

Health and Safety – General Policy and Arrangements v.1.1

Overall and final responsibility for Health and Safety: SSB Trustees

Day-to-day responsibility for ensuring this policy is put into practice: SSB Company Secretary

1. General Policy:

Responsibility of:

Action/Arrangements:

Our policy is to:

- Provide a healthy and safe working environment for all those attending our meetings and events, our volunteers, staff, contractors, members and company directors;
- Prevent accidents by managing the health and safety risks at events/places or work.
- Ensure all SSB Projects have an Accident Report Book and First Aid kit.

Company Secretary,
all Trustees,
employees and
volunteers.

Any Health and Safety issues to be brought to the company secretary and trustees as soon as possible and taken to monthly meetings as required.

<p>We also accept our responsibility for the health and safety of other people who may be affected by our activities. We comply with all Health and Safety legislation, including the Health and Safety at Work Act (1974).</p> <p>We will seek to encourage employees, volunteers, Board members and users to engage in the establishment and observance of safe working practices.</p> <p>Employees, volunteers and visitors will be expected to recognise that there is a duty on them to comply with health and safety procedures and to accept responsibility to do everything they can to prevent injury to themselves or others.</p> <p>Should anyone come across a fault, damage or other situation that might cause injury and cannot be rectified immediately they should inform The Company Secretary/Trustees as soon as possible so that the problem can be dealt with.</p>		
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2. Training:	Responsibility of:	Action/Arrangements:
<p>As far as funds permit, relevant training will be made available for volunteers, staff and directors working on the company's behalf.</p>	<p>Company Secretary Link Trustees in conversation with Project Coordinators.</p>	<p>Link Trustees to review training needs with Project Coordinators, for example, first aid training, safe lifting and handling, also reflecting on training requirements in the Project Reports.</p>

3. Activities: SSB will aim to ensure that:	Responsibility of:	Action/Arrangements:
<ul style="list-style-type: none"> ● Activities and events accord with written Risk assessments; Health & Safety Risk Assessment Form (HSE Generic Headings) v1.0^{usp=sharing} ● Volunteers are adequately trained and receive clear instructions for work they undertake; ● Contractors work to agreed safe practices; ● Emergency procedures are implemented. eg: evacuation in case of fire or other significant incident* ● Safe and healthy working conditions are maintained, including the provision and maintenance of plant, equipment and machinery, and the safe storage/use of substances. ● Any significant injuries or incidents arising in the course of SSB activities are reported to SSB Trustees using the Health and Safety Incident Reporting Form on the SSB Google Drive. ● All completed Incident Reporting Forms to be followed up by a designated Trustee ● All SSB Projects to have a First Aid kit. A paper accident book can also be used but all incidents must be reported electronically as above. ● Significant injuries and ill health at work are reported under RIDDOR (Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013) https://www.hse.gov.uk/riddor/index.htm 	<p>Coordinator-on-site and another group member.</p> <p>Coordinator-on-site</p> <p>Coordinator-on-site</p> <p>Coordinator-on-site</p> <p>Coordinator-on-site</p> <p>Designated Trustee</p> <p>Project & on-site Coordinators.</p> <p>Link Trustees, Project & on-site Coordinators</p> <p>Company Secretary</p>	<p>Coordinator-on-site to complete Risk Assessments at all events/activities/places prior to the event, witnessed by another group member, and kept on record in the Project File.</p> <p>Project Coordinators/Contracted Staff to provide training for volunteers.</p> <p>Project Coordinators implement emergency procedures at venue in accordance with venue instructions.</p> <p>Co-ordinated by Company Secretary</p> <p>Accident Report Books to be kept with first aid boxes and taken to events.</p> <p>A permanent base for First Aid Boxes and Accident reporting books is available at The Marsh Community Compost Centre.</p>

4. Insurance:	Responsibility of:	Action/Arrangements:
SSB holds public liability and volunteer insurance	Company Secretary	Trustees to review annually

Review of Health and Safety Policy

A statement about Health & Safety will be included each year in the company's annual report. The policy may be reviewed annually (or more often if needed).

A current Health and Safety Law poster is displayed at The Marsh Community Compost Centre, Exeter Rd, South Brent. *(N.B The display of the Health and Safety law poster is only required in settings where workers are employed. Posters, Leaflets and pocket cards for individuals are available for download from <https://www.hse.gov.uk/pubns/books/lawposter-a3.htm>)*

* Information regarding fire risk assessment is available at: www.gov.uk/workplace-fire-safety-your-responsibilities

POLICY/PROCEDURE/PROTOCOL INFORMATION

Date agreed by Board:	July 2022
Review Date: This document should be reviewed following any changes in relevant laws or regulations and also following any incident or feedback reported under it. If this document is found 'satisfactory, no change required' upon review it will not be re-issued, but the completion of the review will be minuted at the next board meeting.	
Date added to website/Googledrive:	July 2022
Version	1.1
Person responsible for updating:	Company Secretary