

Foresight Gardening Enterprise

Health and Safety Policy

Purpose

The purpose of this document is to set out the gardens policy to provide and maintain a healthy and safe environment, equipment and systems of work on all Foresight Gardening sites and areas of operation.

The Policy extends to all members, volunteers, visitors and the general public.

Scope

This document applies to all Foresight Gardening operations and locations, thus covering gardens, buildings and services delivered off site.

Procedures

1. **Health & Safety Policy Statement** in accordance with its duty under the Health & Safety at Work Act 1974, Foresight Gardening Enterprises CIC will implement standards of Health, Safety and Welfare which fully comply with the requirements and conditions set out under the Act, and with all other relevant Statutory Requirements. It is the aim of Foresight Gardening through its Health & Safety Policy, as far as is reasonably practicable, to ensure:

- The provision and maintenance of safe and healthy working conditions, equipment and systems of work for volunteers, and to provide such resources, information, training and supervision as is needed for these purposes.
- A risk assessment is carried out to assess the Health & Safety risks to volunteers (and others) who may be exposed as a result of their work.
- Maintain good general working conditions by the provision of adequate facilities such as lighting, ventilation and protective clothing.
- Arrangements for the safe use, handling, storage and transportation of all items and hazardous substances are in place.
- Adequate information, supervision, training and instruction is provided as necessary, together with consultation, to enable all volunteers to work safely and effectively, and contribute positively to their own Health & Safety.
- Make available, supervise, train and encourage the use of all personal protective equipment.
- Investigate all accidents, incidents, near misses and dangerous occurrences, ensure they are correctly reported and recorded, and that corrective and preventive action is taken.
- Institute systems and procedures, which allow the conditions of the policy to be met in an ongoing manner with adequate recording, control and review procedures. Volunteers are reminded of the requirements to ensure that the Health & Safety Policy is observed. In particular they are required:

- To take reasonable care for their own health & safety and those who may be affected by their actions, or by their neglect;
- To co-operate fully with their employer and others to ensure that any statutory duties or requirements for Health & Safety are complied with;
- Not to intentionally, or recklessly, interfere with, or misuse, any aspect or anything provided in the interests of Health & Safety.

2. Volunteer Responsibilities All volunteers have the following responsibilities under Health & Safety, to ensure that they:

- 2.1. Have read and understood Foresight Gardening Enterprises Health & Safety Policy, and comply with the requirements of the Policy in accordance with the laid down rules and procedures.
- 2.2. Co-operate fully with Foresight Gardening Enterprises on all aspects of health, safety and welfare.
- 2.3. Take reasonable care to avoid injury to themselves or to others who may be affected by their work or actions.
- 2.4. Follow safe working practices when using equipment, tools and handling chemicals.
- 2.5. Use the appropriate personal protective equipment provided.
- 2.6. Do not use or operate any equipment unless they have been trained and instructed in its operation.
- 2.7. Report all defects in equipment and materials, and any obvious health or safety hazards.
- 2.8. Report all accidents, injuries, dangerous occurrences, hazards or near misses to the H&S Core Group Representative or relevant Project Manager, which must be recorded in the Accident Book.
- 2.9. Maintain good standards of housekeeping, especially within their own working area and where others may be expected to have access.
- 2.10. Are aware of the emergency procedures to be taken in the event of a fire or other emergency.
- 2.11. Comply with the safety rules or instructions imposed by them, when working off site on third party premises or sites, but only if these instructions conform with the requirements of the Health & Safety at Work Act.
- 2.12. Inform the H&S Representative or any member of the Board of any change to their state of health, either temporary or permanent, which may affect their working ability or their suitability to carry out any particular task or tasks.

3. Arrangements

FIRST AID

1. Each location / project / activity should have a trained First Aider, or appointed person for First Aid, with a current certificate.
2. A first Aid box meeting statutory requirements is maintained.
3. The First Aider will regularly check the contents of the First Aid box to ensure that it is adequately stocked and that it contains all the required items and no

others. It is the First Aider / appointed person's responsibility to order items and replenish the First Aid box. In practice this will be done by the H&S Representative.

RECORDING AND REPORTING ACCIDENTS.

1. An accident report book is kept. All accidents, incidents and near misses must be recorded and fully investigated. The records for each incident should include the name of the casualty, circumstances, treatment given, and outcome. The details of each incident should be signed by the casualty, (if able), or advocate, and the person completing the report. The accident book will be examined at least annually as part of the review process.
2. Major accidents, dangerous occurrence and certain diseases have to be Reported under the RIDDOR Regulations 1995. This covers:
 - **Death or Major Injury** as a result of an accident connected with work, involving a volunteer or self-employed person working on the premises, or members of the public. These must be reported immediately (by telephone) to the Local Authority, or HSE and followed up within 10 days by a completed Accident Report Form.
 - **Over Three Day Injury** as a result of an accident connected with work (including an act of physical violence).
 - **Dangerous Occurrence** If something happens which does not result in a reportable injury, but which clearly could have done, it may be a dangerous occurrence, which must be reported straight away (by telephone) to the Enforcing Authority, following up by an accident report form within 10 days. Further details can be found in the leaflet RIDDOR Explained. Forms are available from the web site - www.hse.gov.uk/forms/incident/F2508.pdf

FIRE PREVENTION AND PROCEDURES

- Detailed fire precautions will vary between locations and detailed procedures will be provided at each location. It is up to the H&S Representative to ensure that the Policy set out here is interpreted appropriately and to members responsible to ensure that it is fully implemented locally and that fire risks of any activities are properly assessed and the necessary actions taken.
- Full use should be made of advice from the local Fire Officer. Where such advice has resource implications these should be discussed with the committee. The Local Fire Officers instructions take precedence in the event of any conflict with Foresight Gardening policy and procedures.
- Appropriate signs must be provided for fire exits, fire routes, fire doors and fire extinguishers and Fire Assembly Point. Fire doors must comply with Health & Safety (Safety Signs and Signals) Regulations 1996.
- There must be sufficient and appropriate fire fighting equipment at each location and these must be subject to regular inspection, testing and

maintenance agreements. Appropriate staff should be familiar with the operation and application of the extinguishers.

- Common sense and good housekeeping go a long way in preventing fires. Points to remember include:
 - Keep fire doors shut at all times.
 - Keep passageways and all fire and potential escape routes clear of all obstructions.
 - Ensure that all waste, especially flammable materials like paper, is regularly removed.
 - Ensure that materials, such as flammable gases, liquids on plastic foams, are stored in areas away from the workplace, or in fire-resistant stores.
 - Store equipment, books, paper etc. tidily and away from power points and leads.
 - Electricity is a major source of fire; when leaving a building, ensure that all equipment and lights are turned off.
 - Make sure all staff are familiar with the Emergency Procedures, the location of escape routes, fire extinguishers and the assembly points.
 - Any petrol stored for use in equipment must be stored in an approved container in a fully ventilated area, not in proximity of any naked flames (e.g. boilers, sparks) and where any electrical appliances (i.e. light switches) are appropriately protected.

MANUAL HANDLING

- All work areas are subject to the Manual Handling Operations Regulations 1992, amended 2002.
- In general, volunteers should avoid manual handling where there is a risk of injury, and see if there is an easier, safer way. Think about using mechanical help, making loads smaller, lighter, and plan a lift. As a final measure use PPE (Personal Protective Equipment) e.g. for hands and feet.

ELECTRICAL MACHINERY AND EQUIPMENT

- All electrical machinery and equipment is subject to the general procedures and only authorised and trained volunteers can use them.
- All outdoor electrical machinery and equipment must be fitted with a 30 millieamp (maximum) residual current device (RCD), or operate through one at the mains socket.
- Electrical machinery and equipment must never be used in the rain or where it might be sprayed with water or subject to damp.
- All electrical equipment must be turned off when unattended and portable (mobile) equipment unplugged at the mains at the end of the day. Always switch off before plugging in or unplugging.

- Extension leads should be laid out with due regard to access and to minimising any hazard.

SMOKING

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This policy was reviewed in June 2016