



Health and Safety Policy

General statement of purpose

Friends of Princes Park [FOPP] will provide and maintain safe and healthy working conditions and environment for all volunteers, employees and members of the public.

We will provide information and informal training to volunteers and freelancers, and encourage awareness of health, safety and welfare issues.

The allocation of duties for safety matters and the specific arrangements to implement this policy are set out below.

This policy and the way in which it operates will be reviewed bi-annually by the executive committee.

Responsibilities

1. Committee

1.1 FOPP exec committee holds overall responsibility for the health and safety of all activities the group runs. We adopt advice from Liverpool City Council Parks Department. We may choose to delegate this responsibility to a designated safety officer on the committee.

1.2 The exec committee is responsible for ensuring that the group has adequate Public Liability insurance with TCV [The Conservation Volunteers group].

1.3 All members of the committee are responsible for health and safety jointly. Members will make every attempt to ensure that hazards are put right. If a hazard cannot be put right, it will be reported to the exec committee.

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1.4 The committee will delegate health and safety responsibilities for each activity they run to the leader of that particular activity. No volunteer will run an event or activity on their own, and at least two volunteers should stay at an event until it is finished and the last attendees have left.

1.5 The activity leader will be responsible for completing a risk assessment before each activity and ensuring the identified mitigating actions are implemented. This might be a verbal risk assessment, or for more complicated tasks.

2. General arrangements

2.1 We will use the risk assessment process to decide whether we need a first aider on site for our activities. We provide a first aid kit on site.

2.2 The committee is responsible for maintaining the first aid kit. The activity leaders are responsible for checking that this is complete before any activity. There is also an accident book for this purpose in the first aid box

2.3 The committee is responsible for reporting significant accidents to Liverpool City Council.

3. Equipment and Machinery

3.1 The activity leader is responsible for ensuring that volunteers know how to use equipment correctly. A briefing is carried out before every activity.

3.2 FOPP does not use or store any notifiable Major Hazard substances.

Written ... January 2018
To be reviewed ... January 2023

Adopted by Friends of Princes Park

Name:

Committee Role:

Signature:

Date:

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Risk assessment

Organisation name: Friends of Princes Park

What are the hazards?	Who might be harmed and how?	What are you already doing?	Do you need to do anything else to manage this risk?	Action by whom?	Action by when?	Done

Employers with five or more employees must have a written health and safety policy and risk assessment.

It is important you discuss your assessment and proposed actions with staff or their representatives.

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 the hazards in your workplace, such as new equipment or work activities.

For further information and to view our example risk assessments go to <http://www.hse.gov.uk/risk/cases studies/>
Combined risk assessment and policy template published by the Health and Safety Executive 11/11



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