



Forest Voluntary Action Forum (FVAF)

Health and safety policy

General statement of intent

Our policy is to provide and maintain safe and healthy working conditions, equipment and systems of work for all our employees, and to provide such information, training and supervision as they need for this purpose. We also accept our responsibility for the health and safety of other people who may be affected by our activities.

The allocation of duties for safety matters and the particular arrangements, which we will make to implement the policy, are set out below.

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

- Health & Safety at Work Act (1974) and any subsequent amendments to this Act
- Management Regulations (1999)
- Other relevant current legislation.

To ensure this, the policy and the way in which it has operated will be reviewed annually.

Responsibilities

Overall and final responsibility for health and safety in the organisation is that of the FVAF Management Committee.

The FVAF Manager is responsible for this policy being carried out at the FVAF offices in Cinderford and where staff and volunteers are working away from the home base and for ensuring the preparation, implementation and review of risk assessments and safe work practices.

All staff are responsible for bringing to the attention of the Manager any deficiencies in safety arrangements.

Health and safety policy (continued)

The following individuals have specific duties for safety in particular areas:

Staff member	Specific duty
Chris Brown	Health & Safety Officer,
Chris Brown / Daphne Didus	First Aid – Appointed Persons

Employees

All employees and volunteers have the responsibility to co-operate with management to achieve high standards of safety within the work area and to take reasonable care of themselves and others. Deficiencies or defects in current arrangements must be reported to the Manager.

Consultation between management and employees is provided by:

- team meetings
- staff supervision

Accidents

All accidents are to be reported to the Manager and ensure they are recorded in the FVAF Accident book.

Reportable accidents are recorded on form F2508 and brought to the attention of the Manager by staff for notification to the HSE via post, telephone or online.

Unusual or unexpected incidents and 'near misses' are also to be reported to the Manager and recorded in the accident book for review of current arrangements.

First aid

The First Aid Box is located in the FVAF office. There will be a designated person responsible for the First Aid Box.

Fire safety

All staff will be advised of the fire action procedure, location of fire alarms and fire exits at their induction.

Fire evacuation drills are arranged by the Cinderford Town Council, practised at least annually and records maintained by the Cinderford Town Council of the evacuation time.

Health and safety policy (continued)

Fire fighting equipment is available in the Meeting Room and in the Back office and maintained annually by an approved fire equipment service engineer.

All staff have a duty to identify that escape routes are kept clear at all times. Any deficiencies that cannot be resolved should be reported to the Manager. In the event of an evacuation all staff will ensure the area is clear of staff and visitors, without endangering their own escape.

Housekeeping and premises

All staff will monitor that:

- safe stacking and storage methods are followed
- standards of cleanliness and hygiene are maintained in kitchen areas
- waste is disposed of safely in appropriate containers
- corridors and exits are kept clear and free of obstruction
- equipment in their work area is in good working order.

Employees will ensure that they co-operate with all reasonable requests from the Manager to ensure the above standards are maintained.

Electrical equipment

Portable electrical equipment is inspected and PAT tested by qualified outside electricians every 24 months and all stationary equipment should be tested every 48 months

The Manager will ensure a risk assessment is prepared and safe work practices are in place to ensure trailing wires are covered and fastened down, portable equipment is placed in a safe position, regular visual checks of equipment are made, equipment faults are reported and corrected.

Employees must visually inspect equipment they use and report any defects or faults to the Manager.

Equipment for hire or use by visitors will be inspected visually prior to the event for loose connections and faults to plugs or cables. Equipment with known faults will not be used.

Health and safety policy (continued)

Display screen equipment

FVAF offers to all display screen users a free eye test with a designated optician on request where this is not related to a regular optician's appointment.

The Manager will involve all employees in assessing their workstation and ensuring it meets their individual needs.

Information in adjusting their workstation and good work practices is available from the Manager.

Manual handling

Manual handling will be reduced as far as possible by monitor and review of all work tasks. The Manager will ensure a risk assessment is prepared of manual handling tasks and agree with employees 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. Employees must bring to the attention of the Manager any health problems that may be affected by handling activities.

Training

All staff will complete an induction programme with information about Health and Safety arrangements within the organisation. Any updates or changes to these arrangements will be discussed at team meetings and supervision sessions. Staff will be offered further Health and Safety training to support their identified needs appropriate to their work tasks.

Contractors

Organisations or contractors using FVAF premises will be informed that they must comply with the requirements of the Health & Safety at Work Act 1974 and that their employees, trainers, trainees and volunteers are made aware of their own duties and liabilities under the Act. Information will be made available to contractors of known hazards on the premises and of FVAF emergency procedures.

Advice & consultancy

Information and advice on Health and Safety arrangements should first be sought from the Health and Safety Officer. At 08.03.16 the Health and Safety Officer's responsibility rests with the post of Manager.

If further information is required, contact the following:

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Cinderford
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01594 82207

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