



South Bedfordshire Friends of the Earth Health and Safety at Work Policy

Health and Safety at Work etc Act 1974

This is the Health and Safety Policy Statement of South Bedfordshire Friends of the Earth.

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 members and volunteers on matters affecting their health and safety
- to provide and maintain equipment
- to ensure safe handling and use of substances
- to provide information, instruction and supervision for members and volunteers
- to ensure all members and 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;
- to follow the appropriate risk assessment for each activity, such as stalls, demonstrations, meetings etc. and practical conservation on the sites managed by South Bedfordshire Friends of the Earth as part of the Keep the Buzz in Leighton Buzzard; where each site has its own risk assessment
- to review and revise this policy as necessary at regular intervals.

Signed:

Name:

Position:

On behalf of South Bedfordshire Friends of the Earth

Date:

Review date:

Responsibilities

Overall and final responsibility for health and safety is that of the Coordinator of South Bedfordshire Friends of the Earth

Day-to-day responsibility for ensuring this policy is put into practice is delegated to Coordinator and or the Member of South Bedfordshire Friends of the Earth in charge of the task

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

Work at the Orchard; Roy Walker

The War Memorial Garden; Pippa Sandiford

Riverside Walk; Annie Taylor and Mrs. Spur.

Other sites; the coordinator or the Member of South Beds Friends of the Earth who has been designated in charge of Health and Safety.

All members and volunteer have to:

- co-operate with members of South Bedfordshire Friends of the Earth 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 Coordinator.
- The findings of the risk assessments will be reported to the Coordinator.
- Action required to remove/control risks will be approved by Coordinator
- The Coordinator will be responsible for ensuring the action required is implemented.
- The Coordinator will check that the implemented actions have removed/reduced the risks.
- Risk Assessments will be reviewed every year or when the work activity changes, whichever is soonest.

Consultation with Members and Volunteers

South Bedfordshire Friends of the Earth will consult with Members and 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 members and 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 Members and Volunteers will be in a form that can be easily understood.

- South Bedfordshire Friends of the Earth will consult directly with members and volunteers through meetings and face-to-face discussions.
- South Bedfordshire Friends of the Earth will allow enough time for members and volunteers to consider the issues and give informed responses. members and volunteers are encouraged to ask questions, raise concerns and make recommendations.
- South Bedfordshire Friends of the Earth will take members and 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 Coordinator will be responsible for identifying all equipment needing maintenance.
- The Coordinator will be responsible for ensuring effective maintenance procedures are drawn up.
- The Coordinator will be responsible for ensuring that all identified maintenance is implemented.
- Any problems found with equipment should be reported to the Coordinator.
- The Coordinator will check that new equipment meets health and safety standards before it is purchased.

Safe handling and use of substances

- The Coordinator will check that new substances can be used safely before they are purchased. South Bedfordshire Friends of the Earth does not currently use or store any substances which need a COSHH assessment.

Information, instruction and supervision

- A Health and Safety laminated leaflet covering the risk assessment will be handed to all members and volunteers at the start of an activity and they will then be verbally reminded of the key points. New volunteers and members will be expected to read the form.
- New Members will be emailed a summary of the health and safety information as well as this document.
- Health and safety advice is available from the coordinator

- Supervision of new members and volunteers will be arranged/undertaken/monitored by the coordinator
- The Coordinator is responsible for ensuring that our members and volunteers working at locations under the control of other employers, are given relevant health and safety information.

Competency for tasks and training

- Job specific training is not required for any jobs within South Bedfordshire Friends of the Earth.

Accidents, first aid and work-related ill health

- Basic first aid for cuts and scratches such as plasters and antiseptic is kept by the Member of South Bedfordshire Friends of the Earth. However, the member or volunteer who has suffered any injury no matter how minor, will be reminded of their responsibility to seek professional medical assistance and if they do not seek professional assistance it is at their own risk.
- All accidents and cases of work-related ill health are to be recorded in the accident book. The book is kept by the coordinator. The only accident that has happened in the last ten years has happened to the coordinator.
- The Coordinators 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:

- a) carry out inspections and spot checks to check that the risk assessments are being followed
- b) investigate any accidents or sickness absences that occur that could be due to activities undertaken with South Bedfordshire Friends of the Earth

The Coordinators responsible for investigating accidents.

The Coordinators responsible for investigating work-related causes of sickness absences.

The Coordinator is responsible for acting on investigation findings to prevent a recurrence.