

HEALTH AND SAFETY POLICY 2022

This is the statement of general policy and arrangements for Milngavie in Bloom.

Overall and final responsibility for health and safety is that of the chairman.

Day to day responsibility for ensuring this policy is put into practice is delegated to all committee members.

<u>Statement of general policy</u>	<u>Responsibility</u>	<u>Action / Arrangements</u>
To prevent accidents and ill health and provide adequate control of risks arising from activities	Chair	To carry out risk assessments of activities where appropriate and suggest safe working practices.
To engage and consult with volunteers especially new ones on health and safety conditions	Volunteer Convenor	To record and report any issues to committee.
To maintain safe and healthy conditions, provide and maintain equipment and ensure safe storage/use of substances	Chair	To brief volunteers on potential risks, use of equipment and substances. To examine equipment periodically.
First aid kits are located in the shed	Chair	To ensure first aid kits are available.
Defibrillator is located on the wall of Marks and Spencer's store	MCC	
Accident Record is located in the shed	Gardening Convenor	To ensure Accident Record is available.
Signed	Chair	date
Subject to review, monitoring and revision	Committee	Every 12 months or earlier if activities change.