

Lancaster Green Spaces - Health & Safety

Policy v.2

Key details

- Policy prepared by: Simon Gershon, Trustee
- Approved by trustees on: 22/11/2018
- Policy operational on: 1/12/2018
- Next review date: 1/12/2020

PART ONE

General Statement of Policy, Duties & Responsibilities

1.1 Policy Statement

Lancaster Green Spaces (the Charity) recognises and accepts its health and safety duties for providing a safe and healthy working environment (as far as is reasonably practicable) for all its workers (paid or volunteer) and other visitors to its activity sites under the Health and Safety at Work Act 1974, the Fire Precautions (Workplace) Regulations 1997, the Management of Health and Safety at Work Regulations 1999, other relevant legislation and common law duties of care.

Throughout this Statement, terms such as “staff”, “workers”, “employees”, include both paid and volunteer workers.

It is the policy of the Charity to promote the health and safety of the trustees, volunteers, contractors, consultants and members of the public, and to that intent to:

- Take all reasonably practicable steps to safeguard the health, safety and welfare of all personnel at the activity sites;
- Provide adequate working conditions with proper facilities to safeguard the health and safety of personnel and to ensure that any work which is undertaken produces no unnecessary risk to health or safety;
- Encourage persons at work sites to co-operate with the Charity in all safety matter, in the identification of hazards which may exist and in the reporting of any condition which may appear dangerous or unsatisfactory;
- Ensure the provision and maintenance of plant, equipment and systems of work that are safe;
- Maintain safe arrangements for the use, handling, storage and transport of articles and substances;
- Provide sufficient information, instruction, training and supervision to enable everyone to avoid hazards and contribute to their own safety and health;
- Provide specific information, instruction, training and supervision to people who have particular health and safety responsibilities (e.g. the Trustee appointed with specific Health and Safety responsibilities);
- Make, as reasonably practicable, safe arrangements for protection against any risk to health and safety of volunteers, the public or other persons affected by the Charity’s activities;

- Make specific assessment of risks in respect of people with mental or physical issues that may affect their judgement and actions, and young people under the age of eighteen;
- Provide information to other employers, of any risks to which those employer's workers at the Charity's activity sites, may be exposed.

This policy statement and/or the procedures for its implementation may be altered at any time by the Charity's trustees. The statement and the procedures are to be reviewed in the (*autumn*) every two years by the Trustee responsible for health & safety. He/she will report, with any proposals for amendment to the policy, to the next ordinary meeting of the trustees.

1.2 Statutory Duty of the Charity

The Charity will comply with its duty to ensure, as far as is reasonably practicable, the health, safety and welfare at work of its workers and of visitors at its activity sites. and in general, to:

- Make activity sites safe and without risks to health;
- Ensure plant and machinery are safe and that safe systems of work are set and followed;
- Ensure articles and substances are moved, stored and used safely;
- Give volunteers/workers the information, instruction, training and supervision necessary for their health and safety.

In particular, the Charity will:

- Assess the risks to health and safety of its volunteers/workers, both for activities and also for specific sites;
- Record the significant findings of the risk assessment and the arrangements for health and safety measures;
- Implement the health and safety measures identified as necessary by these assessments;
- Bring it to the attention of its volunteers/workers the most significant risks and the associated control procedures;
- Appoint someone competent to assist with health and safety responsibilities;
- Set up emergency procedures;
- Provide adequate First Aid facilities and volunteers/workers with First aid training;
- Make sure that any activity site satisfies health, safety and welfare requirements, eg for sanitary, washing and rest facilities;
- Make sure that work equipment is suitable for its intended use as far as health and safety is concerned, and that it is properly maintained and used;
- Prevent or adequately control exposure to substances that may damage health;
- Take precautions against danger from flammable or electrical hazards, equipment, noise or vibration;
- Avoid hazardous manual handling operations and, where they cannot be avoided, reduce the risk of injury;
- Provide free any protective clothing or equipment, where risks are not adequately controlled by other means;
- Ensure that appropriate safety signs are provided and maintained;

Report certain injuries, diseases and dangerous occurrences to the appropriate health and safety enforcing authority.

1.3 Duties of the Charity's volunteers

Although not legally enforceable, the Charity requests non-employed (voluntary) workers:

- To take reasonable care for their own health and safety, and that of other persons who may be affected by what they do or do not do;
- To co-operate with the Charity on health and safety issues;
- To use work items provided by the Charity correctly, including personal protective equipment, in accordance with training or instructions;
- Not to interfere with or misuse anything provided for health, safety and welfare;
- To report at the earliest opportunity injuries, accidents or dangerous occurrences at activity sites, including those involving the public

1.4 Policy for Volunteers, Contractors and Consultants at activity sites

On arrival, all Volunteers, Contractors and Consultants, must sign a record of the date and time of their arrival and, before leaving, should further record their time of departure.

PART TWO

Organisation of Health and Safety

Responsibility for Health and Safety

The Board of Trustees will appoint one trustee to take specific responsibility for Health & Safety matters, who will:

- Maintain a broad overview of Health and Safety matters;
- Keep these Health and Safety policy and procedures under review;
- Ensure that risk assessments are carried out, including assessments regarding substances hazardous to health (COSHH Regulations);
- Ensure that the Charity's legal responsibilities for Health and Safety are fulfilled;
- Review the Accident File;
- Report to the Board of Trustees on their performance of these responsibilities.

Contractors or Consultants working for the Charity should report any concerns relating to their own safety or suspected unsafe working practices to the responsible Trustee, who will investigate the issue.

Health and Safety Rules

All workers must exercise ordinary care to avoid accidents in their activities at work and comply with the following general rules and with any further rules which the Charity may publish from time to time.

Accident Forms and Accident File

Any injury suffered by a worker or visitor in the course of employment or otherwise on an activity, however slight, must be recorded, together with such other particulars as are required by statutory regulations. Accidents will be recorded on a form in the Accident Report Book which is kept with the First Aid kit. The form must then be passed to the responsible Trustee within 48hrs, who will file it in the Accident File. The Accident File will be kept in a locked drawer once completed.

Equipment and Appliances

No equipment or appliance may be used other than as provided by or specifically authorised by or on behalf of LGS, and any directions for the use of such must be followed precisely.

Maintenance

Defective equipment must be reported to the responsible Trustee without delay.

Hygiene and Waste Disposal

Waste must be disposed of in an appropriate manner and in accordance with any special instructions relating to the material concerned.

Food Hygiene

When handling or preparing food there are specific hygiene requirements:

- Wash hands before and during food preparation and especially after using the toilet;
- Do not prepare or serve food if you have any skin, nose, throat, or bowel problem;
- Ensure cuts or sores are covered with correct waterproof dressings;
- Keep yourself clean and wear clean clothing;
- Remember that smoking in a food room is illegal;
- Never cough or sneeze over food;
- Clean as you go. Keep all equipment and surfaces clean;
- Prepare raw and cooked food in separate areas. Keep perishable food covered and either refrigerated (less than 8°C) or piping hot (above 63°C);
- Ensure waste food is disposed of properly. Keep the lid on rubbish bin and wash your hands after putting waste in it;
- Avoid handling food as far as possible;
- Report any defects or concerns about facilities – e.g. uncleanness, refrigeration malfunction, cracked food preparation surfaces.

Display Screen Equipment

The Charity recognises its responsibility to ensure the well-being of workers who use display screen equipment for a significant part of their normal work. Volunteers are advised to take a five-minute break from the display screen equipment at least once an hour and should report any vision defects or other discomfort to the responsible Trustee.

Alcohol, Drugs and Tobacco

The use of Drugs (except under medical supervision) on work sites are prohibited at all times. The use of intoxicants (alcohol) is prohibited during working hours. No employee/volunteer may undertake his/her duties if under the influence of alcohol or drugs (except under medical supervision).

PART THREE

Arrangement and Procedures

The Trustee responsible for Health and Safety, appointed by the Board of Trustees, is responsible for ensuring that the Health and Safety policy is carried out and that responsibilities for safety, health and welfare are properly assigned and accepted at all levels. His/her details and contact number will be displayed on the Charity's website.

3.1 First Aid and Accident Reporting

3.1.1 First Aid

- The First Aider(s) at activity sites will make themselves known
- First Aid facilities will be provided at all activity sites during volunteer sessions

3.1.2 Accidents

- In the event of an injury or illness, call for a member of staff or ring for an ambulance directly. To call an ambulance – dial 999 and ask for “ambulance”;
- All accidents must be reported to the responsible Trustee, or the person leading the activity, as soon as practicable;
- All accidents must be entered on an accident form, kept with the First Aid box. The procedure for “notifiable” accidents as shown in Appendix A below must be followed;
- The Trustee responsible for Health and Safety will investigate incidents and accidents, and will report to the Board of Trustees to consider actions to prevent recurrence.

3.2.1 General Machinery and High Risk Areas

- All portable machinery must be switched off and unplugged when not in use;
- Wandering cables are a hazard; use with caution and safety in mind;
- Warning signs should be used for slippery and other hazardous working areas;
- Use protective clothing and equipment provided and as instructed on machinery/equipment/material. It is the duty of a worker to report any loss of or defect in protective clothing or equipment.

3.2.2 General

- All thoroughfares, exits and gates must be left clear at all times;
- Vehicles must not be parked at activity sites so as to cause any obstruction or hazard;
- Hazards or suspected hazards or other health and safety matters should be reported to the responsible Trustee or the activity leader immediately or as soon as practicable, so that action can be taken. If the hazard is of a serious nature, immediate action must be taken to protect or clear the area to prevent injury to staff or other users.

PART FOUR Appendices

APPENDIX A – ACCIDENT REPORTING

1. Accidents

All accidents which occur during work for Lancaster Green Spaces, or on sites under the control of the Charity, must be recorded.

2. Accidents to Workers, Contractors or Consultants

- a) For ALL Accidents
Complete Accident Form and give to Trustee responsible for Health & Safety
- b) **For accidents reportable to the Health & Safety Executive** (for contractors see c)
If accident results in incapacity for work for more than 3 calendar days, then complete the online form F2508 with copies to the Trustee responsible for Health & Safety

If accident results in fatality, fracture, amputation or other specified injury (see section 4, below) then **immediately notify**:

- Health & Safety Executive on HSE's Infoline Tel: 0845 345 0055
- **And** the Trustee responsible for Health & Safety

Follow up within seven days with completed online form F2508 with copies to the Trustee responsible for Health & Safety

- c) If a reportable accident involves a contractor's employee and the site is under the control of the contractor or someone other than the contractor then the person in control of the site is responsible for reporting the accident.

3. Accidents to Members of the Public

- a) For ALL Accidents
Complete Accident Form and give to the Trustee responsible for Health & Safety.
- b) For accidents reportable to the Health & Safety Executive
If an accident results in fatality, fracture, amputation or other specified injury (see section 4 below) then **immediately notify**:
- Health & Safety Executive, Incident Contact Centre, Caerphilly Business Park, Caerphilly, CF83 3GG
 - **And** the Trustee responsible for Health & Safety

Some injuries may not be fully identified until the casualty has been to hospital. It is therefore essential that, if it is known that an individual has gone to hospital as a result of an accident, follow up action is carried out.

4. Definition of Specified Major Injuries or Conditions

- Fracture of the skull, spine or pelvis; any bone in the arm or wrist, but not a bone in the hand; any bone in the leg or ankles, but not a bone in the foot.
- Amputation of; a hand or foot, a finger, thumb or toe; any part thereof if the joint or bone is completely severed
- Other specified injuries and conditions:
 - The loss of sight of an eye; a penetrating injury to the eye, or a chemical or hot metal burn to an eye
 - Injury (including burns) either requiring immediate medical treatment, or involving loss of consciousness, resulting (in either case) from electric shock from any electrical circuit or equipment, whether or not due to direct contact
 - Either acute illness requiring treatment, or loss of consciousness, resulting from absorption of any substance by inhalation, ingestion or through the skin
 - Acute illness requiring medical treatment where there is reason to believe that this resulted from exposure to a pathogen or infected material

- Any other injury which results in the person injured being admitted immediately into hospital for more than 24 hours

5. Dangerous Occurrences

In the event of any of the following:

- Collapse/Overturning of machinery
- Electrical explosion/fire

Notify the following immediately:

Health & Safety Executive, Incident Contact Centre, Caerphilly Business Park, Caerphilly, CF83 3GG HSE's Infoline Tel: 0845 345 0055
email: hse.infoline@natbrit.com

And the Trustee responsible for Health & Safety

IF IN DOUBT – REPORT IT

Appendix B – CONTROL OF SUBSTANCES HAZARDOUS TO HEALTH (COSHH REGULATIONS)

1. Assessment

The assessment must be a systematic review

- What substances are present and in what form?
- What harmful effects are possible?
- Where and how are the substances actually used or handled?
- What harmful effects are given off, etc.?
- Who could be affected, to what extent and for how long?
- Under what circumstances?
- How likely is it that exposure will happen?
- What precautions need to be taken to comply with the COSHH Regulations?
- What procedures need to be put in place to comply with the Control of Asbestos at Work Regulations 2002?

2. Prevention or Control

Trustees have to ensure that the exposure of workers to hazardous substances is PREVENTED or, if this is not reasonably practicable ADEQUATELY CONTROLLED.

On the basis of the assessment, the Trustees have to decide which control measures are appropriate to the work situation in order to deal effectively with any hazardous substances that may present. This may mean PREVENTING exposure by

- Removing the hazardous substance by changing the process
- Substituting with a safe or safer substance, or using a safer form

Or, here this is not reasonably practicable, CONTROLLING exposure by

- Totally enclosing the process

- Using partial enclosure and extraction equipment
- General ventilation
- Using safe systems of work and handling procedures

It is for the Trustees to choose the method of controlling the exposure and to examine and test control measures, if required.

The Regulations limit the use of Personal Protective Equipment (e.g. dust masks, protective clothing) as the means of protection of those situations ONLY where other measures cannot adequately control exposure.

Trustees must provide any of their workers and, so far as is reasonably practicable, other persons on site who may be exposed to substances hazardous to health, with suitable and sufficient information, instruction and training to that they know the risks they run and the precautions they must take.

Trustees must ensure that anyone who carries out any task in connection with their duties under COSHH has sufficient information, instruction and training to do the job properly.

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We ask our Trustees, Volunteers, Contractors, Consultants and Members of the Public to respect this Policy, a copy of which is available on demand.