



Health and Safety Policy

Updated: by Sue Brown, Project Manager 20th June 2019

Ratified at Board meeting on 9th July 2019

Introduction:

Growing Works recognises and accepts its responsibility for providing a safe and healthy working place and environment for all its staff, participants and volunteers. Growing Works ensures it operates within the Health and Safety at Work Act 1974. The Growing Works Board Members are responsible for ensuring that staff, volunteers and participants are aware of the H&S policies and that these are carried out by a member of the Board, Project Manager or member of staff. This policy is reviewed on an annual basis by the Project Manager and Board. Also in the event of an incident that necessitates review or following changes in legislation.

The Project Manager is responsible for ensuring an induction takes place for all new staff and volunteers to the organisation in order that all are aware of Health and Safety policies and procedures.

All Growing Works staff and facilitators will demonstrate basic safety practices by instructing new participants and volunteers and setting a good example by not taking any short cuts in working practices.

Growing Works want to ensure the safety of all Growing Works staff, volunteers, participants or visitors. If anyone should see any potential hazard or is uncomfortable about any task on the grounds of safety Growing Works hope that this can be communicated to any member of the team and dealt with promptly.

First Aid at Work:

There will be a minimum of one designated first-aider at each session. Growing Works offer outdoor first aid at work training to all staff that have completed a probationary period. This will be in work time for salaried staff and the cost of the course (but not their time) will be paid for sessional staff.

All first aiders will be displayed in the office base and at Wakefield Road. At other sites First Aiders will be named in the Risk Assessments signed by all staff. Designated first-aiders will only deal with minor issues. For more serious cases, Growing Works first-aiders will involve the relevant emergency services. First aid kits are to be taken on site or already be available which are clearly marked, appropriately stocked and regularly checked. All staff and facilitators should acquaint themselves with both the location of first aid boxes and the identity of the qualified first aiders within the organisation. Location of nearest defibrillator is noted on all site risk assessment.

Risk Assessment:

The Management of Health and Safety at Work Regulation 3 states that Growing Works are required by law to carry out a suitable and sufficient assessment of health and safety risks to employees and others to ensure that any risk to health and safety



is minimised. Risk Assessments are taken to each session and a copy filed at the office. Assessments are completed for each site and it is the staff or facilitator's responsibility to ensure that volunteers and participants are made aware of this. Any new activity on site will require that a separate (dated) risk assessment is carried out, sessions where multiple activities take place require sessional risk assessments. Site & session specific risk assessments are prepared for each weekly family 'Sprout' session, staff are briefed pre session and parents & children have potential hazards highlighted. Dynamic risk assessment is undertaken at start and throughout sessions. For groups or individuals using Growing Works allotment facilities formally or informally, Growing Works ask users to sign a declaration that states they are aware of the site risk assessment and will adhere to all Growing Works Health and Safety regulations.

Growing Works are aware that risk assessment is a continuous process and where fresh concerns, or hazards are identified in the workplace further risk assessments will be carried out or reviewed. Risk assessments should also be carried out dynamically during session and considers mental wellbeing as well as physical safety.

Any issues, potential or actual, relating to health and safety and risk should be raised with the Project Manager or Family Coordinator. Any staff unaware of a risk assessment for any task or is unsure how to safely undertake the activity must refer to the Project Manager or Family Coordinator who will take any necessary action. Risk assessments are stored in the office base and a hard copy is available on every session.

Accident Reporting:

Growing Works have a 'prevention is best' attitude and make every attempt to assess all our activities to ensure that accidents are minimised both indoors and outdoors. Any accident or near accident at any of Growing Works sites will be both reported, recorded and evaluated for appropriate remedial action. All accidents at work, no matter how minor, will as an absolute minimum be recorded in the accident record pad and stored at the office base. Forms are available in first aid kits and must be returned to office when completed for filing and adding to accident report spreadsheet. Accident information to be reviewed by the Board at each meeting.

Growing Works is also aware of the responsibilities for the RIDDOR regulations (i.e. Reporting of Incidents Diseases and Dangerous Occurrences Regulations) which may cover a health problem resulting from a work activity and will comply with such requirements.

Bodily Fluid Spillages:

In the rare instances where staff encounter bodily fluids such as blood, saliva, vomit etc. extreme care should be taken:

1. All bodily fluids are to be treated as Substances Harmful to Health.
2. Staff, on discovering a spillage are to:
 - Isolate the area.
 - Inform the Family Coordinator or Project Manager.
 - In an emergency or having been contaminated refer to risk assessment for appropriate action.



3. Sharps are not to be touched directly. A sharps box is available at the Wakefield Road site and staff must follow sharps disposal procedure.

COSHH Regulations – Control of Substances Hazardous to Health:

These regulations cover substances such as chemicals, gases, bodily fluids etc which if not safely controlled could cause dangers to health. Growing Works operates under organic principles, however, use of gas lighter and stove, and some paints involve exposure to potentially hazardous substances. Refer to separate COSHH policy and safety data sheets for all hazardous substances used.

Manual Handling:

Session preparation and gardening involves some manual handling. These are covered in our activity Risk Assessment. Staff and facilitators must be trained in manual handling techniques and supervise and advise regularly about manual handling and body posture to ensure volunteers are not at risk of short- or long-term injury. Specialist equipment is available to minimise the necessity to lift heavy equipment e.g. trolleys, wheelbarrows, easy kneelers for weeding etc. Each adult participant is to complete a Physical Activity Readiness Questionnaire stored at the office where any health issue may be identified. Any relevant issues will be discussed with the volunteer/participant and appropriate action taken.

Personal Safety:

On Growing Works sites, we ensure that there are sufficient members of staff/facilitators for adequate supervision. Ratios of staff to participants are 1:8 for adult sessions, 1:2 for Young Shoots, and family supervision at Sprout in addition to staff ratio of 1:5. Participants and volunteers are made aware of their responsibility to their personal safety at all times during the sessional activities and no member of staff or facilitator will ask participants or volunteers to do anything that will put their personal safety at risk. Lone working by staff members or volunteers should be avoided where possible. If it is unavoidable lone working is only to be carried out in accordance with the Lone Working Policy.

Smoking:

Growing Works does not allow smoking within Growing Works allotment garden sites. Volunteers or Participants will be asked to leave sites if smoking. The policy applies equally to all employees and visitors to any Growing Works allotment site. Smoking at the office premises is permitted only in the outdoors designated area.

Safeguarding of vulnerable adults and children:

Regular staff facilitators and key volunteers are required to undergo enhanced disclosure barring service clearance. The organisation is committed to ensuring that the people who use its services are respected and that its working practices minimise the risk of harm. Safeguarding is everybody's concern; therefore Growing Works ensures staff and volunteers view safety and wellbeing as paramount importance. A separate Safeguarding policy details the full requirements of the responsibility of the Growing works Board and staff to ensure that policy is upheld and will take any complaints seriously.



Medication

- Medical needs must be declared before participating. Information kept on session and at the office.
- If any participant, volunteer or facilitator requires regular medication we expect the adult, carer or support worker to administer this medication and not any member of our staff or volunteers.
- Children or vulnerable adults requiring irregular medication e.g. antibiotics will not be allowed to participate on any activity without an accompanying adult/carer or responsibility to undertake their own medication.

Electricity at Work:

Growing Works use office equipment, battery powered tools, kitchens etc. Growing Works will ensure that these are within our risk assessment and ensure all staff and volunteers are aware of preventative measures. PAT testing is undertaken annually.

Butane Gas appliances:

Butane gas appliances are used such as camping stove and should be used in accordance with risk assessment 8, use of butane gas. Staff are trained in use of equipment.

Asbestos Management:

Any member of staff who comes into contact with materials or suspects that they may have come into contact with materials containing asbestos must report this to senior staff immediately in order that appropriate action can be taken by management to alleviate any risks to anyone within the workplace. Kirklees Council advise double bagging material and disposal at Council tips. Do not break up.

Fire and Emergency Evacuation:

Growing Works staff will follow correct evacuation procedures for each site. In the office premises exit the premises and meet on the grassed area above the drive. Emergency exits are through the adjacent premises both upstairs and downstairs.

In addition to fire emergencies this policy will also apply to all other emergencies such as bomb threats, gas leaks etc. where the evacuation of the building becomes a necessity.

UNDER NO CIRCUMSTANCES MUST ANYONE RE-ENTER AN EVACUATED PREMISES UNTIL THE ALL CLEAR IS GIVEN BY THE FIRE WARDEN FOLLOWING CONSULTATION WITH THE EMERGENCY SERVICES.



Overview of Health and Safety policy		Growing works
Board of Trustees	has overall and final responsibility for health and safety	
Sue Brown – Project Manager & Rachel Burnett- Project Officers	has day-to-day responsibility for ensuring this policy is put into practice	
Statement of general policy	Responsibility of: Name/Title	Action
Prevent accidents and cases of work-related ill health by managing the health and safety risks in the workplace	Sue Brown, Project Manager Rachel Burnett Project Coordinator	Relevant risk assessments completed and actions arising out of those assessments implemented. Risk assessments reviewed when working habits or conditions change or annually.
Provide clear instructions and information, and adequate training, to ensure employees are competent to do their work	Sue Brown Project Manager	Staff, volunteers, subcontractors and participants are given necessary health and safety induction and provided with appropriate training, with monitoring that safe practices are being followed.
Engage and consult with employees on day-to-day health and safety conditions	Sue Brown Project Manager, Rachel Burnett Project Coordinator	Staff routinely consulted on health and safety matters as they arise verbally, through in-house training sessions and via session evaluations.
Implement emergency procedures – evacuation in case of fire or other significant incident. https://www.gov.uk/workplace-fire-safety-your-responsibilities	Sue Brown Project Manager	Escape routes well signed and kept clear at all times.
Maintain safe and healthy working conditions, provide and maintain equipment and tools, and ensure safe storage/use of substances	Sue Brown Project Manager	Toilets, hand washing facilities and drinking water provided. System in place for routine inspections and testing of equipment and tools, ensuring that action is promptly taken to address any defects.
Accidents and near misses reported and analysed, amending practices where necessary and RIDDOR informed if required	Sue Brown Project Manager	Accident/incident reports are investigated at the time of occurrence with remedial action evaluated and implemented as appropriate.