

## Health and Safety Policy

### 1. Policy Statement

Saffron Lane Neighbourhood Council (SLNC) is committed to ensuring the health, safety, and welfare of all employees, volunteers, service users, and visitors by:

- Providing adequate control of health and safety risks arising from our work activities.
- Consulting with employees and volunteers on matters affecting their health and safety.
- Providing and maintaining safe equipment.
- Ensuring the safe handling and use of substances.
- Providing appropriate information, instruction, and supervision.
- Ensuring all employees and volunteers are competent to perform their roles and receive necessary training.
- Preventing accidents and cases of work-related ill health.
- Maintaining safe and healthy working conditions.
- Ensuring all employees and volunteers are familiar with this policy.
- Regularly reviewing and updating this policy as necessary.

### 2. Responsibilities

#### 2.1 SLNC Executive Committee

Holds overall responsibility for health and safety within SLNC.

#### 2.2 Project Managers

- Implements and oversees health and safety standards.
- Ensures risk assessments are conducted and necessary actions are taken.
- Monitors the effectiveness of safety measures and policies.

#### 2.3 Employees and Volunteers

- Cooperate with SLNC on health and safety matters.
- Use equipment safely and do not interfere with safety provisions.
- Take reasonable care of their own health and safety and that of others.
- Report health and safety concerns to the Project Managers.

### 3. Risk Assessment

- The Project Managers will conduct risk assessments and report findings to the SLNC Executive Committee.
- Actions to remove or reduce risks will be implemented and reviewed regularly (at least annually or when work activities change).

### 4. Employee and Volunteer Consultation

- Regular health and safety discussions will be held, including meetings before and during risk assessments.

- The Project Managers will be available to discuss concerns.

## 5. Safe Equipment

- Equipment maintenance needs will be identified and addressed.
- Maintenance procedures will be developed and implemented.
- New equipment will meet health and safety standards before purchase.

## 6. Safe Handling and Use of Substances

- Hazardous substances will be identified and assessed under the Control of Substances Hazardous to Health (COSHH) regulations.
- COSHH assessments will be conducted, and necessary actions implemented.
- Employees and volunteers will be informed about safety measures.
- Safe usage of new substances will be confirmed before purchase.

## 7. Information, Instruction, and Supervision

- The Health and Safety Law poster will be displayed in the Reception area.
- Employees and volunteers will receive training and information on health and safety procedures.
- Induction and refresher training will be provided regularly.

## 8. Accidents, First Aid, and Work-Related Ill Health

- A first aid box will be maintained in the Reception area.
- Certified First Aiders will be identified and made known to staff and volunteers.
- All accidents and work-related illnesses will be recorded in the accident book.
- The Project Managers will report incidents in line with the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR).

## 9. Monitoring and Review

- The Project Managers will investigate accidents and sickness absences.
- Findings from investigations will be used to improve health and safety measures.
- Compliance with safety procedures will be regularly reviewed.

## 10. Outdoor Gardening Health and Safety

- Volunteers and employees must wear appropriate clothing, including gloves, sturdy footwear, and weather-appropriate attire.
- Gardening tools and equipment must be stored safely and checked before use.
- Risk assessments will be conducted for outdoor activities, including the use of sharp tools, heavy lifting, and exposure to allergens or hazardous plants.
- Safe handling techniques for soil, compost, and fertilizers must be followed.
- Hydration and sun protection will be encouraged during outdoor work in hot weather.
- Volunteers and employees must be aware of proper manual handling techniques to prevent strain or injury.

- Emergency contact procedures must be in place for outdoor activities.

### **11. Emergency Procedures – Fire and Evacuation**

- A fire risk assessment will be conducted and reviewed regularly.
- Escape routes will be checked and maintained.
- Fire extinguishers will be inspected annually.
- Emergency plans will be developed and communicated to staff and volunteers.
- Fire evacuation procedures will be displayed in all rooms.
- During evacuations, staff in/out boards and visitor logs will be used for roll calls.

### **12. Policy Review**

- The SLNC Executive Committee will review this policy annually and amend it as necessary to ensure the continued safety and welfare of all employees, volunteers, and service users.