**Health & Safety Policy of the**

**Friends of Chislehurst Recreation Ground [FOCRG]**

**General statement of purpose**

idverde has overall responsibility for health and safety issues in Chislehurst & Walden Recreation Grounds, Whytes Wood and Walden Wood.

The Friends of Chislehurst Recreation Ground will provide and maintain safe and healthy working conditions and environment for all volunteers and members of the public engaged in activities which FOCRG has organised. We will provide information and informal training to volunteers, and encourage awareness of health, safety and welfare issues and safe practices. The allocation of duties for safety matters and the specific arrangements to implement this policy are set out below.

**Responsibilities**

1.1 Friends of Chislehurst Rec management committee holds overall responsibility for the health and safety of all activities the group runs. They may choose to delegate this responsibility to a designated safety officer on the committee.

1.2 The management committee is responsible for ensuring that the group has adequate Public Liability insurance.

1.3 All members of the committee are responsible for health and safety within their area of work. She / he will put right hazards or unsafe work practices as soon as they notice them or report them to idverde as appropriate. If a hazard cannot be put right, it should be reported to idverde or the management committee and the piece of equipment or activity should be closed until it is safe.

1.4 The committee will delegate health and safety responsibilities for each activity they run to the leader of that particular activity.

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, the Risk Assessment Form will be used.

**First Aid & Accidents**

2.1 We will use the risk assessment process to decide whether we need a first aider on site for our activities. Where appropriate, we will bring in qualified first aiders if we do not have a trained first aider available from within the group.

2.2 The committee is responsible for maintaining the first aid box and accident book. The activity leaders are responsible for checking these are complete before any activity.

2.3 The committee is responsible for reporting significant accidents or diseases notifiable under RIDDOR to idverde/Bromley Council.

**Equipment, Machinery and dangerous substances**

3.1 The activity leader is responsible for ensuring that volunteers know how to use equipment correctly.

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

**Lone Working**

4.1 From time to time committee members may be working alone in a public space. Before doing so, they must consider whether it is safe to undertake a task when alone and if not to ensure they are accompanied by a suitable person.

4.2 The individual should take the steps necessary to prevent them being at risk of threatening behaviour, abuse or attack, including calling the emergency services in need.

**Policy review**

This policy and procedures will be reviewed every three years by the FOCRG committee.

Policy adopted on: 11th October 2017

Signed (on behalf of the committee): BA Arora

Last reviewed November 2021