

# Friends of Watermans Park - Health and Safety Policy

## General Statement of Policy

The Friends of Watermans Park (the “Friends”) is a volunteer led organisation with no employees and all activity is undertaken on a voluntary basis. The committee members are accountable for the health, safety and welfare of volunteers.

We are committed to ensuring the health, safety and welfare of our volunteers, so far as is reasonably practicable, and recognise that the effective management of health and safety is an integral part of our activities as a Friends Group. We also fully accept our responsibility for other persons such as people using the park who may be affected by our activities.

The objectives of the Policy are to ensure that our statutory obligations are met, but these are regarded as minimum standards to be exceeded wherever possible. We will continually strive to improve our management of risks. We will:

- Ensure there is adequate control of the health and safety hazards arising from our volunteering activities.
- Ensure that all volunteers are competent to carry out volunteering activities and provide new recruits and existing volunteers with appropriate information, instruction, induction, training and supervision.
- Consult our volunteers on matters affecting their health and safety.
- Provide adequate facilities and arrangements for volunteers’ welfare while volunteering.
- Allocate adequate time to health and safety and appoint a Competent Person who will use the advice of experts as necessary.

The Friends asks that volunteers take all reasonable care to protect themselves and those they volunteer with in the course of their volunteering activity. Volunteers must co-operate by:

- Working safely and efficiently, looking after themselves and others
- Reporting all hazards and accidents so that they can be investigated and measures taken to prevent recurrence

This policy will be reviewed regularly (at least every 3 years) and updated in the light of legislative or organisational changes.

Philip Jones, Chair, for and on behalf of the Committee of the Friends of Watermans Park  
6 February 2025

## Responsibilities

While all Committee Members are accountable for health and safety, the main point of contact and Competent Person is: **Philip Jones, Chair**

The Competent Person will work with the Council’s Parks Team to fulfil their responsibilities.

All volunteers have a responsibility to:

- Co-operate with committee members, Council representatives and their contractors on health and safety matters;
- Not interfere with anything provided to safeguard their health and safety;
- Take reasonable care of their own health and safety; and
- Report all health and safety concerns to an appropriate person.

### **Arrangements for Health and Safety:**

#### **Risk assessments including manual handling, COSHH (Control of Substances Hazardous to Health), etc**

The majority of activities undertaken by Friends volunteers is low risk however risk assessments will be prepared for all organised volunteering activities. Where a hazard is deemed to be of more significant risk, Philip Jones will ensure the relevant risk assessments are shared with volunteers.

Where volunteers believe a hazard is significant and requires individual risk assessment they should raise this with Philip Jones.

#### **Training and consultation**

All new volunteers will have an induction.

Due to the low-risk nature of the Friends' activities, consultation with volunteers will take place informally on an ad hoc basis. However, volunteers are encouraged to raise any questions or issues with committee members as they arise.

#### **First aid**

A first aid kit will be available on site during all volunteering activities. Where a volunteer requires first aid, an ambulance should be called if they are unable to treat themselves.

#### **Accident investigation procedures**

Philip Jones will lead investigations to ensure any necessary remedial actions are put in place, with the advice of the Hounslow Parks Team.

#### **General safety/housekeeping rules**

All volunteers are asked to keep areas tidy, store items appropriately so they do not cause trip hazards and dispose of waste appropriately.