

FRIENDS OF ABBEY FIELDS

HEALTH & SAFETY PLAN

for safe working practices associated with voluntary and educational activities within Abbey Fields, Kenilworth

including

Risk Assessments

&

EDI & Safeguarding Policies

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PART A

OUTLINE

Friends of Abbey Fields – Health & Safety Plan

A1. LEGAL

As a community group who do not have paid workers nor have control of a premises, the Friends of Abbey Fields (FOAF) only have a general legal responsibility to take care not to cause injury to people. FOAF have a legal duty of care to group members and others who may be affected by FOAF activities, which means a duty to do what can be done to protect people from harm. FOAF have prepared this document to prove that care is always taken to reduce or remove unnecessary risks and to avoid accidents.

A2. INTRODUCTION

It is the general policy of Friends of Abbey Fields (FOAF) to provide adequate control of the health and safety risks arising from our activities:

- A2.1 Provision and maintenance of safe and healthy equipment and working practices for our members and volunteers
- A2.2 Provision of information, training and supervision as is needed for this purpose
- A2.3 We will ensure that all volunteers are competent to do their tasks and give them adequate guidance
- A2.4 The health, safety and welfare of young people is central to our work
- A2.5 Our policies and procedures in relation to safeguarding are outlined in our EDI & Safeguarding Policy

A3. RESPONSIBILITIES

- A3.1 The day-to-day responsibility for ensuring that this policy is kept up to date and is made available falls to the FOAF Committee
- A3.2 The day-to-day responsibility for ensuring that this policy is put into practice during FOAF events and activities is delegated to the Lead Volunteer or Event Leader on any given day. This will be stated on the relevant event schedule
- A3.3 All volunteers have a duty to:
 - A3.3.1 *co-operate with the committee and Lead Volunteer / Event Leader on health and safety matters*
 - A3.3.2 *not interfere with anything provided to them to safeguard their health and safety*
 - A3.3.3 *take care of their own and others' health and safety*
 - A3.3.4 *use equipment correctly in accordance with training and instructions*
 - A3.3.5 *report all health and safety concerns to an appropriate person*

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A4. RISK ASSESSMENTS

- A4.1 Risk assessments of our activities will be carried out and reviewed annually by the committee. Safety guidelines for each event will be generated based on the appropriate risk assessment. Responsibility for observing the safety guidelines lie with all the volunteers
- A4.2 Lead Volunteers / Event Leads will report any raised concerns to the committee without delay. Reported concerns will be discussed by the committee and the risk assessments will be updated accordingly
- A4.3 Safety guidelines based on risk assessments for FOAF activities and events have been prepared by the committee. The Volunteers are all responsible for liaising with the Lead Volunteer or Event Leader to ensure that hazards are dealt with as outlined in the safety guidelines
- A4.4 Risk Assessments are available if required at the event as well as referred to in the invitation

A5. ACCIDENTS & FIRST AID

- A5.1 A First Aid box will be provided by FOAF and kept with the Lead Volunteer / Event Leader or a suitable appointed person (e.g. a volunteer with First Aid training)
- A5.2 Our aim is that Lead Volunteers and Event Leaders will have up to date First Aid training
- A5.3 All accidents are to be recorded in the Accident Book, carried by the Event Leader

A6. BEHAVIOUR MANAGEMENT

- A6.1 Volunteers are expected to read the safety guidelines carefully and sign off on the day sheet to confirm that they have read and will comply with them
- A6.2 Volunteers showing a disdain or lack of interest in following the safety guidelines will be asked to leave the working party for their safety and the safety of others

A7. REASONABLE LEVELS OF RISK

FOAF will take steps to avoid unnecessary risk or eliminate activities with very high levels of risk. However, some activities inherently involve some risk. Learning about risk management is a necessary part of community work, and we encourage our volunteers to think about how to manage some risk for themselves.

PART B

RISK ASSESSMENTS

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B1. GENERAL RISK ASSESSMENT FOR ABBEY FIELDS

FOAF members and volunteers undertake occasional light work around Abbey Fields, such as litter picking, guided walks, weeding or seed planting. These activities have the potential to expose volunteers to risks that require identification and assessment before we can outline mitigation measures to reduce them to as close to minimal as reasonably practicable – this Hazard and Risk Assessment process generates a Health & Safety Plan and Method for Safe Working.

The Hazard and Risk Assessment process considers the risks and hazards associated with the proposed site work, to ensure that the hazards are recognised and properly assessed in order to mitigate against or fully eliminate these risks.

A hazard is a property or situation which could lead to harm in particular circumstances.

Risk is a considered estimate of the severity of harm against the likelihood of such harm occurring (i.e. encountering the hazard).

A risk assessment matrix is used to assess the likely risks so that measures can be taken to mitigate against these risks.

Likelihood (L)	Severity / Consequence (S)	Assessed Risk (R) = Likelihood (L) x Severity (S)	Assessed Risk (R)
1 – Improbable	1 = trivial injury		
2 – Unlikely	2 = minor injury (first aid)		1 – 6 = Low
3 – Even chance	3 = injury or illness (lost time)		7 – 12 = Moderate
4 – Likely	4 = major injury (reportable)		13 – 25 = High
5 – Almost certain	5 = severe incapacity / death		(see matrix below)

Hierarchy of Risk Control Measures to Apply			Likelihood (L)	Severity / Consequence (S)						
					1	2	3	4	5	
1	Eliminate	Do away with article, process or substance								
2	Reduce	Use a safer product, substance or procedure		1	L	L	L	L	L	
3	Isolation	Guards, barriers, remote operation		2	L	L	L	M	M	
4	Controls	Safe system of work (training, instruction, supervision, reduce exposure)		3	L	L	M	M	H	
5	PPE	Last resort, and as a temporary measure		4	L	M	M	H	H	
6	Discipline	Self-control, behaviour, signs and posters	5	L	M	H	H	H		

Task-specific Hazard and Risk Assessments are carried out for each activity, permitting the generation of Task-specific Health and Safety Plans (HASPs).

FOAF organisers and/or work party leaders will have a suitable First Aid kit, an accident log book to record any incidents, and full awareness of emergency procedures should such a situation arise.

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Hazard / Consequence	Assessed Risk			Risk Mitigation Steps	Residual Risk		
	L	S	R		L	S	R
Uneven ground or slopes resulting in slips, trips, falls and injury	3	2	6	<ul style="list-style-type: none"> Care and attention Appropriate footwear 	2	2	4
Risk from site surroundings, e.g. nails, barbed wire, sharp metal resulting in puncture wounds	2	3	6	<ul style="list-style-type: none"> Care and attention Appropriate footwear (i.e. steel toes, steel sole plates) PPE to be worn in compliance with risk assessment warnings 	1	3	3
Adverse weather conditions (wet, dry, hot, cold) resulting in hypothermia, heatstroke, exposure, sunburn	3	3	9	<ul style="list-style-type: none"> Wear suitable clothing to keep comfortable Use adequate waterproof clothing to keep dry Where permitted, use hot drinks to stay warm Drink plenty of fluids to keep hydrated Warm up in a warm, dry location at intervals as required Use sun cream, sunblock, hats, etc. to protect against sunburn Rest in shade at intervals as required Protect head and back of neck (but do not compromise correct functioning of hard hat) Bring any unresolved problems to the attention of the organisers and/or leaders 	2	3	6
Invasive species (flora)	2	3	6	<ul style="list-style-type: none"> Awareness of invasive species in work area Do not touch plants Use invasive species guide if unsure of plants 	2	2	4
Biological hazards (Weils disease from rats, Lymes disease from ticks)	2	4	8	<ul style="list-style-type: none"> Observe appropriate hygiene at all times Wash hands and use hand sanitizer before driving, eating, etc. Wear appropriate clothing in overgrown areas (no shorts) 	1	4	4
Vehicle / plant movement on or near site, accidental contact resulting in injury or death	2	5	10	<ul style="list-style-type: none"> Care and attention at all times Specific care and attention when near vehicles or moving plant Appropriate communication with site management Appropriate definition and protection of short-term work areas Site is open for public access so follow all site safety regulations as per member of public 	1	5	5
Ignorance of potential risks due to misunderstanding or ignoring this Health & Safety Plan	3	4	12	<ul style="list-style-type: none"> Ensure all involved volunteers read the safety guidelines and sign the day sheet to confirm they have read them and will comply with them. The full Risk Assessment will be available at the event if requested. Instruct work party organisers and/or leaders to observe volunteers during the working day and immediately halt any observed unsafe working practices. 	2	2	4
Unstable structures, collapse leading to injury or death	2	5	10	<ul style="list-style-type: none"> Care and attention 	1	5	5

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				<ul style="list-style-type: none"> • Appropriate communication with site management • Awareness of unstable structures on site • Maintain safe working distance from any identified structures on site 			
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B2. ADDITIONAL RISKS ASSOCIATED WITH WORKING PARTIES inc. LITTER PICKING, GARDENING, etc.

Hazard / Consequence	Assessed Risk			Risk Mitigation Steps	Residual Risk		
Exposure to litter potentially including dirty nappies, dog litter, dog litter in bags, broken glass presenting sharp edges, pierced or damaged cans presenting sharp edges, discard drug bags or other containers and items of drug delivery	3	4	12	<ul style="list-style-type: none"> • Avoid picking up litter with bare hands, or even gloved hands. Use litter pickers. • Report any suspicious or dangerous-looking litter or refuse to the organisers and/or leaders • Do not attempt to lift or remove any large objects of refuse. Notify the organisers and/or leaders, who will co-ordinate a suitable response 	2	3	6
Incorrect use of hand tools, resulting in injury	2	3	6	<ul style="list-style-type: none"> • Care and attention • Correct tools to be used for each job • If unsure of tool operation, do not use • Appropriate eye protection and gloves to be worn • Avoid tool maintenance activities in the field • 	1	3	3
Exposure to buried objects if working with soil	3	4	12	<ul style="list-style-type: none"> • Only use suitable tools for the work at hand • Report any suspicious or dangerous-looking litter or refuse to the organisers and/or leaders • Do not attempt to lift or remove any large objects of refuse. Notify the organisers and/or leaders, who will co-ordinate a suitable response 	2	3	6
Injuries resulting from interaction with badly-behaved or aggressive dogs	2	3	6	<ul style="list-style-type: none"> • Be aware of surroundings at all times • Avoid surprising dogs that are off their leads • Report the presence of dogs of concern to the organisers and/or leaders 	2	3	6

B3. ADDITIONAL RISKS ASSOCIATED WITH EVENING EVENTS inc. BAT WALK, MOTH EVENING, etc.

Hazard / Consequence	Assessed Risk			Risk Mitigation Steps	Residual Risk		
Dark evenings will be a cause of extra hazards including slipping and tripping	4	3	12	<ul style="list-style-type: none"> • Follow the leader on designated routes • Use torch or phone torch • Be extra careful by the streams and lake. 	2	3	6

Event Leaders will announce any additional safety guidelines as required.

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B4. ADDITIONAL RISKS ASSOCIATED WITH CHILDREN’S NATURE DAYS / EVENTS

Hazard / Consequence	Assessed Risk			Risk Mitigation Steps	Residual Risk		
Toilet facilities inadequate Safeguarding issues Distance from toilet facilities	3	4	12	<ul style="list-style-type: none"> Full facilities provided at the base Safeguarding policy in action Never travelling too far from facilities. Assistants will be able to accompany children back to facilities whenever necessary. 	2	2	4
Security – children getting separated from group	3	4	12	<ul style="list-style-type: none"> Ensure children stay within the bounds of the activity area as set by the leader The leader or an assistant will be at the front and back of the children as they walk to an activity No long walks involved, always within 15-20 minutes of the base. 	1	4	4
Weather – children exposed to excess rain or heat	3	3	9	<ul style="list-style-type: none"> The base is an indoor facility to protect against extreme weather Alternative indoor activities available to reduce exposure to excess rain or heat 	2	3	6
Danger from child being collected at the end of the event by unknown contact	2	6	12	<ul style="list-style-type: none"> There will be two telephone nos. for primary and secondary contacts. If a primary contact does not arrive on time the secondary contact will be called. A child will not be released to anyone other than an official contact. 	1	6	6
Food - risk of food causing health issues	3	3	9	<ul style="list-style-type: none"> Food to be provided by parents for their own child. Fridge facilities at base to store packed lunches Parents asked not to have nuts in the food they provide to prevent any cross contamination 	1	3	3
Hygiene – children catching germs from poor hygiene	3	3	9	<ul style="list-style-type: none"> Children to wash hands before eating food Children to wash hands after using the toilet facilities. 	1	3	3
Illness – child becomes ill with sickness such as vomiting	2	3	6	<ul style="list-style-type: none"> Parent will be contacted Child kept at base with assistant until parent arrives. Sufficient assistants available so not a problem. 	2	2	4
Behaviour – over-excitement and not following rules could lead to accidents	2	3	6	<ul style="list-style-type: none"> Explain to children at the start to listen carefully to instructions Leader and assistants to maintain supervision at all times 	1	3	3
Accidents – child may suffer an injury	2	4	8	<ul style="list-style-type: none"> Supervise at all times the activities of the children to anticipate problems At least one member of the team has First Aid training to deal with initial incident Emergency phone no. to be contacted if serious incident 	2	3	6

PART C

EDI & SAFEGUARDING

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C1. EQUALITY, DIVERSITY & INCLUSION

EDI (Equality, Diversity and Inclusion) ensures fair treatment and opportunity for all. It aims to eradicate prejudice and discrimination on the basis of an individual or group of individuals' protected characteristics.

C1.1 EQUALITY

At its core, equality means fairness: we must ensure that individuals, or groups of individuals, are not treated less favourably because of their protected characteristics.

Equality also means equality of opportunity: we must also ensure that those who may be disadvantaged can get the tools they need to access the same, fair opportunities as their peers.

C1.2 DIVERSITY

Diversity is recognising, respecting and celebrating each other's differences. A diverse environment is one with a wide range of backgrounds and mindsets, which allows for an empowered culture of creativity and innovation.

C1.3 INCLUSION

Inclusion means creating an environment where everyone feels welcome and valued. An inclusive environment can only be created once we are more aware of our unconscious biases, and have learned how to manage them.

The following are the legal protected characteristics, under The Equality Act 2010:

- Age
- Disability
- Gender reassignment
- Marriage and civil partnership
- Pregnancy and maternity
- Race
- Religion or belief
- Sex
- Sexual orientation

Discrimination on the grounds of any of these characteristics is illegal.

Discrimination can take many forms including direct discrimination, indirect discrimination, bullying, harassment and victimisation.

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C1.4 EDI COMMITMENTS

The Friends of Abbey Fields (hereafter referred to as FOAF) is committed to encouraging equality, diversity and inclusion among our workforce, and eliminating unlawful discrimination. FOAF intends to:

1. Provide equality, fairness and respect for all members, volunteers and committee members
2. Not unlawfully discriminate because of the Equality Act 2010 protected characteristics of:
 - age
 - disability
 - gender reassignment
 - marriage and civil partnership
 - pregnancy and maternity
 - race (including colour, nationality, and ethnic or national origin)
 - religion or belief
 - sex
 - sexual orientation
3. Oppose and avoid all forms of unlawful discrimination. This includes in:
 - dealing with grievances and discipline
 - selection for volunteering or other community opportunities

C2. SAFEGUARDING

C2.1 INTRODUCTION

Safeguarding is the action that is taken to promote the welfare of children and protect them from harm. In the context of FOAF activities and events, use of the terms 'child' or 'children' also applies to vulnerable adults. FOAF safeguarding policy forms a part of our risk assessment and safety management process.

Safeguarding means:

- protecting children from abuse and maltreatment
- preventing harm to children's health or development
- ensuring children grow up with the provision of safe and effective care
- taking action to enable all children and young people to have the best outcomes

Child protection is part of the safeguarding process. It focuses on protecting individual children identified as suffering or likely to suffer significant harm. This includes child protection procedures which detail how to respond to concerns about a child.

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C2.2 SAFEGUARDING COMMITMENTS

C2.2.1 The FOAF Committee

FOAF are committed to providing a safe, inclusive and welcoming environment for our volunteers, and recognise that we have a duty of care for all young people and vulnerable adults attending FOAF activities and events. Safeguarding is the process by which we achieve this.

FOAF have two committee members appointed as a Safeguarding Contact, details of which will be updated annually. Either of the Safeguarding Contacts may be approached regarding any safeguarding issues.

By having safeguarding mechanisms in place, children and parents can have peace of mind that we take our responsibilities regarding the welfare and safety of child participants very seriously and will respond to issues or concerns quickly and appropriately.

FOAF are committed to fostering a safe, inclusive and caring environment for anyone involved with our activities and events. To this end, FOAF have procedures in place to ensure the safety and welfare of any children or vulnerable adults left in our care.

C2.2.2 As a Parent, Guardian or Carer

FOAF will provide a form for parents to fill out, which aims to give us all the information that we should need to take good care of those in our charge and ensure safe return of children or vulnerable adults only to the parent, guardian or carer that they should be returned to.

Parents must ensure to fill in all the required parts of the form, so FOAF are empowered to safeguard their charge while they are in our care. Critical information will be transferred to a printed sheet that will be carried by the Event Leader on the day of the event.

The format of this sheet is presented below for clarity, complete with fictional details:

Child name	Parent name	Parent phone	Known allergies	Arrived	Authorised persons	Collected	GP Surgery	Notes
Jonathan Gray	Susan Gray	07799 900000	-		Susan only		Abbey Medical	
Louise Castle	Mike Castle	07654 300000	Nuts		Mike or Sally Castle		Castle Medical	Louise carries an epi pen at all times
Sarah Chaseworth	Simon Chaseworth	07979 800000	Penicillin		Simon Chaseworth or Alan Broadley		Abbey Medical	

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FOAF cannot take responsibility for any harm caused by critical information being withheld by a parent or guardian.

C2.2.3 As an Event Leader for general events

All Event Leaders seeking to be involved in any FOAF activity involving children or vulnerable adults must agree to provide a DBS check that is no more than 12 months old. FOAF can help with this process if required, please contact the committee for more information info@friendsofabbeyfields.org.uk

C2.2.4 As an Event Leader for 'children only' events

Event leaders who are managing activities for children as part of FOAF events will need to show a current Enhanced DBS with Barred List to the Safeguarding Lead of the FOAF committee as part of initial discussions and organisation of said event.

C2.3 RESPONDING TO A SAFEGUARDING CONCERN OR ALLEGATION

There are many situations whereby a member of FOAF may have concerns, or be made aware of concerns, regarding a child, young person and adult. For example:

1. A child, young person or adult discloses abuse
2. Someone discloses concern for a child, young person or adult
3. Someone notices signs of potential abuse of a child, young person or adult
4. A child, young person or adult makes a disclosure about their own behaviour towards another child, young person or adult
5. Someone witnesses concerning behaviour during an event

The concern or allegation might relate to someone at a FOAF activity or event or to someone elsewhere (e.g. at home, work or school). It might be a current situation, or something that happened in the past.

This procedure must be followed by all FOAF members: volunteers, event leaders and committee alike.

If you have a concern during an activity, please report it promptly and directly to the activity organiser who will then take appropriate action to inform the Safeguarding Lead (appointed Committee Member).

Listen carefully. Whenever anyone reports that they are suffering or have suffered significant harm through abuse or neglect, or have caused or are causing harm to others, the initial response should be limited to listening carefully. If someone makes a disclosure this might be the only time they will tell someone about what is happening.

C2.3.1 Please...

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- Listen
- Take what is said seriously
- Remain calm
- Take into account the person's age and level of understanding
- Offer reassurance that disclosing is the right thing to do
- Explain that information will need to be shared with the appropriate people
- Only use open questions. Open questions begin with words like: who, what, when, where and how. They cannot be answered with a 'yes' or 'no'
- Establish only as much information as is needed to be able to report what is believed to have happened, when and where
- At the end, check that you have understood everything correctly
- Check out what the person hopes to result from the disclosure
- Tell the child or adult what you are going to do next

C2.3.2 However...

- Do NOT make promises that cannot be kept (e.g. that you won't share the information)
- Do NOT make assumptions or offer alternative explanations
- Do NOT investigate
- Do NOT contact the person about whom allegations have been made
- Do NOT carry out a physical or medical examination
- Do NOT share with anyone other than those persons mentioned on the previous page

C2.3.3 Make a record...

- Make some very brief notes at the time, if appropriate, and write them up in detail as soon as possible
- Do not destroy your original notes in case they are required by the Safeguarding Lead or the statutory authorities
- Record the date, time, place and how the person appeared to you. If possible, try to record the actual words used, including any swear words or slang
- Record facts and observable things, not your interpretations or assumptions.
- Don't speculate or jump to conclusions

C2.3.4 Report promptly...

- Never do nothing. Always follow the procedure below:

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Process for reporting an allegation, concern or disclosure

RECOGNISE

Is there an emergency or an immediate risk of harm?

YES

No

RESPOND

Inform the parent, guardian or head teacher, who will inform the emergency services (e.g. police). Then contact Bart on 07767 218780

Take note of the situation, confirm that there is no immediate risk of harm, provide suitable reassurance if appropriate to do so.

THEN

REPORT

Complete a written report. Include your details, details of the activity/school/site, date and time of incident or situation along with details of any actions taken then email to: secretary@friendsofabbeyfields.org.uk

The FOAF Committee in conjunction with the School will record and manage all allegations, concerns and disclosures.

C2.4 OFSTED

FOAF activities for children are exempt from registration with Ofsted under the following regulatory guidance:

“care for children aged under 8 from particular premises for 14 days or less in any year”
and

“will be looking after at least 1 individual child for a total period of more than 2 hours in any one day”

FOAF will notify Ofsted using the ‘exemption notification form’ at least 14 days prior to any relevant activity or event.

PART D

INSURANCE & SAFETY

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D1. LIABILITY COVER

- D1.1 All professionals supplying services to FOAF must either be a member of FOAF or have their own Public Liability Insurance which provides cover for their activities
- D1.2 Professionals supplying services to FOAF who are not members of FOAF must present proof of their PLI to a FOAF committee member at least 4 weeks prior to the execution of the intended date of rendered services

D2. WORKING WITH CHILDREN

Where any event leaders or professional suppliers will be working unsupervised with children at 'children only' events, the following must apply.

- D2.1 They must present a current, Enhanced DBS with Barred List check to the relevant FOAF committee member
- D2.2 They have read, understood and agreed to the FOAF Safeguarding Policy outlined above

The FOAF committee has:

- D2.3 a Safeguarding Policy in place that is reviewed annually
- D2.4 appointed two committee members as Safeguarding Leads to deal with allegations or concerns (in process)
- D2.5 provided sufficient safeguarding training to relevant event leaders such as is required to ensure compliance with FOAF safeguarding policies

The FOAF committee will:

- D2.6 keep digital copies of its safeguarding policy, including revisions
- D2.7 maintain records of safeguarding training
- D2.8 keep records of DBS checked volunteers and professional service providers that have been seen and attested by appointed committee members
- D2.9 keep records of any abuse allegations, incidents and any notifications made to the appropriate authorities

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D3. VOLUNTEER TRAINING

- D3.1 Volunteers will be made aware of safety guidelines, including details of risk assessments for the relevant activities if requested, on the day of the activity prior to commencement of working
- D3.2 Voluntary working party activities will be carried out as set out in A3, A4, A5, A6 and A7 above
- D3.3 Volunteers who are not comfortable with the risk management procedures offered by FOAF will be invited to share their concerns openly, and such concerns as deemed realistic and relevant will be taken into account when reviewing or updating the HASP

D4. HEALTH & SAFETY POLICY

- D4.1 This Health & Safety Plan (HASP) will be reviewed annually, or as required (e.g. immediately following an accident or near-miss)
- D4.2 This HASP will be available to the public via the FOAF website

D5. RISK ASSESSMENTS

- D5.1 The risk assessments set out above have been drawn up in collaboration with those with practical knowledge of the working practices
- D5.2 Have been generated to consider all those who may come to harm during FOAF activities
- D5.3 Clearly identifies the precautionary measures required to mitigate against the identified hazards

D6. DBS CHECKS

- D6.1 For standard events the Event Leader will be DBS checked
- D6.2 Event Leaders for Children's Nature Days will present an Enhanced DBS with Barred List
- D6.3 Any other volunteer helpers for Children's Nature Days who are not committee members, should have personal references and will present an Enhanced DBS with Barred List

PART E

CONTACT INFORMATION

For contact information about our Safeguarding Representatives and Health & Safety representative please see our website www.friendsofabbeyfields.org.uk