



Barns Green Field Committee

Health and Safety Policy

Barns Green
Field Committee
Health and Safety
Policy

CONTROLLED COPY

Not to be removed

Date of Issue: November 2021

Accepted document signatures

Date	Responsible person	Responsibility	Signature
04/11/21	Jim Martin	Chairperson	
04/11/21	Chris Simpson	Treasurer	

Revision history

Revision	Date	Revision details	Revised by
Ver. 1	01/01/2019	Formatting document	R Tingley
Ver 2	04/11/2021	Updated policy	Ian McBean

Disclaimer

The information provided by **Roy Tingley** to Barns Green Field Committee, is for general informational purposes only. All guidance contained within the document is provided in good faith. However, the author does not accept responsibility or liability for the correctness of information, instruction and advice given, nor for matters pertaining to Regulatory Standards.

Table of Contents

1. INTRODUCTION	1
1.1 STATEMENT OF GENERAL POLICY:	1
1.2 RESPONSIBILITIES	1
1.3 CONSULTATION WITH USERS OF THE TRUST ESTATE	2
1.4 INFORMATION AND INSTRUCTION	3
1.5 RISK ASSESSMENT	3
1.6 ACCIDENTS, FIRST AID AND WORK-RELATED ILL HEALTH	4
1.7 COMPETENCY FOR TASKS AND TRAINING:	4
1.8 WELFARE ARRANGEMENTS – INCLUDING CARE OF CHILDREN, INJURED PERSONS	4
1.9 CHILD PROTECTION	5
1.10 FIRE SAFETY AND EMERGENCY PROCEDURES	5
1.11 FIRE PROCEDURE	6
1.12 SMOKING	7
1.13 CONTROL OF SUBSTANCE HAZARDOUS TO HEALTH	7
1.14 LONE WORKING	7
1.15 MANUAL HANDLING	7
1.16 ELECTRICITY AND ELECTRICAL EQUIPMENT	8
1.17 GENERAL ENVIRONMENT	8
1.18 CONTRACTORS AND VISITORS	8
1.19 NOTICE TO CONTRACTORS	9
2. APPENDICES	11
2.1 MEDICAL CONTACT DETAILS	11
2.2 COMMITTEE MEMBERS	13
2.3 GENERIC RISK ASSESSMENT	14
2.4 EMERGENCY NUMBERS FOR AUTHORITIES AND OTHERS	15

List of abbreviations

COISHH	Control of Substances Hazardous to health
DBS	Disclosure and Barring Service
PPE	Personal Protective Equipment

1. Introduction

1.1 Statement of general policy:

Barns Green Field Committee is one of two sub Committees of the Barns Green Playing Field and Village Hall Trust. The Committee is responsible for the up keep of both the Village Green and Jubilee Field.

Barns Green Field Committee accepts its responsibilities for providing a safe and healthy environment for all users of Barns Green village green.

Barns Green Field Committee will provide a responsible control of health and safety risks arising from their activities.

We will consult with users of the village green on matters that affect their health, safety and wellbeing whilst on trust land.

We will provide information, instruction and supervision to all sub-contractors.

We have a duty of care to ensure that anyone carrying out maintenance on trust land: is competent to carry out their tasks and where necessary provide them with the relevant safety equipment.

We will work to prevent accidents and cases of work-related ill health.

This policy will be reviewed and revised as necessary at regular intervals

1.2 Responsibilities

Overall and final responsibility for health, safety and wellbeing on the trust estate and compliance with Health and Safety at Works act 1974 and Regulations made under the Act is the responsibility of Barns Green Field Committee.

The Committee is responsible for ensuring that the policy is put into practice on a day to day basis.

The Committee will ensure that the policy document is kept up-to-date with relevant health, safety and wellbeing legislation relating to village greens.

The Committee will ensure that health and safety standards are maintained / improved in the following areas under their responsibility:

- Village Car Park (adjacent to Munthum Drive)
- Village Green
- Jubilee Field
- Childrens' Play Area

The Committees of the following clubs and organisations must ensure that they carry out a valid health, safety and wellbeing risk assessment and that copies of these risk assessments and that this is confirmed to Barns Green Field Committee

- Barns Green and Itchingfield Sports and Social club
- Children's play area (Wicksteeds)
- Cricket club
- Football club
- Rugby
- Stoolball
- Tennis
- Village hall
- Youth Club

The responsibilities of anyone undertaking tasks on the trust estate:

- Comply with this Health and Safety policy and fully observe the safety rules
- Not interfere with anything provided to safeguard their health and safety and use protective equipment provided
- Report any safety hazard within their work area or malfunction of any equipment
- Take reasonable care of their own health and safety and fully conform to all written or verbal instructions given to them
- Observe all laid down procedures concerning processes, material and substances used
- Report all health and safety concerns to an appropriate person (as detailed in this policy statement)

1.3 Consultation with users of the trust estate

Barns Green Field Committee will consult directly with the village community on all matters that affect their health, safety and wellbeing when on the Village Green.

Our village community and users of the areas covered by the Field Committee are encouraged to raise any health, safety and wellbeing issues.

1.4 Information and Instruction

Barns Green Field Committee is responsible for ensuring that those carrying out maintenance on behalf of the given relevant health and safety information.

Barns Green Field Committee is responsible for ensuring that all those carrying out maintenance tasks on the trust estate under the control of other employers are given relevant health and safety information.

Barns Green Field Committee

Barns Green Field Committee has a duty of care to all those carrying out maintenance around the trust estate to ensure that they receive the necessary training, instruction and information to carry out their roles in compliance with legislation and best practice. The Committee will provide suitable safety equipment (PPE) and signage to protect the public

- Health and Safety at Work Act 1974 and Subsidiary Regulations, including:
- The Management of Health & Safety at Work Regulations 1999
- Workplace (Health, Safety and Welfare) Regulations 1992
- Children Act 1989
- Data Protection Act 2018
- Disability Discrimination Acts 1995/2005
- Manual Handling Operations Regulations 1992
- The Control of Substances Hazardous to Health (COSHH) Regulations 1994
- (Young Persons) Regulations 1997
- Work at Height Regulations 2005
- Lifting Operations and Lifting Equipment Regulations 1998
- Health and Safety (First Aid) Regulations 1981

1.5 Risk Assessment

Identification of hazards, assessment of the risk and the establishment and enforcement of control measures are the cornerstones of effective risk management.

Risk assessments will be undertaken by: ***at least 2 nominated Committee representatives*** on behalf of Barns Green Field Committee.

The findings of the risk assessment will be reported to the elected Committee. Action required to remove/control risks will be approved by the Field Committee. The Committee will be responsible for ensuring that the action required are implemented. The Committee will check that the implemented actions have removed/reduced the risks. Risk assessments will be reviewed annually or when the work activity changes, whichever is soonest

1.6 Accidents, First Aid and work-related ill health

Barns Green Field Committee are to be advised of all accidents and cases of work-related ill health that results from activities undertaken within the areas covered by the Field Committee. The Committee will maintain records of all accidents or work-related ill health issues.

The Committee is responsible for reporting accidents, diseases and dangerous occurrences to the enforcing authorities where this can be attributed directly to activities undertaken by the field Committee e.g. field maintenance.

Any outside caterers purveying food will be asked to display and comply with their Hygiene Certification and produce their own risk assessments, as well as systems of work where dangerous substances, heat, and/or electricity are used.

1.7 Competency for tasks and training:

Barns Green Field Committee has a “duty of care” to make sure that all those working on their behalf are competent to carry out maintenance tasks (e.g. grass cutting, strimming and general maintenance

Where contractors are employed directly to carry out major works i.e. tree felling and pruning. Barns Green Field Committee will require copies of certification and public liability insurances prior to undertaking the works.

Job specific training will be provided where necessary.

1.8 Welfare Arrangements – including care of children, injured persons

- Barns Green and Itchingfield Sports and Social Club has legal responsibilities under health and safety law to make their premises and

any equipment or substances provided for their use there, safe, so far as is 'reasonably practicable'. (see separate risk assessment)

- Similarly Barns Green village hall has legal responsibilities under health and safety law to make their premises and any equipment or substances provided for their use there, safe, so far as is 'reasonably practicable'. (see separate risk assessment)
- Any activity involving children will be asked to confirm that adults supervising, are in possession of valid DBS checks. (see section 1.9)

1.9 Child protection

- Ultimately parents or guardians should always supervise their children when on the village green.
- Where the Committee organise, an event aimed specifically at young persons a DBS checked, designated adult will be responsible for caring for any children during the event.
- All groups with personnel responsible for young people helping them at an event should provide confirmation in writing that their organisations have checked and have evidence of valid DBS checks for all those persons.

1.10 Fire Safety and Emergency Procedures

Fire safety policies have been prepared on behalf of Barns Green and Itchingfield Sports and Social Club and Barns Green Village Hall Committees as the responsible person(s) for the premises to comply with The Regulatory Reform (Fire Safety) Order 2005 [FSO].

This fire safety policy has been prepared on behalf of Barns Green Field Committee as the responsible person(s) for the area known as Barns Green village green with The Regulatory Reform (Fire Safety) Order 2005 [FSO].

The purpose of a policy is to ensure the safety from fire of all relevant persons on, in or in the vicinity of the premises by effective planning, organisation, control, monitoring and review of the preventive and protective measures.

This policy will be used to ensure the provision of suitable and sufficient general fire precautions, assessment of risk and management of necessary fire safety arrangements.

As such the following will be provided;

- The Committee will be responsible for the provision of **safety assistance** to assist the responsible person in carrying out their duties under the FSO.
- A suitable and sufficient **fire risk assessment** will be prepared, regularly reviewed, and its **significant findings** acted upon.
- A suitable and sufficient **fire emergency plan** will be prepared, regularly reviewed, and practised by the regular carrying out fire drills.
- The fire safety policy for Barns Green Village Hall states that it's **Assembly Point** is in the village car park adjacent to Munthum Drive.
- The fire safety policy for Barns Green and Ichingfield Sports and Social club states that it's **Assembly Point** is towards the centre of the village green.
- Hirers of the village green will consider fire safety precautions when preparing their own event risk assessments
- All necessary systems required as part of the general fire precautions (or other general systems or appliances required to be satisfactorily maintained to prevent the likelihood of fire) will be **tested and maintained** in accordance with the relevant code of practice.

Full records of these measures will be kept and made available for audit by the Fire & Rescue Service

Further information on the regulations can be found:

<http://www.legislation.gov.uk/ukxi/2005/1541/contents/made>

1.11 Fire procedure

- On discovering a fire move as quickly as possible guiding everyone to a safe distance away.

- Immediately Call 999.
- Notify a member of Barns Green Field Committee to report the incident.

1.12 Smoking

Not applicable

1.13 Control of Substance Hazardous to Health

Those carrying out maintenance on behalf of the field Committee handling such substances will be trained as per COSHH guidelines. They should be aware of the need to take precautions when using hazardous substances (i.e. weed killers, tractor fuels etc) in confined spaces especially flammable or toxic materials or adhesives. They will be responsible for checking any materials being used on the village greens and they must ensure that they are stored safely and correctly.

Further information on the regulations can be found:

<http://www.hse.gov.uk/coshh/basics.htm>

1.14 Lone Working

Barns Green Field Committee recognises the risks posed to anyone carrying out work alone and will take all necessary precautions to minimise those risks.

Anyone working alone have the responsibility to take care of themselves and others using the facilities.

Further information on the regulations can be found:

<http://www.hse.gov.uk/pubns/indg73.pdf>

1.15 Manual Handling

Barns Green Field Committee will comply with the 1992 Regulations which apply to lifting, pushing, pulling, carrying and moving by hand or by bodily force. More work injuries are caused through "handling goods" than any other single action. Manual lifting is included in this and an incorrect technique can cause serious injury.

Never attempt to lift anything beyond your capacity. If in doubt get a second person or others to help. If mechanical aids are provided, use them.

Barns Green and Itchingfield Sports and Social Club Committee will identify tasks that present a manual handling hazard, assess the risks, implement precautions and provide training to all staff at risk.

Further information on the regulations can be found:

<http://www.legislation.gov.uk/ukxi/1992/2793/contents/made>

1.16 Electricity and Electrical Equipment

Any use of electrical mains power outside of fixed buildings will be protected with cut-out/protection devices. Any contractors or suppliers using portable power generation will be expected to include the use of such equipment in their specified work system descriptions and risk assessments.

1.17 General Environment

Barns Green Field Committee shall ensure that a comprehensive plan of statutory undertakers is compiled and update as and when necessary. Contractors will still be required to carry out comprehensive utilities survey prior to any works being undertaken.

Barns Green Field Committee have a duty of care to its maintenance workers. Those carrying out maintenance will be advised of potential hazards i.e. poisonous or contact with plants that cause irritation, suitable PPE is always to be worn.

Barns Green Field Committee are to be informed of any incidents reported i.e. poisoning or skin irritation that is attributed to vegetation on trust land. The Committee shall carry out the necessary actions to further reduce the risk.

Enclosed litter and dog fouling bins are located on the village green, Barns Green field Committee has duty of care to make sure that these are regularly emptied by Horsham District Council

1.18 Contractors and Visitors

Barns Green Field Committee shall ensure that where contractors or sub-contractors are engaged by the elected Committee, they must maintain effective control of themselves and those working under them so as to ensure they comply with the responsibilities and duties of the Health and Safety at Work Act.

Barns Green Field Committee shall ensure that those not in their employment, are not exposed to risks to their health, safety or wellbeing when on the village green or at events organised by or on behalf of Barns Green Field Committee.

1.19 Notice to Contractors

For the Barns Green Field Committee to comply with Health and Safety Legislation, all outside contractors employed to do work on the Trust Estate are to be made aware of the expected requirements relating to health and safety. A contractor accepting a contract Barns Green Field Committee shall be deemed to have agreed to comply with the following requirements:

1. As a contractor, you will supply and ensure that your employees wear and use protective equipment, or anything provided in the interest of health, safety or welfare of any of the relevant statutory provisions.
2. You and your employees will ensure that all equipment, plant machinery and apparatus brought onto or used on the club premises are safe and without risk to health and are maintained to a standard that will not constitute an offence under the Act or any of the relevant statutory provisions.
3. You and your employees will conform, in all respects, to your legal duties and responsibilities as laid down by the Health and Safety at Work Act 1974, and relevant statutory provisions.
4. You shall supply proof that they are fully qualified to undertake the required works and will submit a full method statement and health and safety documentation.
5. The Committee will retain the right to stop any operation, plant or equipment, or the action of any of your employees if it is considered that there is a hazard to the safety and health of employees or others. The Committee will not accept any responsibility for any increased costs arising out of such action.
6. In the event of the Committee taking this action, your site representative will be notified verbally and will have confirmation in writing by the Committees representative to order such a stoppage.

7. The Committee will be indemnified by you or your insurers in respect of any claims, costs or expenses arising out of any incidents on the club's premises involving you or your employees.
8. The Committee may notify an inspector, appointed under the Authority of the Act, of any breach of the Regulation
9. The Contractor shall make sure that all equipment and hazardous material is safely and securely stored when not in use. Where works are being undertaken within the premises the contractor will make sure that the area is suitably cordoned off.

2. Appendices

2.1 Medical Contact Details

LOCAL HOSPITALS WITH A + E

For Serious Accidents, Critical and Life-Threatening Emergencies

(such as Loss of Consciousness, severe chest pain and/or loss of blood)

EAST SURREY HOSPITAL, REDHILL Canada Ave, RH1 5RH	01737 768511
PRINCESS ROYAL HOSPITAL, HAYWARDS HEATH Lewes Rd, RH16 4EX	01444 441881
ROYAL SUSSEX COUNTY HOSPITAL, BRIGHTON Eastern Rd, BN2 5BE	01273 696955
St RICHARDS HOSPITAL, CHICHESTER Spitalfields Lane, PO19 6SE	01243 788122
WORTHING HOSPITAL Lyndhurst Rd, BN11 2DH	01903 205111
ROYAL SURREY HOSPITAL, GUILDFORD Sterling Rd, GU2 7XX	01483 571122

Distances from Barns Green to Local Hospitals –miles (minutes)	
EAST SURREY HOSPITAL, REDHILL	25 miles (41 mins)
PRINCESS ROYAL HOSPITAL H. HEATH	18 miles (38 mins)
ROYAL SUSSEX HOSPITAL, BRIGHTON	26 miles (50 mins)
ST. RICHARD'S HOSPITAL, CHICHESTER	28 miles (49 mins)
WORTHING HOSPITAL	18 miles (37 mins)
ROYAL SURREY, GUILDFORD	23 miles (45 mins)

URGENT TREATMENT CENTRES (UTC) Crawley

MINOR INJURIES UNIT (MIU) Horsham or East Grinstead

(For Cuts, Bruises, Fractures, but NOT chest pains) **24 hours 7 days**

Crawley Hospital (UTC) RH11 7DH **01293 600300 ext. 4141 or
4142**

Queen Victoria Hospital, East Grinstead (MIU) RH19 3DZ. **01342 414414**

Monday to Sunday 08:00 - 20:00

Horsham Hospital, Horsham, (MIU), RH12 2DR. **01403 227000
ext 7202**

Monday to Friday 09:00 - 17:00

2.3 Generic Risk Assessment

See separate document

2.4 Emergency Numbers for Authorities and Others

Police, Ambulance, and Fire Brigade	999
Non-Urgent Police	101
Horsham District Council	01403 215125 or mobile 07500 987373
HDC Emergency Out of Hours	07801 900491
Gas Networks	0800 111 999
Southern Electric	0800 072 7282
Southern Water	0330 303 0368