

# Nevill Hall Nature Spaces

CIO registration: 1214695



## Health and Safety policy

*This is one of a range of policies and procedures designed to ensure the good governance of the NHNS charity. These policies apply to all trustees, other volunteers, employees, contractors, and third-party representatives of our charity.*

**Nevill Hall Nature Spaces (NHNS)** was established in 2025 to restore and develop the historic character of the gardens of Nevill Hall Hospital which are owned and managed by Aneurin Bevan University Health Board

**NHNS** is working to:

- regenerate parts of the gardens
- increase awareness of the special features of the gardens
- improve access
- develop additional appropriate uses

This Health and Safety policy applies to any activity undertaken by volunteers working for NHNS in Nevill Hall gardens or any related context.

### Event Controller

An Event Controller must be appointed for every activity. The Event Controller will have total overall responsibility for all aspects of the work to be undertaken, for all volunteers taking part and their briefing and adherence to those instructions. The Event Controller will ensure any necessary risk assessments are undertaken.

The Event Controller will also:

- brief everyone taking part on the emergency procedure to follow;
- organise volunteers into teams as necessary;
- distribute and collect equipment;
- specify where rubbish should be left for collection.

### Volunteers

- All volunteers have the responsibility to achieve a healthy and safe work environment and to take reasonable care of themselves and others.
- Wherever any volunteers notice a health or safety problem that they are not able to put right, they must inform the Event Controller immediately.
- An Accident Book will be available during voluntary work carried out on site.
- A suitable, clearly labelled, fully stocked, portable First Aid box will be available during voluntary work carried out on site.
- Volunteers will be made aware of the identity of the First Aider(s) on site.
- Volunteers should never enter a situation that might endanger themselves or others.
- Volunteers should always wash their hands before eating, drinking or smoking and avoid touching the face, particularly the mouth and eyes, when working.

## Training

Volunteers may need to undergo training before using specific equipment or undertaking certain tasks. Any necessary training will be provided.

## Children

- Children under five years old must not take part in work on site.
- Primary aged children must be accompanied by a parent/guardian with a ratio of no more than four children to one parent/guardian.
- Children must remain at a safe distance from water at all times.
- Teenagers must be accompanied by a parent/guardian with a ratio of no more than eight teenagers to one parent/guardian.

## Hazardous materials

Unidentified cans or canisters, oil drums or other sealed containers should not be handled without establishing their contents or if empty, what they might have contained. Poisons, insecticides, clinical waste, broken glass, condoms, syringes or any other doubtful/hazardous substances must not be touched, but reported to the Event Controller who will arrange safe removal and disposal by the appropriate Authorities.

## Version Control - Approval and Review

- This policy will be reviewed and approved by the Board annually.
- It will also be reviewed as part of any safeguarding incident investigation, to test that it has been complied with and to see if any improvements might realistically be made to it.

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|---------------------|----------------------------|
| Date approved       | 00/00/0000                 |
| Date of next review | 00/00/0000                 |
| Person Responsible  | NAME OF PERSON RESPONSIBLE |