

# **Midhurst Green Volunteers**



## **Health and Safety Policy**

### **General statement of intent**

Midhurst Green Volunteers (MGV) aims to provide and maintain safe and healthy working conditions, equipment and systems of work for all volunteers and service users, and to provide such information, training and supervision as needed for this purpose. MGV accepts responsibility for the health and safety of other people who may be affected by our activities.

The policy will be kept up to date, particularly as the organisation changes in nature and size to ensure our responsibilities are met in relation to:

- Health & Safety at Work Act (1974)
- Management Regulations (1999)
- Other relevant current legislation.

To ensure this, the policy and the way in which it has operated will be reviewed every year, along with Risk Assessments, and will be advised to the Annual General meeting.

### **Responsibilities**

Overall and final responsibility for health and safety in the organisation is that of the Volunteer Coordinator.

### **Volunteers**

All volunteers have the responsibility to co-operate with supervisors to achieve high standards of safety within the work area and to take reasonable care of themselves and others. Under no circumstances will volunteers work alone. Deficiencies or defects in current arrangements must be reported to the Volunteer Coordinator.

### **Accidents**

All accidents are to be reported to Volunteer Coordinator and recorded in the organisation's accident book.

Unusual or unexpected incidents are also to be reported to the Volunteer Coordinator and recorded in the accident book for review of current arrangements.

Accident records are located near the First Aid Box.

### **First aid**

The First Aid equipment is located in the MGV van (behind the driver's seat) and will be transported to sites where volunteers are working. The Volunteer Coordinator is the appointed person responsible for the First Aid Box.

**Housekeeping and premises**

The Volunteer Coordinator will monitor that:

- safe stacking and storage methods are followed
- waste is disposed of safely in appropriate containers
- exits (where-ever relevant) are kept clear and free of obstruction
- equipment is in good working order.

**Electrical equipment**

Electrical equipment is inspected whenever required by an independent qualified service engineer.

The Volunteer Coordinator will ensure a risk assessment is prepared and safe work practices are in place.

Faults should be reported to the Volunteer Coordinator.

**Manual handling**

Manual handling will be reduced as far as possible by monitor and review of all work tasks but the work of MGV is essentially physical and includes moving bags or bins of green waste plus tools. The Volunteer Coordinator will ensure a risk assessment is prepared of manual handling tasks and agree with volunteers safe work practices. These work practices will be reviewed to meet individual needs, particularly where changes in health indicate they are not appropriate e.g. pregnancy, known back complaints. Volunteers must bring to the attention of their supervisor any health problems that may be affected by handling activities.

**Training**

An induction programme with information about Health and Safety arrangements within the organisation will be provided to volunteers. Any updates or changes to these arrangements will be discussed at meetings. Further training relevant to a volunteer’s work will be offered.

**Advice**

If further information is required, contact the Volunteer Coordinator.

**Signed** ..... **Chairman**

**Dated:**.....

**Date of Review:**.....