

# Health and safety policy



## Policies

**Purpose:** The Patchworking Garden Project has a suite of policies to ensure safe and effective working in the charity. This policy is about Health and Safety in the project.

This is the statement of general policy and arrangements for:		<u>Patchworking Garden Project Health and Safety</u>
<b>The Trustee Board</b>		has overall and final responsibility for health and safety
<b>Carmel O'Shea, Project Leader</b>		has day-to-day responsibility for ensuring this policy is put into practice
<b>THIS POLICY SHALL BE REVIEWED EVERY 12 MONTHS AND AFTER AN INCIDENT</b>		
Statement of general policy	Responsibility of: Name/Title	Action/Arrangements (What are you going to do?)
Prevent accidents and cases of garden activity-related ill health by managing the health and safety risks in the garden	Carmel O'Shea	Make all new volunteers aware of Risk Assessment Method Statements held in the office. Ensure the risk associated with each task documented on the board each day is discussed with those undertaking the task before commencing.
Provide clear instructions and information, and adequate training, to ensure volunteers are competent to do their work	Carmel O'Shea	Health and Safety training is incorporated into volunteer induction and at introductory sessions. The need for appropriate clothing and protection for specific tasks is enforced. We will emphasise that no one is to commence a task with which they feel uncomfortable or unable to undertake or for which they have not received sufficient training.
Engage and consult with volunteers on day-to-day health and safety conditions	Carmel O'Shea	Ensure Health and Safety is viewed as a shared responsibility. Encourage all to report and/or act on hazards they perceive. Task related discussion of risks as above
Implement emergency procedures – evacuation in case of fire or other significant incident.	Carmel O'Shea	Ensure all volunteers are aware of the procedure if emergency services are called – initially at induction and subsequent reminders at 4 monthly intervals.

Maintain safe and healthy working conditions, provide and maintain equipment and machinery, and ensure safe storage/use of substances	Carmel O'Shea	Emphasise the need to alert garden hosts to defective tools which are stored separately awaiting repair. Servicing of machinery and checking of tools to be undertaken regularly. COSSH rules for storage of petrol/oil to be applied. PAT for all appliances/tools over 2 years old
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Signed: (Chair of Trustees) Isobel Gowan	Date: 23 <sup>rd</sup> October 2018
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Health and safety law poster is displayed at (location)	In the tool shed
First-aid box is located:	In kitchen shed– in filing cabinet marked FIRST AID
Accident book is located:	In kitchen shed– in filing cabinet marked FIRST AID

Accidents and ill health at work reported under RIDDOR (Reporting of Injuries, Diseases and Dangerous Occurrences Regulations) <http://www.hse.gov.uk/riddor>

# Risk assessment

**For the Patchworking Garden Project the Risk Assessment Method Statements are available for everyone who uses the project.**