

# Friends of Tividale Park

## Voluntary Group Health and Safety Policy



- ❖ This Health and Safety Policy was issued by the Committee of The Friends of Tividale Park (as described in section 2 of our constitution).
- ❖ The Committee are ultimately responsible for implementing the Policy and ensuring that their volunteers work in a safe environment where levels of risk have been reduced to a minimum. The Policy will be reviewed no later than **September 2019**.

### 1. COMMITTEES RESPONSIBILITIES

The committee recognises its duty to volunteers and others who may be affected by its activities and aims to protect them from risks to their health and safety as far as is reasonably practicable. A duty of care can arise in many ways which may not always be obvious,

The above will be achieved by ensuring that volunteers:

- Identify and assess risks to which people in their activity are likely to be exposed.
- Introduce specific measures as appropriate to minimise these risks.
- Use safe working practices.
- Implement, monitor, review and improve health and safety on an on-going basis.
- Receive instruction and training to enable them to perform their volunteer activities safely and effectively.
- Ensure that appropriate insurance cover is in place. E.g. Public Liability.

### 2. VOLUNTEER RESPONSIBILITIES

All volunteers have a responsibility to take reasonable care for the health and safety of him/herself and any other person who may be affected by his/her acts or omissions.

Volunteers should co-operate with the committee in efforts to comply with statutory requirements in the field of health and safety. All volunteers should:

- Work safely and efficiently.
- Use any equipment provided according to instructions.
- Report and record all incidents that have or may lead to injury or damage.
- Make suggestions to improve health and safety during their volunteer activity.
- Ensure agreed measures are introduced to reduce or manage identified health and safety risks.

### 3. GENERAL ARRANGEMENTS

#### a. Accidents and First Aid

Friends of Tividale Park have designated First Aid trained volunteers. Depending upon the nature and size of the event being organised (also refer section 6), additional / event responsible first aider(s) will be deployed to ensure duty of care is maintained. The event duty first aider(s) will be identified to volunteers. Depending upon the nature and size of the event being organised First Aiders will be required to wear hi viz indicating their status as event first aiders.

First aid kits will be the responsibility of the event designated first aid volunteer and will also be responsible for its maintenance.

The person responsible for reporting incidents is the event organiser, event designated First Aider or responsible member of Sandwell Parks team, as applicable.

An accident/incident record book is located with the first aid equipment or in the event command centre as applicable.

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### b. Fire Safety

On discovery of a fire the person concerned must raise the alarm and ensure that everyone evacuates the premises/area.

### 4. HAZARDS

Friends of Tividale Park, are a community-based organisation without a fixed premise. Risk assessments are therefore completed for potential hazards on a case by case. (Typically, these are **event-based assessments** where there is duty of care to the public at large as well as the volunteers.)

The committee will ensure that, so far as is reasonably practicable, volunteers will not be exposed to any health or safety hazard. It is the duty of all to:

- Take reasonable care of our own safety.
- Take reasonable care of the safety of others who may be affected by what we do or fail to do.
- Co-operate so that we can comply with our legal duties.

#### a. Electrical Appliances

Volunteers maybe asked to work from their own homes on certain tasks; volunteers are asked to keep their appliances in good working order as is reasonably practical and take regular breaks when using VDUs. Where volunteers are asked to conduct activities at an event where electrical appliance are being used then risk assessments will need to be in place prior to that equipment being used. – see section 6 and 7.

#### b. House-keeping / trips slips and falls, manual handling.

Volunteers are reminded to be aware of potential hazards such as trailing cables, use of equipment and hand-tools, storage, ladders etc.

#### c. Manual Handling

Before lifting, volunteers should consider:

- Check the weight of the load by lifting slightly at the sides. Remember that packages may not have their loads evenly distributed. Get help from a colleague if in doubt. Can a mechanical aid be used to reduce risk of injury? **If in doubt, ask.**
- Can the load be gripped safely and comfortably?
- Is the load within easy reach?
- Clear obstructions from the route you are planning to travel. Remember that your line of sight can be obstructed by the load.
- Is the place you are planning to place the load free of obstructions?
- Avoid awkward postures. You may have to move the load slightly prior to lifting. Example – from under another object.

#### d. Control of Substances Hazardous to Health (COSHH)

Using chemicals or other hazardous substances at work can put people's health at risk, causing diseases including asthma, dermatitis or cancer. Such chemicals include paints. Appropriate risk assessments and mitigations will be deployed as required to comply with the COSHH regulations control substances that can be harm to health.



### 5. REGISTERING THE ORGANISATION'S ACTIVITIES

Friends of Tividale Park are without employees and do not engage in activities that require registering with the enforcement authorities.

### 6. WORKING WITH OTHER ORGANISATIONS

When planning joint activity both organisations need to decide:

- Who has ultimate responsibility.
- How the organisation with responsibility will ensure its policies and procedures are implemented.
- What the responsible organisation will do if its standards are not met.
- How to ensure volunteers understand their health and safety responsibilities.
- What a volunteer should do if they are dissatisfied with or concerned about health and safety risks, and how to record this information.

### 7. THE RISK ASSESSMENT PROCESS

Voluntary groups with no employees are not bound to conduct risk assessments.

The committee recognises that risk assessment is best practice and therefore promotes the use of the 5-step approach or dynamic / on the spot risk assessments as applicable. Suitably trained people will undertake the assessment, and as required, will seek advice and provided assessments to Sandwell Parks Team or other third parties for review prior to use or on request.

Signed on behalf of the Friends of Tividale Park.

Rev 1	Max Robinson	Chair	20 <sup>th</sup> February 2018
	Sue Downing	Secretary	20 <sup>th</sup> February 2018

