



Harrow Parks Forum - Health and Safety Policy

Harrow Parks Forum are responsible for the health and safety of volunteers and visitors attending events organised by the Harrow Parks Forum.

To aid them in this task Harrow Parks Forum provides generic risk assessments and safety plans. The Secretary holds these secretary@harrowparks.com Committee Members have been provided with printed copies.

Committee Members should use these generic risk assessments as a basis on which to generate specific risk assessments and safety plans for individual activities and specific dates.

Committee Members are then responsible for making sure that volunteers and visitors are aware of the risks and the practices to be observed to minimize these. However, this task should not be time consuming given that:

- Any site-specific modification of the risk assessments and safety plans is likely to be valid for a maintained period. Committee Members should simply note that the completed risk assessment and safety plan is valid until further notice. However, they should regularly review the risk assessment and safety plan to confirm to themselves that no change is necessary.
- Most volunteers are known to our Committee Members and return to workdays repeatedly. Committee Members need only once confirm that volunteers are familiar with, and follow, the protocols laid out in the risk assessments and safety plans. However, they should keep an eye on volunteers to confirm that they are continuing to observe good practice and instruct volunteers in safe practice when beginning a task to them.

Generic Risk Assessments

These risk assessments and safety plans are based on those of the British Trust for Conservation Volunteers. However, Harrow Parks Forum takes full responsibility for these generic assessments.

In the risk assessment "Risk level" means the potential for harm were the risk not to be controlled. The risk level for each hazard can be assessed as either high, medium, or low.

High

Causing death or major life-threatening injury e.g., loss of limb, major fractures, penetrating eye injury, exposure, or hypothermia. Note that death or severe injury must be reported to the Harrow Council as the regulating authority under the terms of Regulation 3 of The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1985.

Hazard Examples

Work on exposed sites, use of scrub cutters, power mowers, chain saws, working in boats, working at heights over 2m or in confined spaces.

Medium

Causing major non-life-threatening injury e.g., fractures, dislocations, cuts/burns needing medical treatment

Hazard Examples

Hand tool maintenance and use e.g., bill hooks, slashers, small tree felling and scrub clearance using hand tools, hedge laying, fires, biohazards e.g., leptospirosis, Lyme's disease.

Low

Causing minor injury such as cuts, bruises and sprains, minor burns etc.

Hazard Examples

Tree planting, trips, use of small or blunt edged hand tools e.g., spades, hammers.

Safety Plan – Adequate Precautions

Protection from harm entails:

- Eliminating or avoiding the hazard
- Lessening the likelihood of harm occurring
- Reducing the severity of harm

Adequate precautions must therefore meet one or more of these criteria, removing significant hazards or lowering the level of risk shown on the Risk Assessment Record form.

It can be helpful to translate the listed precautions into a safety plan which categorises the types of safety measures required. The safety plan must complement not replace the risk assessment.

The categories for the safety plan are as follows:

Restrictions - Actions, places or items that are not allowed.

Preventative Measures - Positive action to lessen the risk.

Personal Protective Equipment (PPE) - Clothing, goggles, masks, ear defenders etc.

Training - To learn safer working methods and practices.

Monitoring of the risks and hazard- To ensure safety measures are effective of occupational health factors e.g., stress, repetitive strain, back and limb problems.

Information - Relevant information about hazards, precautions etc.

Review

This Policy will be regularly monitored and reviewed annually following the Harrow Parks Forum AGM.

Signed by the Chair of Harrow Parks Forum:

Date: 09th September 2024

Date for next review: September 2026