



## POLICY STATEMENT

This is the Health & Safety Policy Statement of **Dr Neil's Garden Trust (Scottish Charity No SC028097 ("the Trust"))**

The general policy of the Trust is:

- to provide adequate control of the health and safety risks arising from all of the Trust's activities;
- to consult with its employee(s), volunteers and any other relevant persons on matters affecting their health and safety;
- to provide and maintain safe plant and equipment;
- to ensure safe handling and use of equipment and substances;
- to provide information, instruction and supervision for its employee(s), where required;
- to ensure its employee(s) and volunteers are competent to do their tasks, and to give them adequate training, if necessary;
- to prevent accidents in the Garden, so far as reasonably possible;
- to maintain safe and healthy working conditions in the Garden and the premises in the Garden.

## RESPONSIBILITIES & RISK ASSESSMENT

Responsibility for health and safety matters rests with the Charity Trustees who will carry out regular risk assessments (including fire safety assessments) for the Garden and the buildings in it. Visitors to the Garden will be made aware by the displaying of this policy that, although it is open from 10 a.m. to dusk daily throughout the year, as the gardener only works part-time, there

will be long periods when it is “unmanned”. The gardener in consultation with the Chairman of the Trust is responsible for dealing with health and safety matters arising on a day to day basis. Employees, volunteers and those using the Garden should take appropriate steps to protect their own health and safety and all potential risks or concerns should be reported to the gardener as soon as possible who will advise the Chairman of these.

### ACCIDENTS & FIRST AID

- A first aid box is kept within the Garden Workshop
- All accidents and case of work-related ill health will be recorded in an Accident Book. The book is kept by the gardener in the Garden Workshop.
- The gardener (which failing the Chairman) is responsible for reporting accidents to the Health and Safety Executive under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (“RIDOR”) where there is an obligation to do so.

### EMERGENCY PROCEDURES

#### Fire and Evacuation

The Trustees are responsible for ensuring that fire risk assessments relating to the buildings in the Garden are undertaken and implemented and that appropriate fire safety measures and evacuation procedures are in place.

### MANAGEMENT OF ASBESTOS

The Trust understands that none of the buildings within the Garden contain asbestos.

The policy was updated and is as approved and endorsed by the Board of Trustees on: 2<sup>nd</sup> April 2019