

# Friends of Selsdon Wood Health and Safety Policy

Overall and final responsibility for health and safety is that of: **FSW Committee**

Day-to-day responsibility for ensuring this policy is put into practice is delegated to: **Neale Fox**

Statement of policy	Responsibility of	Action / Arrangements
To prevent accidents and cases of work-related ill health and provide adequate control of health and safety risks arising from FSW activities	Person leading the activity	Carry out Risk Assessment Complete Risk Assessment Form and file as appropriate
To provide adequate training to ensure volunteers are competent to do their work	Person leading the activity in conjunction with Trained First Aider, <b>Linda Morris</b>	Keep up to date with H&S issues Attend courses as appropriate, e.g. First Aid Courses
To advise and inform volunteers about basic safety issues	Person leading the activity	Workers are informed as to the best and safest way to use any equipment
To advise workers to wear suitable clothing and advise them to wear the specialist protective gear that FSW can offer	Person leading the activity	Workers are advised to wear suitable clothing eg long sleeves and trousers to prevent scratches etc, non-flammable jackets and protective gear eg gloves, substantial shoes or boots, eye shields and hard hats
To ensure that the person leading the activity and / or the first aider is properly prepared to cope with incidents	Person leading the activity in conjunction with Trained First Aider, <b>Linda Morris</b>	Workers or visitors are asked to inform the team leader or first aider of any pre-existing conditions which could affect them during the work period eg propensity to back or muscle strain, epilepsy, asthma (smoke inhalation might affect this), of any medication which could affect treatment (eg warfarin would make cuts and grazes harder to deal with) and of allergies (eg to stings)
To implement emergency procedures - evacuation in case of fire or other significant incident	Person leading the activity	Carry mobile phone and first aid kit throughout activity Contact relevant public service for assistance
To maintain safe and healthy working conditions, provide and maintain plant, equipment and machinery, and ensure safe storage / use of substances	Person leading the activity	Ensure, as far as is practicable, that work sites are clear of hazards eg no exposed blades or upturned rakes etc to trip over Tools are well maintained and securely stored Handling of any chemicals is in line with manufacturers instructions

First-aid Kit, Risk Assessment File and Accident Book are located in FSW Store Room.

First Aid Kit is checked regularly and before each activity.

Signed:

  
FSW Chair

Date: 8/11/14

Date of Review: 20/1/15