

Edible Landscapes London Ltd
Health and Safety Policy

Introduction

This is a statement of policy by Edible Landscapes London (ELL) about its intentions, organisation and arrangements for ensuring the health and safety at work of its volunteers, whilst on ELL premises.

Statement of intent

It is the policy of Edible Landscapes London to ensure, so far as is reasonably practicable, the health, safety and welfare of its volunteers whilst at work and of any other persons who may be affected by our undertakings, and to comply with the Health and Safety at Work etc. Act 1974 and all other allied relevant legislation as appropriate.

Objectives

In order to achieve compliance with our statement of policy, Edible Landscapes London has set the following objectives:

- To establish and maintain effective standards for health, safety and the protection of the environment at its office and sites;
- To ensure that these standards are communicated to all volunteers;
- To identify risks and set in place programmes to remove or reduce those risks;
- To ensure that all personnel are given the necessary information, instruction and training to enable them to work in a safe manner;
- To monitor the implementation and operation of the policy at the Edible Landscapes London site; and
- To develop and encourage safety, health and environmental awareness and participation of volunteers.

Implementation

The Safety Policy is the direct concern of all volunteers.

Monitoring

Monitoring of the Safety Policy is the responsibility of the administration staff who will report to the Management Team at regular intervals and recommend changes where necessary.

Policy review

The effectiveness of this general policy statement and other specific policies will be regularly reviewed and revised as and when necessary.

signed:

name:

date:

SECTION 2

Organisation and responsibilities - general organisation

Arrangements for Health, Safety will be organised by the board of directors. ELL has nominated Jo Homan responsible for Health and Safety matters. All volunteers are expected to set a personal example and take reasonable care for the Health and Safety of themselves and others who may be affected by their actions whilst on site. Volunteers who are responsible for supervision of other volunteers and sessional workers are expected to promote and encourage a safety awareness in volunteers.

Specific responsibilities

To ensure the prevention of ill health, the avoidance of accidents and the promotion of a safe and healthy site, the following responsibilities have been established.

Board of Directors

The ELL directors have established the overall Health and Safety Policy and is responsible for implementing and monitoring the policy in the following manner:

- Keeping the policy under review;
- Monitoring the policy's implementation, and setting targets where appropriate;
- Ensuring that the relevant resources are made available to enable the policy to be implemented; and
- Maintaining liaison with all external agencies and bodies on matters related with health and safety e.g. HSE, Fire Authority, Environmental Agency etc.

The directors are responsible for:

- Ensuring our work is, as far as is reasonably practicable, conducted without detriment to the health and safety of volunteers or others who may be affected by our activities;
- Ensuring that all reportable accidents are reported to the enforcement authorities in accordance with statutory requirements;
- Ensuring that all accidents, incidents and near misses, are reported. Reviewing all such reports and ensuring that a full investigation is carried out (where appropriate) and remedial action taken, where necessary; and
- Ensuring that adequate provision is made for first aid within on site.

Volunteer responsibilities

- Co-operate in implementing the requirements of this policy;
- Refrain from doing anything which is dangerous to themselves or others;
- Communicate to other volunteers any situations or practises which may lead to injuries or ill health;
- Ensure that any equipment issued to them, or for which they are responsible, is correctly used and stored;
- Be responsible for good housekeeping in the area in which they are working.
- Report all accidents, incidents, dangerous occurrences and near misses.

Edible Landscapes London - visiting professionals

Sessional workers on site are required to comply with all appropriate and relevant rules and regulations governing their work activities. Visiting professionals are legally responsible for their own workforce and for ensuring that their work is carried out in a safe manner.

SECTION 3

General arrangements for health and safety - communication

The person designated with responsibility for communicating health and safety information and advice from Edible Landscapes London is Jo Homan. Communication will be maintained with all external agencies involving health and safety matters. Records of all correspondence will be maintained.

Health and safety training

ELL is committed to involving volunteers at all levels in the maintenance of health and safety standards and to provide them with adequate information, instruction and training. Courses may be used to provide professional health, safety, environmental and occupational training as required. All new volunteers will be made familiar with the ELL general policy and safety procedures upon commencement of volunteering.

Training needs of all volunteers will be regularly reviewed in accordance with the ELL policy and health and safety training needs identified.

Health and safety monitoring

In order to ensure that matters relating to health and safety are dealt with promptly, these matters will be discussed regularly at the ELL meeting.

Procedures

Supplementary to the general Policy Statement, there will be specific policies and procedures developed which describe, in detail health and safety provisions in a place within the organisation.

Health and safety policies which should be read in conjunction with the general policy will be developed as follows;

- Management of health and safety, including risk assessment
- The Reporting of Injuries, Disease and Dangerous Occurrences Regulations 1995 (RIDDOR)
- Incident and accident investigation
- First Aid at Work
- Personal Safety / Aggression & Violence

Additional policies and procedures will be developed to meet identified needs or circumstances. Policies and procedures will be regularly reviewed and revised as and when necessary.

Safe systems of work

Volunteers who are responsible for the supervision of other volunteers and visiting professionals are expected to identify, provide and maintain safe systems of work. Volunteers who are responsible for organising the provision and maintenance of safe systems of work must ensure that any change in a previously established safe system of work is safe and without risk to health.

Safe place of work

Adequate arrangements must be made to keep the site in a clean, orderly and safe condition. We will provide and maintain a safe means of access to and egress from

the site. Adequate arrangements shall be made for flammable, toxic and corrosive substances to be stored and used safely.

Risk assessments

Formal risk assessments shall be conducted of all activities which present significant hazards to volunteers and any others. The findings of all risk assessments shall be recorded and brought to the attention of all volunteers in order that safe systems of work can be maintained. Risk assessments will be reviewed on a regular basis and revised as necessary.

Monitoring and recording

The management team is responsible for conducting routine monitoring of the ELL site. Records will be maintained of all inspections carried out in accordance with this policy. All major incidents and accidents will be investigated in accordance with this policy. All accidents will be recorded in the incident book. ELL procedures are followed for reporting accidents.

First aid

ELL aims to provide a trained first aiders at the site. Volunteers responsible for the supervision of other volunteers must ensure that adequate facilities and arrangements are provided in respect of first aid and that these facilities are adequately maintained. Volunteers will be informed of the location and arrangements for the first aid. First aid equipment, facilities and suitability of persons to administer first aid must be adequate and appropriate.

Fire

Procedures in the use of fire fighting equipment, means of escape, fire alarms and fire drills shall be agreed at the regular meetings and effective steps taken to ensure all volunteers are familiar with the procedure. Any fire detection and fire fighting equipment provided within the ELL premises and properties will be routinely maintained and subject to regular inspection and testing in accordance with current guidelines and statutory requirements.

Work equipment

The Provision and Use of Work Equipment Regulations 1998 require that volunteers receive adequate instruction, information and training as necessary in order to use work equipment safely. ELL will select and purchase work equipment that is deemed suitable and 'fit for purpose' and aim to ensure that suitable and sufficient information, instruction and training is provided to volunteers who are to use such work equipment.

All work equipment will be routinely maintained and repaired as necessary. Adequate arrangements will be made to ensure that work equipment which requires inspection and testing will be subject to routine testing as required and records maintained.

Personal protective equipment (PPE)

All volunteers are issued with appropriate personal protective equipment and clothing based upon the nature of their voluntary work and from risk assessment. All volunteers are to be in possession of appropriate PPE at all times when required. PPE is to be maintained in good order at all times and will be replenished by ELL. Damaged or unserviceable PPE will be removed from general service and