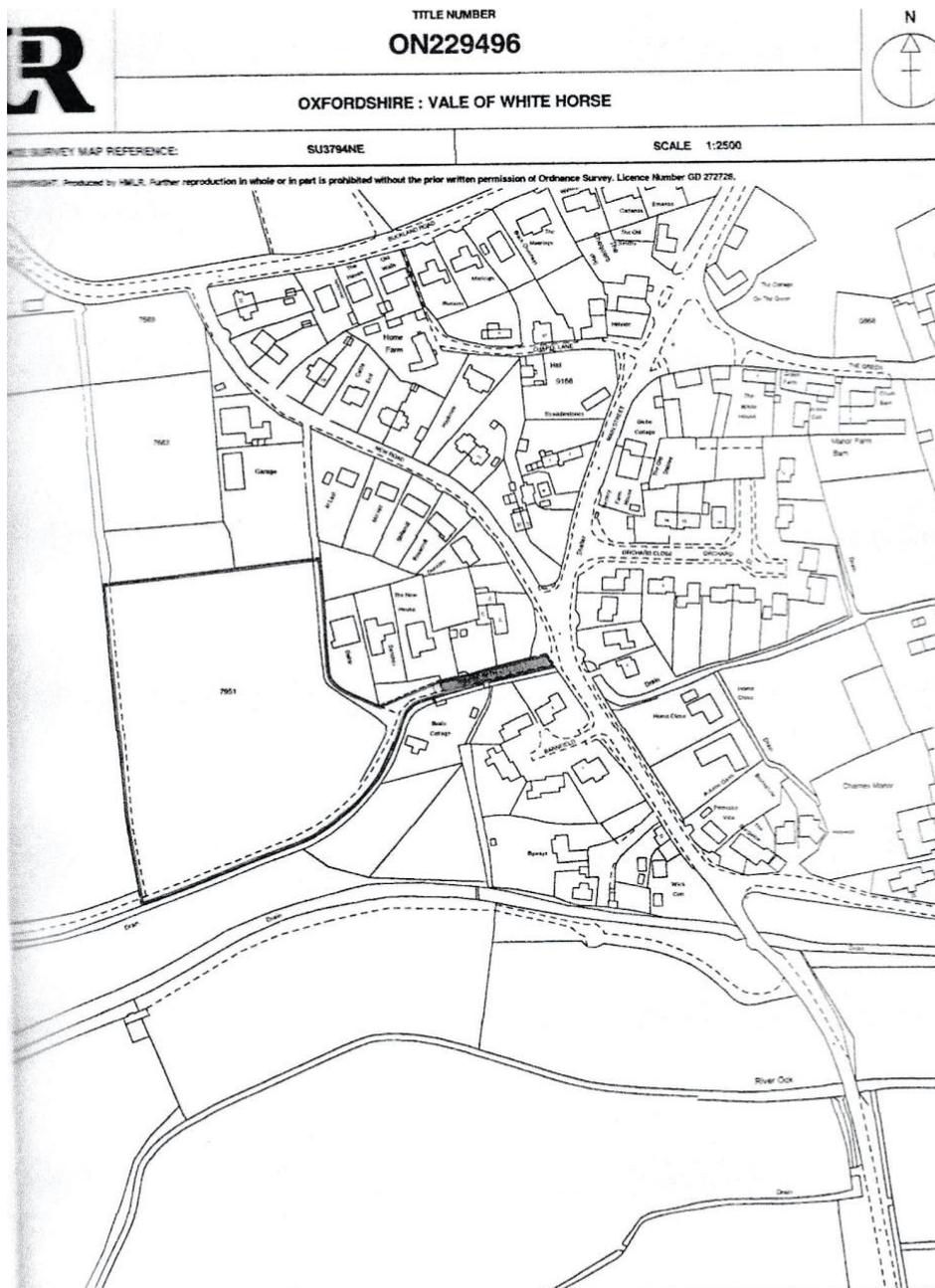


CHARNEY HALL & FIELD TRUST (CHAFT)

(CHARITY NO. 294765)

CHARNEY FIELD SAFETY POLICY

THE FIELD - Land Title (ON 229496/TP/132)



1. BACKGROUND

The land was purchased by the Parish Council from Oxfordshire County Council in 2001 and registered with the Land Registry the same year. Discussions with the Charney Hall Trust resulted in an application to the Charity Commission for the Charity's governing document to be amended to include the field as a recreation ground for the inhabitants of the village. Consequently, in 2002 the Charity was renamed the Charney Hall & Field Trust and the Parish Council appointed as custodian trustee.

For over three years the two organisations have been working on a Memorandum of Understanding to clarify management responsibilities for the land known as Charney Field and the respective responsibilities of the custodian trustee (Parish Council) and the management trustees (CHAFT)

Central to these discussions has been the need for CHAFT to ensure its safety policies comply with legal and insurance requirements. The Parish Council had for many years accepted prime responsibility for the maintenance and safety of the Bridle Path, Charney Wick Ditch, the bridleway which runs alongside the ditch and the woodland area to the south of the field, Expert advice is being sought on ownership and management responsibilities from Community First Oxfordshire

This updated safety policy outlines CHAFT's existing approach to safety management as at May 2021. It takes account of the decision to fell a large number of trees in the woodland area in November 2020. The Charity is charged with the development and implementation of a replanting and maintenance scheme to secure the long-term future of the woodland area in conformity with the felling licence (obtained by the Parish Council)

The policy will be updated again once management responsibilities have been clarified and the proposed Memorandum of Understanding with the Parish Council finalised.

In doing so, consideration will also be given to safety issues which will arise should the concept of developing an environmental friendly 'Whole Field Policy' (providing greater recreational and amenity facilities) come to fruition.

2. SAFETY POLICY (For the grassland area including the children's play area but excluding the woodland area to the south of the field, the Bridle Path, Charney Wick Ditch and the bridleway running alongside the ditch. Coordination is via a nominated lead trustee.)

Safety Officer

A Field Safety Officer is appointed by the Management at its annual general meeting

Annual inspection.

An annual inspection and risk assessment of the Field is carried out by an approved and independent inspection company in February each year. Their report is considered by the Management Committee at its next planned meeting (or earlier if any urgent safety issues have been identified) alongside comments from the appointed Field Safety Officer. Any agreed actions are documented and implementation is monitored by the Management Committee.

Weekly inspections.

Weekly inspections are carried out by the Field Safety Officer or his deputy using an approved checklist. Issues requiring attention are recorded on the inspection sheet and if necessary reported to the next meeting of the Management Committee. Any issues requiring immediate attention are drawn to the attention of the Secretary, Chair or a member of the Management Committee for action.

Copies of the weekly inspection form are periodically forwarded to the supplier of the children's play equipment in accordance with the terms of their guarantee.

Incident reporting.

Safety related incidents, accidents or concerns reported to a member of the Management Committee are recorded on an Incident Report Form and reported to the next Management Committee. Urgent matters will be actioned immediately. .

Maintenance

Maintenance tasks are undertaken by the Charney Army, a volunteer group accountable to and insured by the Parish Council and/or by CHAFT volunteers.

The field grassland area is cut on a regular basis by an experienced local landowner

The grass in the children's play area is cut on a regular basis by a contractor employed by the Parish Council and paid for by CHAFT

The grass areas surrounding the goal nets are cut by CHAFT volunteers on a rota basis

Maintenance of the bridleway 158/5 and footpaths 158/3 (from New Road (along the eastern edge of the field) and 158/8 (along the western edge of the field) are the responsibility of the County Council.

Maintenance of the vehicular access running from Buckland Road until it reaches the field itself is shared with the neighbouring landowner.

Rabbit incursions present an ongoing safety hazard and present policy is based on encouraging neighbouring landowners to take such action as is necessary to minimise potential risks.

3. SAFETY POLICY (For the woodland area)

Woodland Renovation Project Team

Under the general guidance of the Management Committee, the project team is responsible for developing and implementing a replanting plan for the woodland area. The project is led by a member of the Management Committee. Community involvement is being encouraged

The project team is charged with ensuring compliance with health and safety requirements during the preparation and implantation of the plan. Consideration is being given to the inclusion of necessary safety procedures in the development of an appropriate maintenance plan.

The project leader or nominated deputy

- Liaises with the organiser of the Charney Army on any requests for voluntary assistance.
- Determines whether a risk assessment is necessary when activities are carried out by CHAFT only volunteers.
- Liaises with contractors on their health and safety obligations.

4. SAFETY POLICY (Bonfires)

Field maintenance duties necessitate the occasional burning of wood and associated combustible waste and this is normally undertaken in the woodland area. CHAFT has recognised the potential environmental and safety implications and the following controls apply

- Bonfires should be authorised by the leader/member of the Woodland Renovation Project Team and managed by a member of that team.
- The number of bonfires should be limited so they do not become a nuisance to householders in the vicinity
- Care must be taken not to injure or kill hibernating wildlife
- Care must be taken to avoid smoke drifting over the village and/or across the road network.
- Household waste or very damp wood should not be burnt. Combustion accelerants should not be used.
- Care should be taken to avoid the fire spreading to other areas and, action taken, as far as is reasonably practical, to ensure the embers do not present a danger to users of the field.
- These controls will be reviewed as part of the Woodland Project plan and if necessary expert advice sought on the provision of an alternative safer and environmentally friendly scheme

5. SAFETY NOTICES

Large safety and policy notices are posted at the four entry points to the field stating:

- Young children must be supervised by a responsible adult while using the play equipment
- No motor vehicles are allowed on the field without permission of CHAFT
- Horses are only permitted to use the bridle path
- All dogs must be kept under control
- Dogs are not allowed in the children's play area
- Please clear up your dog's mess and dispose of it at home or in a bin
- Please take your litter home with you
- Charney Field is regularly inspected, but if you spot a fault or any damage please report it by email to: charneychaft@gmail.com
- There is no public telephone in Charney Bassett. The nearest postcode to Charney Field is Bridle Path, OX12 0EW. In emergency the nearest A & E Unit is at the John Radcliffe Hospital, OX3 9DU. There is a Minor Injuries Unit at Abingdon Community Hospital, OX14 1AG.

6. SAFETY POLICY (Hire of the field)

The playing field is an open public space providing safe recreation facilities for all. The Management Committee is unlikely to approve applications for sole use of part or all of the field for an activity which:

- Significantly interferes with the public's right of safe access and use and/or
- Appears to be organised primarily for personal or business gain unless the activity is seen to be of general benefit to the local community.

An application to hire the field will need the specific approval of the Management Committee and should an application be granted it reserves the right to impose such conditions of hire as it thinks fit.

INSURANCE.

CHAFT has public liability insurance for the Field and employer's liability insurance for volunteers

The Parish Council has public liability insurance and employer's liability for Charney Army volunteers working on approved projects.

REFERENCE DOCUMENTS.

N.A.L.C Legal Topic Note #28 - Basic Charity Law.

'Risk Assessments and Risk Benefit Judgements' (Oxfordshire Playing Field Assoc.)

'Playground Inspections' (Oxfordshire Playing Field Assoc.)

ROSPA <https://www.rospa.com/play-safety/advice/legal-aspects/>

SUPPLEMENTARY INFORMATION

(CHAFT files)

Annual independent inspection and risk assessment

Weekly inspection sheets.

Role of the Safety Policy Officer

Incident report form

CHAFT Safeguarding Policy

Goalmouth grass cutting rota

Terms of reference for the Woodland Project Renovation Team

Management agendas and minutes

Submission to Community First. (2/21)

Approved by CHAFT Management Committee 12.5.21