



Health and Safety Policy Summary

Our statement of general policy is:

- to provide adequate control of the health and safety risks arising from our work activities.
- to consult with our volunteers on matters affecting their health and safety
- to provide and maintain safe plant and equipment
- to ensure safe handling and use of substances
- to provide information, instruction and supervision for volunteers;
- to ensure all volunteers are competent to do their tasks, and to give them adequate training;
- to prevent accidents and cases of work-related ill health;
- to maintain safe and healthy working conditions; and
- to review and revise this policy as necessary at regular intervals.

Responsibilities

Overall and final responsibility for health and safety is that of the Trustees of FoWC.

Day-to-day responsibility for ensuring this policy is put into practice is delegated to the H&S Trustee.

To ensure health and safety standards are maintained/improved, the following people have responsibility in the following areas:

H&S Trustee: As defined in the FoWC Health and Safety policy manual.

However all volunteers have to:

- co-operate with the H&S Trustee and managers on health and safety matters;
- not interfere with anything provided to safeguard their health and safety;
- take reasonable care of their own health and safety; and
- report all health and safety concerns to an appropriate person (as detailed in this policy statement).

Health and safety risks arising from our work activities

Risk assessments will be undertaken by the H&S Trustee.

The findings of the risk assessments will be reported to Chairman of the Trustees. Action required to remove/control risks will be approved by the H&S Trustee. The H&S Trustee will be responsible for ensuring the action required is implemented. The Chairman will check that the implemented actions have removed/reduced the risks. Assessments will be reviewed annually or when the work activity changes.

Consultation with volunteers

FoWC will consult with volunteers on the following:

- any new measure which may substantially affect their health and safety at work, for example new equipment, new ways of working and new procedures
- arrangements for getting competent people to help satisfy health and safety laws
- the information we give to volunteers on the risks to health and safety arising from their work, measures to reduce or get rid of these risks and what they should do if they are exposed to a risk, including emergency procedures
- planning and organising health and safety training and
- the health and safety consequences for them of any new technology we plan to introduce.

The information provided to volunteers will be in a form that can be easily understood. FoWC will consult directly with volunteers through meetings and face-to-face discussions. FoWC will allow enough time for volunteers to consider the issues and give informed responses. Volunteers are encouraged to ask questions, raise concerns and make recommendations. FoWC will take volunteers views into account before a final decision is made, respond to any concerns and questions raised and explain the final decision and why it has been taken.

Safe equipment

The H&S Trustee will be responsible for identifying all equipment needing maintenance. The H&S Trustee will be responsible for ensuring effective maintenance procedures are drawn up. The Chairman will be responsible for ensuring that all identified maintenance is implemented. Any problems found with equipment should be reported to the H&S Trustee immediately. The H&S Trustee will check that new equipment meets health and safety standards before it is purchased.

Safe handling and use of substances

The H&S Trustee will check that new substances can be used safely before they are purchased. FoWC does not currently use or store any substances which need a COSHH assessment.

Competency for tasks and training

Induction training will be provided for all volunteers by the H&S Trustee. Job specific training is not required for any jobs within FoWC. Training will be identified, arranged and monitored by H&S Trustee.

Accidents

First aid and work-related ill health surveillance is not required in relation to any jobs at FoWC. The first aid box(es) is/are kept at 22 Newstead Road, Great Wakering, Essex, SS3 0AB and should be made available on site of any FoWC arranged working parties.

All accidents and cases of work-related ill health are to be recorded in the accident book. The book is kept at 22 Newstead Road, Great Wakering, Essex, SS3 0AB and the Chairman is responsible for reporting accidents, diseases and dangerous occurrences to the enforcing authority.

Monitoring

To check our working conditions, and ensure our safe working practices are being followed, we will:

- carry out inspections and spot checks
- investigate any accidents or sickness absences that occur.
- The H&S Trustee is responsible for investigating accidents.
- The Chairman and H&S Trustee are responsible for acting on investigation findings to prevent a recurrence.