilitator or event organizer is responsible in place of the centre manager.

3 To ensure health and safety standards are maintained/improved, the following people have responsibility in the following areas:

The Executive Board - To compile and review the Health and Safety Policy and general risk assessments for day to day activities. They are also responsible putting all systems and policies in place for adherence to this policy.

The Centre Manager - Day to day responsibility for ensuring safe working practise is taking place, report issues to the Board

Volunteer manager - Inducting and training volunteers to be aware of the policies, what to do in an emergency, how to work safely and their duty of care to the safety of themselves and others

Volunteers - Read and acquaint themselves with all relevant policies - attend regular training and be aware of their duty of care

4 All employees should:

- co-operate with supervisors and managers on health and safety matters;
- take reasonable care of their own health and safety; and
- report all health and safety concerns to an appropriate person (as detailed above).

Part 3: Arrangements for health and safety

Risk assessment

For general working practise within the organisation, the Board of Trustees annually review the risk assessments for safe working by staff and volunteers and amend as necessary.

For milling, the lead miller compiles and updates the risk assessment for it's associated activities which is then reviewed by the Board of Trustees.

For events, the lead event organiser works with the relevant authority to compile and submit risk assessments for all activities relating to the organisation and duration of the event to be reviewed and approved by the local authority,

Training

The executive board have the overall responsibility to ensure that there is a system of regular training and development for staff and volunteers by reviewing roles and tasks and training needs associated with each, promoting continuous professional development for best practise in the sector and our activities, and enabling the attendance of training through effective budgeting and work plans.

Onsite training for work based tasks should be delivered by the centre manager, volunteer manager or activity lead to ensure effective knowledge transfer to all staff and volunteers. An annual training schedule should be maintained to plan training and record attendance of staff and volunteers as well as update timescales.

Consultation

Evacuation

The fire risk assessment covers all elements of evacuation including a training record, signage monitoring and audit, and adherence to safe working practises with regards to fire safety and ingress and egress of both the Centre and Windmill.

Evacuation drills should take place in each building 6-monthly and be checked annually by the Board to ensure compliance and completion by staff and volunteers.