



HEALTH & SAFETY POLICY

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1 DOCUMENT CONTROL

1.1 Revision Control

This policy shall be reviewed every year or before that when a significant change is required.

The Project Manager is responsible for ensuring review dates are met and for any changes to be approved by the Trustee Board.

2 POLICY STATEMENT

The Trustee Board of Growing Works are committed to health & safety, who accept responsibility in promoting safe working practices, compliancy to the current health and safety legislation and ensuring adequate training for personnel working at any sites used by Growing Works.

The management and staff will be mindful of potential hazards and incidences which may adversely affect employees, sessional workers, volunteers, service beneficiaries and visitors and act to eliminate or reduce these to ALARP (As Low As Reasonably Practical).

2.1 Stakeholders



Figure 1 – Stakeholders



3 RESPONSIBILITIES

3.1 Trustees

Trustees for Growing Works have a responsibility to:

- Ensure this policy is fit for purpose and compliant to legislation.
- This Policy is reviewed by the Project Manager at its assigned date
- Ensure all accidents and near misses are fully investigated.
- Ensure sufficient funding is made available for Health and Safety.
- Ensure the Project Manager and Staff have training for carrying out their tasks safely and competently.

3.2 Project Manager

The Project Manager has a responsibility to:

- 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.
- Co-operate with the Trustee Board in providing adequate control of the health and safety risks arising from our work activities.
- Ensure adherence to the Health and Safety at Work etc Act 1974 and Aspire Creating Communities Health and Safety Policy
- Ensure all accidents and near misses are fully investigated and the workplace made safe.
- Report all accidents or near misses to the Trustee Board.
- To action the agreed recommendations from accident and near miss reports in the agreed timeframe.
- Ensure all employees, volunteers, guests, visitors and contractors working with them are competent in their assigned tasks.
- Updating and maintaining first aid boxes and equipment
- Ensure training needs of all staff are identified, logged and training program out in place and up to date training records maintained.

3.3 Staff

Staff are responsible for:

- adherence to the Health and Safety at Work etc Act 1974 and Aspire Creating Communities Health and Safety Policy
- Have adequate training in carrying out their activities safely.
- Report any accidents or near misses to the Project Manager, including recording H&S



equipment used.

- Ensure all volunteers, guests, visitors and contractors working with them are competent in their assigned tasks.
- Risk Assessing sites, equipment and sessions.

3.4 General

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 shall 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 they have been assigned then they shall contact the Project Co-Ordinator to discuss.

4 FIRST AID AT WORK

There will be a minimum of one designated first-aider at each session.

Growing Works offer first aid at work training, preferably related to the outdoor environment, 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.

A record of all first aiders, when trained, next training due will be kept on the charity's document system. 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. The first aid kits will have a record sheet of when and who checked the contents, what was missing/out of date and what was replaced. 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.

5 RISK ASSESSMENT

Risk Assessments are taken to each session and a copy filed at Wakefield Road and on the OneDrive computer storage, hard copies are available at every session. Assessments are completed for each site by staff or the facilitator and ensure that volunteers and participants are made aware of this. All activities carried out on site will require a separate (dated) risk assessment is carried out. Any occasional activities or multi-activity sessions will involve sessional risk assessments. Dynamic risk assessments are undertaken and recorded by the Session Leader at start and throughout each session.

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. Copies of the H&S Policy will be kept at each site for review and kept up-to-date by the Project Co-Ordinator.



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 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 Coordinator who will take any necessary action.

6 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 reported and recorded immediately to the Project Manager 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 passed to the Project Coordinator 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.

7 COSHH – 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. COSHH safety data sheets for all hazardous substances used will be kept at each site.

All substances, excluding bodily fluids, shall be labelled, and kept in a locked cupboard/store.

7.1 Body Fluid Spillages

In the rare instances where staff encounter bodily fluids such as blood, saliva, vomit etc. extreme care should be taken to wear disposable gloves as a minimum. Staff will:

1. Treat all bodily fluids as Substances Harmful to Health.
2. Staff, on discovering a spillage are to:
 - Isolate the area.
 - Inform the Project 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 allotment site and staff must follow sharps disposal procedure.

8 MANUAL HANDLING

No person shall lift more than they are capable to do and shall not exceed 10kg.

Supervision will be given at all times to participants in light gardening duties.

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. Regular adult participants involved in manual tasks are to complete a Physical Activity Readiness Questionnaire and stored at the office on the Charity's system, where any health issue may be identified. Any relevant issues will be discussed with the volunteer/participant and appropriate action taken.

9 PERSONAL SAFETY

On Growing Works sites, we ensure that there are sufficient members of staff/facilitators for adequate supervision. The Project Co-Ordinator shall record ratios of staff to participants, which are approximately 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.

10 SMOKING

Growing Works has a NO SMOKING policy within the allotment garden sites or offices. 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.

11 SAFEGUARDING VULNERABLE ADULTS AND CHILDREN

All staff facilitators and key volunteers are required to undergo enhanced disclosure barring service clearance and recognised safeguarding training updated every 3 years. Records of this will be kept on the charity's system. 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.



12 MEDICATION

No medication will be administered by staff or volunteers. Where parents or carers are responsible for children or vulnerable adults it is the responsibility of the parent/carer to store and administer any required medication.

In event of young people attending without parents/carers (Young Shoots service) staff are only authorised to remind the young person to take the required medication.

Storage of medication: medication will be stored in a secure, locked place, clearly labelled name of individual and written instructions for use.

Emergency medication: Any participant may require emergency medication to be administered (such as Epi-pen). Participants are required to inform Growing Works prior to attending the session with written instructions of how and when to use emergency medication. Storage of medicine is ideally on the individual or in line in with above details. All staff on session are made aware of the presence of the medication. Medication can only be administered to person named.

13 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 and results of the testing record and kept on the charity's system. Should anyone find electrical equipment without a label or it is out of date, this must be removed from service with a tag explaining why, put into a locked cupboard and communicated to the Project Manager to organise a test.

14 BUTANE/PROPANE GAS APPLIANCES

Butane/Propane gas appliances should be used in accordance with a risk assessment and that staff are trained and competent in the use of the equipment. Training records to be kept on the charity's system. The Project Co-Ordinator shall ensure all relevant staff or volunteers are trained in the safe use of the equipment.

15 ASBESTOS MANAGEMENT

Any member of staff who comes into contact with materials or suspects that they may have come into to contact with materials containing asbestos must report this to the Project Manager or staff immediately in order that appropriate action can be taken to alleviate any risks to anyone within the workplace. Growing Works shall engage specialists to investigate and dispose of any asbestos identified.

16 FIRE AND EMERGENCY EVACUATION

At each site or office, at the beginning of all sessions, all staff volunteers and participants shall be made aware of the emergency evacuation route. The Project Co-Ordinator shall designate safe escape routes for all sites and send to the Project Manager to approve. These shall be reviewed yearly or before if any significant change has taken place at that site.



Emergencies include fires, bomb threats, gas leaks etc. where the evacuation becomes a necessity.

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

17 WORKSTATION ASSESSMENT

Under D.S.E. Regulations 1992, anyone using screens or keyboards will be assessed annually on the duration of use, display screen, keyboard, chair, work surface and Environment.

18 CAR/VAN INSURANCE

Growing Works is responsible to ensure any Growing Works vehicle is insured and MOT.

It is the responsibility of staff members to ensure their vehicle is road worthy and adequately insured for travel use. Management will check for validation all documents e.g. Driving licence, insurance and MOT (if relevant).

19 OVERVIEW OF THE HEALTH & SAFETY POLICY

Overview of Health and Safety Policy		Growing works
Board of Trustees	has overall and final responsibility for health and safety	
Project Manager & Staff	Have a day-to-day responsibility for ensuring this policy is adhered to.	
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	Project Manager & Staff	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	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	Project Coordinator & Staff	Staff routinely consulted on health and safety matters as they arise verbally, through in-house training sessions and via session evaluations.



<p>Implement emergency procedures – evacuation in case of fire or other significant incident. https://www.gov.uk/workplace-fire-safety-your-responsibilities</p>	<p>Project Manager</p>	<p>Escape routes are always signed and kept clear.</p>
<p>Maintain safe and healthy working conditions, provide and maintain equipment and tools, and ensure safe storage/use of substances</p>	<p>Project Coordinator</p>	<p>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.</p>
<p>Accidents and near misses reported and analysed, amending practices where necessary and RIDDOR informed if required</p>	<p>Project Manager</p>	<p>Accident/incident reports are investigated at the time of occurrence with remedial action evaluated and implemented as appropriate.</p>

