

St Ives Community Orchard CIC

Health and Safety Policy



Statement of intent

St Ives Orchard CIC is committed to promoting the health, safety and welfare of staff, volunteers and anyone participating in events and activities so far as is reasonably practicable, and to work to ensure that its statutory duties with regards to safety are met at all times.

How we will try to do this

To achieve this we commit to the following actions:

- Provide adequate control of the health and safety risks arising from our activities at all times.
- Consult with team members on matters affecting their health and safety.
- Provide and maintain safe equipment at all times.
- Ensure the safe handling and use of substances.
- Provide information, instruction, training and supervision as required.
- Ensure that all team members and contractors are competent to do their tasks, and to give them adequate training.
- Act to prevent accidents and cases of work-related ill health.
- Ensure that the use, handling, storage and transport of items and substances are carried out safely and that risks to health are controlled.
- Provide, manage and maintain our workplaces, grounds, properties and working conditions so that they are, so far as reasonably practicable, safe and that risks to health are controlled.

Consultation with team members on health and safety matters will be achieved in the following ways:

- Team meetings
- Group messaging in the project Whatsapp group, email, posts in the project FB group.

Responsibilities:

We will ensure that:

- All processes and systems of work are designed to take account of health and safety and are

properly supervised at all times.

- A named team member maintains specific responsibility for health and safety.
- Competent people are appointed to assist us in meeting our statutory duties including, where appropriate, specialists from outside of the organisation.
- All team members are consulted on matters relating to health, safety and welfare.
- Adequate facilities and arrangements will be maintained to enable team members to raise issues of health and safety.
- Information, instruction and training will be provided as is necessary to enable the safe performance of work activities.
- Health and Safety arrangements are brought to the attention of team members and anyone participating in events and activities and are monitored and reviewed to ensure that they are effective.

Team Members' Responsibilities

Team members must ensure that they:

- Co-operate with health and safety arrangements to enable all statutory duties to be complied with
- Take reasonable care of their own health and safety and the health and safety of others who may be affected by their acts or omissions
- Familiarise themselves with the health and safety arrangements that apply to them and their work functions.

Specific Arrangements for Health and Safety:

Risk assessments

- We understand the need for regular risk assessments to ensure that risks and hazards are identified and suitable controls put in place to eliminate hazards and reduce those risks.
- Records will be kept of all risk assessments and regular reviews performed to ensure that all actions have been completed.

Equipment

- We understand our responsibility to ensure that all equipment is safe to use and appropriately maintained and serviced.
- We will identify all equipment that needs regular maintenance and servicing. Defective equipment should be taken out of service and any problems found with equipment should be reported and repairs or replacement will be made as appropriate.
- Full procurement, servicing and maintenance records will be kept.

Health and safety information, training and supervision

- An up-to-date Health and Safety Law poster is prominently displayed in the organisation's buildings and that all relevant health and safety information is passed on to team members.
- We will keep records of training for team members who will be held responsible for ensuring that they attend any training required.

Accidents and first aid

- We understand the need to ensure that all accidents and incidents are reported and adequate records kept and reviewed so that trends and patterns can be identified and action taken.
- The Accident Book/Accident Forms are available and found in the cupboard in the shed. All accident records are kept and monitored and we will ensure that any appropriate actions resulting from reviews are put into action.

First Aiders

- The following team members are qualified as first aiders and are trained to act as 'appointed persons' for first aid: Elise Langley, Duwayne Langley, Mattie Pochee, Phoebe Sampson, Lynn Archard, Anne Hastings, Paul Richards, Gisella Ager, Rupert Manley

First-aid boxes are placed in the following locations:

- In the Orchard shed on the shelf below the battery banks.
- A first aid box is also always carried in the backpack of the volunteer work party leader at Orchard work parties.

Adhering to this Policy

This policy is relevant to anyone who volunteers or works with St Ives Orchard CIC, or is involved in events and activities.

The policy is available either on request or on our website.

Please email admin@stivesorchard.co.uk with suggestions as to any interventions/actions that could help us to implement this policy as effectively as possible, or to report any activities that may cause concern.

St Ives Orchard CIC will then endeavour to address and resolve any issues raised within 30 days.

Date Policy Updated: April 2024

All St Ives Orchard CIC policies will be reviewed at least every two years and updated when necessary to reflect changes in statutory requirements and best practice guidance.

Please note - the following terms are used in St Ives Orchard CIC policies

St Ives Community Orchard CIC: also sometimes referred to as St Ives Orchard CIC or the organisation.

Volunteers: Directors, Committee Members, Project Managers, Work Party Team Leaders and Participants, and various other roles.

Partners: those with whom we work.

Contractors and suppliers: those who may work for us or provide services to us.

Participants: anyone participating in activities and events.