

## **Health and Safety policy statement - Ems Valley Memorial Arboretum**

Whilst we do not have any direct employees, this policy is intended to apply to any volunteers working on our behalf at the site occupied by Ems Valley Memorial Arboretum.

It is in our intention that these volunteers benefit from a full risk assessment of the activity planned, and are properly trained and supervised in doing so.

### **Part 2: Responsibilities for health and safety**

1. Overall and final responsibility for health and safety lies with all trustees.
2. Day-to-day responsibility for ensuring this policy is put into practice lies with any trustee present on the day, or with the person otherwise supervising volunteers on the day.
3. All volunteers should:
  - a) co-operate with supervisors on health and safety matters;
  - b) take reasonable care of their own health and safety; and
  - c) report all health and safety concerns to an appropriate person (as detailed above).

### **Part 3: Arrangements for health and safety**

**Risk assessments**, for example for tree planting work, are to be updated regularly and any action to mitigate or avoid risks is carried out.

A master risk register, subject to review by trustees is to be kept, accessible by all trustees.

**Training** – Any necessary training needed should be planned prior to the event, and carried out either beforehand or with supervision at the time. Such training should be kept up to date as appropriate.

**Equipment** – We do not own our own equipment, but volunteers may be using their own or other peoples. Any person supplying such equipment should make sure that it is serviced and maintained correctly, and that any person using it is trained to do so.

In carrying out the above, we are mindful of the varied needs of volunteers. The very young/old or disabled may be more at risk and all present should be made aware of procedures, such as who to approach for help.

### **Part 4: Recording and Reporting**

All incidents falling under health and safety should be recorded and subject to review. This review will be reported to the board of trustees and will form part of any future risk assessments.

### **Review**

Date issued: 30/07/2024

Review next due by 31/01/2026