# Introduction

Health and Safety is a high priority across planning and execution of all The Garden Classroom (TGC) activity. TGC actively encourages all team members including volunteers to understand health and safety risks and employ control measures to minimise risk and to report any health and safety concerns to the Education and Community Manager and/or the Managing Director.

This policy sets out how TGC will manage its health & safety responsibilities.

TGC will manage health & safety by:

* Making sure employees can do their jobs, and are properly trained and / or informed
* Controlling the health & safety risks at work
* Involving employees and volunteers on health & safety issues that affect them
* Making sure that where employees work, and any equipment they use, is safe
* Making sure that dangerous substances are stored and used safely
* Making sure employees, especially new employees, have relevant information and training on health & safety
* Taking measures to stop accidents and work-related health problems
* Regularly checking that working conditions are safe and healthy
* Regularly reviewing this policy and making changes if necessary
* Inviting all TGC team members to attend health & safety training

# Responsibility for health and safety

1. Overall responsibility for health and safety belongs to THE TRUSTEES AND BOARD OF DIRECTORS OF THE GARDEN CLASSROOM, 2A, Newington Green, Newington Green Gardens Building, Islington, London N1 4RF
2. The responsibility for daily management of this policy is held by the Managing Director.
3. The specific responsibility for writing, maintaining and reviewing risk assesments for all TGC sites and activity is held by the Managing Director (MD) and the Education and Community Manager (ECM).
4. All TGC Employees are responsible for:
* Co-operating with people who are responsible for health and safety
* Using safety equipment when it is necessary
* Taking care of their own health and safety
* Reporting health and safety concerns to MD and ECM

**Controlling health and safety risks at work**

1. Manging Director and and Education and Community Manager will regularly review health & safety risk assessments.
2. If a new hazard or risk is identified relating to activity or sites, MD and ECM will agree any action needed to manage the risks that have been found. MD and ECM will update risk assessment and action any control measures agreed.
3. Assessments will be carried out every 12 months or when there is a change to the way we work or a new site / event or activity is delivered.

# Risk Assessments

A risk assessment is, as the Health & Safety Executive (HSE) describe: "a careful examination of what, in your work, could cause harm to people.... the aim is to make sure that no one gets hurt or becomes ill".

TGC’s Risk assessments are assessed on-site with the MD present. The risk assessment is for all TGC team members and participants. Both the site and the activities are assessed with control measures agreed and recorded. These control measures must bring the identified risk down to an acceptable level of risk for activity or venue to be considered to be safe. Useful contact information and emergency information is included to make the risk assessment a useful working tool.

An example risk assessment can be found at Appendix I

**Involving employees**

1. The employee health & safety representative is the MD.
2. TGC team will be sent an annual policy refresher document each year which sets out the most important health and safety considerations when working with TGC.
3. Any decisions made at Trustee meetings concerning health & safety will always be recorded in minutes and disseminated to employees and relevant team members.
4. TGC will coordinate health and safety training for all new core team members and from time to time for TGC project managers. The wider TGC team will always be invited and this training is free of charge to TGC team members with lunch and childcare costs covered (if required) to encourage attendance.

**Making sure that the workplace and equipment are safe**

1. The MD will be responsible for checking if equipment used for TGC activity, or workplaces, need maintenance. Any problems with work equipment or the workplace should be reported to MD or ECM.
2. The MD will be responsible for making sure that all the necessary maintenance is done.
3. Before buying any equipment or changing where people work, MD supported by the Director of Strategy and New Programmes (DSNP)will check that health & safety standards are met.

# Health and safety information and support

1. The Health & Safety Law poster is displayed AT THE TGC MAIN OPERATIONAL OFFICE, 2, Newington Green, Newington Green Gardens Building, Islington, London N1 4RF (behind main door).
2. The current employers’ liability insurance certificate is displayed in the TGC office base as above.
3. Health & safety advice is available from DSNP and MD.
4. People using any equipment for the first time will be supervised by DSNP, MD, ECM or a TGC Project Manager who has attended Health and Safety training provided by TGC.
5. MD is responsible for making sure that employees working away from the workplace are given relevant health & safety information.

**Training and induction**

1. General health & safety induction training will be provided for all employees, project managers and volunteers by MD.
2. Health & safety training will be arranged by MD and offered to all members of the TGC team including employees, volunteers and freelance staff.
3. Jobs that need special health & safety training are: assembling outside event shelter, using step ladder, assembling and moving tables [e.g. manual handling, food preparation], camping.

**Accidents and work related health problems**

1. A fully checked and updated first aid box is kept at each venue and checked prior to delivery of any activity or event.
2. The appointed first aiders for TGC are MD, AMY WILLIAMSON and ECM, Rohan Knox (trained September 2017/March 2019). When TGC activity is Ofsted registered and providing childcare, a first aid trained Lead Facilitator is nominated and is always on-site during these activities. When the beneficiary group is a school, the attending school must provide a first aid trained adult whose responsibility it is to administer any first aid.
3. All accidents and work-related health problems should be recorded using a TGC accident report form and the MD must be informed on the same day.
4. The MD is responsible for reporting accidents and diseases to the Health & Safety Executive.

**Accidents at work**

If an accident occurs at work, to ensure TGC is working safely and that this health & safety policy is being followed, TGC will: meet with staff and volunteers, carry out inspections, investigate accidents and collect reports.

1. DSNP and MD has overall responsibility for investigating accidents at work and for investigating work-related causes of absence [e.g. wrist/arm pain, stress].
2. The Chair of Trustees will be informed of any investigation and is responsible for acting on the results of the investigation to stop the same problem happening again.

**Fire and evacuation**

1. The MD is responsible for making sure that a fire risk assessment is done and any action points are carried out.
2. Escape routes are checked by the MD every 12 months.
3. Fire extinguishers are maintained and checked at Islington venues by the public realm department of London Borough of Islington every 12 months (or in the case of King Henry’s Walk Garden, by KHWG trustees / committee). The same applies for any other borough venues with responsibility with the relevant London Borough.

**The fire evacuation procedure is:**

If the alarm sounds or a fire is announced:

* Evacuate the building immediately by the nearest exit
* Ensure any visitors leave the building
* Do not put yourself at risk
* Assemble where announced at beginning of session [e.g. in front of the building]
* Do not re-enter the building for any reason until the emergency services confirm that it is safe to do so.

If you discover a fire

* Raise the alarm by operating the break glass switch at the nearest fire alarm call point.
* Evacuate the building immediately as above.
* Telephone 999

**Risk of terrorism**

Because TGC operates in public areas, it has been advised by London Borough of Islington to adopt the following procedure in the case of a terrorist attack. This procedure is included on all TGC risk assessments.

1, Run

2, Hide

3, Tell

**Supporting resources**

**City of London short film ‘Run Hide Tell’**

<https://www.cityoflondon.police.uk/advice-and-support/countering-terrorism/Pages/stay-safe.aspx>