

# BEAUIFUL PERTH

*Policy Documents*

2019

## POLICY DOCUMENTS 2019



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### **RESPONSIBILITY FOR IMPLEMENTING THESE POLICIES**

Responsibility for the implementation of these policies and related procedures rests with the Beautiful Perth Trustees and with volunteers.

# VOLUNTEERING POLICY

## 1 Introduction

This Beautiful Perth policy on volunteering applies to all situations and circumstances where volunteers (aged 14 plus) support the work of Beautiful Perth.

Voluntary Action Scotland (VAS) defines volunteering as having three clear characteristics: volunteering is a free will activity; it is not undertaken for financial gain and it is for a public and civil good undertaken for the benefit of the community, society at large or an individual other than the volunteer.

Volunteers are essential to Beautiful Perth's aims, and this policy supports the encouragement of people to grow, be active, contribute to and enjoy cultural and community life.

The policy is modelled on [advice provided by Volunteer Development Scotland](#)

## 2 Purpose of the Policy

Volunteers are essential to Beautiful Perth's work. This 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 its volunteers
- acknowledges the current areas of volunteer involvement
- establishes a quality framework and provides Beautiful Perth Trustees with good practice guidance
- recognises the respective roles, rights and responsibilities of volunteers and the Beautiful Perth Trustees

## 4 Benefits

Beautiful Perth offers the volunteer opportunities:

- to interact with the public
- to receive horticultural and environmental experience and training
- to gain an insight into the workings and procedures of a charity
- to allow the volunteer to accept responsibility
- to facilitate the building of relationships with colleagues
- to offer the chance to put previously learned training into practice

Volunteers become active citizens who 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:

- inputs from volunteers
- giving volunteers opportunities 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.

## **5 Rights and Responsibilities**

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

**Beautiful Perth** should ensure that volunteers:

- know what is expected of them
- have clear lines of support and supervision
- be shown appreciation and respect
- have safe working conditions
- be insured
- have up to date policies in place for appropriate issues
- 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

**Volunteers** should:

- 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

## **6. Related Policies**

Related policies are included elsewhere in this document.

## **7. 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.

## **8. Support for Volunteers**

Volunteers can expect support from Beautiful Perth Trustees and colleagues from Perth and Kinross Council.

## **CHILD & VULNERABLE ADULTS PROTECTION POLICY**

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

### **2. Our Policy is based on the following principles:**

- The welfare of children, young people and vulnerable adults is always the paramount consideration
- Everyone has 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, young people and vulnerable adults is everybody's responsibility.
- All children, young people and vulnerable adults 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.

### **3. Responsibilities of Beautiful Perth**

In relation to children, young people and vulnerable adults, Beautiful Perth will:

- Treat everyone with respect
- Respect and promote their rights, wishes and feelings
- Provide time for them to talk to us and listen to what they say
- Encourage them to respect and care for others
- Respect confidentiality and only share information/concerns with the people who need to know in order to protect them, 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 their safety, protection and wellbeing

### **4. Responsibilities of volunteers**

In relation to children, young people and vulnerable adults our volunteers and helpers will:

1. Put their care, welfare and safety needs as your paramount consideration
  2. Respect confidentiality by discussing personal issues with relevant personnel only
  3. Ensure Beautiful Perth Health & Safety and Risk Assessment procedures are implemented
  4. 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 vulnerabilities
  - Listen carefully to any child, young person or vulnerable adult who “tells you” they are being harmed and report immediately to a Beautiful Perth
  - Never dismiss what a child, young person or vulnerable adult tells you as lies or exaggeration
  - Always give constructive feedback and not negative criticism
  - Respect their right to be involved in making choices and decision which directly affect him/her

## **5. Appropriate Behaviour**

Beautiful Perth volunteers **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 volunteers **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

## 6. Review

This policy will be monitored and reviewed on an annual basis at the Beautiful Perth AGM or when there is a change of legislation or guidance or changes within Beautiful Perth, or following any issues or concerns raised about the protection of children, young people and vulnerable adults in Beautiful Perth.

### **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](mailto: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.



# ENVIRONMENTAL POLICY

## Introduction

Beautiful Perth is committed to implementing measures to help protect and sustain the local, national and global environment for future generations. We will continuously improve our environmental performance by enhancing the environment and increasing public awareness of the environment.

## Policy principles

- 1) Beautiful Perth is committed to the protection and enhancement of 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 Trustees.
- 3) All Beautiful Perth Trustees 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.
- 5) Beautiful Perth is committed to the provision of appropriate training and resources to ensure that the environment policy can be implemented effectively.
- 6) Beautiful Perth is committed to compliance in the letter and spirit of relevant laws and regulations, to maintaining a proactive approach to the implications of future legal requirements.
- 7) Beautiful Perth will continue to take steps to minimise any detrimental impacts on the environment caused by its projects and initiatives.

- 8) Beautiful Perth will ensure that projects and initiatives are designed to reduce environmental impacts
  
- 9) Beautiful Perth will 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).
  
- 10) A proactive, open and co-operative attitude to environmental issues will reflect Beautiful Perth's aim of being an environmentally responsible organisation.

## **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:

- 1 All citizens have an equal right of access to relevant services, facilities and resources offered by Beautiful Perth
- 2 All clients have a right to a fair and just treatment in the delivery of services
- 3 The sole valid criterion for employment is merit and all applicants for any post will be considered on that basis
- 4 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.

## 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 Beautiful Perth 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](mailto:info@beautifulperth.org)

## FORM: PERMISSION FOR PHOTOGRAPHY/FILMING

**Photographs and/or film footage will be taken at today's event.**

Event name/location:

Event date:

BP representative at event:

*{BP reps, please forward completed forms to Elspeth Bruce, Secretary, Beautiful Perth, Pullar House, Perth PH1 5GD. Phone: 01738 475304 | Email: [elspethbruce@pkc.gov.uk](mailto:elspethbruce@pkc.gov.uk)}*

**Beautiful Perth (BP) will be taking photos and/or film footage at today's event. These images may be used for the following BP purposes:**

- Print - publications and publicity, including in the media
- Online – social media and the website
- Sharing with Beautiful Perth group members for internal use
- Sharing with known and trusted third party organisations for use in print and online

The images 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 and/or the children/vulnerable adults you are responsible for not to be photographed, please speak to the BP Representative at the event (see above).**

If you would like copies of your images, or would like us to delete them after use, please tick the box(es) below.

***Declaration:***

Name of Subject or Responsible Adult.....

Name(s) of person(s) or group(s) subject to this declaration:

.....

- I give my permission for photographs and/or video footage to be taken at this event
- I do **not** give my permission for photographs and/or video footage to be taken at this event
- I would like copies of images including me and/or the above names person(s)
- I would like you to delete images of me and/or the above names person(s) after their use

*Signature of Subject/Responsible Adult.....*

# 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*

### 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.



**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
<b>Have you learned something new today?</b>		
<b>Do you know what an Environmental Steward is?</b>		
<b>Did someone show you how to use the garden tools?</b>		
<b>Did you talk to new people today?</b>		
<b>Will you feel more confident when you work with new people in the future?</b>		
<b>Did an adult show you how to stay safe when using the gardening equipment?</b>		
<b>Would you like to work with Beautiful Perth again?</b>		

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

**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
<b>Has your knowledge of practical gardening been increased?</b>		
<b>Do you now have a better understanding of Environmental Stewardship?</b>		
<b>Were you shown how to use the gardening tools?</b>		
<b>Were you given opportunities to talk to and mix with new people?</b>		
<b>Do you feel more confident to meet with and work with different groups of people in future?</b>		
<b>Did the Health and Safety information you were given help you feel more confident about the tasks?</b>		
<b>Would you be happy to work with Beautiful Perth volunteers again?</b>		

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

## ANNEXE 2 – H&S AND RISK ASSESSMENT POLICY


<b>General policy</b>	<b>Responsibility</b>	<b>Action</b>
Through careful risk management and diligent planning Beautiful Perth aims to provide a safe and healthy working environment for all volunteers working directly under its management committee.	<b>TRUSTEES</b>	Policy and Risk Assessment Procedure adopted by Committee  To be implemented at all activity sessions
Beautiful Perth will provide all volunteers with the necessary skills, resources and facilities that they require to maintain a safe and healthy working environment.	<b>TRUSTEES</b>	Training and guidance to be provided by Trustees at activity sessions  Personal Protective Equipment and clothing to be issued to volunteers
In return, those working for or with Beautiful Perth are expected to take reasonable care of themselves and those around them.	<b>VOLUNTEERS</b>	This Policy and Procedures document to be issued to and followed by all volunteers
All volunteers can help by co-operating with policies, procedures, risk assessments and instructions. Comments that will improve our H&S performance are welcome. Volunteers and Trustees must inform the Chair of any concerns about H&S and these will be investigated promptly	<b>VOLUNTEERS</b>	As above: comments can be sent to <a href="mailto:info@beautifulperth.org">info@beautifulperth.org</a>  Comments to be reviewed and appropriate action taken by Chair
Any significant accidents or incidents must be reported to the Chair immediately (after medical help has been sought if needed). Minor injuries may be treated using the First Aid Kits. All incidents or accidents must be noted in the Incident Book.	<b>ALL</b>	Portable First Aid Kits are kept in the BP shed at Rodney Gardens.  The BP incident book is also located in the shed

**ANNEXE 3 – RISK ASSESSMENT PROCEDURE**

<b>Hazard</b>	<b>Risks</b>	<b>What are we already doing?</b>	<b>What else will we do?</b>	<b>Action by</b>	<b>Timescale</b>
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.	Tailing 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	<b>Trustees –</b> ensure all volunteers follow these steps	Ongoing
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 BP shed)	Volunteers to be advised to wear gloves and other protective items when undertaking BP activities  Toxicity of plants, bulbs, compost etc to be investigated and volunteers to be advised as appropriate	<b>Trustees –</b> ensure all volunteers follow these steps	Ongoing
Vehicles	Volunteers may be injured by	High viz clothing provided to volunteers	High viz clothing to be worn by all volunteers	<b>Trustees –</b> ensure all volunteers	Ongoing

	vehicles when working in car parks or near roads	'Volunteers at work' warning signs provided	Warning signs to be deployed at these locations	follow these steps	
Heavy lifting	Volunteers may be injured lifting bags of compost and other heavy items	Guidance on heavy lifting available online at <a href="http://www.hse.gov.uk/pubns/indg143.pdf">http://www.hse.gov.uk/pubns/indg143.pdf</a>	Trustees to review guidance and advise volunteers	<b>Trustees</b> – ensure all volunteers follow these steps	Ongoing
Using tools	Volunteers and others might be injured using gardening tools or by carelessly stored tools	A guide to safe use of tools is provided (copy in the BP shed)  Tool storage areas are set aside in the shed	When in use: when working on sites, tools must not be left in lying in ways that could cause injury (eg trip hazards or rakes with teeth upwards) In the shed all tools must be stored in designated areas	<b>Trustees</b> – ensure all volunteers follow these steps	Ongoing
Weather conditions	Weather conditions may pose risks to volunteers	Work sessions will not be held in extreme weather conditions. Secretary will advise of cancellations when appropriate  Protective clothing is provided for a variety of weather conditions (eg sun hats, waterproof jackets and trousers, warm fleece jackets)	Advice to be provided to volunteers on use of sunscreen creams, and on use of appropriate protective clothing	<b>Trustees</b> – ensure all volunteers follow these steps	Ongoing

**ANNEXE 3 INCIDENT REPORT FORM**

 <p>www.beautifulperth.org</p>	Date/Time of Incident	Name of person making this report
	Location of incident	
Take photos if possible/appropriate		

**1. Type of Incident**       Injury       Illness       Damage to Equipment       Near Miss       Other

**2. INJURED PERSON**

Volunteer       Member of public       Contractor       School pupil/staff

Partner group member      Please specify injured person's company, group or school:

**NAME:**

**AGE:**

**ADDRESS:**

Tel:

Email:

**3. TYPE OF INCIDENT**

<p><i>Reportable*</i></p> <input type="checkbox"/> Fatality <input type="checkbox"/> Specified injury <input type="checkbox"/> > 7 day absence from work <input type="checkbox"/> Reportable Disease <input type="checkbox"/> Reportable Dangerous Occurrence <input type="checkbox"/> Member of public taken to hospital	}	<p>These are reportable to OSCR. This will be done by a BP Office Bearer.</p>	<p><i>Non Reportable</i></p> <input type="checkbox"/> less than 7 day absence <input type="checkbox"/> No lost time (i.e. < 2 hours) <input type="checkbox"/> Road traffic accident <input type="checkbox"/> Stress-related illness or incident <input type="checkbox"/> Any other injury/illness/damage/near miss/other incident
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**4. Describe what happened:**

**5. Details of injury/ill health/damage/near miss (e.g. parts of body, side of body , stress, asthma, dermatitis, musculoskeletal or potential effects material/equipment damaged, fire):**

<b>6. Immediate action taken:</b>	<b>Details</b>
<input type="checkbox"/> First Aid:	
<input type="checkbox"/> Hospital details:	
<input type="checkbox"/> Other:	

**7. Type of event**

<input type="checkbox"/> Contact with moving machinery	<input type="checkbox"/> Sharp object	<input type="checkbox"/> Harmful substance/lack of oxygen
<input type="checkbox"/> Contact with moving vehicle	<input type="checkbox"/> Repetitive movement	<input type="checkbox"/> Slip, trip, fall
<input type="checkbox"/> Moving/falling object	<input type="checkbox"/> Manual lifting/handling/carrying	<input type="checkbox"/> Electricity/electrical shock
<input type="checkbox"/> Collision with people/object		<input type="checkbox"/> Explosion/fire/flammable material
		<input type="checkbox"/> Noise/vibration/radiation exposure
		<input type="checkbox"/> Other, please state
<input type="checkbox"/> Violence and aggression ...	<input type="checkbox"/> Fall from <input style="width: 50px;" type="text"/> m height:	
<input type="checkbox"/> Physical assault	<input type="checkbox"/> Damage to property	<input type="checkbox"/> Brandishing of a weapon
<input type="checkbox"/> Attacked by animal	<input type="checkbox"/> Verbal aggression	<input type="checkbox"/> Threatening behaviour
<input type="checkbox"/> Threats of assault	<input type="checkbox"/> Incidents of being stalked	<input type="checkbox"/> Spitting
<input type="checkbox"/> Threats against family/property	<input type="checkbox"/> Racial abuse	<input type="checkbox"/> Other type of incident

Name & status of aggressor if known?		Police action taken?	Yes <input type="checkbox"/> No <input type="checkbox"/>
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<b>8. Witnesses –</b> <input type="checkbox"/> Yes <input type="checkbox"/> No (Attach statements to this report)	<b>Witness Name &amp; contact details</b>	
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**Please alert a BP office bearer as soon as possible after the incident.**

**John Summers, Chairman 07714 228069**

**Jenny Williams, Vice Chair: 07824 529485**

**Elsbeth Bruce, Secretary: 01738 475304**

**Monica Straughan, Treasurer: 07764 793723**

**Please pass a copy of this form to one of the above, or email to [info@beautifulperth.org](mailto: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

High

Medium

Low

#### 12. Investigator Details (please identify who carried out the investigation, their name and job title)

#### 13. Person(s) interviewed: position/relationship, attach statements - Yes:

#### 14. Investigative outcomes - causes (tick all that apply):

##### Immediate causes

- Using defective equipment
- Failure to use PPE
- Reckless behaviour/intentional mistake
- Unintentional mistake, explain:
- Poor housekeeping
- Inadequate/inappropriate equipment
- Safe working procedure not followed
- Inadequate guards/barriers

##### Underlying causes

- Inadequate training/instruction
- Lack of consultation/co-operation
- Inadequate Supervision

##### Root Causes

- Lack of information/direction
- Inadequate emergency arrangements
- Safe working procedures not followed
- Inadequate risk assessment

#### 15. Investigative outcomes – other notes and details

#### 16. Recommendations to prevent reoccurrence

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



			<input type="checkbox"/>
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<b>17. Signature of investigator:</b>	<b>Signature of Trustee:</b>
<b>Date</b>	<b>Date</b>

<b>18. Copies sent to:</b>		
<input type="checkbox"/> Chairman	<input type="checkbox"/> Secretary	<input type="checkbox"/> Other:

<b>19. Check documentation used during investigation for filing:</b>		
<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		

## General duties for all trustees

