

# Thornhill Development Trust

## Health and Safety Policy

Last updated: March 2021  
Trust name changed May 2024



Thornhill Community Trust was established in 2004 and became Thornhill Development Trust (TDT) in May 2024. TDT is a Scottish Charitable Incorporated Organisation (SCIO), Scottish Charity Number SC035940.

The following statement sets out the Health and Safety policy for Thornhill Development Trust – specifically to cover responsibilities and arrangements to be put in place for activities and events organised by the Trust.

Each activity / event organised by the Trust will have an identified event organiser (either an individual or group) who will ensure the following arrangements are put in place:

- Draw up plans for the event and review the plans from a health and safety perspective
- Carry out a Risk Assessment (see Appendix 1) for the event and ensure any identified high risk areas have adequate control measures in place
- Notify relevant authorities of any events in line with legal requirements (e.g. 28 days notice must be given to the police for any event which includes a procession on a public road)
- Ensure that a First Aider is available for the event if this is deemed to be necessary
- Maintain an Accident Book to record any accidents / injuries which occur during events and how these were managed
- Confirm safety arrangements with the organising group on the day of the event before it starts to ensure roles and responsibilities are clear (e.g. first aiders, stewarding / marshalling arrangements)
- Ensure that appropriate insurance is in place to cover the scope of the event
- Safeguarding will be considered when risk-assessing TDT activities in order to promote inclusion of children or adults affected by disability, poor mental or physical health, developmental issues or situations which affect their wellbeing or behaviour which may require additional support to participate in ways which meet risk controls.

Children (up to the age of 16) attending events organised by the Trust should be accompanied by a parent or responsible adult. This will be made clear to participants as part of making the arrangements for the event.

The Risk Assessment Form is Appendix 1 to this policy. A risk assessment should be carried out in advance of each event to identify any significant risks and put appropriate counter measures in place. If possible, a site visit should be carried out to assist with identification of risks. The risk assessment should be reviewed and updated as required each time an event is held (i.e. if it is a repeat / annual event) to ensure that any changes to the risks since the last time the event was held are identified and managed appropriately. Different issues will need to be considered if the event includes outdoor activities, than if the whole event is in one indoor location.

The following issues may require to be considered as part of the risk assessment:

- Slips, trips and falls – identify potential tipping hazards
- Scalds, burns (e.g. if hot drinks are being provided as part of the event)
- Physical hazards (e.g. for outside events, proximity to roads, fast flowing water, slippery or uneven surfaces)
- Manual handling
- Contingency arrangements for bad weather
- Use of equipment – ensure equipment is well maintained and in a good state of repair
- First aid provision is available if required
- Arrangements for responsibilities for children are clear
- Fire safety arrangements are considered (e.g. fire exits available and clearly identified and stewarding responsibilities clear)
- A specific risk assessment template is available for Paths Work

This list is not exhaustive, but provides a guide to the types of issues to be considered. Other issues additional to this list may require to be considered depending on the scope of the event. The risk assessment should be reviewed and updated as required each time an event is held (i.e if it is a repeat / annual event) to ensure that any changes to the risks are identified and managed appropriately.

A copy of the appropriate safety paperwork (e.g. risk assessment, insurance) should be available at the event.

### **Appendices:**

Appendix 1 – Thornhill Development Trust Risk Assessment Form

Further information:  
Thornhill Development Trust Safeguarding Policy  
Thornhill Paths Group Risk Assessment Template