

South Warwickshire Local Food – Policy

HEALTH AND SAFETY POLICY

General Statement of Intent

Our policy is to provide and maintain safe conditions, equipment and systems for all our volunteers and service users, and to provide, where necessary, such information, training and supervision as is needed for this purpose. The Directors will be responsible for ensuring the health and safety of its volunteers and service users. The policy will be kept up to date in order to meet our responsibilities in relation to:

- Health and Safety at Work Act (1974)
- Management Regulations (1999)
- Other relevant current legislation

To ensure this, the policy will be reviewed each year.

In order to ensure and maintain health and safety systems the association will carry out the following (where possible):

- Assess the possible risks to volunteers and service users by carrying out risk assessments.
- Have written health and safety procedures.
- Ensure that the environment where activities are delivered have adequate heating, lighting, ventilation and fire exits.
- Regularly check for possible dangers e.g. electrical equipment, hazardous substances.
- Ensure that all equipment used by the association is suitable for its intended use and is properly maintained and used.
- Ensure that all volunteers and service users are aware of the fire procedure, location of alarms and fire equipment and that regular fire drills are carried out.
- Ensure that all volunteers and service users are aware of the procedure in case of accidents (a first aid box will be available at all times and an accident book kept).
- Provide appropriate protective clothing [if required].

Accidents and ill health at work are reported under RIDDOR (Reporting of Injuries, Diseases and Dangerous Occurrences Regulations) ([see http://www.hse.gov.uk/riddor](http://www.hse.gov.uk/riddor)) and the relevant accident book should be filled in.

Responsibilities of the Directors and volunteers.

The Directors consider matters of health and safety as extremely important and all those involved in South Warwickshire Local Food Activities will be expected to:

- Take reasonable care of their own health and safety and that of others around them.
- Co-operate with the association on matters of health and safety.

- Use equipment correctly and request or be willing to receive training if necessary.
- Provide guidance to service users and act responsibly to ensure their health and safety.
- Make sure the accident book is maintained up to date and reviewed regularly

Service users.

The Directors will ensure that service users are also made aware of their responsibilities and must:

- Agree to use the equipment in a safe manner with regard to the health and safety of those around them [or the management can ask them to leave etc].
- Report any issues they feel are a hazard to themselves or others.

It is not possible to detail here all the health and safety matters that come up on a day-to-day basis, so the Directors, volunteers and service users must constantly be mindful of their responsibilities individually and collectively for the safety of themselves and others.

Overall and final responsibility for health and safety on our farm site is that of: Grower. A general table of actions and responsibilities is appended to this document (annex 1)

Day-to-day responsibility for ensuring this policy is put into practice is delegated to: any staff on site

Reviewed by the Steering Committee on :

Review due:

Annex 1: General Table of general policies, responsibilities and actions

Statement of general policy	Responsibility of	Action / Arrangements
To prevent accidents and cases of work-related ill health and provide adequate control of health and safety risks arising from work activities	Head grower	Relevant risk assessments completed and actions arising out of those assessments implemented. (Risk assessments reviewed when working habits or conditions change.) Risk assessments available for all employees and volunteers to read.
Provide clear instructions and information, and adequate training, to ensure staff are competent to do their work	Head Grower	Employees and volunteers given necessary health and safety induction and provided with appropriate training (including working at height, moving and handling and using tools) and personal protective equipment. We will ensure that suitable arrangements are in place to cover employees engaged in lone working.
To engage and consult with staff on day-to-day health and safety conditions and provide advice and supervision on occupational health	Head grower/ All staff	Employees and volunteers routinely consulted on health and safety matters as they arise but also formally consulted at regular health and safety performance review meetings or sooner if required.
To implement emergency procedures - evacuation in case of fire or other significant incident. You can find help with your fire risk assessment at: (See note 1 below)	Head grower	Escape routes well signed and kept clear at all times. Evacuation plans are tested from time to time and updated as necessary.
To maintain safe and healthy working conditions, provide and maintain plant, equipment and machinery, and ensure safe storage / use of substances	Head grower/ General administrator	Toilets, washing facilities and drinking water provided. System in place for routine inspections and testing of equipment and machinery and for ensuring that action is promptly taken to address any defects. Substances hazardous to health stored appropriately
To ensure adequate first aid provision through some staff members being first aid trained and with a manual with the first aid kit	Head grower/ Administrator	First aid training for some staff First aid kits with first aid manual Accidents and ill health at work reported under RIDDOR (Reporting of Injuries, Diseases and Dangerous Occurrences Regulations) http://www.hse.gov.uk/riddor