

Policy

HEALTH AND SAFETY POLICY

Version:	1.0		
Effective date:	6 December 2021		
Purpose:	To ensure the work of FRP is conducted in a safe manner, to safeguard the health and wellbeing of the Friends and of the public.		
Scope:	All staff, volunteers, members, and contractors of FRP		
Associated Policies, Guidelines and Procedures:	<ul style="list-style-type: none"> ● Volunteering policy ● Whistleblowing policy ● Data protection policy ● Recruitment policy (Employee, Contractor & Trustees) ● Communication policy ● Equal opportunities policy ● Complaints handling policy 		
Approved by:	FRP Trustees	Date:	2021
Last Amended:	December 2021		
Next Review:	December 2023		

Data Protection

Personal data will be processed in accordance with the requirements of GDPR and in compliance with the data protection principles specified in the legislation.

1. Activity

- 1.1. FRP promotes the wellbeing of the Park and its users. Typical activities include:
- Organising, delivering, and hosting events to which the public are invited
 - Gardening and conservation work
 - Running the Very Young Friends (for under 5s and their parents/carers), and occasional sessions for Young Friends (5-11 year olds, and their parents/carers)
 - Operating a Friends' membership scheme
 - Maintaining a bank account
 - Working in association with other relevant bodies (eg council staff and other nonprofit organisations) to carry out Friends' activities
 - Publicity relating to these activities, including preparation of newsletters and posters, and of various internet-based publicity

2. Actions

- 2.1. We aim to carry out our work in a safe manner, so as to safeguard the health and wellbeing of the Friends and of the public. In order to do this, we will take reasonable steps to:
- Consult and collaborate with relevant council staff, to get relevant advice
 - Work with council staff, to carry out risk assessments for any activity involving practical, gardening or conservation work, prior to the work being done
 - Designate a leader for each practical session, who will seek to reduce any hazards relating to the task in hand
 - Train new volunteers on safe procedures for working, including use of tools and lone working
 - Remind existing volunteers of safe procedures, on a regular basis
 - Record accidents/incidents, using an accident-recording book, when needed and report to relevant council staff
 - Purchase appropriate insurance, and work within its limits
 - Control financial situation carefully, providing an annual statement at the AGM
 - Ensure that any other organisations or groups that we work with also have suitable policies in place
 - Work in a way that is respectful, and inclusive of all, regardless of gender, race, colour, religion, sexual orientation, disability or ethnic background
 - Comply with all government guidance relating to Covid-19 or any subsequent outbreak of a similar nature
- 2.2. Leaders of the the Very Young Friends and Young Friends sessions will take additional steps to ensure that:
- Young people only attend if their parent/carer is in attendance, and that it

is clear that responsibility rests with the parent/carer

- Sessions are carefully planned, with appropriate materials, used in a manner which is safe and appropriate for the age range involved. Parents/carers are told of any potential health or safety issues, at each session; activities taking place outdoors in a park location inevitably have such things as mud, sticks and weather associated with them
- Parents/carers are consulted about whether photos can be taken of children
- Digital communications (eg email) are only sent to parents/carers, not children
- Any concern about a young person's wellbeing is reported to the Children's Services Team at the council. If a criminal offence is observed or is being reported by a young person, then this would be referred to the police.
- The Friends do not currently work with adults with disabilities, but similar considerations would be undertaken, if this were to happen.

2.3. Volunteer gardeners may do 'lone working' in the Park, once they have been trained, but they must:

- alert a friend/family member or colleague that they are doing so, and let them know when they have returned from lone working
- This applies equally to Friends who are keyholders who may be in the Park at dusk or dawn.