



GREENING WINGROVE COMMUNITY INTEREST COMPANY (CIC) HEALTH AND SAFETY POLICY STATEMENT

Date: Feb 2026
Review: Feb 2027

Health and Safety at Work etc Act 1974

This is the Health and Safety Policy Statement of Greening Wingrove CIC, for us to meet the requirements of the Health and Safety at Work etc. Act 1974 and create a culture of safety for people and place by mitigating potential risks of harm that could be caused by our activities.

Our statement of general policy is:

- to provide adequate control of the health and safety risks arising from our work activities
- to consult with our employees and volunteers on matters affecting their health and safety endeavouring to make our “place” and “space” accessible (see Appendix for definition) to people with different access needs
- to provide and maintain safe plant and equipment (see Appendix for definition)
- to ensure safe handling and use of substances
- to provide information, instruction and supervision for employees and volunteers;
- to ensure all employees and volunteers are competent to do their tasks, and to give them adequate training and support;
- to prevent accidents and cases of work-related ill health;
- to maintain safe and healthy working conditions; and
- to review and revise this policy as necessary at regular intervals.

Responsibilities

Overall and final responsibility for health and safety is that of the Directors of Greening Wingrove CIC.

Day-to-day responsibility for ensuring this policy is put into practice is delegated to a **Named Director**.

The named director is: Gus Beamish
Contact: augustinebeamish@gmail.com

All employees or volunteers have to:

- co-operate on health and safety matters with directors, supervisors and managers if applicable (including those managers of partner organisations where they are responsible for workplace or site health and safety);
- not interfere with anything provided to safeguard their health and safety;
- take reasonable care of their own health and safety;
- report all health and safety concerns to an appropriate person (as detailed in this policy statement) and help foster a culture of feedback, to ensure health and safety standards remain high

Health and safety risks arising from our work activities

- 1) The Named Director will ensure that risk assessments are carried out for all activities.
- 2) The findings of the risk assessments will be reported to the Chair.
- 3) Action(s) required to remove and/or control risks will be approved by the named Director and/or Chair.
- 4) The Named Director and/or Chair will be responsible for ensuring the action required is implemented.
- 5) The Chair/Named Director will check that the implemented actions have removed and/or reduced the risks.
- 6) Assessments will be reviewed every two months. If the assessment has been undertaken properly, then every 2 or 3 years is acceptable unless there is a change to working activities.

Consultation with employees and volunteers

Greening Wingrove CIC) will consult with employees and volunteers on the following:

- any new measure which may substantially affect their health and safety at work, for example new equipment, new ways of working and new procedures
- arrangements for getting competent people to help satisfy health and safety laws
- the information we give to employees and volunteers on the risks to health and safety arising from their work, measures to reduce or get rid of these risks and what they should do if they are exposed to a risk, including emergency procedures
- planning and organising health and safety training and
- the health and safety consequences for them of any new technology we plan to introduce.

The information provided to employees and volunteers will be in a form that can be easily understood.

Greening Wingrove CIC will consult directly with employees and volunteers through team meetings and face-to-face discussions.

Greening Wingrove CIC will allow enough time for employees and volunteers to consider the issues and give informed responses. Employees and volunteers are encouraged to ask questions, raise concerns and make recommendations.

If the staff choose to elect a trade union safety rep then Greening Wingrove CIC will

afford that representative facilities for undertaking their duties, and will consult with the named representative on all health and safety matters.

Greening Wingrove CIC will take employees' and volunteers' views into account before a final decision is made, respond to any concerns and questions raised and explain the final decision and why it has been taken.

Safe equipment

- The Named Director will be responsible for identifying all equipment needing maintenance.
- The Named Director will be responsible for ensuring effective maintenance procedures are drawn up.
- The Chair/Named Director will be responsible for ensuring that all identified maintenance is implemented.
- Any problems found with equipment should be reported to the Named Director immediately.
- The Named Director will check that new equipment meets health and safety standards before it is purchased.

Safe handling and use of substances

- The Named Director will check that new substances can be used safely before they are purchased. Greening Wingrove CIC does not currently use or store any substances which need a COSHH assessment.

Information, instruction and supervision

- The Health and Safety Law poster is displayed at work assembly points.
- The Named Director and Chair is responsible for ensuring that our employees and volunteers working at locations under the control of other employers are given relevant health and safety information.

Competency for tasks and training

- Induction training will be provided for all **volunteers and** employees by the Named Director or Chair.
- Training records are kept by the named Director or Chair.
- Training will be identified, arranged and monitored by the Named Director.

Accidents, first aid and work-related ill health

- All relevant accidents and cases of work-related ill health are to be recorded in the accident book. The book is kept at the **Bike Garden Pavilion**.
- The Chair of Greening Wingrove CIC is responsible for reporting accidents, diseases and dangerous occurrences to the enforcing authority.
- First aid arrangements will be made by the Named Director or Chair.

Monitoring

To check our working conditions, and ensure our safe working practices are being followed, we will:

- 1) Carry out inspections (eg Legionella testing, fire safety equipment) and spot checks
- 2) Investigate any accidents or sickness absences that occur.

To ensure this happens:

- The Named Director is responsible for investigating accidents.
- Director and Chair are responsible for investigating work-related causes of sickness absences.
- The Named Director and Chair are responsible for acting on investigation findings to prevent a recurrence.
- Health and Safety reporting will be a standing item on Board of Directors' meeting agendas.

Risk Assessments

The Named Director or Chair are responsible for ensuring that risk assessments are carried out which will be recorded on a risk assessment form and retained at the Registered Office.

The Board of Directors will be made available to support the named Director with all tasks due to the legal obligation of the organisation.

The Named Director is to check that external organisations will carry out their own risk assessments inline with Greening Wingrove's risk assessments.

See **Appendix 2** for suggested mitigations of risks when risk assessments are carried out for GWAH activities.

Competent Person

The Named Director, Chair and/or another internal or external person who is aware of our work activities and trained in a third party health and safety course and can assist in safety manners.

Safety of the space

Our space celebrates many ecosystems, and we are stewards of it as Greening Wingrove. As we protect ourselves by assessing the risks posed to ourselves, we will protect the ecosystems that are in our space as employees, volunteers and members. Learning, reflecting, assessing and mitigating any risks we pose to the natural environment.

External Operators

All external operators will:

- provide details of relevant training, insurance and regulation compliance where necessary.
- be familiarised with all GWAH policies relevant to their practices whilst on site, including but not limited to, environmental policy, safeguarding, health and safety, code of conduct, keyholder policy.

- sign a document outlining they have seen and will comply with relevant GWAH policies.
- Provide the designated person with copies of their risk assessments as necessary.

Appendix 1: Definitions

1. Key words

- “Place” and “Space”¹ in UK urban planning, “space” refers to the physical location, “place” is the meaning, memories, and social connections you give the space.
- Accessibility² is all about removing barriers to participation. This requires thinking about Physical, Communication and Attitude barriers.
- “Plant and Equipment”³ refer to the machinery, tools, and devices used in various workplace operations.”

Appendix 2: Site-specific Safety Measures and Risk Mitigations

1. General Safety Measures

- A first aid kit is available in the pavilion, and a first aid trained keyholder will be present during opening hours.
- Emergency contact numbers are displayed in visible locations.
- Fire extinguishers and alarms are installed and tested when necessary. Fire exits are clearly marked and kept clear and accessible to all users.
- Regular inspections are carried out to ensure paths, garden areas, and communal spaces are safe and accessible.
- Adequate lighting must be maintained and checked regularly.
- General electrical maintenance and PAT testing carried out by qualified person.
- Legionella checks are done as per notes in folder- we have the folders in pavilion sideboard
- Equipment suitably stored.

¹ <https://theculturalcourier.home.blog/2019/02/22/everyday-anthropology-space-vs-place>

<https://www.futureoflondon.org.uk/news/places-spaces-and-sociality-how-the-built-environment-fosters-a-sense-of-community/>

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<https://www.resourcecentre.org.uk/information/making-your-activities-and-events-accessible/>

³ <https://www.ctcswl.co.uk/health-and-safety-policy-arrangements-plant-and-equipment/>

<https://www.hse.gov.uk/work-equipment-machinery/maintenance.htm>

- Working at height should be avoided where possible, when necessary, appropriate equipment must be used to minimise any associated risk.
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2. Site Access

- Site to be open and closed by a trained keyholder who will follow the keyholder policy.
 - Complete set of keys to be stored on site in key safe. Pavilion door, large external cupboard door, garden container, bike container, side gate, cleaning cupboards, hazmat storage etc
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3. Site Safety

- Tools and equipment must be stored securely and maintained in safe condition.
 - PPE should be provided where appropriate.
 - Chemicals and any hazardous materials (fertilisers, cleaning agents, fuels, paints) will be used minimally and stored safely in a suitable manner as compliant with both COSHH and fire safety regulation/advice.
 - Safe lifting practices must be followed to avoid injury.
 - Children must be always supervised by a responsible adult.
 - No unsupervised children under the age of 18 are allowed in garden unless a DBS registered key holder or external operator is on site and approves this. If that DBS registered person leaves the site, any unsupervised children under 18 must leave the site.
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4. Hygiene & Welfare

- Handwashing facilities with soap and hot water will be available on site.
 - Access to clean drinking water will be provided.
 - Waste and recycling will be managed and stored responsibly. Waste will be collected regularly by registered holder of current waste disposal certificate.
 - Toilets will be kept clean and accessible.
 - Bins for proper disposal of sanitary products to be provided.
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5. Incident Reporting

- All accidents, near-misses, or health and safety concerns must be reported to the keyholder, health and safety coordinator or board member immediately.
 - An accident/incident book will be maintained and reviewed regularly to identify recurring risks.
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6. Food preparation and Kitchen Safety

- All volunteers, keyholders and external operators handling food will receive basic food hygiene training. Any food preparation carried out on site should be supervised by person holding minimum level 2 food hygiene qualification.
 - Food will be prepared, stored, and served in compliance with food safety regulations.
 - Surfaces, utensils, and equipment will be cleaned and sanitised regularly.
 - Allergen information will be available for all food served. The 14 allergens are: Celery, cereals containing gluten, crustaceans, eggs, fish, lupin, milk, molluscs, mustard, nuts, peanuts, sesame seeds, soya and sulphur dioxide (sometimes known as sulphites). Allergen poster to be provided for kitchen.
 - All low level kitchen cupboards to be fitted with child proof locks/hasps.
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8. Event Safety – Bike Garden - members use.

- A keyholder must be present for the duration of the event.
 - All event organisers must comply with the general health and safety policy, safeguarding policy and code of conduct.
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9. Event Safety – Bike Garden - external clients

- All clients of GWAH, the Bike Garden to be walked through the site and shown relevant risks and policies by a keyholder before using the space.
 - All clients will be given the contact details of the safeguarding officer, the designated health and safety person and the relevant keyholder.
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10. Event Safety – community – offsite

- All offsite event organisers must comply with the general health and safety policy and safeguarding policies.
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11. Fire Safety

- It is the responsibility of all volunteers and members to be aware of fire hazards, to know the location to fire exits and assembly points, to understand the procedure for raising alarm and calling the emergency services.
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12. Lone working

- Refer to GWAH's lone working policy for details.

13. Training, risk assessment & review

- Induction training on health and safety will be provided for all board members, keyholders and volunteers.
- Specific training, appropriate use of equipment, manual handling, first aid, food hygiene, fire safety, risk assessment etc will be given where required.
- The named board member or named health and safety officer will make all risk assessments carried out available to members.
- Risk assessment to be reviewed and updated annually.
- This policy will be reviewed annually by the board, or sooner if there are significant changes in operations or legislation.