

Friends of Holly Hayes Wood – Health and Safety Policy

Introduction

This policy statement supports the *Friends* vision of owning, safeguarding and improving the areas of Holly Hayes Wood, Coalville Meadows and Forest Rock Wood, or any other adjacent area to Holly Hayes Wood, by demonstrating the value of woodland to the local community and proving the concept of community owned woodland.

General Policy

Friends of Holly Hayes Wood's policy is to operate its business, in accordance with the Health and Safety at Work Act 1974, to ensure, so far as is reasonably practicable, the health and safety of its employees & contractors, and to provide appropriately for the health and safety of others who may be affected by its undertakings –

i.e. other workers, volunteers, visitors, neighbours and members of the public.

We aim to:

- Provide adequate control of the health and safety risks arising from our work activities;
- Develop and adopt working methods and operational techniques which are safe and without risk to health;
- Consult with our employees & contractors on matters affecting their health and safety;
- Provide and maintain safe equipment;
- Make premises and work activities safe for other workers and visitors who may be affected by the activities of Friends of Holly Hayes Wood;
- Ensure that facilities provided for the use of members of the public and activities led by Friends of Holly Hayes Wood are safe and without risk to health;
- Provide training and information to employees & contractors to ensure that working methods, machinery and equipment are fully understood and that all employees & contractors are capable of carrying out safely the tasks allocated to them;
- Ensure that all employees & contractors are competent to do their tasks;
- Prevent accidents and cases of work-related ill-health;
- Maintain safe and healthy working conditions;
- Use only machines and equipment which satisfy appropriate standards of safety, ergonomics and reliability;
- Keep under constant review the possibility of purchasing or developing machines, equipment and substances with improved safety standards;
- Provide and require the use of suitable tested safety devices and protective equipment and clothing;
- Review and revise this policy as necessary at regular intervals.

Organisation and Responsibilities for Carrying out the Policy

The primary responsibility for health and safety rests with the Board of Directors of Friends of Holly Hayes Wood.

The Directors are responsible for all aspects of health and safety related to the activities of Friends of Holly Hayes Wood. They will ensure that there is an effective policy for the organisation and will monitor and review the effectiveness of this policy periodically.

All employees & contractors have to:

- Co-operate with the Directors on health and safety matters;
- Take reasonable care of their own health and safety and that of fellow workers;
- Report all health and safety concerns to the Directors;
- Complete risk assessments for project work;
- Operate in accordance with lone worker guidelines (see below).

Accidents, First aid & work related ill health

- A field first aid box will be carried by designated supervisors at all times, who will be identifiable by high visibility clothing and identified during the registration process.

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- All accidents, near misses and cases of work related ill health are to be recorded in the Accident Book.
- The Accident Book will also be carried by the appointed supervisors.
- The Friends of Holly Hayes Wood Project Officers are responsible for reporting accidents, diseases, near misses and dangerous occurrences to the Directors.
- The Directors are responsible for reporting work-related accidents, diseases and dangerous occurrences, in accordance with RIDDOR 1995.
- The Friends of Holly Hayes Wood Directors are responsible for investigating accidents, near misses and work-related causes of sickness absences, as well as acting on investigation findings to prevent a recurrence or any future accidents.

Emergency Procedures

- Electrical equipment and Fire Extinguishers will be checked regularly at all offices.
- Escape routes, via the permissive paths, will be kept clear and unobstructed

Key Areas of Risk

Examples of some of the key areas of risk within the work of Friends of Holly Hayes Wood are:

- Display screen equipment (VDUs)
- Electricity
- Forest machinery
- Noise
- Slips, trips and falls
- Stress
- Working alone
- Transport
- Working environment

Lone Worker Guidelines

All lone working must be pre-approved by a Director of Friends of Holly Hayes Wood

All staff & contractors will have access to a mobile phone.

High visibility clothing will be worn at all times.

Staff & contractors should inform each other of any visits they have planned, including details of location, expected departure and return times. Staff & contractors to contact each other when they arrive back at their office.

If staff & contractors are not expected to return from a visit within office hours, they should inform their family of location of visit and expected return time.

All staff & contractors and their families should have contact details of other staff & contractors members and their families, for out-of-office contact, in case of emergency.

Implementation

All Friends of Holly Hayes Wood Directors and employees & contractors will receive a copy of this policy and be aware of its contents and requirements.

This policy will be reviewed by the Board of Directors every six months. If aspects of the policy are no longer valid, or if there has been a significant change in the matters to which it relates, or in legislation, the Directors will agree changes to the policy, as required.

Last Reviewed

Date: 28th September 2011

Signed:



Position: Chairman (on behalf of Friends of Holly Hayes Wood Board of Directors)

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