



Our Health and Safety Policy

Who we are

The Green Hub Project for Teens ("We") is a Registered Charity in England & Wales, (No. 1203272) with registered office at The Lucks Yard Clinic, Portsmouth Rd, Milford, Godalming GU8 5HZ.

We are committed to helping the mental health and wellbeing of teenagers, in the surrounding area. We aim to utilise the benefits of the outdoors, the environment, and teamwork in projects located at our gardens.

About this policy

Our Health and Safety Policy is to:

- Do what we can to prevent accidents
- Manage health and safety risks
- Provide clear instructions, information and adequate training
- Provide and maintain safe equipment
- Maintain safe and healthy conditions
- Implement emergency procedures, including evacuation or incident
- Provide safe access and exit
- Consult with volunteers on health and safety matters
- Review and update the policy and risk assessments on a regular basis or in response to accidents or near misses?

This policy applies to anyone associated with The Green Hub Project including Management Board Members, Volunteers and to the Teens and their families whilst volunteering with us. All should:

- Cooperate with health and safety matters
- Take reasonable care of their own health and safety and that of others
- Report all health and safety concerns to an appropriate person in the first instance – this could be the Garden Manager or other responsible individual.





- Complete the online incident recording process, so that accidents (however small) and near misses can add to our understanding of the inherent risks in the Green Hub gardens and other environments.





References

This policy has been drawn up in reference to the HSE Guidance

<https://www.hse.gov.uk/voluntary/volunteering.htm> , <https://www.hse.gov.uk/simple-health-safety/index.htm>.

Supporting Documents

The Green Hub operates within a framework of policies and procedures, guidance and related documents which, where relevant, should be read in conjunction with this policy.

We will practice this Policy by:

Risk Assessment

We will carry out a Risk Assessment for all our activities, review regularly and complete any actions required.

Training

We will provide volunteers with suitable instruction, information and health and safety training including First Aid Training. There should be at least one First Aid Trained Volunteer within the garden whilst Teen Volunteers are present.

We will provide personal protective equipment (PPE) if required.

Consultation

We will consult volunteers on health and safety concerns as they arise and when health and safety is reviewed.

Evacuation

We will make sure escape routes are well signed and kept clear at all times. Evacuation plans will be tested and updated if necessary.

Recording accidents and reviewing for prevention of future recurrences

Accidents (however minor) and near misses are recorded via an online report - <https://www.allclients.com/Form2.aspx?Key=B42BBA2C19934B47E00D7EEF1E061F52>

All reports are reviewed by the Management Board member with Health & Safety responsibilities. Appropriate actions can then be taken to mitigate against future recurrences. The Risk Assessment should be updated if appropriate.





Adoption of this policy

This Policy was adopted by the Green Hub Management Board.

Signature of Chair

Name

Vanessa Lanham-Day

Signature of second board member

Name

Anthea Cooke

Date of adoption

10 September 2024

*This policy notice was last reviewed September 2024. It will be reviewed from time to time.
Please contact admin@greenhub.org.uk for the latest version.*

Our contact details

- Name: The Green Hub Project for Teens
- Address: c/o The Lucks Yard Clinic, Portsmouth Rd, Milford, Godalming GU8 5HZ
- Email Address: admin@greenhub.org.uk
- Website Address: www.greenhub.org.uk





Our Plan of Action in the event of an accident or in an emergency

Fire/ Evacuation from the Garden

- The Green Hub Garden is enclosed by fencing and walls and access is through the Luck's Yard Clinic on Portsmouth Road, Milford. Usual exit in an emergency will be through the practice. A copy of the plan is attached and will be made available on the Green Hub Notice Board.
- In the event that it is not possible to exit via the practice, the first step, will be to wait at the back of the garden next to the shed, if it is safe to do so, and call 999 and await for help. In an absolute emergency, there are several routes to evacuate over the walls into neighbouring gardens.
- Upon evacuating everyone should meet outside the Co Op which is located on the same side of the road as Luck's Yard (turn right on leaving the practice) on the corner by the mini round-about so that a roll call can be taken and help given/sought for any injury.



Emergency Contacts

- Volunteers will be asked to provide emergency contact details as part of the induction process which will be stored in the Green Hub's CRM system.
- All volunteers will be issued with Lanyards as ID and as part of the induction will be asked to write the details of 2 emergency contacts inside the badge so that they can be accessed quickly in the event of an emergency.
- Trained first aiders will usually be on hand but, in any case of emergency, 999 should be called.
- The first emergency contact of the volunteer should be contacted urgently in the case of emergency to let them know what has happened and where (which hospital) the casualty has been taken to. It is important that only facts of what has happened are provided (not speculation on someone's condition). If it is not possible to get hold of the first emergency contact, the second contact should be tried.
- In the case of a death, the police will contact the next of kin directly.

The nearest A&E Department is The Royal Surrey County Hospital, Guildford, GU2 7XX and is located just off the A3 (North Bound, Guildford Direction).





Acting in specific scenarios

What to do if you have a minor injury

Examples of minor injuries: sprains & strains, arm and leg injuries, cuts and grazes, burns and scalds, insect and animal bites or mild allergic reactions.

Don't assume your injury is too minor to report – every incident, however minor, helps us understand the risks better and will help us do our best prevent them in the future.

ASAP after the accident/incident:

- The extent of the injury should be assessed and if necessary, the first aid procedures should be carried out, by a trained first aider if available.
- Where necessary and if possible, the injured person will be taken or will take themselves to the nearest Accident & Emergency centre and their emergency contact will be notified.
- The online **Reporting an Accident, Hazard or Near Miss** form must be completed, ideally within 24 hours. You can find this on The Green Hub website under online forms or click here:

<https://www.allclients.com/Form2.aspx?Key=B42BBA2C19934B47E00D7EEF1E061F52>

What to do if you have a major injury

Examples of major injuries: Injuries that lead to amputation, disfigurement, paralysis, loss of consciousness, severe bleeding, compound fractures, severe burn cases and head or eye wounds are common types of major injuries.

ASAP after the accident/incident:

- The extent of the injury should be assessed by a trained first aider (if available) and if necessary, or if you are alone and the injury warrants an emergency response, call for medical support/ambulance.
- When physically possible, you (or someone else on your behalf) must complete the online Reporting an Accident, Hazard or Near Miss form, ideally within 24 hours. You can find this on the Green Hub website under online forms or click here:

<https://www.allclients.com/Form2.aspx?Key=B42BBA2C19934B47E00D7EEF1E061F52>





If you experience a near miss or notice a potential hazard

Examples of a hazard or near miss: can be anything that could cause you harm from more permanent physical features such as steep slopes, steps or a pond, to temporary factors such as possibly ingesting pesticides (chemical) being used, animal excrement (biological) and tripping over cables/hoses (physical).

ASAP when noticing the hazard or experiencing the near miss:

- Report the hazard/near miss to the Garden Lead/Manager or other responsible person.
- Gather any photographic evidence to document the hazard/near miss
- Complete the online Reporting an Accident, Hazard or Near Miss form, ideally within 24 hours. You can find this on the Green Hub website under online forms or click here:

<https://www.allclients.com/Form2.aspx?Key=B42BBA2C19934B47E00D7EEF1E061F52>

Outcomes of an Accident, Hazard or Near Miss Report

What to do:

Once an Accident/Hazard report has been completed / received the Health & Safety Lead/GL will:

- Read the reported notes and speak with the individual who has made the report, along with anyone else who might reasonably add insight into the situation.
- Head Office will create a specific Incident Document, collating all the relevant information.
 - Saved within the secure Board / Health & safety folder within Green Hub SharePoint
 - Decide on any action required and record this in this document.
- Follow up with the injured individual/witnesses to check on wellbeing.
- The Garden Leader/Manager needs to notify the Health & Safety team in the WhatsApp group that there is a potential hazard and what further action is required.
- Add a note to the following AllClients system records, in order that any individuals that need to be aware (for example, the volunteer garden team).
 - The individual(s) who reported the accident/hazard.
 - Any individual referenced by the accident/hazard.
- The note should include the name of the author and a relevant note. For example:
 - CS: This incident was investigated and is reported on an Accident/Hazard incident file in the GH SharePoint. A summary of the concerns / outcomes can be found in the following records:
- A risk assessment should be carried out in the area of the accident/hazard and, if necessary, amendments should be made to the H&S Policy or garden sessions procedures.
- Where necessary, the incident should be discussed at the next board meeting including the necessary changes that have been place. Emergency meetings can also be called for major incidents.

