



## **The Shrublands Trust Health and Safety Policy**

### **1. Introduction**

The Shrublands Trust has an obligation under Health & Safety legislation to ensure the health, safety and welfare of its volunteers, contractors and members of the public so far as they come into contact with The Shrublands Trust.

The Shrublands Trust has a duty to do all that is reasonably practicable to prevent personal injury and damage to property and to protect everyone from foreseeable work hazards.

The Health and Safety Policy is made available to all trustees, volunteers, visitors and contractors and will be displayed in the trust premises. New volunteers are informed of the Health and Safety Policy and its implications during induction and revised and updated documents will be communicated and made available on The Shrublands Trust website [www.shrublandstrust.org](http://www.shrublandstrust.org)

### **2. Aims and Objectives**

The Shrublands Trust aims to provide a safe environment for all volunteers, visitors and contractors. The Shrublands Trust will make available safe and adequate plant, materials, work practice, training and strong safety supervision to ensure competence in the volunteer team.

The Shrublands Trust will comply with all legislation relating to health and safety.

All trustees and volunteers have legal responsibilities under the Health and Safety at Work Act of 1974 to ensure the health, safety and welfare of themselves, their colleagues and visitors.

It is The Shrublands Trust's aim to:

- establish standards which take account of legal, statutory and other requirements;
- establish and maintain interest in, and awareness of, those standards and provide appropriate training which will maintain those standards;
- require the commitment of all personnel to exercise personal responsibility to do everything possible to prevent injury to themselves, other volunteers and members of the public; and review this policy every 12 months.

### **3. Organisational Responsibilities for Safety**

The Board of Trustees is ultimately responsible for fulfilling all Health and Safety duties, including all statutory Health and Safety requirements.

It is the policy of The Shrublands Trust for the Chair of trustees to produce appropriate health and safety policies or guidelines together with the assistance of the Board of Trustees. These should embody the minimum standards for health and safety for the trust and the work organised within it.

It shall be the responsibility of the Chair of Trustees to bring to the attention of all trustees, volunteers and clients with the assistance of the manager, the provisions of the guidelines, and to consult as may be necessary for reviewing and updating these guidelines.

Trustees of The Shrublands Trust have a responsibility to ensure that all necessary procedures and arrangements for health and safety are in place and operating efficiently within the trust, and that all volunteers and clients are aware of them, including where appropriate, visitors. The trustees also need to ensure that each volunteer understands their responsibilities and are equipped to work effectively and safely.

The Shrublands Trust volunteers and the manager have a responsibility for promoting and ensuring the practical application of this policy.

### **4. Risk Assessments**

Risks to the health and safety of volunteers, clients and visitors will be assessed by the Manager and reported to the Board of Trustees. The findings of the Risk Assessment will be recorded in writing. Any significant findings that volunteers need to know to ensure their health and safety will be communicated by the trustees who will also follow up if new equipment/training is required and all Risk Assessments will be held on file and readily available to all volunteers for reference.



## **5. Electrical Equipment Site Responsibility**

Electrical equipment is a potential health hazard. Nobody shall be engaged in any work activity where technical knowledge or experience is necessary to prevent danger or injury unless they possess such knowledge or experience or is under such degree of supervision as may be appropriate having regard to the nature of the work. Nobody should attempt to carry out the simplest electrical work such as fitting plugs or changing light bulbs unless they are certain that they know what they are doing.

PAT testing of equipment will be carried out to conform to legislative requirements. Electrical systems will be tested to national standards every two years.

## **6. First Aid**

It is the policy of the trust to make adequate provision for First Aid facilities to be available and stocked with the recommended supplies in accordance with the size and activities performed by The Shrublands Trust as recommended in the First Aid Regulations (1982). The trustees and the manager are responsible for ensuring the regulations are implemented and regularly reviewed to ensure adequate first aid supplies are available. [See the 'First Aid Policy']

## **7. Food Hygiene**

The Shrublands Trust Manager has responsibility for food acquisition, storage, staff induction and hygiene training, and is responsible for ensuring that these functions are undertaken to the necessary legal standards. Any suspected outbreak of food poisoning or other unexplained and possibly food related incidents must be reported to the Board of Trustees.

## **8. Lifting and Handling**

Safe practices in the trust premises with regards to the storage and movement of large crates and other heavy items and when volunteers are delivering clients food parcels will be risk assessed by the Manager who is responsible for informing staff of safe lifting techniques. Training will be provided where required to ensure safe practice improvements in manual handling and storage remain ongoing.

## **9. Non-Smoking on Premises**

The Shrublands Trust policy is that there will be no smoking on the trust premises or in the immediate perimeter. The overall aim is to reduce smoking and so save life, reduce the risk of fire, prevent unnecessary illness and chronic disability. This rule also extends to e-cigarettes / vaping.

## **10. Working Time**

The Shrublands Trust is committed to the principles of the Working Time Regulations. No volunteer is expected to work more than 48 hours per week, unless there are exceptional circumstances. Similarly, all other requirements of the regulations e.g., in relation to breaks, etc. will be complied with.

## **11. Fire Hazard**

Fire is a considerable hazard and to reduce the risk of fire, the Manager will undertake checks on the days the trust premises are open, to ensure that all Fire exits are functional with no obstructions and clearly signposted. Fire drills will be conducted on a quarterly basis and Fire equipment will be independently checked on an annually basis. Special consideration will be taken in the kitchen area to identify risks and any specific training requirements in the use of equipment in these facilities. [see the 'Fire Safety Policy']

## **12. Toilets**

Toilets and washing facilities are provided in the trust premises in accordance with statutory requirements. [See the 'Cleaning Policy'].

## **13. Lone Working**

Working alone can increase the risk to volunteers depending on the work to be carried out, the time of day and location. The Board of Trustees and the Manager take their responsibility for ensuring the welfare of all volunteers seriously.



Only in exceptional circumstances will a volunteer be allowed to work in trust premises on their own and only to complete specific agreed duties. This must be agreed with the Manager prior to commencement of work.

### 15. Reporting of Accidents, Incidents and Near Misses

All Accidents, Incidents and Near Misses should be reported to the Manager or Board of Trustees as soon as possible and always by end of day using the Incident Report Form and accidents should be recorded in the Accident Book.

### 16. Training

Health and Safety training shall be addressed in the induction of new volunteers and updated training and guidance provided to all volunteers when additional Health and Safety training needs are identified.

Special priority will be given to induction and in-service training for volunteers to acquaint them fully with the main features of this policy, key safety rules, fire safety and any new requirements and identified hazards.

### 17. Monitoring & Compliance

The Shrublands Trust continually strives to achieve 100% compliance with this policy and its intended outcomes. Where this is not met an action plan will be formulated and agreed by the Board of Trustees and reviewed by them until completion. See the table below for standards and monitoring arrangements.

Monitoring Process/Issue	Method	By	Report to	Frequency
<b>Electric Checks</b>	Electrical systems will be tested to national standards	Qualified Electrician	Board of Trustees	Annually
<b>Risk Assessment</b>	Manual Handling/ Lifting risk assessments	Manager	Board of Trustees	Six Monthly
<b>Fire Drill</b>	Fire Drills will be conducted quarterly in all premises	Manager	Board of Trustees	Quarterly
<b>Fire Equipment</b>	Fire Equipment will be tested to national standards	Independent Fire Safety Assessor	Board of Trustees	Annually
<b>Training</b>	Check Training Records for completeness, highlighting missed training and/or poor record keeping	Manager	Board of Trustees	6 monthly

Monitoring and Compliance of Processes with an interim Annual Review:

As specified in the table above, Risk Assessment, Fire Drill and Training activities were reviewed with the Trust Manager and confirmed as completed as recorded in the Trustee meeting minutes (02/10/24).



### **18. Annual Audit**

It is the policy of The Shrublands Trust to require a review and audit of health and Safety performance annually. Within the trust, Health and Safety is a continuous ongoing activity to ensure a safe working environment, with the safety audit taking into account relevant new regulations; environmental factors, volunteer attitudes and methods of working. The audit will also take into account information about any accidents or hazards identified and the action taken, to assess whether any further action is required to address any potential risk is required.

The results of the Audit will be reported to the Board of Trustees for discussion on whether the Health and Safety policy requires amending and to ensure any identified changes or training needs are communicated to the volunteers. The responsibility for ensuring the audit is carried out rests with the Board of Trustees with the assistance of manager who will relay the results of the audit to the Board of Trustees.

### **19. Elimination of Hazards**

The Board of Trustees and the Manager have a continual responsibility for the elimination of hazards in order to maintain a safe working environment and will also be expected to carry out regular risk assessments in line with the Health and Safety Executive Guidelines; through the following steps:

1. Identify the hazards
2. Decide who might be harmed and how
3. Evaluate the Risks and decide on precautions
4. Record the findings and implement the precautions
5. Review the assessment and update when necessary

### **20. Health and Safety Executive**

The responsibility for meeting the requirements of the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1985 (RIDDOR) to the Health and Safety Executive, shall rest with the Board of Trustees in conjunction with the Manager.

### **21. Specialist Advisory Bodies**

Certain bodies, and the individual members of those bodies, have always had a Health and Safety role, most notably, the Health & Safety executive, or local Environmental Health Departments. If further specialist advice is required, this may be obtained by the Chair of Trustees from expert individuals or bodies outside of The Shrublands Trust.

### **22. Occupational Health Service**

It is the policy of The Shrublands Trust to obtain independent Occupational Health advice when and if required. Such services can include counselling on health and associated matters, investigation of hazards and accidents.

### **23. Visitors and Members of the Public**

The Shrublands Trust wishes to ensure that as far as is reasonably practicable, the Health, Safety and Welfare of volunteers, clients and visitors to the trust premises will be of the highest standard. Any volunteer who notices persons acting in a way which would endanger other volunteers, clients or visitors, should inform the Manager in the first instance. If however the danger is immediate, common sense must be used to give warning, call for assistance or give aid as necessary. It is equally important not to over-react to a situation.

### **24. Contractors**

The Shrublands Trust wishes to ensure that as far as is reasonably practicable, the Health, Safety and Welfare of volunteers, clients, visitors or contractors will be of the highest standards. In addition, contractors and their employees have an obligation so far as is reasonably practicable to ensure all equipment, materials under their control are safe and without risks to health. Contractors must also observe The Shrublands Trust's Fire Safety Procedures.

Approved: 13/12/2023

Reviewed: 13/12/2024 (See Section 17 Monitoring and Compliance for frequency)

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