



Middle Marches Community Land Trust

Health and Safety Policy

1. Policy Statement

The policy of Middle Marches Community Land Trust (MMCLT) is, as far as reasonably practicable, to provide and maintain safe and healthy working conditions and environment for all its volunteers, visitors and site users, including any other people directly affected by its activities, such as members of the public at our events.

2. Responsibility

- The MMCLT Board has overall responsibility for health and safety and will ensure this policy is implemented.
- This responsibility will be delegated to a named Board Member for each event or activity. This Member will be responsible for ensuring that this policy is upheld.
- For the monthly Board meetings, the responsible Member is the Chair.
- For all other events, the responsible person will be named in advance, and their name will be noted on all relevant risk assessments. All volunteers involved will be made aware of who is responsible for health and safety.
- All Members and volunteers must take reasonable care for their own health and safety and that of others, and cooperate with all safety instructions and procedures.
- MMCLT will hold Public Liability Insurance,

3. Risk Assessment

- The main physical activities of the MMCLT are organising meetings, talks, fundraising events, and site management tasks with volunteers.
- Activities will be planned to minimise risks, and suitable control measures will be put in place.
- Specific risk assessments will be carried out for site work and site activity, and the use of our sites.
- A risk assessment will be carried out before every one-off event. This will include assessing risk with respect to all aspects of the event, including but not limited to equipment, venue, volunteers, and attendees. Appropriate precautions will be taken to minimise hazards at all events and activities.
- The MMCLT may also run regular events at the same venue or using the same equipment, such as the monthly Board meetings. In this case, a general risk assessment will be carried out. All general risk assessments will be reviewed at least annually.
- Dynamic risk assessment will be used during all events.

- Significant findings during a risk assessment will be recorded, acted upon, and communicated to all relevant parties.

4. Induction and Training

- All volunteers will receive a health and safety induction, including emergency arrangements and task-specific training as needed.
- Additional training will be provided for the use of specialised tools, machinery, or higher-risk activities.
- Clear briefings will be given before activities.
- The Health & Safety Lead will keep records of training.

5. Safe Working Practices

- Everyone must follow safe working practices, use tools and equipment as instructed, and wear any required personal protective equipment (PPE).
- No volunteer will run an event or activity on their own; a Board Member should always accompany them, and ideally, more than one Board Member. Two people (a Member and a volunteer) should stay at an event until it is finished, and the last attendees have left. No visitor or participant will be the last to leave an event.
- All accidents, incidents, and near-misses must be reported promptly to the Board Member and recorded in the Accident & Incident Log.

6. First Aid and Emergency Procedures

- We will have a trained first aider present at all events which are open to the public, and a first aid kit will be available.
- All volunteers and visitors will be made aware of the precautions they need to take as noted on the relevant risk assessment.
- We will make sure all volunteers and visitors at events and activities are familiar with emergency procedures and are aware of the location of fire exits or other escape routes.

7. Welfare

- Volunteers and Members should take regular breaks, drink sufficient fluids, and wear weather-appropriate clothing.
- MMCLT will provide guidance on welfare during activities, including arrangements for shelter and rest.

8. Safeguarding

- MMCLT will take steps to safeguard vulnerable adults and young people, in line with UK safeguarding legislation and guidance
- Any safeguarding concerns should be reported to the designated safeguarding lead.

9. Data Protection and Confidentiality

- Personal information gathered for health and safety purposes will be managed in line with the General Data Protection Regulations.

This policy will be reviewed annually and updated sooner if there are significant changes in legislation or MMCLT's activities, or a significant incident occurs.

Related MMCLT Policies:

- Privacy Policy
- Data Retention Policy
- Volunteer Policy
- Safeguarding Policy