

East Hoathly and Halland Community Garden CIC

HEALTH AND SAFETY POLICY

The Company fully accepts the obligations placed upon it by the various Acts of Parliament covering health and safety. The Company requires its Chief Executive to ensure that the following policy is implemented and to report annually on its effectiveness.

This policy has been prepared and published under the requirements of Health & Safety at Work legislation. The purpose of the policy is to establish general standards for health and safety at work and to distribute responsibility for their achievement to all Directors, supervisors, and other employees through the normal line management processes.

1. The Chief Executive has **executive responsibility**, reporting to the directors for the implementation of the Company's policy. In particular s/he is responsible for ensuring that the policy is widely communicated, including to volunteers and service users on company locations; and that its effectiveness is monitored. This includes:

- the production and maintenance and application of the Company's policy;
- monitoring and reporting on the effectiveness of the policy;
- the provision of general advice about the implication of the law;
- the identification of health and safety training needs.
- the production and maintenance of Health and Safety Codes of Practice for each aspect of the services within the Company.

2. The directors believe that consideration of the health, safety and welfare of staff is an integral part of the management process. The provision of the Health and Safety at Work etc Act, associated Codes of Practice and E.U. Directives will be adopted as required standards within the Company. Responsibility for health and safety matters shall be explicitly stated in management job descriptions.

3. The directors believe that health and safety should be approached in a systematic way, by identifying hazards and problems, planning improvements, taking executive action and monitoring results so that the majority of health and safety needs will be met as part of day-to-day management, although many health and safety problems can be rectified at little additional cost.

4. If unpredictable health and safety issues arise during the year, the directors must assess the degree of risk, in deciding the necessary resources and actions to commit to addressing these issues.

5. It is the responsibility of the Chief Executive to bring to the attention of all staff, volunteers or service users the **guidelines for Health and Safety** agreed by the Company as updated from time to time. Model contents:

- a clear statement of the role of each individual
- regulations governing the work
- clear reference to safe methods of working, for example procedures, clothing, manufacturers' manuals;
- information about immediate matters of health and safety concern, such as fire drills, fire exits, first aid;
- training standards;
- the role and identity of the supervisory staff for Health and Safety

6. It is the policy of the Company to require a thorough examination of health and safety performance against established standards at least annually. The technique to be adopted for such examinations will be the **'Safety Audit'**. The Audit requires review of:

- standards laid down in the policy;
- departmental guidelines;
- relevant regulations;
- environmental factors;
- staff attitudes;
- staff instructions;

- methods of work;
- contingency plans;
- recording and provision of information about accidents, hazards and the assessment of risk.
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The information obtained by the Audit will be used to form the basis of the plan for the following year. Audits must be completed by November of each year. The responsibility for ensuring that audit activity is carried out as part of this policy rests with the directors and will be carried out by the Chief Executive. It is the directors' responsibility to ensure that any deficiencies highlighted in the Audit are dealt with as speedily as possible.

7. It is the responsibility of the Chief Executive to check, at least quarterly, all **portable equipment**, including electrical appliances and to ensure that all problems are immediately dealt with.

The Chief Executive shall condemn and safely dispose of equipment no longer fit for purpose. New equipment should be checked for safety and approved before use.

8. Staff have a continual responsibility for the **elimination of hazards** in order to maintain a safe working environment and will also be expected to carry out regular risk assessments in line with the Health and Safety Executive Guidelines; that is follow the 5 steps:

- Identify the hazards
- Decide who might be harmed and how
- Evaluate the Risks and decide on precautions
- Record the findings and implement the precautions
- Review the assessment and update when necessary

9. Health and Safety **training** shall be incorporated within annual training programmes, as part of the development of a systematic training plan. Health and Safety training needs will, therefore, be identified and planned for in the same manner as other training needs, for staff, volunteers and service users.

10. The Company will operate **systems for recording**, analysis and presentation of information about accidents, hazard situations and untoward occurrences, with specialist advice as necessary from bodies for example local Environmental Health Departments.

The responsibility for meeting the requirements of the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1985 to the Health and Safety Executive, shall rest with the directors as delegated to the Chief Executive.

11. It is the policy of the Company to make provision for **First Aid** and the training of 'First Aiders' in accordance with the First Aid Regulations (1982). The Chief Executive is responsible for ensuring the Regulations are implemented and for identifying training needs.

12. The Chief Executive shall ensure that the staff receive adequate **fire training**, undertake overall responsibility for fire training; equip the company with fire protection equipment appropriate to its property; and assist in the investigation of all fires in the Company's premises and to submit reports of such incidents.

13. Those staff who have responsibility for **food** acquisition, storage, processing and serving, and staff induction and training, are responsible for ensuring that these functions are undertaken to the necessary legal standards. Any suspected outbreak of food poisoning or other unexplained and possibly food related incidents must be reported to the Directors

14. Directors are responsible for informing staff and volunteers of **safe lifting techniques**.

15. The Control of **Substances Hazardous to Health** Regulations (COSHH) require the Company to identify those substances which are in use and which are hazardous to health (as legally defined) and to assess the risk of those substances. The Company must also provide and use controls to prevent exposure to substances hazardous to health; maintain controls by monitoring exposure, or by health surveillance of employees; and provide information, instruction and training for employees on all these matters. The Chief Executive is responsible for implementing these Regulations.

16. The Company is committed to the principles of the **Working Time Regulations**

17. The Health and Safety at Work Act requires each employee 'to take reasonable care for the Health and Safety of him/herself and of other persons who may be affected by their acts and omissions' and co-operate with management to enable management to carry out their responsibilities under the Act. Employees have equal responsibility with the Company for Health and Safety at Work.

18. All persons working at the Company premises are expected to follow Company Health and Safety Policies with regard to the safety of Company employees, their own personal safety (and that of other parties such as the general public if appropriate) and their method of work. This responsibility will be included in contracts or working arrangements.

19. The Company wishes to ensure that as far as is reasonably practicable, the Health, Safety and Welfare of **visitors, including contractors**, to Company establishments will be of the highest standard. Any member of staff who notices persons acting in a way which would endanger other staff, volunteers or service users should normally inform the supervisor present. If the danger is immediate, common sense must be used to give warning, call for assistance or give aid as necessary. It is equally important not to over-react to a situation.

Contractors and their employees have an obligation so far as is reasonably practicable to ensure all equipment, materials and premises under their control are safe and without risks to health. Contractors must also observe the Company's Fire Safety Procedures. These obligations will be drawn to the attention of the Contractors in the contract document issued to them. In addition, a director will be identified in the contract as having authority to stop the work of Contractors who are placing themselves, other staff, or visitors at risk. Any member of staff who judges there is a risk where contractors are working, should inform the director immediately.

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Approved:

Date: