

Green Phoenix Health and Safety Policy

Green Phoenix attaches the greatest importance to health and safety matters and undertakes to provide a safe and healthy environment, in compliance with the Health and Safety at Work Act 1974 and all other relevant regulations. To meet its responsibilities, attention will be paid to the provision and maintenance of:

- Safe premises and systems of work and a healthy working environment.
- Information, instruction and training in safety matters.
- Safe access to and egress from a place of work and procedures to follow in an emergency.

This policy will be kept up to date as legislation changes and as the organisation grows, and will be reviewed annually by the Trustees.

Organisation – duties and responsibilities

1. Responsibility for the health and safety policy and practice

There is a shared responsibility between the volunteers, the responsible person and the trustees.

The day to day responsibility will be with the *responsible person*, who will report to the trustees any changes to health and safety legislation and guidelines, affecting the policy and practices.

2. Duties of the trustees

The trustees will meet annually, and review any changes to the health and safety policy and practices.

3. Duty of group leaders

The person responsible must endeavour to create an environment whereby volunteers can:

- work safely, efficiently and without endangering the health and safety of themselves, their colleagues or anybody else working at or visiting the organisation's premises;
- adhere to all safety procedures laid down by the organisation;
- report all accidents, 'near-miss occurrences' and any other hazardous situations to the *responsible person*.
- Where necessary, wear safety and protective clothing or use protective equipment and safety devices as provided;

4. Duties of the responsible person

The duties of the *responsible person* are:

- To report to the trustees on all health & safety issues.
- To liaise with volunteers on relevant health and safety issues.
- To implement the health and safety policy and practices and review these at least once a year.
- To ensure any assessments are carried out as required.
- To inspect the workplace at least once a year.
- To investigate any potential hazards and dangerous occurrences.
- To make sure that any hazards are repaired or equipment replaced where necessary.
- To investigate any complaints made by volunteers, trustees, and any person visiting Coed Tan-y-Bryn nature reserve and to forward a report to the trustees.
- To advise employees on job safety and accident prevention.
- In conjunction with above, to advise employees on job safety and accident prevention.
- To inspect the first aid box at least twice a year and replace missing items.
- To give an induction to all new volunteers on fire / emergency procedures
- To carry out fire risk assessments on an annual basis in all relevant areas
- To organise any Health and safety training requirements for staff.
- To keep any necessary information on health and safety and make it available to any member of staff or committee member who wishes to see it

5. Duties of first aiders

- To provide first aid as and when required.
- To provide advice on first aid matters as and when appropriate.

Arrangements

Accidents

Accident reporting - All accidents, no matter how small, must be properly reported. This should be done even if it appears that no injury has been received. Additionally, staff must report 'near misses' or potential hazards to the facilities advisor to ensure situations are investigated and preventative action taken where required. An appropriate Accident Book (BI510) is kept on site at Coed Tan-y-Bryn nature reserve and details should be completed by a suitably trained member of staff.

Under the *Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1985* (RIDDOR) the following must be reported to the Health and Safety Executive immediately by the responsible person who will inform Green Phoenix's management committee.

- If somebody dies or is seriously injured in an accident.
- If there is a 'dangerous occurrence'.

Action to be taken in the event of an accident –

In the event of a minor accident, assistance should be sought from a first aider/appointed person and details entered in the accident book. If the accident is such that the resultant injury cannot be dealt with by a first aider, the casualty should immediately attend the Accident and Emergency department of the nearest hospital. If the injury is such that assistance and/or constant attention is required, the first aider / appointed person will send for an ambulance. If the person is seriously injured and/or unconscious, the ambulance service must be called.

Accident prevention –

The prevention of accidents is essential to the efficient operation of the organisation. Safety audits, improved procedures, additional training and anticipation by both managers and volunteers will all be utilised to contribute to the prevention of accidents.

Accident investigation –

All accidents on site should be preventable. The *responsible person* will investigate the circumstances of any accident, or near miss, whereupon a full report will be given. Where possible, steps will be taken to reduce the possibility of a similar accident/incident occurring.

Control of Substances Hazardous to Health (COSHH)

Green Phoenix will eliminate, where possible, the use of hazardous materials on its premises by replacing them with less hazardous materials. Where this is not possible, Green Phoenix will control the use of these substances by limiting volunteer's exposure to them or providing protective equipment for volunteers. There will be an annual assessment of these substances.

Emergency evacuation procedures

In the event of an emergency situation, any person at the scene should dial 999 and request the appropriate emergency service(s). The *responsible person* should be informed as soon as possible, so that an early investigation may be undertaken. Where an accident has occurred and is reportable under RIDDOR, no alteration to the site of the accident/emergency other than in the interests of safety should be made until advised to do so by the *responsible person* as a Health and Safety Executive may need to be involved.

Fire Safety and Procedures

A detailed Fire Risk Assessment of each area will be undertaken by a Competent person.

Fire extinguishers and fire blankets will be available in all areas necessary and kept in good working order.

Fire prevention

One of the main objectives is effective fire prevention. As part of this, volunteers must ensure that fire exits are kept clear and free of obstructions at all times. Notices concerning fire exits must not be covered or removed. Volunteers must make themselves familiar with the nearest fire exit and with the location of fire fighting equipment.

Action to be taken on discovery of a fire

Immediately inform the *responsible person* and any other volunteers that could be in danger.

Ensure the fire services are called if the fire cannot be dealt with safely.

Visitors are the responsibility of the person they have come to see or work with. A 'visual sweep' of the building and/or working environment will be carried out by the responsible person.

Investigation of fire

The circumstances of any outbreak of fire will be investigated by the *responsible person* and, where possible, steps will be taken to reduce the possibility of a Similar outbreak recurring.

First aid

First aid boxes - First aid boxes will be provided and maintained at all locations by a nominated First aider / appointed person. It will be the responsibility of the First aider / appointed person who uses the box to ensure that it is re-stocked. The *responsible person* will check the contents of the boxes twice a year.

First Aid training – At least one person will be trained in First aid.

It is essential for anyone providing first aid to observe hygiene guidelines gloves are provided in all first aid boxes and these must be worn at all times when dealing with accidents involving contact with body fluids

Refresher training will be provided within the time scales specified. The Name(s) of first aiders will be clearly displayed on relevant notice boards.

Hazard reporting

All volunteers are encouraged to be vigilant and report any hazards to the *responsible person*. Where possible steps will be taken to eliminate the hazard, where this is not possible it should be reduced to the lowest level.

Manual handling

Green Phoenix will meet its obligations under the Manual Handling Operations Regulations 1992 if it is established through the risk assessment process that manual handling will be an issue for any volunteers or members then the *responsible person* should give basic awareness training in relation to manual handling.

Personal safety

Green Phoenix will keep to a minimum volunteer's exposure to harm whilst volunteering. Personal safety includes more than just the risk of physical violence. Team leaders and volunteers may face verbal and/or mental abuse, discrimination, threatening behaviour, bullying even ostracism. Anyone who has concerns regarding their personal safety should discuss this with the *responsible person* immediately.

Records

Information relating to accidents must be recorded in the accident book. Information relating to fire safety will be kept in nature reserve log book. Information relating to training and occupational health issues will be kept on individual personal files.

Personal files will be kept confidential at all times and in a locked filing cabinet.

Risk Management

Principles - The purpose of a risk assessment is to identify the measures needed to protect employees, trustees, visitors and others who may be affected by the risk. All volunteers are encouraged to be vigilant and report any hazards to the *responsible person*. Volunteers are encouraged to adopt the following protective and preventative measures:

- Where possible, avoid risk altogether.
- Reduce unavoidable risk to a minimum.
- Adapt work practices to minimise adverse effects on health and safety.
- Give priority to measures which protect the whole workplace.

Encourage and promote an active health and safety culture within Green Phoenix.

Risk assessments will be carried out for all events held at Coed Tan-y-Bryn nature reserve.

Security

Volunteers are to take care of personal belongings, particularly handbags, wallets and purses. Green Phoenix cannot accept responsibility for these items. All volunteers must sign a volunteer's attendance sheet, including their name and the current date.

Smoking

In Wales under the *Smoke free premises legislation 2007* smoking is not Permitted inside any building situated within Coed Tan-y-Bryn nature reserve

Welfare

Adequate toilet and washing facilities are available and these will be kept to a minimum required standard at all times.

Young Persons

Under the Management of Health and Safety at Work Regulations 1999 (reg.19), Green Phoenix is required to carry out a specific risk assessment for any young person on site (a young person is defined as someone who is between compulsory school age (16 years) and 18 years old.)

Green Phoenix should ensure that any young person volunteering is protected from any risks to their health and safety, which may result from their lack of experience and awareness of risks or their immaturity. In particular young persons cannot be employed to do work beyond their physical or psychological capacity or which involves:

- Harmful exposure to toxic, carcinogenic or other chronic agents of harm to human health
- Harmful exposure to radiation
- Risks of accidents which, it can be reasonably assumed, cannot be Recognised or avoided by young persons because of the lack of experience or training, or because of their insufficient attention to safety
- A risk to health from extreme heat and cold, noise or vibration

Summary

It is Green Phoenix's policy to consult volunteers on health and safety matters. Any member of staff disregarding the health and safety policy, procedures or requirements, or found to be encouraging others to do so, will be asked to discuss the matter and be cautioned.