

Health and safety policy

This is the statement of general policy and arrangements for: Knutsford GROW

Overall and final responsibility for health and safety is that of: Trustees of Knutsford GROW

Day-to-day responsibility for ensuring this policy is put into practice is delegated to: Project Coordinator

Knutsford GROW
Charity
Anne Roberts

Statement of general policy	Responsibility of	Action / Arrangements
To provide adequate control of the health and safety risks arising from our work activities and to consult with our contract workers, support workers, beneficiaries and volunteers on matters affecting their health and safety	Trustees	Coordinator
To ensure all employees, contract workers and volunteers are competent to do their tasks and to give them adequate training	Trustees	Coordinator
To provide information, instruction and supervision for volunteers and support workers	Trustees	Coordinator
To provide and maintain safe machinery and equipment and to ensure safe handling and use of petrol	Trustees	Coordinator
To maintain safe and healthy working conditions and to prevent accidents	Trustees	Coordinator

Health and safety law poster is displayed:	Garage, Longridge		
First-aid box and accident book are located: Accidents and ill health at work reported under RIDDOR: (Reporting of Injuries, Diseases and Dangerous Occurrences Regulations) (see note 2 below)	First Aid box in garage and First Aid kit taken out with work party		
Signed: For the Trustees by the Secretary	<i>Neil Forbes</i>	Date:	19 th February 2019
Subject to review, monitoring and revision by:	Project Coordinator/Trustees	Every:	12 months or sooner if work activity changes

Risk assessment

All employers must conduct a risk assessment. Employers with five or more employees have to record the significant findings of their risk assessment.

We have started off the risk assessment for you by including a sample entry for a common hazard to illustrate what is expected (the sample entry is taken from an office-based business).

Look at how this might apply to your business, continue by identifying the hazards that are the real priorities in your case and complete the table to suit.

You can print and save this template so you can easily review and update the information as and when required. You may find our example risk assessments a useful guide (www.hse.gov.uk/risk/casestudies). Simply choose the example closest to your business.

Organisation name: Knutsford GROW

What are the hazards?	Who might be harmed and how?	What are you already doing?	Do you need to do anything else to manage this risk?	Action by whom?	Action by when?	Done
<i>Example: Slips and trips</i>	<i>Staff and visitors may be injured if they trip over objects or slip on spillages</i>	<i>We carry out general good housekeeping. All areas are well lit including stairs. There are no trailing leads or cables. Staff keep work areas clear, eg no boxes left in walkways, deliveries stored immediately, offices cleaned each evening</i>	<i>Better housekeeping is needed in staff kitchen, eg on spills</i>	<i>All staff, supervisor to monitor</i>	<i>01/10/2010</i>	<i>01/10/2010</i>
Bending and lifting equipment e.g. carrying garden waste.	Volunteers, support workers - back strain	Advise volunteers on bending and lifting. Supervise volunteers when lifting and bending if required. Use long-handled tools when possible to minimise bending.	Minimise need to lift heavy loads by using relevant equipment where possible. HSE Manual Handling guide to be kept at garage for review.	Project Coordinator	Ongoing	Ongoing
Injury from incorrect use of tools and equipment	Volunteers, support workers - potential cuts, sprains.	Induction for new volunteers on use of machinery such as mowers, instruction if needed on tools such as loppers and secateurs. Gloves provided. Volunteers advised to wear suitable clothing and footwear. First Aid kit available. Maintain equipment.	Supervise individual volunteers closely if necessary.	Project Coordinator	Ongoing	Ongoing
Using lawn mowers, hedgecutters, trimmers	Volunteers, support workers, members of the public - strains, injury	New volunteers given instruction on using the mowers and trimmers and may be continually supervised. Volunteers advised to check for hazards such as stones and faeces on lawns before mowing/trimming. Limited use of hedgecutters by some volunteers; instruction on safe handling and operation given. Noise from mowers, hedgecutters, trimmers minimised by ear muffs. Gloves and Goggles also available for eye protection; essential for trimming and hedgecutting. Petrol for mowers kept in a locked cabinet. Machinery maintained on regular basis.	Supervise individual volunteers closely if necessary and recheck area for hazards. When using hedgecutters, check pavements/walkways for debris from hedge.	Project Coordinator	Ongoing	Ongoing
Minor injuries;	Volunteers, support workers and	Advise volunteers on potential injuries, provide	Consider pruning of lower hanging branches	Project	Ongoing	Ongoing

What are the hazards?	Who might be harmed and how?	What are you already doing?	Do you need to do anything else to manage this risk?	Action by whom?	Action by when?	Done
eye injuries and cuts	beneficiaries - potential injury from thorns, small particles, general gardening activities.	goggles. Eye wash available in First Aid kit. Gloves provided. Volunteers advised to wear suitable clothing.	with consent of homeowner. Continue seasonal pruning regime	Coordinator		
Traffic	Volunteers, support workers	Warn of traffic when crossing busy roads, unloading trailer, tidying hedges etc.	Continue to manage parking issues on busy roads	Project Coordinator	Ongoing	Ongoing
Dog and cat faeces	Volunteers, support workers - risk of disease	Warn volunteers. Check ground. Volunteers provided with gloves to be used at all times. Antibacterial wipes available. Hand washing facilities at the Welcome Cafe.	Provide bags for removal/ disposal. Report to beneficiary/ dog warden if appropriate. Bring antibacterial wipes, gel out with working party. Continually review supply of gloves.	Project Coordinator	Ongoing	Ongoing
Slips, trips and falls	Volunteers, support workers, beneficiaries	Annual site visits assess uneven surfaces, ponds etc. Volunteers advised to keep paths clear of tools, wear sturdy boots and warned of risks. Warn volunteers of potential for slipping on trailer ramp.	Be mindful of changes due to seasonal conditions e.g. wet leaves.	Project Coordinator	Ongoing	Ongoing
Using the trailer	Volunteers, support workers – back strain, injury, slips.	Train volunteers to open trailer back with care, train volunteers to load and unload trailer correctly. Warn of danger of slipping on trailer ramp. Train volunteers to use stabiliser legs when trailer is unhitched from vehicle. Train volunteers when relevant to hitch and unhitch trailer from vehicle.		Project Coordinator	Ongoing	Ongoing
Garage environment	Volunteers, support workers – bumps, minor injury from moving around in confined space. Bumps from low height of garage door.	Volunteers wear suitable protective clothing and shoes. Warn volunteers of low height of garage door.	Continue to dispose of unused and redundant items taking up space in the garage.	Project Coordinator	Ongoing	Ongoing
Petrol	Volunteers, support workers, environment	No electricity at garage, no naked flames used. Sand available for spillages. Petrol kept in locked cabinet. Key only available to limited staff.		Project Coordinator	Ongoing	Ongoing

Employers with five or more employees must have a written health and safety policy and risk assessment.

It is important you discuss your assessment and proposed actions with staff or their representatives.

You should review your risk assessment if you think it might no longer be valid, eg following an accident in the workplace, or if there are any significant changes to the hazards in your workplace, such as new equipment or work activities.

For further information and to view our example risk assessments go to <http://www.hse.gov.uk/risk/casestudies/>

Combined risk assessment and policy template published by the Health and Safety Executive 11/11