

Health and safety policy

This is the statement of general policy and arrangements for:		Crofton Park Railway Garden
Ben Ray		has overall and final responsibility for health and safety
The Crofton Park Railway Garden Group		has day-to-day responsibility for ensuring this policy is put into practice
Statement of general policy	Responsibility of: Name/Title	Action/Arrangements (What are you going to do?)
Prevent accidents at the site	The Crofton Park Railway Garden Group	General good housekeeping of the site is carried out after each volunteering session. The garden is kept reasonably clear. Waste is bagged wherever possible. We continued work to improve the footpaths. Tools are kept in the shed and tidied away as soon as not in use. We remind volunteers not to overload bags when clearing garden waste. We provide warnings to anyone working on the site about the risk of broken glass. We keep all tools capable of causing injuries locked in the shed and tidied away as soon as not in use. We only allow new volunteers to use low risk tools.
Provide clear instructions and information, and adequate training, to ensure employees are competent to do their work	The Crofton Park Railway Garden Group	Poster reminding of how to lift correctly on garden shed. Warning sign by the area containing broken glass.
Maintain safe and healthy working conditions, provide and maintain plant, equipment and machinery, and ensure safe storage/use of substances	The Crofton Park Railway Garden Group	We keep all tools capable of causing injuries locked in the shed and tidied away as soon as not in use.

Signed: Ben Ray		Date:	14/01/18
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You should review your policy if you think it might no longer be valid, eg if circumstances change.
If you have fewer than five employees, you don't have to write down your policy.

Health and safety law poster is displayed at (location)	On the garden shed at the site.
First-aid box is located:	In the garden shed at the site.
Accident book is located:	In the garden shed at the site.

Risk assessment

All employers must conduct a risk assessment. If you have fewer than five employees you don't have to write anything down.

Organisation name: Crofton Park Railway Garden

Date of risk assessment: 14/01/18

What are the hazards?	Who might be harmed and how?	What are you already doing?	Do you need to do anything else to control this risk?	Action by who?	Action by when?	Done
Slips and trips	Volunteers may be injured if they trip over objects or slip on spillages.	General good housekeeping of the site is carried out after each volunteering session. The garden is kept reasonably clear. Waste is bagged wherever possible. Tools are kept in the shed and tidied away as soon as not in use.	Continued work to improve the footpaths.	All members of the group and all volunteers	From now on	Ongoing
Injuries when lifting	Volunteers when moving garden waste or other objects around the site	Reminders to volunteers not to overload bags when clearing garden waste.	Poster reminding of how to lift correctly on garden shed.	H&S coordinator to put poster on garden shed	Before next volunteer day	
Injuries when digging	Volunteers when digging on site, particularly in the area where we know there is broken glass.	Providing warnings to anyone working on the site about the risk of broken glass.	Put a warning sign by the area containing broken glass.	H&S coordinator to put poster by area with broken glass	Before next volunteer day	
Injury when using tools	Volunteers when using tools.	Keep all tools capable of causing injuries locked in shed. Only allow new volunteers to use low risk tools.	No	All members of the group	From now on	Ongoing

You should review your risk assessment if you think it might no longer be valid (eg following an accident in the workplace or if there are any significant changes to hazards, such as new work equipment or work activities)