

East Grinstead in Bloom (EGiB) Health and Safety Policy

The aim of this policy is to ensure the health, safety and welfare of everyone who engages with East Grinstead in Bloom (EGiB) activities and to provide EGiB volunteers with overarching principles to guide their approach to health and safety matters.

EGiB wishes to ensure that all people who take part in its activities are safe and protected.

Policy Aims

- To ensure that all participants in EGiB projects are aware that they are responsible for their own health and safety and wellbeing, and understand that EGiB committee members can provide only horticultural advice. Therefore, children and vulnerable adults working on EGiB projects must be supported at all times by their carer.
- To ensure the health, safety and wellbeing of all who attend EGiB Events.

1 Participation in EGiB Projects

Participation in EGiB projects is informal and open to all local people who wish to help to beautify local outdoor spaces. Projects are advertised and members of the public are invited to help on a “drop-in” basis. Indeed, many projects are initiated by members of the public and run entirely by them under the umbrella of East Grinstead in Bloom, but without the intervention of East Grinstead in Bloom committee members, except to advise on horticultural matters.

EGiB committee members should ensure that all those helping with EGiB projects eg an “It’s Your Neighbourhood” garden, adhere to this policy and understand that they are responsible for their own health, safety and wellbeing and that of any children or vulnerable adults in their care. If a disabled person helps with EGiB projects, either they or their carer (as appropriate) should review the activity requirements to ensure that it can be carried out safely.

3 EGiB Events

Periodically, EGiB holds events to which members of the public are invited eg Front Garden Awards Evening.

EGiB will carry out risk assessments on rooms used for EGiB events, and will liaise with the organisation which runs the building. EGiB will implement any actions needed to ensure that accidents are prevented (sample risk assessment form is at Appendix 1).

EGiB will ensure that emergency evacuation procedures are understood and followed.

If anyone involved in the event has a disability, the risk assessment will be reviewed to ensure that it covers additional risks that might be present for that person.

EGiB committee members are responsible for taking reasonable care of their own health and safety and also for ensuring:

- safe stacking and storage methods are followed
- standards of cleanliness and hygiene are maintained
- waste is disposed of safely in appropriate containers
- corridors and exits are kept clear and free from obstruction
- equipment used is in good working order and does not present a safety hazard, eg trailing wires

- sensible lifting and carrying procedures are followed when moving equipment and resources.
- Accidents/dangerous occurrences and damage incidents are reported to the organisation responsible for the building.

3 Public Liability Cover

EGiB will ensure that it has appropriate continuous Public Liability cover.

EGiB committee members will review this policy every 2 years.

Policy approval date:	10.04.2024
Policy review date:	10.04.2025

Signed: Julie Mockford_____

Signed on behalf of East Grinstead in Bloom by Julie Mockford (Chairman)

Date: 10.04.24_____

East Grinstead in Bloom

Risk Assessment Sample Form

Date		Name of Risk Assessment Officer
Nature of Risk	Checked (please tick)	Comments/Action taken/Action required
Clear access to room		
Room clean and tidy		
Refreshment trolley clean with fresh supplies		
Chairs and tables safely assembled and positioned		
No trailing wires or other trip/slip hazards		
Electrical equipment safely set up and working correctly		
Other (please state)		