

BEAUTIFUL PERTH

Policy Documents
2021

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1 INTRODUCTION

This document details the **“beautiful Perth”** policy on Volunteering and it applies to all situations and circumstances where volunteers (aged 14 plus) support the work of **“beautiful Perth”**

A working definition of volunteering is: *“The commitment of time and energy for the benefit of society and the community, the environment or individuals outside one’s immediate family. It is undertaken freely and by choice, without concern for financial gain.”* (Scottish Office Circular 15/1995).

The policy acknowledges the need for **“beautiful Perth”** to have a statement on volunteering. It also acknowledges the variety and crucial importance of the contribution of volunteers. Volunteers form an essential part of **“beautiful Perth”** enhancement of the quality of life of the people it serves, in whatever context. Accordingly the policy supports the encouragement of people to grow, be active, contribute to and enjoy cultural and community life.

The policy is modelled on a template proposed by Volunteer Development Scotland (VDS) which in turn supports the Active Communities Strategy endorsed by the Scottish Parliament in 2000. The Strategy reflects key government policies and initiatives with regard to:

- community planning
- community learning and development plans
- social inclusion
- community empowerment
- active citizenship
- lifelong learning
- social capital
- social economy
- community regeneration

2 PURPOSE OF THE POLICY

The policy:

- acknowledges the mutual benefits and value of volunteering to **“beautiful Perth”** and the volunteer
- is a statement of commitment and support by **“beautiful Perth”** to volunteering and volunteers
- acknowledges the current areas of volunteer involvement
- establishes a quality framework and provides the **“beautiful Perth”** Executive committee with good practice guidance
- recognises the respective roles, rights and responsibilities of volunteers and the **“beautiful Perth”** Executive committee

Volunteering is a process which benefits both “*beautiful Perth*” and the volunteer. Volunteering is very much a two-way process.

3 CURRENT PRACTICE

The policy proposes that the involvement of volunteers should be in accordance with best practice to maximise the benefit to both parties.

4 WHY SUPPORT VOLUNTEERING?

Benefits to the Volunteer and the Community

“*beautiful Perth*” offers the volunteer alternatives to payment. This primarily derives from experience gained in terms of personal and skills development. “*beautiful Perth*” may, among other things:

- give the volunteer the opportunity to interact with the public
- offer appropriate training
- give the volunteer an insight into the workings and procedures of a charity
- allow the volunteer to accept responsibility
- facilitate the building of relationships with colleagues
- offer the chance to put previously learned training into practice

In such a way volunteers become active citizens and they play a valuable social role. Volunteering may pave the way for part or full-time paid employment or further learning opportunities.

Benefits to “*beautiful Perth*”

The contribution of the volunteer on the other hand complements the work and purpose of “*beautiful Perth*”.

“*beautiful Perth*” can benefit from:

- the input of the volunteer
- giving past learners the opportunity to become active contributors
- making a contribution to active communities

Volunteers make a valuable and valued contribution to the work of “*beautiful Perth*” in return for respect and commitment.

Rights and Responsibilities

Volunteers have both rights and responsibilities. These will be clarified in a signed statement of intention between the Volunteer and “*beautiful Perth*”, the substance of which is included in section below.

2 THE POLICY

This section relates to the respective rights and responsibilities of each party and are as follows:

Responsibilities of “beautiful Perth”

“beautiful Perth” recognises its responsibility with regard to the rights of volunteers.

Volunteers should:

- know what is expected of them
- have clear specified lines of support and supervision
- be shown appreciation and respect
- have safe working conditions
- be insured
- know their rights and responsibilities if something goes wrong
- be trained as appropriate for tasks
- be free from discrimination
- have confidentiality respected
- experience personal development
- be able to withdraw from voluntary work

Responsibilities of Volunteers

“beautiful Perth” expects that volunteers will:

- be reliable
- be honest
- respect confidentiality
- agree to submit to an enhanced disclosure or basic check as appropriate
- attend training and support sessions as agreed
- act with care for their own safety and that of others
- adhere to “beautiful Perth” policies and procedures
- represent “beautiful Perth” professionally
- be anti-discriminatory in work
- treat colleagues and users/clients with respect
- honour the commitment they have made

Equal Opportunities

An appointment to a volunteering position will be made in accordance with the “beautiful Perth” Equal Opportunities Policy.

Health and Safety

A volunteer will have access to any risk assessments carried out in relation to the responsibilities to be undertaken.

Training

Volunteers will have access to training from on-the-job or ongoing skills training where appropriate.

Insurance

Volunteers will be covered by the **“beautiful Perth”** insurance policy both as individual and in the context of third party coverage.

This insurance does not include personal liability in respect of a criminal charge.

Support for Volunteers

Volunteers can expect support from those assigned to supervise them within the management structure. They can also expect support from colleagues and from Perth and Kinross Council, much of which is qualified throughout this section.

Responsibility for Policy and Procedures

The overall responsibility for the implementation of this policy and related procedures rests with the **“beautiful Perth”** Executive committee and with the volunteers themselves.

3 CHILD PROTECTION POLICY

“beautiful Perth” is committed to creating a safe environment for children, young people and adults. We recognise our moral and legal obligations to protect children and young people and will ensure that members and helpers will take all reasonable steps to promote safe practice and to protect children and young people from harm, abuse and exploitation.

Our Policy is based on the following principles:

- The welfare of children and young people is always the paramount consideration
- All children and young people have the right to be protected from abuse regardless of their age, culture, impairment, gender, language, racial origin, socio-economic status, religious belief and/or sexual identity.
- Protecting children and young people is everybody’s responsibility.
- All children and young people have a right express their views on matters affecting them and these views should be taken into account when making decisions in relation to children and young people.

We will:

- Treat everyone with respect
- Respect and promote the rights, wishes and feelings of children and young people
- Provide time for children and young people to talk to us and listen to what they say
- Encourage children and young people to respect and care for others
- Respect confidentiality and only share information/concerns with the people who need to know in order to protect the child or young person having regard to the provisions of the Data Protection Act
- Take action to stop any inappropriate verbal or physical behaviour including bullying
- Take all concerns/allegations seriously and respond appropriately
- adhere to good practice guidelines with regard to disclosure checks and Health and Safety in respect to safety, protection and wellbeing of children and young people

CHILD PROTECTION POLICY

beautiful Perth” members and helpers will:

- Always put the care, welfare and safety needs of a child or young person as your paramount consideration

- Respect confidentiality by discussing personal issues with relevant personnel only
- Ensure all Health & Safety and/or Risk Assessments are carried out
- Avoid being alone with children and young people. Ensure that when working with children and young people you are at least within sight and hearing of other adults
- Always set an example you would wish others to follow
- Be aware of and sensitive to the vulnerabilities of some children and young people
- Listen carefully to any child or young person who “tells you” they are being harmed and report immediately to the person in charge/Child Protection Officer
- Never dismiss what a child or young person tells you as “lies” or exaggeration
- Always give constructive feedback and not negative criticism
- Respect a child’s or young persons right to be involved in making choices and decision which directly affect him/her

You should not:

- Make derogatory remarks, gestures or use inappropriate language in front of children or young people
- Allow a child or young person to be bullied or harmed by anyone in the organisation
- Allow children or young people to swear or use sexualised language unchallenged

beautiful Perth” members and helpers will never:

- Harass or intimidate a child or young person or worker/volunteer, particularly because of their age, race, gender, sexual orientation, religious belief, socio-economic class or impairment
- Allow others or yourself to engage in inappropriate or aggressive physical contact
- Form intimate physical or emotional relationships with children, young people and adults
- Engage in sexually provocative games, including horseplay
- Invite or allow children or young people to stay with you at your home in the context of your role within the organisation
- Allow others or yourself to engage in touching a child or young person in a sexually provocative way
- Make sexually suggestive comments to a child or young person, even in fun

Review

This policy will be monitored and reviewed on an annual basis at the *beautiful Perth* AGM:

1. When there is a change of legislation or guidance on the protection of children and young people or changes within *beautiful Perth*
2. Following any issues or concerns raised about the protection of children and young people in this organisation
- 3.

What to do if you have concerns

If you have concerns about a child or young person please contact Perth and Kinross Council's Child Protection Team based at Pullar House in Perth. The Child Protection phone line, 01738 476768, will be operated by a Duty Officer from 9am to 5pm from Monday to Friday. Out with these hours, the contact number is 01382 432270.

The Duty Officer will be available to discuss concerns about the care and protection of any child or young person in the local community. The Child Protection Team can also be contacted by e-mail on childprotection@pkc.gov.uk

Alternatively you could speak to a health visitor, teacher, nursery worker, family doctor, social worker, police officer or the children's reporter.

(2010)

4 ENVIRONMENTAL POLICY

“**beautiful Perth**” is committed to the implementation of proactive measures to help protect and sustain the local, national and global environment for future generations. “**beautiful Perth**” aims to achieve the objective of improved environmental performance through enhancing the environment, increasing public awareness of the environment and continuous improvement.

- 1) “**beautiful Perth**” is committed to the protection and enhancement of the local, national and global environment and strives for continual improvement
- 2) The ultimate responsibility for determining and ensuring implementation of the environment policy rests with the “**beautiful Perth**” Executive Committee.
- 3) All “**beautiful Perth**” Executive Committee members are expected to conduct their work in a manner compatible with the association’s environment policy and objectives.
- 4) “**beautiful Perth**” will continually relate environmental considerations into its projects and initiatives.
“**beautiful Perth**” is committed to the provision of appropriate training and resources to ensure that the environment policy can be implemented effectively.
- 5) “**beautiful Perth**” is committed to compliance in the letter and spirit of relevant laws and regulations, and maintains a proactive approach to the implications of future legal requirements.
- 6) “**beautiful Perth**” will continue to take steps to minimise any detrimental impacts on the environment caused by its projects and initiatives. “**beautiful Perth**” aims specifically to enhancing the environment and increasing public awareness of the environment.
- 7) “**beautiful Perth**” will ensure that projects and initiatives are designed to reduce environmental impacts. “ “**beautiful Perth**” “ “ will strive to continually improve its environmental performance.
- 8) “**beautiful Perth**” seeks to conserve natural resources by ensuring the responsible use of energy, water and materials by the continual implementation of the 3R’s (Reduce, Reuse and Recycle).

- 9) A proactive, open and co-operative attitude to environmental issues will reflect **“beautiful Perth”** aim to be an environmentally responsible organisation.
- 10) Any and all enquiries relating to the contents of this policy may be directed to the Chair of **“beautiful Perth”** at the address below. (2018)

5 EQUAL OPPORTUNITIES POLICY

“beautiful Perth” will actively oppose forms of discrimination that disadvantage sections of the community and individuals because of age, disability, religion, ethnic origin, gender and sexual orientation.

“beautiful Perth” intends to achieve meaningful equal opportunities for everyone. It will reduce disadvantage and eliminate direct and indirect discrimination in the provision of services and the employment of people to deliver and administer those services.

“beautiful Perth” confirms that:

All citizens have an equal right of access to relevant services, facilities and resources offered by **“beautiful Perth”**

All clients have a right to a fair and just treatment in the delivery of services

The sole valid criterion for employment is merit and all applicants for any post will be considered on that basis

Employees, agents and members have a right to equal treatment in all aspects of their employment terms, conditions and working arrangements where applicable.

“beautiful Perth” will consider its equality policy when establishing criteria by which it makes available financial and other assistance to individuals, voluntary groups and business. (2018)

6 PRIVACY POLICY

This Privacy Policy contains important information on the personal information we collect, store and use. Information is held securely, and is not disclosed to anyone, other than as set out in this Privacy Policy.

Collection, storage and use of personal information

If you are a member of “ beautiful Perth “ (as a trustee or volunteer), we collect, store and use your information. This may be collected from you directly, from someone acting on your behalf, or from publicly-available information.

Your information may be stored in electronic files which are held on a secure network, or in paper files which are stored in a secure location.

We **will not** share your information with third parties without your permission.

We **will** use your information to:

- contact you regarding operational matters
- help us to respond to any of your queries
- manage our relationship with you
- if and only if you provide us with an email address, send you electronic email updates about our activities
- We may also use Contact information for internal operational requirements, such as arranging volunteer activity days

Retention of your information

We will keep your information for as long as you have a relationship with us. If and when the relationship ends, we will keep such information as we may need for our legitimate purposes; for example, we are required to retain all financial transaction records for seven years.

We may retain limited membership information in order to help us to analyse and understand membership patterns, and to help us in our responsibility to maintain the continuity of our historical archive, which dates back to 1989.

Accessing and controlling your information

You can make a written request for a copy of the personal records we hold about you. The current fee is £10 per request for each person. You can ask us to delete the information we hold about you.

Email us if you have any questions about this policy: info@beautifulperth.org (2019)

7 INTERGENERATIONAL WORKING POLICY

Policy and Practice

**Social Capital – The pattern and intensity of networks among people and the shared values which arise from these networks*

Policy adopted by “ “ beautiful Perth “ “ Trustees on 18 March 2019

Definition of Intergenerational Working

The European Network of Intergenerational Learning definition is: *“A learning partnership, based on reciprocity and mutuality, involving people of different ages where the generations work together to gain skills, values and knowledge.”*

In Beautiful Perth, intergenerational practice covers a range of projects and activities which are undertaken with the aim of bringing generations together, working mostly in the outdoor environment. Projects and activities will provide a vehicle for generations to interact, engage with the activity together and learn from and about each other.

Aims of Intergenerational Working

Intergenerational practice aims to bring people together in purposeful, mutually beneficial activity which promotes greater understanding and respect between generations and contributes to building more cohesive communities.

“ “ beautiful Perth “ “ aims to ensure that:

- All participating generations benefit from the experience
- The participants help shape the activity and feel a sense of ownership

- Projects build on understanding, mutual respect, and an appreciation of cultural differences and needs
- Engagement across the generations will help build strong communities with increased social capital* and citizenship
- The activities will challenge ageism for young and old

Learning Outcomes

Within Beautiful Perth, we will work with all participants to promote:

- Practical skills in gardening
- Increased knowledge and understanding of horticulture and environmental issues
- Correct use of tools, garden implements and other equipment
- Communication skills
- Interpersonal skills
- Health and Safety Issues

Evaluation of each Project

At the end of each project, groups will be asked to complete a short evaluation. This will ensure progress and improvement for future working. The “ “ beautiful Perth “ “ committee will review this feedback.

8 PLASTICS POLICY

“beautiful Perth” is committed to supporting the Government’s intentions to decrease plastic waste by making our work as sustainable as we can.

Our Policy is as follows:

We will:

- Use re-usable water bottles as widely as possible
- Use our cloth and jute shopping bags in place of carrier bags
- Encourage our volunteers to bring their own re-usable mugs to activity sessions
- Recycle plant pots and trays wherever possible
- Bulk delivery of compost wherever possible
- Re-use old plastic compost bags to collect weeds for transportation to composting site (and repeat)
- Use wooden storage boxes for items in our shed (2018)

9 LONE WORKING POLICY

Introduction

“ “ beautiful Perth “ “ and all of its volunteers have a duty to themselves and others with regard to health and safety and there is an increased risk when volunteers work alone. Beautiful Perth’s overarching advice is that **volunteers should not work alone**, except in exceptional circumstances, in which case prior permission should be sought from the Committee and this Policy must be followed.

Persons at Risk

At “ “ beautiful Perth “ “ volunteers at risk may include anyone who works alone at any site at which “ “ beautiful Perth “ “ Trustees have formally agreed to undertake voluntary work, during voluntary sessions agreed by the committee in advance.

Hazards

These may include, for example:

- A potential for violence or threatening behaviour towards a volunteer.
- The use of gardening tools and equipment, machinery, electrical or other equipment or chemicals.
- Working in isolated areas where help may not be readily at hand in case of an emergency.
- Working at heights, using ladders and lifting heavy items.
- Competency, ability and medical condition of the individual.

This is not an exhaustive list; individuals are expected to identify any potential lone working issues and bring to the attention of the Trustees so risk can be assessed and any necessary control measures applied.

2. Control Measures

All volunteers will:

- Inform an appointed ‘buddy’ (eg another volunteer or a friend/family member) that they are working alone, where they are and when they expect to be home, and inform that person when they are home safely.
- Carry a mobile phone and ensure it is charged, in case of emergency.
- Take reasonable care of their own health and safety, and that of the public.
- Not be reckless or do anything to put themselves in danger.
- Know and follow Beautiful Perth’s safe working Policies and Procedures. These can be found on the website: [Key documents for Beautiful Perth, Scottish charity number SC 032395 | Beautiful Perth](#). A copy is also held in the Beautiful Perth’s shed in Riverside Park, and printed copies can be provided by the Secretary on request.
- Never cut corners or rush work.
- Stop for breaks (eg once an hour) and, if possible, change activity.
- Sign off a Volunteer Contact Sheet (provided by the Secretary) which includes an emergency contact number. This will be held on a strictly confidential basis and used only in an emergency.

- Report any threats, hazards or accidents (including near misses) encountered to the Chairman, Vice Chair or Secretary.

“ “ beautiful Perth “ “ will:

- Provide opportunities for meetings and support.
- Regularly review, update and communicate its Policies & Procedures.
- Provide appropriate training or resources such as protective equipment or clothing to minimise the risks.

This policy will be reviewed as required, or if a situation occurs which necessitates any review.
(November 15th 2021)

10 ANNEXE 1(A) INTERGENERATIONAL WORKING EVALUATION FORM: YOUNG PEOPLE

Please add a tick or a cross to show that you agree or don't agree with the statement. Thank you!

	✓ Yes	X No
Have you learned something new today?		
Do you know what an Environmental Steward is?		
Did someone show you how to use the garden tools?		
Did you talk to new people today?		
Will you feel more confident when you work with new people in the future?		
Did an adult show you how to stay safe when using the gardening equipment?		
Would you like to work with “ “ beautiful Perth “ “ again?		

If you have any other comments about today, please write them in the space below.

11 ANNEXE 1 (B) INTERGENERATIONAL WORKING EVALUATION FORM: ADULTS

Against each question, please add a tick or a cross depending on whether you feel the outcome was achieved or not achieved. Thank you for completing this evaluation. Your responses will help us to improve the experience for others.

	✓ Yes	X No
Has your knowledge of practical gardening been increased?		
Do you now have a better understanding of Environmental Stewardship?		
Were you shown how to use the gardening tools?		
Were you given opportunities to talk to and mix with new people?		
Do you feel more confident to meet with and work with different groups of people in future?		
Did the Health and Safety information you were given help you feel more confident about the tasks?		
Would you be happy to work with “ “ beautiful Perth “ “ volunteers again?		

If you have any other comments about today, please write them in the space below.

12 ANNEXE 2 HEALTH AND SAFETY RISK ASSESSMENTS

12.1 RISK ASSESSMENT

Hazard Risks

What are we already doing?

What else will we do?

Slips and trips Volunteers and visitors may be injured if they trip over objects or slip on spillages. Warning signs provided to alert visitors that volunteers are at work.

Trailing hoses to be marked with warning tape and/or signs.

Shed to be kept tidy at all times, with clear access to shelves and hanging tools.

Tools in use not to be left lying where they could cause hazards.

Trustees – ensure all volunteers follow these steps.

12.2 HAZARDOUS MATERIALS

Volunteers may be harmed by handling potentially toxic plants, bulbs, compost, paints, broken glass and other materials. Gardening gloves provided for all volunteers.

Disposable gloves also available eg for litter picks.

H&S briefing is provided at litter picks.

Eye protector goggles and face masks provided (in shed)..

Volunteers to be advised to wear gloves and other protective items when undertaking “BEAUTIFUL PERTH” activities.

Toxicity of plants, bulbs, compost etc to be investigated and volunteers to be advised as appropriate

Trustees – ensure all volunteers follow these steps

12.3 VEHICLES

Volunteers may be injured by vehicles when working in car parks or near roads.

High viz clothing to be provided to all volunteers.

‘Volunteers at work’ warning signs provided.

Warning signs to be deployed at these locations

Trustees – ensure all volunteers follow these steps.

Heavy lifting Volunteers may be injured lifting bags of compost and other heavy items

Guidance on heavy lifting available online at

<http://www.hse.gov.uk/pubns/indg143.pdf>

Trustees to review guidance and advise volunteers Trustees – ensure all volunteers follow these steps

This document will be reviewed and updated as further risks are identified.

ALL TRUSTEES have day-to-day responsibility for ensuring this policy is put into practice. Please note that BEAUTIFUL PERTH 's insurance Policy requires the risk assessment procedure to be followed, and major incidents must be reported to the Charity Regulator. Failure to follow the procedure therefore risks financial, reputational and regulatory damage to BEAUTIFUL PERTH .

Adopted by the TRUSTEES on 15 October 2018 and signed by the Chairman on their behalf.

The Trustees have overall collective and final responsibility for the health and safety of "beautiful Perth "volunteers.

Signed:

John P Summers OBE

<input type="checkbox"/> Contact with moving machinery	<input type="checkbox"/> Sharp object	<input type="checkbox"/> Slip, trip, fall
<input type="checkbox"/> Contact with moving vehicle	<input type="checkbox"/> Repetitive movement	<input type="checkbox"/> Electricity/electrical shock
<input type="checkbox"/> Moving/falling object	<input type="checkbox"/> Manual lifting/handling/ carrying	<input type="checkbox"/> Explosion/fire/flammable material
<input type="checkbox"/> Collision with people/object		<input type="checkbox"/> Noise/vibration/radiation exposure
		<input type="checkbox"/> Other, please state
<input type="checkbox"/> Violence and aggression ...		
<input type="checkbox"/> Physical assault	<input type="checkbox"/> Fall from height: <input type="text"/> m	<input type="checkbox"/> Brandishing of a weapon
<input type="checkbox"/> Attacked by animal	<input type="checkbox"/> Damage to property	<input type="checkbox"/> Threatening behaviour
<input type="checkbox"/> Threats of assault	<input type="checkbox"/> Verbal aggression	<input type="checkbox"/> Spitting
<input type="checkbox"/> Threats against family/property	<input type="checkbox"/> Incidents of being stalked	<input type="checkbox"/> Other type of incident
<input type="checkbox"/> Racial abuse		
Name & status of aggressor if known?	<input type="text"/>	Police action taken? Yes <input type="checkbox"/> No <input type="checkbox"/>
8. Witnesses – <input type="checkbox"/> Yes <input type="checkbox"/> No (Attach statements to this report)	Witness Name & contact details	

Please alert a “ “ BEAUTIFUL PERTH “ “ office bearer as soon as possible after the incident.
John Summers, Chairman 07714 228069
Jenny Williams, Vice Chair: 07824 529485
Elsbeth Bruce, Secretary: 07805905277
Monica Straughan, Treasurer: 07764 793723

Please pass a copy of this form to one of the above, or email to info@beautifulperth.org as soon as possible after the incident.

All Incident records will be archived for a minimum of 4 years from the date of incident.

For Office Bearers' Use

Incident Investigation			
11. Investigation level	<input type="checkbox"/> High	<input type="checkbox"/> Medium	<input type="checkbox"/> Low
12. Investigator Details (please identify who carried out the investigation, their name and job title)			
13. Person(s) interviewed: position/relationship, attach statements - <input type="checkbox"/> Yes:			
14. Investigative outcomes - causes (tick all that apply):			

<i>Immediate causes</i>	<i>Underlying causes</i>	<i>Root Causes</i>
<input type="checkbox"/> Using defective equipment <input type="checkbox"/> Failure to use PPE <input type="checkbox"/> Reckless behaviour/intentional mistake <input type="checkbox"/> Unintentional mistake, explain: <input type="checkbox"/> Poor housekeeping <input type="checkbox"/> Inadequate/inappropriate equipment <input type="checkbox"/> Safe working procedure not followed <input type="checkbox"/> Inadequate guards/barriers	<input type="checkbox"/> Inadequate training/instruction <input type="checkbox"/> Lack of consultation/co-operation <input type="checkbox"/> Inadequate Supervision	<input type="checkbox"/> Lack of information/direction <input type="checkbox"/> Inadequate emergency arrangements <input type="checkbox"/> Safe working procedures not followed <input type="checkbox"/> Inadequate risk assessment

15. Investigative outcomes – other notes and details

16. Recommendations to prevent reoccurrence

<i>Action</i>	<i>Responsible person</i>	<i>When by</i>	<i>Complete</i>
			<input type="checkbox"/>
			<input type="checkbox"/>

17. Signature of investigator:	Signature of Trustee:
Date	Date

18. Copies sent to:

<input type="checkbox"/> Chairman	<input type="checkbox"/> Secretary	<input type="checkbox"/> Other:
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19. Check documentation used during investigation for filing:

<input type="checkbox"/> Witness statements	<input type="checkbox"/> Risk Assessment	<input type="checkbox"/> Recommendation records
<input type="checkbox"/> Copies of photographs	<input type="checkbox"/> Safe system of Work	<input type="checkbox"/> Investigation
<input type="checkbox"/> Training records	<input type="checkbox"/> HSE F2508 form details	<input type="checkbox"/> Maintenance
<input type="checkbox"/> Diagrams/plans		

14 ANNEXE 4 – PHOTOGRAPHY

“ beautiful Perth “will be taking photos and/or film footage at today’s event. These images may be used by the group named above in the following ways:

The group’s printed publicity

The group’s online publicity (including Facebook and Twitter)

Shared with group members for personal use only

Shared with the following third party organisations for use in their printed and online publicity (including Facebook and Twitter): The Royal Horticultural Society, Take A Pride In Perth and Kinross, Beautiful Perth and local Press

The will be stored securely and will not be kept for longer than they are needed for the purposes listed above.

If you would prefer for you or your child not to be photographed, please speak to

Name:

Mobile phone number:

(“ BEAUTIFUL PERTH “) Representative at Event)

If you would like to see your images, or would like us to delete them, please contact the group on:

Phone number: 01738 475304

Email address: elspethbruce@pkc.gov.uk

DATE

EVENT

Signature of Subject/Appropriate Adult

Please forward to Elspeth Bruce, Secretary, Beautiful Perth, Pullar House, Perth PH1 5GD