

SAFETY MANAGEMENT POLICY

- 1 Coneyberry Millennium Green Trust is committed to keeping the Green and its equipment safe for everyone.
- 2 Where hazards are real or potential, the Trust will
 - a) remove the hazard, or if that is not practicable
 - b) protect people from it, or if that is not practicable
 - c) inform people how to avoid it.
- 3 Any Trustee who encounters a hazard should if practicable deal with it satisfactorily or otherwise promptly inform the Chairperson of the Trust.
- 4 The Chairperson will, as appropriate, take prompt action to remove the hazard or, if there is no imminent danger, place it on the agenda for the next Trust meeting.
- 5 In the event of any incident that might produce or has produced a hazard, the Chairperson will arrange for the incident to be investigated and for any necessary remedial action to be taken.
- 6 Every January, April, July and October a group of two or more Trustees shall carry out a thorough inspection of the Millennium Green and its equipment, note any real or potential hazards, and report on action that needs to be taken. The Chairperson of the Trust shall then arrange for serious hazards to be dealt with promptly and for less serious ones to be placed on the agenda of the next Trust meeting.
- 7 During every other month a member of the Trust shall carry out a visual inspection of the Millennium Green.
- 8 The play equipment shall be inspected annually by a health and safety official of the District Council whose report will be acted upon promptly. In addition a thorough inspection of the play equipment will be conducted monthly by a member of the Trust who has an engineering background.
- 9 Any member of the public who has a concern about a safety aspect of the Millennium Green should report the matter promptly to the Chairperson of the Trust or, failing that, to any Trustee.
- 10 The result of every safety inspection and consequent action taken shall be committed to writing and held by the Trust Secretary for inspection at a reasonable time by any user of the Green.
- 11 The Trust will maintain a record of any accident or dangerous incident of which it is made aware. This record will be available for public inspection.