

Henbury Millennium Green Health and Safety Policy

1.0 Purpose and Principles:

1.1 The Trustees of the Henbury Millennium Green Trust (HMGT) manage the Millennium Green ('the Green'). They have overall responsibility for keeping the Green safe for all users.

1.2 Volunteers and contractors have a duty to take reasonable care of their own and others' health and safety; to adhere to any risk assessments related to the work they are doing and report any identified hazards or concerns to a Trustee.

1.3 The public are encouraged to use the space responsibly, respect the facilities and environment, and report any damage or safety concerns to the trustees as soon as possible via the contact details on the Millennium Green section of the Henbury Website.

2.0 General site safety:

2.1 Trustees hold several volunteer work parties throughout the year. At these work parties the trustees and volunteers do specific tasks to ensure the Green is well maintained. An annual jobs list is maintained by the trustees, as is a list of jobs that are identified on a needs basis. To safeguard volunteers, the work parties have a First Aid Pack and mobile phone in case of emergency. There is an AED device at the church hall, approximately 100m away. Care is taken to see that volunteers use tools safely and wear appropriate protective equipment.

2.2 Trustees regularly visit the Green: they note issues with equipment and facilities and where repairs are deemed necessary, these are completed by the trustees, 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 which could pose a danger as they are 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 kept safe and do not interfere with the activity.

2.5 At least one Ordinary Meeting of the HMGT Trustees is held each year on the Green, involving a walk-round of the full 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 electronic communication / phone calls among Trustees to get an immediate consensus on how to respond to the issue.

2.7 No dogs are allowed on the Green. This is clearly signed on the gate.

2.8 There are no litter bins on the Green. Visitors are expected to take any rubbish home with them.

2.9 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.

2.10 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 path through the Green that is suitable for wheelchairs.

2.11 Public liability insurance and Trustee indemnity insurance is held and renewed each year.

2.12 Events on the Green organised by the Trustees will have their Health and Safety covered by risk assessments specific to the event.

3.0 Use of the Green by organised groups

3.1 The Green is open for School parties, Scouting groups and other organised groups of children or adults to take part in outdoor education / activities. Where a party of children is using the Green for such a purpose, the Trustees require the group leader in charge to be present and to ensure any risk assessments required by their organisation are completed and adhered to. HMGT Trustees and volunteers do not have DBS checks nor should they be included in any adult to child ratios required by the group.

3.2 Groups are encouraged to contact the Trustees in advance of their event, so it can be logged by the trustees and confirmed that it does not clash with any other group holding an event on the Green. A Group Information Document is provided for organised groups visiting the Green. This gives details of the Green that can be used in the writing of their risk assessment alongside a site visit.

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.

This policy is reviewed annually by the Trustees to ensure it remains accurate, relevant and compliant with standard guidance for public open spaces.

Henbury Millennium Green Trust

May 2026