

FRIENDS OF PARC CEFN ONN



Health and Safety Policy

1. Statement of Intent

Friends of Parc Cefn Onn aims to ensure that all members taking part in the activities of the Friends group, and where applicable, members of the public using Parc Cefn Onn, do so safely.

2. Objectives

Friends of Parc Cefn Onn activities in the Park will always be under the direct or, if in agreement with Cardiff Council Parks Department, indirect supervision and instruction of one or more Cardiff Council Parks Department Park Rangers.

3. Insurance

Insurance for the activities of the Group whilst in the Park is covered by Cardiff County Council. Insurance for activities outside the Park, such as meetings, is covered by the insurance of the venue where the activity is taking place.

4. Implementation

- All volunteers will be informed by the Park Ranger (or with the consent of the Park Ranger, other nominated individual) of the hazards and risks relating to the activities taking place.
- All volunteers must be fit and healthy enough to carry out the voluntary work that they will be involved in.
- All tools, equipment, and safety equipment will be supplied by or approved by a Cardiff Council Parks Department Park Ranger.
- All tools and equipment will be maintained by or maintained in a manner approved by a Cardiff Council Parks Department Park Ranger.
- All activities and use of tools must be under supervision and instruction of a Park Ranger.
- All persons under the age of 16 must be supervised by a responsible adult at all times.
- Volunteers are instructed not to do anything that they do not feel qualified to do, and should request further advice and/or training if necessary.
- Anyone not complying with the instructions of the Park Ranger and thereby putting themselves or others at risk may no longer take part in the activities and a report will be made to the Executive Committee by the Park Ranger.

5. Monitoring and Reviewing

The Executive Committee shall review the effectiveness of the policy on an annual basis and overall content at least every 3 years.

6. Complaint procedure

The first line of complaint will normally be an informal chat with the Secretary. If necessary, unresolved concerns can be directed to any Executive Committee member, either verbally or in writing. The Committee shall consider such concerns, and resolutions shall be communicated back to the claimant in writing and other appropriate format.

Approved by Executive Committee: December 2010

Next review date: December 2013