

# Health and safety policy statement

Health and safety at Work etc Act 1974

**This is the Health and Safety Policy Statement of  
The Friends of Barnes Common**

**Our statement of general policy is:**

- to provide adequate control of the health and safety risks arising from our work activities;
- to consult with our employees on matters affecting their health and safety;
- to provide and maintain safe plant and equipment;
- to ensure safe handling and use of substances;
- to provide information, instruction and supervision for employees;
- to ensure all employees are competent to do their tasks, and to give them adequate training;
- to prevent accidents and cases of work-related ill health;
- to maintain safe and healthy working conditions; and
- to review and revise this policy as necessary at regular intervals.

*Signed*

Chairman

**1<sup>st</sup> December 2015**

*Date*

**1<sup>st</sup> December 2018**

*Review date*

HSE Infoline  
0845 345 0055

HSE Website  
[www.hse.gov.uk](http://www.hse.gov.uk)

HSE Direct  
[www.hsedirect.com](http://www.hsedirect.com)

## Responsibilities

As the employer you have overall responsibility for health and safety (Box 1). You can delegate responsibility for day-to-day tasks to someone else, eg a manager or supervisor (Box 2). Make sure they keep you informed about health and safety matters: they are still your overall responsibility. You can delegate specific tasks to individuals in your organisation, by workplace area or by topic (Box 3). Responsibilities should be clearly set so that if there are any health and safety concerns, they can be reported to the right person.

Employees also have legal responsibilities to take care of the health and safety of themselves and others, and to co-operate with you to help you comply with the law.

1 Overall and final responsibility for health and safety is that of

### Chairman

2 Day-to-day responsibility for ensuring this policy is put into practice is delegated to

### Manager

3 To ensure health and safety standards are maintained/improved, the following people have responsibility in the following areas

| <i>Name</i>  | <i>Responsibility</i>  |
|--|--|
| <b>Manager</b>                                     | <b>Volunteers, Machinery, Conservation Volunteers<br/>Powered and non-powered hand-held tools, Safe Schemes of Work for work parties; Safeguarding</b> |
| <b>Education/Engagement<br/>Engagement Officer</b> | <b>Education and Community<br/>Engagement Visits, Safeguarding</b>   |

4 All employees have to:

- co-operate with supervisors and managers on health and safety matters;
- not interfere with anything provided to safeguard their health and safety;
- take reasonable care of their own health and safety; and
- report all health and safety concerns to an appropriate person (as detailed in this policy statement).

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## Health and safety risks arising from our work activities

Write down your arrangements for doing your risk assessment here.

- Risk assessments will be undertaken by

**Manager (for areas of responsibility named previously)**

**Education/Engagement Officer (for areas of responsibility named previously)**

- The findings of the risk assessments will be reported to

**Chairman**

- Action required to remove/control risks will be approved by

**Chairman**

- Responsibility for ensuring the action required is implemented

**Chairman**

- Responsibility for checking implemented actions have removed/reduced risks

**Chairman**

- Assessments will be reviewed every

**Three (3) years**

or when the work activity changes, whichever is soonest.

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## Consultation with employees

You must consult your employees. If you recognise a union and there is a union-appointed safety representative, you must consult them on matters affecting the employees they represent. If you do not have trade unions, you must consult employees either directly or through an elected representative.

- Employee representative(s) are
  - Manager**
  - Education/Engagement Officer**
  
- Consultation with employees is provided by
  - **Regular team meetings**
  - **Attendance at all Management Meetings, save for Trustees/Directors' Reserved Business**

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## Safe plant and equipment

**You will need to ensure that all plant and equipment that requires maintenance is identified, that the maintenance is done and that new or secondhand plant and equipment meets health and safety standards before you buy it.**

- **Manager**  
will be responsible for identifying all equipment/plant needing maintenance.
- **Manager**  
will be responsible for ensuring effective maintenance procedures are drawn up.
- **Manager**  
will be responsible for ensuring that all identified maintenance is implemented.
- Any problems found with plant/equipment should be reported to  
**Manager**
- **Manager**  
will check that new plant and equipment meets health and safety standards before it is purchased.

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## Safe handling and use of substances

You must assess the risks from all substances hazardous to health under the Control of Substances Hazardous to Health Regulations 2002 (as amended) (COSHH). These are your COSHH assessments. Write down your arrangements for doing your COSHH assessments here.

- **Manager**  
will be responsible for identifying all substances which need a COSHH assessment including fuels and lubricants.
- **Manager**  
will be responsible for undertaking COSHH assessments.
- **Manager**  
will be responsible for ensuring that all actions identified in the assessments are implemented.
- **Manager**  
will be responsible for ensuring that all relevant employees are informed about the COSHH assessments.
- **Manager**  
will check that new substances can be used safely before they are purchased.
- Assessments will be reviewed every

### **Three (3) years**

or when the work activity changes, whichever is soonest.

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## Information, instruction and supervision

Write down where you display the Health and Safety Law poster, or where the leaflets are available from, where people can go for health and safety advice and what provision you make for training young workers or trainees.

- The Health and Safety Law poster is displayed at/leaflets are issued by
  - In FoBC Office
  - In the Kitchen in the Cricket Pavilion

- Health and safety advice is available from
  - HSE Website
  - Office

- Supervision of young workers/trainees will be arranged/undertaken/monitored by  
**Education/Engagement Officer**

- **Manager & Education/Engagement Officer**

is responsible for ensuring that our employees working at locations under the control of other employers, are given relevant health and safety information.

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## Competency for tasks and training

All employees must be given health and safety induction training when they start work, which should cover basics such as first aid and fire safety. There should also be job-specific health and safety training. You also have to provide training if risks change, and refresher training when skills are not frequently used. Write down your arrangements for training here, including arrangements for record keeping.

- Induction training will be provided for all employees and volunteers by the following, as appropriate to task:
  - **Manager**
  - **Education/Engagement Officer**
  - **Chairman**
  
- Job-specific training will be provided by
  - **Manager**
  - **Education/Engagement Officer**
  - **Chairman**
  - **Specialist awarding body external courses as appropriate**
  
- Specific jobs requiring special training and certification where required are
  - **Spraying**
  - **Chain Saw Operation**
  - **Brushcutter**
  - **Scythes**
  - **Tractor operations**
  - **Powered and non-powered hand tools**
  
- Training records are kept at/by  
**In FoBC Office by Education/Engagement Officer**
  
- Training for staff and volunteers will be identified, arranged and monitored by
  - **Manager**
  - **Education/Engagement Officer**
  - **Chairman**

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## Accidents, first aid and work-related ill health

- The first-aid box(es) is/are kept at
  - In the Gator
  - In the Office
  - With Friends of Barnes Common Lead for all Community Engagement/Informal group activities
  - Independently with visiting group for Formal Education Visits
  
- The appointed person(s)/first aider(s) is/are
  - Education/Engagement Officer
  
- All accidents and cases of work-related ill health are to be recorded in the accident book. The book is kept by/at  
**Education/Engagement Officer. Held in a locked drawer in FoBC office**
  
- Responsibility for reporting accidents, diseases and dangerous occurrences to the enforcing authority (HSE or Local Authority as appropriate)

**Chairman**

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## Monitoring

You must be able to show that you are monitoring health and safety. You can monitor health and safety actively, eg by doing spot check visits, or reactively, eg by investigating any accidents or ill health. Record your procedures here.

- To check our working conditions, and ensure our safe working practices are being followed, we will
  - Adher to this Health and Safety Policy
  - Be aware of current HSE recommendations
  - Act to investigate any accident or ill health reported, as well as any reported 'near miss' or report of an incident in an organisation with similar operations.
  - Records will be kept of all such reports.
  
- **Financial Director**  
is responsible for investigating accidents.
  
- **Chairman**  
is responsible for investigating work-related causes of sickness absences.
  
- **Chairman**  
is responsible for acting on investigation findings to prevent a recurrence.

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## Emergency procedures – fire and evacuation

Record your emergency procedures, how often they are checked and who by.

- Responsibility for ensuring the fire risk assessment is undertaken and implemented
  - **Manager**
- Escape routes are checked by/every
  - **Manager**
  - **Checked annually in December or following any change**
- Fire extinguishers are maintained and checked by/every
  - **London Borough of Richmond upon Thames**
  - **As recommended in Council guidelines**
- Alarms are tested by/every
  - **Not applicable as at December 2015.**
  - **To be review annually in December or following any change**
- Emergency evacuation will be tested every
  - **Not applicable as at December 2015.**
  - **To be review annually in December or following any change**

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