

Health and Safety Policy December 2018

Northern Corridor Community Volunteers

1 HEALTH AND SAFETY AT WORK POLICY STATEMENT

This document has been produced in pursuance of the duties imposed by the Health and Safety at Works etc. Act 1974. It is the duty of the Northern Corridor Community Volunteers, as far as is reasonably practicable, to have arrangements that insure that health, safety and welfare of employees/ volunteers and ensure others are not adversely affected by working operations.

2 ORGANISATION AND LISTED RESPONSIBILITIES

2.1 Introduction

2.1.1 The requirement of the system in relation to each project undertaken by the group is that two project officers are appointed,

2.2 The Steering Committee

2.2.1 It is the duty of the steering committee, as far as it is reasonable and practicable, to consider the health, safety and welfare of its volunteers and in particular:

- to make available adequate financial provisions for the implementation of the policy.
- to promote throughout the organisation an interest and an awareness in matters of health and safety.
- to support the person who has been given the responsibility for matters relating to health and safety.
- to ensure that the structure established to address matters of health and safety together with instruction, guidance, rules and regulation is clearly communicated to all volunteers.
- to provide to the appropriate personnel the training and instruction necessary to establish the degree of competence required to fulfil the requirements of the allocated duties.
- to review and monitor on a regular basis the performance of those with allocated duties in relation to health and safety.
- to provide a written statement of general health and safety policy updated where necessary to reflect any change(s) in interpretation of the requirements of the Act.
- to review matters brought to their attention and authorise implementation of the appropriate measures.

2.3 Project Officers

2.3.1 It is the duty of the two project officers, as far as it is reasonable and

practicable, to consider the health, safety and welfare of volunteers and in particular:

- to provide and maintain places of work and systems of work that are, as far as in reasonably practicable, safe.
- to ensure that any party from any other undertaking, when they are required to enter the working environment of the group are made aware of the requirements of the policy.
- to communicate to the steering committee any matter(s) considered relevant to health and safety to enable the policy to be reviewed and modified where appropriate and authorise implementation of the appropriate measures.
- It is a requirement that there is an assessment of the activity, needs and associated risks involved in any task.

2.4 All Volunteers

2.3.1 It is the duty of all volunteers to support the group in the implementation of the policy and in particular:

- to co-operate with all parties in any duty imposed by the policy or under the relevant statutory provisions.
- to take reasonable care for the health and safety of himself/herself and of other persons who may be affected by his acts of omissions at works.
- To ensure that they have had sufficient training before using any tools supplied and that they comply with said training.

3 ARRANGEMENTS AND PROCEDURES

3.1 First Aid

First aid kits will be provided to all events as well as in all vehicles.

The group will provide adequate information, instruction and training in the safe use of equipment.

There will be a qualified first aider in attendance at every outdoor event, with indoor event requiring only someone trained in emergency first aid.

3.2 Tools and Equipment

Tools and equipment must be kept in a condition which minimises risks to the health and safety of volunteers. Before and following use an officer must complete appropriate check procedures and implement resultant actions.

Where faults and/or defects are found an officer shall carry out the following:

- Determination of reason for fault/defect if possible and rectify where appropriate.
- Only carry out those activities which do not present any hazard or risk.
- Where the fault/defect cannot be rectified by implementation of recognised fault finding procedures the equipment may not be used.
- No items may be retained in use where there is any risk to the health and safety of the users or any party who may be affected by the

consequence of misuse and/or failure of the item.

3.3 Worksite Requirements

There is a requirement to ensure that the worksite has been adequately assessed to ensure that health and safety factors which are considered to have an effect on the worksite have been determined.

This assessment will involve both officers, with at least one conducting an assessment visit to any site not visited previously or if there has been a period of more than 6 weeks since previously visited. In times of extreme weather assessments should be made prior to ANY event taking place.

It is necessary therefore that the assessment determines the following specific to the event:

The nature of the task.

The equipment and/or facilities required.

Any potential hazards.

The likelihood of risk to the user and/or others.

The actions/provisions necessary.

3.4 Substance or Materials Hazardous to Health

- It is acknowledged that there are substances used in the conservation work, which can cause harm. It is important therefore that where such substances are likely to be encountered that an assessment of health risk is carried out.
- Such materials will be stored, handled, used and disposed of in line with COSH guidelines provided at time of purchase.
- Recommended PPE must be utilised by all volunteers at all times.
- Volunteers must always be alert to the possibility that onsite unknown hazardous substances and materials may exist and must point out any identified to the officer in charge in order that a substance assessment can be obtained.

3.5 Accidents

It is a requirement of the organisation to report injuries, diseases and dangerous occurrences in accordance with current legislation.

- All accidents must be recorded in the accident book which is kept with the first aid kit.
 - This procedure should be applied whether the persons injured is an volunteer of the organisation or not.
 - In the case of a serious injury or incident; Formal reporting of the incident to the Secretary (Health and Safety Executive or enforcing authority) must be actioned within seven days of the incident
- Recording of Incidents
- All accidents must be recorded in the accident book and details recorded

must include:

- Time and date of incident/dangerous occurrence.
Full name and address of injured person(s).
Occupation or activity being undertaken by injured person(s).
Details of the location of the accident.
Status of person(s) injured e.g. employee, visitor, trades person.
Nature of injury/injuries/conditions.
Details of incident/circumstances.
Damage to property, equipment etc.
Details of person reporting incident.
Full details of any witness/es
- Records will be maintained for a minimum of 12 months.

4 SAFETY RULES

4.1 Manual Handling

- Guidance on the Manual Handling Operations Regulations 1992 (MOHR) (as amended 2002) has been issued by the Health and Safety Executive and this document is available for inspection and use by any volunteer.
- The purpose of these Regulations is to address prevention of injury from manual handling operations which include not only the lifting of loads but also lowering, pushing, pulling, carrying, moving and manipulating of loads.
- ALL PRACTICAL MEANS OF REDUCING THE NEED FOR MANUAL HANDLING MUST BE TAKEN WHEREVER POSSIBLE. However in light of the works undertaken by the group some manual handling will be required, for loads over 25Kg the following rules will apply.
- Materials should be stacked/stored where they are to be used. Where manual handling cannot be avoided, assessment of the risk must be undertaken. Assessments should take into account:
 - the task to be undertaken
 - the weight, shape, size of the load to be lifted or moved
 - the working environment, e.g. excessive heat or cold, space available etc.
 - the individuals capability

4.2 Personal Protective Equipment

- Guidance on the Regulations, Personal Protective Equipment at Work Regulations 1992 has been issued by the Health and Safety Executive and this document (ISBN0118863347) is available for inspection and use by any volunteer.
- Where an employee is required to be in a situation which may present a risk to their health and safety, where it is not possible to eliminate the hazard, an assessment of required PPE will be carried out.
- The assessment will determine what is appropriate for the risk and conditions at the place of work, and will include an assessment of the requirement for the following:

- head protection
- eye protection
- ear protection
- hand protection
- foot protection
- body protection
- Equipment provided must be correctly used, maintained and stored, not abused, and used only for the purpose for which it was provided.
- When more than one protective item is worn or used at the same time, these must be compatible and work properly together.
- Volunteers must report any loss of, or obvious defect in PPE that has been provided to them.