



HEALTH & SAFETY POLICY

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The Health and Safety Representative at Forest Upcycling Project is Matt Jones, any concerns regarding health and safety should be reported directly to him.

1 **HEALTH AND SAFETY POLICY**

- 1.1 The policy of the Forest Upcycling Project is to develop working practices which make proper provision for the health, safety and welfare at work for all employees and all users of services provided by the Project.
- 1.2 Health and safety at work is an integral part of the responsibility of the management.
- 1.3 A system of consultation is maintained to promote good practice covering health and safety at work.
- 1.4 All employees are expected to accept their responsibility to work safely, to use any safety equipment provided, adhere to safety rules and generally assist in maintaining safe and healthy conditions.
- 1.5 The Project Management Group and Health and Safety Representative are responsible for the operation of this policy in the areas for which she/he is accountable, and it will be implemented through the existing management structure.

2 **ORGANISATION AND ARRANGEMENT FOR CARRYING OUT THE POLICY**

2.1 **IMPLEMENTATION**

The Health and Safety Policy implemented through the Management Structure.

2.2 **CONSULTATION PROCEDURE**

- a) The Health and Safety Representative will report to the Trustees on any relevant Health & Safety issues.
- b) The Health and Safety Representative will liaise with staff/volunteers on a regular basis and be keen to give regular reminders on safety issues.



2.3 HEALTH AND SAFETY REPRESENTATIVE

The Health & Safety representative is also the Fire Officer.

He/she has a responsibility for:

- a) Making a monthly check of the building and taking any concerns through the appropriate channels.
- b) Identifying training needs.
- c) Dissemination of information or by arranging appropriate training.
- d) Appropriate keeping of diaries for training First Aid etc.

2.4 PROJECT WORKER

General: The Project Worker must ensure that all operations under the control of the Forest Upcycling Project are conducted in accordance with the provisions of the Health and Safety at Work Act 1974, and other relevant legislation, and comply with the health and safety standards as laid down by the Project Management Group. This will include:

- a) Providing safe systems of work and procedures.
- b) Providing information and ensuring adequate training, as required, to safeguard as far as is reasonably practicable the health and safety of people under their control and others who may be affected by their work.
- c) Knowing the details of required standards contained in statutory regulations and approved codes of practice and applying such standards both in design and operation.
- d) Ensuring that employees/volunteers work safely.
- e) Investigating accidents (in conjunction with H&S representative) in the area under their control, establishing the cause and preventing recurrence.
- f) Reporting all accidents to Project Management Group.
- g) Ensuring that employees/volunteers receive adequate instruction, training and supervision to work safely.
- h) Ensuring the safety of visitors and members of the public whilst on Forest Upcycling Project properties or engaged in Project activities.



2.5 EMPLOYEES / VOLUNTEERS – GENERAL DUTIES OF EVERY EMPLOYEE / VOLUNTEER

Under the Health and Safety at work etc., Act 1974, every employee or volunteer, while at work, has a legal duty:

- a) To take responsible care for the health and safety of himself/herself and of others who may be affected by his/her acts or omissions at work.
- b) As regards any duty or requirements imposed on his/her employers or any other person by or under any of the relevant statutory provisions to co-operate with him/her so far as is necessary to enable the duty or requirement to be performed or complied with.
- c) Neither intentionally nor recklessly to interfere with or misuse anything provided in the interests of health, safety or welfare in pursuance of any of the relevant statutory provisions.

2.6 HEALTH AND SAFETY TRAINING

The Forest Upcycling Project will provide such instruction and training as necessary to ensure, so far as is reasonably practicable, the health and safety at work of the employees.

2.7 HEALTH, SAFETY /ENVIRONMENTAL STANDARDS

The Forest Upcycling Project will provide and maintain a working environment for employees/volunteers which is, so far as is reasonably practicable, safe and without risk to health.

2.8 HAZARDS

Personal hazards could arise from lifting, handling, falling, striking against obstructions or being struck, exposure to certain dusts, gases, vapours, heat, noise and vibration. Awareness of hazards will be made available to staff and volunteers appropriate to the relevant working environment and tasks undertaken. Only competent staff and volunteers to use the electrical equipment such as chop saws and electric sanders. Competency is judged from conversations with the individuals themselves and an analysis of their experience of using such equipment. Training on the risks of using the equipment and how to minimise this is given to individuals deemed competent.



2.9 **SAFE SYSTEMS OF WORK**

The Project Worker, in conjunction with appropriate personnel, will design and implement safe systems of work.

2.10 **INTRODUCTION OF NEW TYPES OF MACHINE, PROCESS OR MATERIAL AND PLANT LAYOUT**

When it is planned to introduce any new type of machine, process, material or plant layout, the Project Management Group will ensure that the workforce are consulted and that the required health, safety and environmental standards will be met.

2.11 **WEARING OF PROTECTIVE CLOTHING / EQUIPMENT**

It is the duty of Project Management Group to provide a safe system of work. Where it is necessary to wear approved protective clothing or personal protective equipment, the Project Worker (taking specialist advice as appropriate) will instruct those concerned, thereafter, that the clothing or equipment must be worn at all times under the conditions which have been specified.

2.12 **ACCIDENTS**

All dangerous occurrences must be recorded in the Accident Book.

All Accidents or incidents, where personal injury is sustained must be recorded in the Accident Book.

These must be reported to the Project Management Group for appropriate action.

First Aid boxes will be provided. (Responsibility of Health & Safety Representative).

2.13 **PERSONAL INJURY**

In the event of personal injury sustained whilst at work, the injured party or witness must report the injury to the Health & Safety Representative, Project



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Worker and Project Management Group. The first duty of the Project Management Group is to put into place practices to ensure care of any injured person.

2.14 **SAFETY RULES FOR CONTRACTORS**

Contractors and their personnel should, when on the site, obey all safety regulations. The responsibility for advising on these regulations rests with the Project Worker/Project Management Group contracting the work, in collaboration with the employee in the work area. Contractors will not be allowed to start work in any area until prior notice has been given to the member of staff concerned.

2.15 **HEALTH AND SAFETY CHECKS AND SURVEYS**

The Project Management Group will ensure that all statutory inspections and other checks and surveys required either under the Law or company procedures are carried out on time.

2.16 **EMERGENCY ARRANGEMENTS**

Adequate arrangements exist for providing police, fire and medical services in the event of any emergency. Action must be initiated by any person requiring the service by dialling the national '999' service.