

Health and Safety – General Policy and Arrangements



SSB Trustees have overall and final responsibility for Health and Safety

SSB Company Secretary has day-to-day responsibility for ensuring this policy is put into practice.

General Policy:	Responsibility of:	Action/Arrangements
<p>Our policy is to:</p> <ul style="list-style-type: none"> • 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. <p>We also accept our responsibility for the health and safety of other people who may be affected by our activities.</p> <p>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>Company Secretary, all Trustees, employees and volunteers.</p>	<p>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>

<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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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>

Activities:	Responsibility of:	Action/Arrangements:
<p>SSB will aim to ensure that:</p> <ul style="list-style-type: none"> • Activities and events accord with written Risk assessments; http://www.sustainablesouthbrent.org.uk/documents/16/formal-company-documents/6029/ssb_health-safety-policy_risk-assessment-form_reviewed-april-2019.docx • 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 project's Accident report Book. • All SSB Projects to have an Accident Report Book and First Aid kit. • 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>Project Coordinator and Coordinator-on-site.</p> <p>Link Trustees, Project Coordinator and Coordinator-on-site.</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>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>

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>)



Signed: - Hayden Gabriel on behalf of SSB Trustees

Chair:

Date: 2020/12/01

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

www.sustainablesouthbrent.org.uk

H&S Policy Review – approved 2020/12/01