

Oxenhope Millennium Green

“Safety Statement”

Introduction

The Millennium Green is a fantastic facility for all to enjoy. Trustees are charged with maintaining quality and amenity and ensuring users can enjoy it in safety.

The Trust and Trustees recognise that as custodians of a public open space, and organisers of an annual public event, we have a legal responsibility to ensure the Health, Safety and Welfare of others.

We appreciate that this responsibility and duty of care extends to volunteers, marshalls, contractors, performers, stall holders and the general public.

This document summarises our approach to safety matters and supplements specific risk assessment and site inspection reports.

Approach

Our approach to safety is based upon the following:-

1. Site specific risk assessment

A risk assessment will be completed to identify key hazards presented by the Green and prescribe measures to remove, reduce or mitigate risk.

Consideration will be given to the recreational use of the Green by members of the public, to site maintenance undertaken by Trustees and volunteers and to programmed maintenance by our contractor.

The site specific risk assessment will be kept under periodic review and will be renewed at least yearly after consideration by Trustees at the Annual General Meeting.

Trustees, members of the Fete Committee, contractors, volunteers and third parties will be made aware of the risk assessment and any specific requirements or instructions.

2. Event risk assessment(s)

Risk assessment(s) will be completed to identify key hazards presented by event activities undertaken on the Green and to prescribe measures to remove, reduce or mitigate risk.

Should additional *ad hoc* events be proposed then a risk assessment would be completed prior to the event(s) going ahead.

Event risk assessments will be kept under periodic review and will be renewed at least yearly after consideration by Trustees at the Annual General Meeting.

Trustees, members of the Fete Committee, contractors, volunteers and third parties will be made aware of the risk assessment(s) and any specific requirements or instructions pertaining to their activities.

3. Routine inspection of the Green

As local residents, several Trustees are regular recreational users of the Green and act as 'eyes-and-ears' with regard to maintenance and other issues.

Our risk assessments highlight a need to formally inspect the Green on a frequent basis and to record the results of that process. An inspection report *pro forma* has been produced for that purpose and we commit to ensuring that a recorded inspection occurs on a monthly basis and that appropriate records are kept of any resulting actions.

4. Management of site activities

Trustees will ensure that all site activities are properly managed and controlled so as to minimise risk. Management activities will include:-

- Ensuring contractors meet prescribed standards and have appropriate insurance cover in place
- The supervision and instruction of all volunteer activity including maintenance
- Ensuring contractors, volunteers and third parties are aware of the risk assessment(s) and any specific requirements or instructions
- Carrying out basic health and safety checks before and during events

5. Insurance

Trustees maintain insurance with Zurich Insurance Company, under the "BTCV Scheme for Conservation Groups Public Liability and Personal Accident Insurance." Public liability cover is £5,000,000.

A copy of our insurance certificate is available upon request. Trustees will ensure that any conditional requirements imposed by our insurers are appropriately met.

Responsibility

The Trust shall be responsible for ensuring that our safety management controls are properly administered and kept under periodic review.

A Trustee will be nominated to be responsible for advising on health and safety matters.

Records

A health and safety item shall be added to the Trust's Ordinary and Annual General Meeting agendas and a written record kept of relevant discussions, reports and decisions.

Safety documentation including risk assessments, inspection reports and insurance certificates will be maintained online at www.millenniumgreen.oxenhope.net in an area accessible to Trustees and volunteers.

Appropriate records will be kept of all health, safety and maintenance matters.

Statement approved by the Trustees (date):

Signed by the Chair of The Oxenhope Millennium Green Trust: