

Inkberrow Millennium Green Trust

Registered Charity 1075736

Safeguarding and Safety Policy

1.0 Purpose:

1.1 The Trustees of the Inkberrow Millennium Green Trust (IMGT) manage the Millennium Green ('the Green'), have a duty of care and are committed to keeping the Green safe for all users. This policy sets out the actions required to ensure the safety and safeguarding of users.

2.0 General site safety and safeguarding:

- 2.1 Trustees hold regular volunteer work parties on the second and fourth Sundays of every month. At these work parties the volunteers do specific tasks to ensure the Green is well maintained. A work rota is published each season by the Work Party Coordinator. To safeguard volunteers, the work parties have a First Aid Pack and mobile phone in case of emergency. Care is taken to see that volunteers use hand tools safely and wear protective equipment, e.g., thick gloves and eye protection when required.
- 2.2 One or more Trustees or volunteer Advisers is usually on site several times a week: they note issues with equipment and facilities and where repairs are deemed necessary, these are commissioned using professional contractors or volunteers as appropriate.
- 2.3 Professionals such as tree surgeons or grass maintenance contractors are required to have their own insurance, to have appropriate protective equipment and to comply with health and safety law.
- 2.4 Where repairs are required or land management which could pose a danger is being carried out, appropriate barrier measures are taken, and notices are posted to explain what is going on so that members of the public are safeguarded and do not interfere with the activity
- 2.5 At least one Ordinary Meeting of the IMGT Trustees is held each year on the Green, involving a walk-round of the full 8-acre site, so that all Trustees, whether involved with work parties or not, can obtain a first-hand view of site requirements.
- 2.6 All health & safety incidents are reported at the first available Trustees' meeting and action taken. Where emergency action is required, this is organised via e-mails / phone calls among Trustees to get an immediate consensus.
- 2.7 A litter bin is provided at the entrance to the Green. Dog owners are asked to pick up dog poo and dispose of it. When sheep are grazing in the second field, signs are posted requiring all dog walkers to keep their dogs on a short lead. Local social media and publications are also used. The Trust reports serious incidents of sheep worrying to the Police.
- 2.8 Visual check of trees and other possible hazards are carried out through the work party process to see if anything could pose a threat. Action is taken where required, or for major work, appropriate contractors engaged.
- 2.9 The site is open at all times. It is not supervised. Parents and carers must take normal responsibility for their child /children or vulnerable adult as they would if the child or

vulnerable adult were outside in any public place. The Trust makes every effort to ensure that disabled adults are able to access the Green, including maintaining a ramp to enable wheelchair access to the boardwalk.

2.10 Public liability insurance and Trustee indemnity insurance is held and renewed each year. The Trustees consider that this provides adequate cover against any general injury or potential claim from visitors for harm or compensation.

3.0 Safeguarding of School parties and other groups

3.1 The Green is open for School parties and other groups of children and young people to take part in outdoor education. Safeguarding is important for anyone who comes into contact with children and their teachers or families.

3.2 Where a party of children is using the Green for educational purposes, the Trustees require the School Teachers or group leader in charge to be present and to take responsibility for the behaviour of the children. The Teacher or group leader is also expected to advise the IMGT organiser of any child with special educational needs or disability. IMGT Trustees and volunteers assisting with the visit are not required to have DBS checks or clearance.

3.3 A general Risk Assessment and a Teacher's Information Pack is provided for organised groups of children visiting the Green (these can be viewed on the Green's web site at www.inkberrowmilgreen.co.uk), under the 'Documents' tab.

3.4 The Risk Assessment is reviewed and updated for each visit by the IMGT organiser to cover the planned activities. IMGT Trustees are responsible for providing a safe physical environment including the use of equipment. Particular dangers are pointed out in the introductory welcome when the children arrive on site

3.5 The Trust also welcomes students from local schools doing Duke of Edinburgh (D of E) Awards. When D of E students help at work parties to complete the volunteering section of their award they are given an information sheet about working on the Millennium Green, instructed in the safe use of tools and closely supervised by one of the experienced regular volunteers. The student's parent will usually attend for at least the first work party.

4.0 Risk Register

4.1 Trustees review the Trust Risk Register on an annual basis and ensure that it evolves to meet needs and is acted upon. Where specific safeguarding actions need to be drawn to the attention of the public (such as 'Social Distancing' measures, dog behaviour or no cycling or fires allowed) notices are published at the entrance to the Green.

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This Policy (draft v03) approved by Trustees 25 January 2021
Next Review date January 2022