

Appendix 11 – Health and safety policy

This is the statement of general policy and arrangements for the Friends of King Henry's Walk Garden.

Overall and final responsibility for health and safety is that of the Trustees of King Henry's Walk Garden.

Day-to-day responsibility for ensuring this policy is put into practice is delegated to the management committee of King Henry's Walk Garden.

Statement of general policy	Action / Arrangements
To prevent accidents and cases of work-related ill health and provide adequate control of health and safety risks arising from work activities	Ensure that risk assessments are carried out for all activities, and that all those participating are made aware of the assessments.
To provide adequate training to ensure volunteers are competent to do their work	Assess those areas where training is required and research suitable courses.
To implement emergency procedures — evacuation in case of fire or other significant incident.	Evacuate the garden immediately by the exit. If the exit is blocked, assemble everyone at the farthest end of the garden from the incident. Telephone 999. Do not put yourself at risk.
To maintain safe and healthy working conditions, provide and maintain plant, equipment and machinery, and ensure safe storage / use of substances	Ensure that appropriate procedures are in place and adhered to.
First-aid box is located:	On window sill in WC.