



Health and safety Checklist

And Equal Opportunities Policy

For use in The Castle Garden

This document is designed to be read in conjunction with The Castle Garden Risk Assessment and should be read by all staff or volunteers before commencing work in the garden.

- You must sign into the centre at reception before commencing work.
- You must not climb unless you have registered and signed in to do so.
- You are responsible for your own safety when working in the garden.
- You should be clear about which jobs you will be undertaking on a particular work session.
- You should be familiar with the use of tools and need to ask for briefing or advice if unsure.
- You need to ensure that none of your actions could put others at risk, e.g. Not leaving tools on the ground, ensuring that nobody is behind you before swinging a scythe and placing cordons around work areas to stop members of the public coming close when cutting branches etc.
- You need to ensure that the work area remains tidy to minimise tripping hazards. E.g. On rakes.
- You need to ensure all tools are in good working order before use and are cleaned and are put away at the end of every work session.
- You need to ensure all protective equipment is in good working order before use and is put away at the end of every work session.
- Any equipment that is unfit for use or broken needs to be labelled and the garden co-ordinators informed.
- If you have any questions when the garden co-ordinators are not available you should ask the centre's Duty Manager, if in doubt, don't do it!



- You must adhere to current government guidelines regarding Covid-19 safety. Including advice such as: keeping socially distant, wearing a face covering and washing hands. Please confirm with a garden co-ordinator if you are unsure what the current rules are.

(taken from Castle's staff handbook and adapted for castle garden volunteers)

13.1 Equal Opportunities

The Castle is committed to ensuring that no job applicant, employee or volunteer receives less favourable treatment on grounds of colour, race, sex, marital status, religious beliefs, nationality, age, ethnic origin, sexual orientation or disability. Selection criteria and procedures will be reviewed regularly

to ensure that individuals are appointed, promoted and developed on their relevant merits and that they will not be disadvantaged by any conditions or requirements that cannot be shown to be fully justifiable.

We take seriously our responsibilities in this area and follow the Codes of Practice laid down by the Equality and Human Rights Commission. This covers equality for all including Racial, Disability, Religion, Sex, Age etc. and we try to provide relevant opportunities for disabled job applicants and staff as far as we can within the nature of the business.

13.2 Dignity at Work

The Castle is committed to maintaining the dignity at work of all its employees, so that they feel safe and secure in their working environment. The Company's responsibility is to ensure that everyone is aware of the standards expected and all employees must be aware of their responsibilities in maintaining the dignity of their fellow colleagues. If any employee feels harassed or bullied it should be brought to the attention of the Head of Department, Human Resources representative or Managing Director. All cases will be dealt with swiftly, and in accordance with the Castle's Discipline and Grievance Procedures. You will be given a copy of these procedures when you start work.