

# Health and safety policy

This is the statement of general policy and arrangements for:		<b>Centenary Park volunteer working group of the Woodland Trust</b>
<b>Falk Horning</b>		<b>has overall and final responsibility for health and safety</b>
<b>Falk Horning</b>		<b>has day-to-day responsibility for ensuring this policy is put into practice</b>
Statement of general policy	Responsibility of: Name/Title	Action/Arrangements (What are you going to do?)
Prevent accidents and cases of work-related ill health by managing the health and safety risks in the workplace	Falk Horning	mechanical tools are only given out to volunteers who had an instruction, when doing work which has a significant risk of injuries to eyes, ears,... volunteers are encouraged to wear specific protection
Provide clear instructions and information, and adequate training, to ensure employees are competent to do their work	Falk Horning	safe use of tools is demonstrated on request, leaflet instructions for mechanical tools are available in black bag stored on the blue container under the wooden bench in the container
Engage and consult with employees on day-to-day health and safety conditions	Falk Horning	people are encouraged to come forward with concerns regarding their health and safety, nobody is expected to do work which he is uncomfortable with
Implement emergency procedures – evacuation in case of fire or other significant incident. You can find help with your fire risk assessment at: <a href="https://www.gov.uk/workplace-fire-safety-your-responsibilities">https://www.gov.uk/workplace-fire-safety-your-responsibilities</a>	Falk Horning	Mostly outside work, container and shed have clear exit routes
Maintain safe and healthy working conditions, provide and maintain plant, equipment and machinery, and ensure safe storage/use of substances	Falk Horning	Substances are stored in locked premises (container, shed), plant equipment and machinery are periodically cleaned and inspected

Signed: * (Employer)	Falk Horning (chairman)	Date:	27/11/20
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You should review your policy if you think it might no longer be valid, eg if circumstances change.  
If you have fewer than five employees, you don't have to write down your policy.

Health and safety law poster is displayed at (location)	Container left hand side of entrance wall
First-aid box is located:	Container top rope right hand side from entrance
Accident book is located:	Container black bag middle of shelf

# Risk assessment

All employers must conduct a risk assessment. If you have fewer than five employees you don't have to write anything down.

We have started off the risk assessment for you by including a sample entry for a common hazard to illustrate what is expected (the sample entry is taken from an office-based business).

Look at how this might apply to your business, continue by identifying the hazards that are the real priorities in your case and complete the table to suit.

You can print and save this template so you can easily review and update the information as and when required. You may find our example risk assessments a useful guide

(<http://www.hse.gov.uk/risk/casestudies>). Simply choose the example closest to your business.

Company name: **Isle of Man Woodland Trust**

Date of risk assessment: **27/11/2020**

What are the hazards?	Who might be harmed and how?	What are you already doing?	Do you need to do anything else to control this risk?	Action by who?	Action by when?	Done
Slips and trips	Staff and visitors may be injured if they trip over objects or slip on spillages.	General good housekeeping is carried out. All areas well lit, including stairs. No trailing leads or cables. Staff keep work areas clear, eg no boxes left in walkways, deliveries stored immediately.		All volunteers	From now on	xx/xx/xx  xx/xx/xx
						*Hint, tab here for new row*

You should review your risk assessment if you think it might no longer be valid (eg following an accident in the workplace or if there are any significant changes to hazards, such as new work equipment or work activities)

For information specific to your industry please go to <http://www.hse.gov.uk>.

For further information and to view our example risk assessments go to <http://www.hse.gov.uk/risk/casestudies/>