

7. Health & Safety Policy & Procedures

Introduction

The PLOT 22 Trustees accept ultimate responsibility for health and safety and are committed to ensuring that these responsibilities are fully discharged throughout the organisation.

PLOT 22 Trustees consider health and safety to be a core management function and therefore will ensure that the necessary resources are available to implement the policy successfully. This includes ensuring that the policy is communicated effectively and that staff and volunteers are competent to fulfil their health and safety roles.

PLOT 22 Trustees accept that successful health and safety management can only be achieved through planning, and that the policy must be regularly reviewed and developed. The primary responsibility for implementing the policy lies with the Project Director.

Scope

This policy applies throughout PLOT 22 being a requirement of the Health & Safety at Work Act 1999. It is the primary Health & Safety document within PLOT 22 and is supported by our Risk Strategy and Risk Assessment forms and Health and Safety procedures.

Safety statement

PLOT 22's policy is to provide and maintain safe and healthy working conditions, equipment and systems of work for all paid workers, support volunteers and participants and to provide such information, training and supervision as is needed for this purpose. PLOT 22 also accepts responsibility for the health and safety of other people who may be affected by its activities as set out in our Risk Strategy.

Organisational arrangements

Overall and final responsibility for health and safety in PLOT 22 is that of the Trustees. The Trustees are responsible for the overall operation of the health and safety policy, including policy implementation and review and investigating serious accidents.

The CEO is responsible for ensuring that risk assessments are in place throughout the organisation and reviewed annually.

The CEO is responsible for the day-to-day operation of the health and safety policy and for recording all accidents and reporting serious accidents or near misses to the Trustees and where appropriate RIDDOR. These records are kept in an appropriate Accident Log for six years from the date of the incident.

We will safeguard children and vulnerable adults participating in activities at PLOT 22 in accordance with our Procedures for Safeguarding Children and Vulnerable Adults.

All paid workers, support volunteers and participants have a responsibility to co-operate with outside organisations to achieve a healthy and safe working and learning environment and to take reasonable care of themselves and others.

Whenever a paid worker or support volunteer notices a potential or actual health and safety problem that they are not able to put right they must inform the CEO. Paid workers, support volunteers and participants should be made aware of the problems caused by extremes of weather i.e. heat and sun, cold, heavy winds, heavy rain etc. and advised on what is suitable clothing and footwear for working outside. They should also be made aware that very young children and those with disabilities may need assistance to safely use the compost toilet. If personal care assistance is necessary this must be done by the support person accompanying the participant or child. PLOT 22 team are not permitted to provide this support for safeguarding reasons.

Everyone participating in PLOT 22 sessions will be given advice and guidance on the correct use of tools and it is their responsibility to follow these. An inventory checklist of equipment and tools kept on site will be reviewed annually. It is the responsibility of session leaders to check tools are safe and fit for use. If found to be unsafe (eg broken) they will be put in a safe place and other paid workers and support volunteers will be informed.

Before anyone conducting a group activity uses knives or fire on site they must conduct a Safe Knife Use Risk Assessment and Safe Fire Risk Assessment and ensure participants have been inducted into safe behaviours and the identified actions have been taken to minimise risk. This includes making participants aware of potential toxic plants and fungus present on site.

All paid workers and support volunteers must complete a Health & Safety Induction and give signed agreement that they have read and will abide by this Health and Safety Policy and follow the attached procedures relating to Fire, First Aid, Food Safety and Hygiene.