Moulsecoomb Forest Garden and Wildlife Project
HEALTH & SAFETY POLICY and PROCEDURES

This policy helps to make sure everyone involved in the project understands how to keep the garden safe,
to prevent accidents or harm to people, and to look out for each other's well-being.

1. Introduction

Moulsecoomb Forest Garden and Wildlife Project (MFGWP) is a registered charity which provides educational and volunteering opportunities to children and adults in a community garden in Moulsecoomb, Brighton. Its activities include cooking, bush craft and gardening. This policy is for trustees, employees, volunteers, users and visitors to the site.

The main activities of the Moulsecoomb Forest Garden and Wildlife Project are:
- Gardening, including ground preparation, planting, weeding, harvesting; managing compost and manure bins; safe use of equipment and tools
- Outdoor cooking, including storage, preparation and cooking of foods; and cleanliness and storage of equipment and utensils
- Bushcraft skills, including forest skills, building and managing fires; carpentry and woodcraft, forestry skills, management and use of sharp tools.
- Other activities include beekeeping, observation of wildlife, minor construction and carpentry.

Warren Carter, the Project Manager is the nominated person responsible for the overall project, supported by Pat Beach.

2. Our policy

Our policy is to provide and maintain safe and healthy working conditions, including preventing accidents and work-related ill-health for all our volunteers and users, and any other people who are directly affected by our activities, such as members of the public at our events.

This policy applies throughout MFGWP and is a requirement of the Health & Safety at Work Act 1974. It is the primary Health & Safety document for the MFGWP and is supported by our **Risk Strategy, our Risk Assessments** and our **Emergency Procedures.**

3.   **Our procedures**

1. *Risk Assessments*
   a. Care will be taken to minimise risk at all events and activities. A general garden risk assessment is in place for the project overall, with separate assessments for education and for cooking, which will be updated once a year by the nominated person; and if a change in operations or conditions takes place.
   b. A risk assessment will be carried out before every event to include risk to people from activities
   c. No volunteer or employee will run an activity on their own, and at least two volunteers or employees should stay at event until it's finished, and the last attendees have left, and will be responsible for securing the site.

2. *First Aid*
   a. We will have a trained first aider present during all work days and for every event.
   b. We will ensure First Aiders keep their training up-to-date

3. *Training*
   a. We will provide adequate supervision and instruction to employees and volunteers to enable them to work safely.
   b. Everyone participating in MFGWP workdays will be given advice on the correct use of tools and protective equipment (for gardening, cooking, food hygiene, beekeeping and bush craft), and it is their responsibility to follow this guidance.

4. *Site safety*
   a. The Project Manager or their deputy will do a site check during each session to identify and address hazards and maintenance requirements.

5. *Communication*
   a. We will make sure all users, volunteers, visitors and employees are aware of our policy.
   b. All new visitors to the garden will have a site tour, including a health and safety briefing.
   c. Staff, volunteers and visitors will be made aware of the problems caused by extremes of weather i.e. heat and sun, cold, heavy winds, heavy rain etc. and advised on suitable clothing and footwear for working outside.
   d. Open discussion regarding health and safety matters is encouraged, and anyone involved in the project is encouraged to report hazards and things that might go wrong to the Project Manager.
   e. Health and Safety issues will be covered at regular staff meetings with the Project Manager.

6. *Emergencies and incidents*

a. The Project Manager or his deputy is responsible for assessing the situation, calling emergency services if required, stopping all activity and organising staff and volunteers to keep the situation calm and well-managed according to our Emergency Procedures.

b. Emergency Procedures are displayed in the green woodworking area [at the top of the site] including details of project location to tell emergency services.

c. Incidents are recorded by the Project Manager and investigated by the Trustees. These records are kept in the Accident Book for three years from the date of the incident. The Accident Book is kept in the cabin.

4. Responsibility

1. Overall responsibility for health and safety at all events and activities organised by the Moulsecoomb Forest Garden and Wildlife Project lies with the Trustees.

2. This responsibility is delegated to the Project Manager who is responsible for the day-to-day implementation of the policy, for recording all incidents and reporting serious accidents or near misses to the Trustees.

3. The Project Manager is responsible for ensuring that risk assessments are in place throughout the organisation and reviewed annually.

4. Trustees are responsible for the overall effectiveness of the Health and Safety Policy, including policy implementation and review; and investigating serious incidents.

5. All employees, volunteers and support workers have a responsibility to help the project achieve a healthy and safe working and learning environment, and to take reasonable care of themselves and others.

5. Review period

We will review this policy on a regular basis to make sure it continues to meet the needs of the project and its users.

Signed by Project Manager and Trustees

Julie Shergold
Treasurer

Warren Carter
Project Manager

Duncan Graham Cameron
Company Secretary

Susie Howells
Chair

Date August 2021