

# Health and safety policy

<b>This is the statement of general policy and arrangements for:</b> <b>FRIENDS OF BARNES COMMON</b>		
<b>SAFEGUARDING DIRECTOR ADRIAN PODMORE</b>		<b>has overall and final responsibility for health and safety</b>
CONSERVATION MANAGER WILL DARTNELL COMMUNITY & OUTDOOR LEARNING MANAGER SHARON MORGAN		<b>has day-to-day responsibility for ensuring this policy is put into practice</b>
<b>Statement of general policy</b>	<b>Responsibility of: Name/Title</b>	<b>Action/Arrangements (What are you going to do?)</b>
Prevent accidents and cases of work-related ill health by managing the health and safety risks in the workplace	SAFEGUARDING DIRECTOR ADRIAN PODMORE CONSERVATION MANAGER WILL DARTNELL COMMUNITY & OUTDOOR LEARNING MANAGER SHARON MORGAN	Relevant risk assessments completed and actions arising out of those assessments implemented. (Risk assessments reviewed when working habits or conditions change.)
Provide clear instructions and information, and adequate training, to ensure employees are competent to do their work	BOARD OF DIRECTORS CONSERVATION MANAGER WILL DARTNELL COMMUNITY & OUTDOOR LEARNING MANAGER SHARON MORGAN	Staff and volunteers given necessary health and safety induction and provided with personal protective equipment and appropriate/on-going training relevant to tasks. We will ensure that suitable arrangements are in place to cover employees engaged in working remotely or in lone working conditions.
Engage and consult with employees on day-to-day health and safety conditions	CHAIRMAN MIKE HILDESLEY	Staff routinely consulted on health and safety matters as they arise but also formally consulted at regular Committee meetings or sooner if required.
Implement emergency procedures – evacuation in case of fire or other significant incident.	CONSERVATION MANAGER WILL DARTNELL COMMUNITY & OUTDOOR LEARNING MANAGER SHARON MORGAN	Escape routes well signed and kept clear at all times. Evacuation plans and emergency procedures are tested from time to time and updated as necessary.
Maintain safe and healthy working conditions, provide and maintain plant, equipment and machinery, and ensure safe storage/use of substances (COSHH)	CONSERVATION MANAGER WILL DARTNELL	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

Signed: * (Employer)	Friends of Barnes Common	Date:	DECEMBER 13 <sup>th</sup> 2018 Next Review: Dec 2021
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Health and safety law poster is displayed at (location)	KITCHEN, OFFICE, POLYTUNNEL
First-aid box is located:	KITCHEN, OFFICE, POLYTUNNEL, GATOR
Accident book is located:	OFFICE

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

For information specific to your industry please go to <http://www.hse.gov.uk>.

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