Health and Safety Policy

Introduction

The policy of TreeLink is to:

- provide and maintain safe and healthy conditions during all our events and activities,
- provide clear instructions and information, and adequate training to ensure participants can safely undertake required activities,
- provide specialist personal protective equipment,
- provide and maintain safe tools and equipment; and
- review and revise this policy regularly.

This policy applies to: members and volunteers and any other people who are directly affected by our activities, such as members of the public at our events.

Responsibility

1.Overall and final responsibility for health and safety at all events and activities organised by TreeLink Stirling lies with the Board. This responsibility will be delegated to a named person for each event or activity. This person will be responsible for ensuring that this policy is upheld.

2.For trustee meetings the responsible person is the chair.

3.For all other events and activities the responsible person will be named in advance and their name will be noted on all relevant risk assessments. All volunteers involved will be made aware of who is responsible for health and safety.

4.All participants should:

- co-operate with the event or activity leader on health and safety matters,
- take reasonable care of their own health and safety; and
- report all health and safety concerns to the event or activity leader.

General arrangements

1. A risk assessment will be carried out before every one-off event. This will include assessing risk as it relates to all aspects of the event including: equipment; venue;

volunteers; attendees. Appropriate precautions will be taken to minimise hazards at all events and activities.

2.TreeLink may also run regular events at the same venue or using the same equipment, such as our monthly meetings. In this case we will carry out a general risk assessment for the event/activity/equipment/venue. All general risk assessments will be reviewed once a year or when conditions change.

3. All participants will be given an introduction to the activities and provided with any necessary on site training and personal protective equipment as specified in the risk assessment.

4.There will be a trained first aider present at all events which are open to the public and our volunteers.

5.The organiser will make sure all volunteers and members at events and activities are aware of the location of fire exits and facilities.

6.All volunteers and members will be made aware of the precautions they need to take as noted on the relevant risk assessment.

7.No trustee or other volunteer will run an event or activity on their own, and at least two volunteers or employees should stay at an event until it is finished and the last attendees have left.

8.TreeLink Stirling will hold Public Liability Insurance

Responsibility

Overall responsibility for the implementations, monitoring and review of the policy and procedures lies with the Chair of Trustees.

Implementation and adherence to this policy is the responsibility of all trustees and other volunteers within the organisation.

October 2025 [due for review September 2027]