

Scotswood Natural Community Garden Health and Safety Policy and Procedures

Date approved: 4 December 2012
Approved by: Board of Trustees
Last Review Date: 5th June 2024
Next Review Date: June 2025

1. GENERAL STATEMENT

This is the Health and Safety Policy Statement of:

Scotswood Natural Community Garden

Our statement of general policy is to:

- Provide adequate control of the health and safety risks arising from our work activities so far as is reasonably practicable.
- Consult with our employees and volunteers on matters affecting their welfare, health and safety so far as is practicable.
- Provide and maintain safe equipment.
- Ensure safe handling and use of substances.
- Provide information, instruction, training, support and supervision for employees.
- Ensure all employees are competent to do their tasks, and to give them adequate training.
- Prevent accidents and cases of work-related ill health.
- Maintain safe and healthy working conditions.
- Review and revise this policy annually or when significant changes are needed due changes in regulations or our services.

2. RESPONSIBILITIES AND ARRANGEMENTS FOR HEALTH & SAFETY MANAGEMENT

2.1. The Management Committee

2.1.1. The Workplace (Health, Safety and Welfare) Regulations 1992 places a statutory duty on all employers to ensure, so far as is reasonably practicable, the safety, health and welfare of all its employees at work and other people who may be affected by their activities, e.g. users, volunteers, members of the public.

2.1.2. The Management Committee as the employer has overall and final responsibility for health and safety matters at

Scotswood Natural Community Garden and for ensuring that health and safety legislation is complied with.

2.1.3. The Management Committee will periodically review the operation of its health and safety policy. And will ensure:

- Employees and volunteers as appropriate receive sufficient information, training and supervision on health and safety matters.
- Risk assessments are undertaken and the results written up and made available to all employees.
- Accidents are investigated and reported to the Management Committee.
- There are arrangements in place to monitor the maintenance of the premises and equipment.
- There are adequate arrangements to liaise and co-operate on health and safety matters with other employers at the premises of the John Marley Centre.

2.1.4 Day-to-day responsibility for ensuring this policy is put into practice is delegated to Managers, with the support of Karen Dobson (CEO) who is SNCG's named Health and Safety Officer. The lead trustee for Health and Safety is Chris Francis

2.2. **Managers Will:**

- Advise the CEO of any matter of concern and the resources needed to meet Health and Safety requirements.
- Ensure that risk assessments are carried out on working practices, before they start if possible, and to ensure they are reviewed should there be a change in any factor affecting the risk.
- Ensure that all employees, volunteers and contractors are informed, trained, supervised or otherwise instructed in matters of Health and Safety, fire precautions and other emergency procedures.
- Investigate all accidents and incidents to employees, volunteers, visitors or guests, reporting all details in the Accident Book and, having reviewed the cause, make necessary provision to prevent a recurrence.
- Ensure that all contractors working for the charity are acquainted with the Health and Safety organisation and arrangements as it will affect them.
- Ensure that all contractors are provided with, or have brought with them, the necessary protective and safety equipment conducive with ensuring their and other's Health and Safety.
- Ensure that employees and volunteers are provided with updates and amendments of the policy, its organisation and arrangements.
- Ensure appropriate PPE is provided including boots, coats and gloves if needed.

2.3. All employees will:

- Take reasonable care of their own Health and Safety and of others who may be affected by their acts or omissions at work, and
- Cooperate with their Manager so far as is necessary to enable us to fulfil or comply with any duty or requirement under the Health and Safety Act.
- Report any situation that they consider to be a serious or imminent danger to their Manager (electrical faults, problems with safety equipment, lights not working in escape route etc).
- Report all accidents, incidents and damage, whether or not persons have been injured, to their Manager or in their absence to the CEO directly as soon as possible.
- Report to their Manager any perceived shortcomings in the Health and Safety arrangements.
- NOT intentionally or recklessly interfere with or misuse anything provided by the charity that is necessary to comply with provisions of the Health and Safety or other Acts (safety equipment, fire alarms, extinguishers etc). Any such actions will be considered a serious disciplinary offence and action taken accordingly.
- Familiarise themselves with and understand the contents of the following documents:
 - (i) Staff Handbook
 - fire procedures and regulations.
 - Job description
 - Health and Safety Policy
 - Health & Safety Procedures for Reducing the Spread of Respiratory Infections

2.4 Fire Officer

The Management Committee will appoint at least 1 Fire Officer who shall receive appropriate training. At the time of issue of this policy Fire Officers are:

Karen Dobson (lead), Harriet Menter, Ann Stafford, Nicky Sargeant, Claire Forman, Leanne Defty.

The responsibilities of the Fire Officer are to:

- Be instructed on potential fire hazards and the use of fire fighting equipment.
- Ensure that fire alarms are tested and fire drills arranged on a regular basis.
- Assist with the efficient evacuation of staff and visitors.
- Liaise with the Fire Brigade at the assembly point.

- Ensure staff and volunteers at Scotswood Natural Community Garden are aware of the fire alarm and fire drill.
- Ensure Personal Emergency Evacuation Plans (PEEPS) are in place for those who require assistance or special arrangements to safely evacuate the building or garden in an emergency, such as a fire. Appendix 2 [Blank Personal Evacuation Plan - Google Docs](#)

For detailed fire safety arrangements see section 9.

2.5 First Aid Person (s)

At the time of updating this policy:

Alice Holliday	Jess Lloyd
Andy Downey	Juliet Birch-Machin
Amber Cooperthwaite	Jyl Friggens
Caroline Roach	Nicky Sargeant
	Leanne Defty
Claire Metcalfe	Mike Whatmore
Fay Howell	Rosie Tyson
Karen Dobson	Rosie Woods
Kay Stott	Rufus Barba
Harriet Menter	Sam Atkinson
Heather Hewitt	Sean Clay
Jenny Hopper	Umara Shahid

Have undertaken a recognised training course approved by the Health and Safety Executive (HSE) and are first aid persons for Scotswood Natural Community Garden. (training renewed every 3 years)

The trained first aid persons named above will ensure that the first aid boxes are kept in the correct place. Through monthly Health & Safety inspections, the first aid boxes will be checked and restocked to ensure they contain the items laid down in the Code of Practice and Guidance Notes published by the HSE. (training renewed every 3 years).

For detailed first aid and accident arrangements see section 11.

At the time of issuing this policy:

Have undertaken a recognised training course approved by the Health and Safety Executive (HSE) and are mental health first aid persons for Scotswood Natural Community Garden.

2.6 Risk Assessments

- 2.6.1 The Management Committee will ensure that risk assessments will be carried out by a competent person in accordance with the 1992 Management of Health and Safety at Work Regulations and the Approved Code of Practice (ACOP). This risk assessment will be written up, and be made available to all staff.
- 2.6.2 The written risk assessment will be reviewed and updated annually to ensure it covers all employees against all risks, and to ensure that any action identified as needed in the risk assessment has been carried out. The risk assessment will also be updated every time that there is a major change in working practices. The risk assessment will cover all employees and volunteers of Scotswood Natural Community Garden and will cover all aspects of their work.

2.7 Training

- 2.7.1 The CEO will ensure that new employees and volunteers receive information on health and safety as part of their induction.
- 2.7.2 The CEO and/or senior managers will organise training for employees and volunteers on health and safety matters as appropriate, including: general health and safety training, first aid, manual handling, fire safety, and risk assessment. The CEO or project leads will also organise training for appropriate use of equipment, and any special training needed to ensure safe systems of work.
- 2.7.3 If employees and volunteers consider they have health and safety training needs they should inform their line manager.

3. BUILDINGS

- 3.1 Scotswood Natural Community Garden has a responsibility to provide a safe and healthy environment for staff and volunteers.
- 3.2 All the staff and volunteers of Scotswood Natural Community Garden are responsible for spotting hazards or potential hazards. If

a hazard is seen, it should be removed or dealt with as soon as possible, or if not, reported to the CEO or the appointed manager.

3.3 Examples of Hazards

3.3.1 Things Out of Reach:

Chairs or other furniture must not be used to stand on for the purpose of replacing light bulbs, reaching for things off the top of cabinets, etc. A properly maintained, undamaged step ladder or kick stool must be used.

3.3.2 Damaged Equipment:

Regular checks must be carried out on furniture and equipment for damage which leaves sharp edges protruding or other hazards. Any damaged furniture must be reported for repair or condemned straight away and must be removed from use.

3.3.3 Damage to Fabric of Building, Windows, etc:

All such damage must be reported immediately to the CEO or the most senior member of staff on site.

3.3.4 Misplaced Furniture, Equipment or Supplies:

Any furniture, equipment or supplies left in an inappropriate place, for example obstructing a gangway, must be removed immediately and placed in an appropriate, safe place.

4. GOOD HOUSEKEEPING

4.1 Aisles & Gangways

Aisles & gangways must be kept clear from obstructions and materials must be stored in safe areas. Under no circumstances must goods or materials be stacked immediately in front of or obstructing fire doors, fire exits, fire alarms or fire equipment.

4.2 Smoking

Smoking and vaping are not allowed on site at Scotswood Natural Community Garden.

4.3 Overcrowding

Scotswood Natural Community Garden will avoid unhealthy and overcrowded working conditions, and will consult staff on any changes in office layout.

4.4 Ventilation

Scotswood Natural Community Garden will endeavour to provide a well ventilated workplace in which staff have control over their local level of ventilation.

4.5 Temperature

In office workplaces a minimum temperature of 16°C must be maintained. Efforts will be made so far as is reasonably practical to ensure the workplace temperature does not rise to an uncomfortable level. A thermometer will be provided in such a position as to be easily seen.

4.6 Lighting

Adequate lighting must be provided. If lights are found to be out of order, the fault must be corrected as soon as reasonably possible.

4.7 Noise

Scotswood Natural Community Garden will endeavour to ensure that noise in its offices is kept to as low a level as is practicable. Noise cancelling headphones are available to all office staff to be used as needed.

4.8 Office Atmospheric Pollutants

Office equipment such as photocopiers and printers can emit pollutants into the atmosphere.

The organisation will take reasonable precautions in ensuring that these levels are kept as low as possible by purchasing copiers/printers fitted with filters which limit the amount of gases and dust which are released into the atmosphere and by using machines with replaceable toner cartridges which minimises exposure. These factors ensure that even when equipment is operating in the minimum specified environmental conditions (i.e. the machine is situated in the smallest siting location recommended and with only natural ventilation to the room), it meets all the national and international workplace exposure limits for ozone.

4.9 Equipment Storage and Usage

- Equipment must not be left lying around but must be suitably stored
- No wires must be left trailing across floors
- Non flammable rubbish bins must be positioned at various points
- Except in emergencies, and with the permission of the CEO, no paraffin, bar electric or Calor gas fires will be used at the premises of Scotswood Natural Community Garden.

4.10 Electrical Equipment

- 4.10.1 All electrical maintenance work should be carried out by suitably qualified people. Staff should not endanger themselves and others by carrying out work for which they are not qualified. Simple electrical tasks such as changing fuses, lighting tubes and starters may be carried out by confident and competent staff and/or volunteers authorised by the CEO or a senior member of staff.

- 4.10.2 Broken, ineffective or damaged electrical equipment must be reported. Staff should use electrical equipment in accordance with instructions.
- 4.10.3 Electrical equipment will be Portable Appliance Tested every 2 years by a qualified electrician.
- 4.10.4 All new electrical equipment must be added to the [Register of electrical items for PA Testing Scotswood Garden](#)

4.11 Working at height

4.11.1 Injuries are often caused by falls from:

- ladders
- scaffolding
- roofs and roof-edges - particularly fragile roofs
- gangways and catwalks
- vehicles

The poor selection, use, and maintenance of equipment causes falls, e.g. using a ladder because it's easier than erecting a tower scaffold.

The Working at Height Regulations place duties on employers to ensure:

- All work at height is properly planned.
- Those working at height are competent or supervised.
- The risks of working on or near fragile surfaces are properly controlled.
- Equipment for working at height is properly inspected and maintained.

Work at height should be avoided where possible and equipment should be used to prevent or minimise the consequences of falls where working at height is the only option.

4.12 Infection Control

Infection control procedures relating to good personal hygiene should be maintained by all staff, including:

- regular hand washing – the spread of many pathogens can be prevented with regular hand washing. Hands should be thoroughly washed with warm water and soap for at least 20 seconds regularly, but especially after visiting the toilet, before preparing food or carrying out first aid.
- Unbroken skin – intact and healthy skin is a major barrier to pathogens. Cover any cuts or abrasions with a waterproof dressing or gloves
- All staff are expected to follow our [Health & Safety Procedures for](#)

Respiratory Infection

4.13 Food Hygiene

All staff that cook must follow the procedures in the Blue Food Hygiene folder located in the main kitchen, and must record their cooking session on the record clipboard in the main kitchen.

Cooking activities must be supervised by staff with a food hygiene qualification at level 2 or above.

Level 3 qualified staff must oversee risk assessments and ensure food hygiene standards are maintained by all staff in their team.

Qualifications should be renewed every 3 years.

See table below for staff with qualifications: (staff in red need to complete/renew their qualification and should not cook without the supervision of a qualified staff member.)

<p>Level 1 Aimed at people wanting to gain some knowledge on food hygiene. Not for staff that are directly handling food. Suitable for volunteers/trustees helping with food service at events.</p>	<p>Youth group members Volunteers</p>
<p>Level 2 People who directly handle and prepare food. Including regularly preparing food for open days and events.</p>	<p>Heather Hewitt Claire Metcalfe Umara Shahid Alice Holliday Juliet Birch Machin Andy Downey Jenny Hopper Ann Stafford Kay Stott Caroline Roach Farah Kurji Rufus Barba</p>
<p>Level 3 Managers, and supervisors that are carrying out risk assessments and overseeing other staff and volunteers during food preparation.</p>	<p>Claire Forman Leanne Defty Karen Dobson Nicky Sargeant Harriet Menter Amber Cooperthwaite Sean Clay</p>

4.14 Allergen Awareness

All staff must follow the guidance in the blue folder regarding allergens in the kitchen

When cooking for other people e.g. volunteers, youth groups, visitors staff must ensure that they are aware of all people affected by one of the 14 allergens and ensure that the blue folder guidance is carried out. Members of the group should be told what allergens are in a product.

It is essential to read through and check ingredients in advance as many products contain hidden allergens e.g. stock cubes may contain gluten, lupin is sometimes in flour.

The 14 allergens are: Celery, cereals containing gluten, crustaceans, eggs, fish, lupin, milk, molluscs, mustard, nuts, peanuts, sesame seeds, soya and sulphur dioxide (sometimes known as sulphites)

For more information on where to find each allergen:

[14-Allergens poster \(\(food.gov.uk\)\)](https://www.food.gov.uk/allergens)

When cooking for larger events or activities e.g. open days ensure all allergens are displayed.

Risk Assessments must be in place for all cooking activities and cover allergens.

5. WELFARE ARRANGEMENTS

5.1 Toilet and Washing Facilities

Scotswood Natural Community Garden will ensure that suitable and sufficient toilets and washing facilities are provided for all staff, service users and visitors in accordance with the minimum requirements of Health & Safety legislation.

- The toilet will be in a separate, lockable room
- Washing facilities will include a supply of clean hot and cold water, soap and suitable means of drying.

5.2 Drinking Water

An adequate supply of water will be provided for all staff, service users and visitors.

5.3 Rest Areas

So far as is reasonably practicable, Scotswood Natural Community Garden will provide its staff with a seating arrangement where, during rest periods, they may have a break away from their workstations.

5.4 Pregnant Persons

Suitable rest facilities will be provided for pregnant employees.

5.5 Hours of Work

The employees of Scotswood Natural Community Garden should not work excessively long hours, and should take adequate breaks for meals and rest as indicated within their statement of terms and conditions of employment.

6. PERSONAL SAFETY

6.1 Office Security and lone working

6.1.1 It is in the nature of the organisation's work that staff or volunteers may, on occasions, find themselves in potentially dangerous situations whilst on Scotswood Natural Community Garden business. The following policy is concerned to minimise the risk to people working and/or volunteering for Scotswood Natural Community Garden.

6.1.2 Staff or volunteers who are working on their own should not allow access to casual visitors who have no appointment. Such callers should be encouraged to make an appointment.

6.1.3 If a member of staff is working on their own on site (for example at a weekend if someone comes in to water seedlings or manage the bees), the individual should ensure the doors and garden gates are kept locked. They must keep a mobile phone on them and inform another member of staff that:

- a) they will be on site alone
- b) how long they will be on site for (it is suggested that a reminder is set on both staff members phones to check on the lone worker)
- c) let them know when they are safely off site

If the lone worker has not contacted the responsible staff member within an hour of the agreed finish time, the responsible staff member should call the lone worker. If there is no response choose one of the following responses:

- a) If it is safe and you able to, go to the garden and check on the lone worker
- b) Call Ann, Karen or another staff member that may be able to check on them

b) Call the police, 999 or the local community police on 07736464169

6.1.4 If a member of staff or volunteer is working alone in the garden they should keep a mobile phone with them. They should not undertake any high risk activity such as working at height or using power tools.

6.1.5 If a member of staff is remaining in the building when all other colleagues and volunteers have returned home, they and the penultimate member of staff should ensure gates and doors are locked whilst they are both present. An arrangement should be made to text the penultimate staff member once the lone worker is safely off site. Please refer to the locking up routine for leaving the site.

[Locking Up routine Community Hub](#)

6.1.6 Where staff are dealing with an individual but feel uneasy about being alone with him or her they have the right to refuse to make an appointment or give access if it would put them in that position. In these situations the management will put their trust in the feelings of the worker.

6.1.7 All entry doors will be lockable.

6.2 WORKING AWAY FROM THE OFFICE

6.2.1 Staff who are going to be working away from the office should make it clear to other staff where they will be, how long for and how they can be contacted. If lone working they should check in with another member of staff.(see also the staff handbook on lone working).

6.2.2 If in the course of a trip away from the office plans change significantly, this should be communicated back to the office.

6.2.3 Staff should make clear who they wish to be informed (outside of work) in the event of an emergency and how they can normally be contacted.

6.3 HOLDING OR CARRYING MONEY OR VALUABLES FOR THE ORGANISATION

6.3.1 Staff who carry money for Scotswood Natural Community Garden have the right to be accompanied by another person.

6.3.2 Large amounts of cash, over and above petty cash should not be kept on the premises of Scotswood Natural Community Garden

6.3.3 Visits to the bank should not be at a regular time.

6.3.4 Under no circumstances should staff put themselves at risk on account of the property of Scotswood Natural Community Garden. If money is demanded with threats it should be handed over.

6.4 RECRUITMENT OF STAFF AND VOLUNTEERS

6.4.1 Please refer to:

[Policy 32 SNCG Recruitment Policy](#)

[Policy 6 SNCG Child Protection](#)

[Policy 47 SNCG Safeguarding Adults](#)

6.5 Personal Awareness:

There are lots of things we already do that keep us safe, but becoming more aware of our surroundings puts us in control of our environment. The following steps are recommended to all staff as being helpful.

Whilst Out And About:

Trust your intuition and listen to your feelings. If you sense something is wrong, it probably is. Acting on intuition may prevent an aggressive situation.

Be prepared. Do you know whom to contact and what to do if a difficult situation arises? Find out and if there is no one designated, ask for a supervisor or manager to be nominated.

Be observant. Notice everything around you - exit doors, telephones, windows, sources of help. This will make you more aware of your surroundings and help you escape if you need to.

Assess potential risks. Avoid dangerous shortcuts, walk facing the traffic on the street side of pavements, think about where you park your car and remember where you have parked it.

Make sure you have all relevant information with you. Have you checked to see if there is a known problem with who you are or where you are going?

Look confident. "Walking tall" and being aware of your surroundings deters assailants.

Never stay in a situation where you think you may be at risk. Don't feel you have to stay because of your work. You can arrange the activity for another time. You can ask a colleague to be with you. Don't be afraid to ask for help.

Be aware of personal space - yours and others. Encroaching on other people's personal space can make them aggressive. If other people are too close to you and making you uncomfortable, ask for more space or move away.

Don't get into lifts with people who make you feel uneasy. If you are in a lift and feel uncomfortable, get out and use the stairs, or wait for another lift. Make sure you know where the emergency button is and stand where you can reach it.

Don't accept lifts in vehicles from people you have no reason to trust.

Think about what you are wearing. Can you run if you need to?

6.6 In Dealing With Aggression

If you find yourself in an aggressive situation, what can you do?

Try to stay calm if someone is starting to get angry. Your body language, voice and response can help to defuse a situation. Take a deep breath, keep your voice on an even keel, and try to help.

Offer an angry person a range of options from which they can choose the one they prefer. They will find it difficult to stay angry.

Do not be aggressive back - this is how anger can escalate into violence.

Are you the best person to deal with this situation? Going to get someone else is often helpful particularly if they can solve a problem that you can't.

Get on the same level as the aggressor. If they are standing, so should you. It makes you feel less vulnerable and makes it easier for you to get away or fetch help if necessary.

Keep your balance and keep your distance.

Do not touch someone who is angry.

Don't let your escape route be blocked.

Keep yourself between an escape route and an aggressor so you can still get away.

If the situation is dangerous, then get away as fast as you can. Never remain alone with an actively violent person.

If you cannot get away, then scream or use a panic alarm if you have one.

6.7 Reporting And Recording

6.7.4 All incidents of aggression or violence should be reported to management and recorded in the accident book and the form should be handed to the Health and Safety Officer (Karen Dobson).

6.7.5 Employers have a responsibility to provide a safe working environment. Staff should report any current or potential situation at work which is a threat to personal safety to the Health and Safety Officer (Karen Dobson). Talking about fear and other problems related to aggression or harassment are not marks of failure but good practice. A serious incident, even if it results in no physical harm, may cause feelings of fear, panic or despair which can carry on long afterwards. The management committee of Scotswood Natural Community Garden recognises this and will be disposed to provide whatever support, counselling, or time off work seems appropriate.

7. HOMEWORKING See also employee handbook

7.1 When employees are carrying out work for Scotswood Natural Community Garden at home all health and safety rules and guidance in this policy apply in the same way that they do in the workplace.

7.2 It is the responsibility of the employee to ensure that their home working environment and equipment used in the home is safe. A self risk assessment in accordance with the guidance given in this policy should be carried out. Should advice be needed, advice should be sought from the nominated health and safety officer at Scotswood Natural Community Garden.

7.3 The employee will be asked to indemnify the organisation from damages caused by accidents in the home.

8. VISUAL DISPLAY EQUIPMENT

8.1 General

8.1.1 It is the policy of Scotswood Natural Community Garden to comply with the law as set out in the Health and Safety (Display Screen Equipment) Regulations 1992.

8.1.2 Scotswood Natural Community Garden will conduct health and safety assessments of all workstations staffed by employees who use VDU screens as part of their usual work. All workstations must meet the requirements set out in the Schedule to the Regulations.

8.2 Nature and Organisation of Work

8.2.1 Appropriate seating must be available to all users.

8.2.2 Eye strain and dry eye are common problems for computer users. Staff should take regular breaks or a change in activity away from screens. Short frequent breaks are more satisfactory than occasional longer breaks.

Either:

- Spend at least 5 minutes away for every hour at the screen
- Or follow the 20/20/20 rule: every 20 minutes, look at something at least 20 feet away for 20 seconds.

It is recommended that staff download apps such as the pomodoro timer or eyecare 202020 to remind them to take breaks.

8.3 Equipment

8.3.1 Resources will be sought by Scotswood Natural Community Garden to:

- (a) Provide VDUs with a detachable and adjustable screen, i.e. in height, swivel, etc, to allow for the individual preference of the operator.
- (b) Provide computer cleaning supplies.
- (c) Provide a wrist and foot rest at each workstation.
- (d) An anti-static mat at each workstation.
- (e) Provide keyboards which are separate from screens.
- (f) Provide anti glare screens, where direct light cannot be prevented from falling on the screen.
- (g) Provide adequate workstation space.

8.4 Maintenance

Ann Stafford (Office Administrator) should hold copies of manufacturers' detailed instructions on the maintenance of machinery, and will ensure that maintenance contracts are adhered to and, where appropriate, renewed.

8.5 Eye and Eyesight Tests

8.5.1 Where a member of staff is experiencing eyesight problems attributable to their work with VDUs they will be entitled to have an eyesight test paid for by Scotswood Natural Community Garden.

8.5.2 Where a test shows that as a result of work with the organisation's VDUs, a member of staff needs to purchase special corrective appliances (usually glasses), these will be paid for by Scotswood Natural Community Garden. This excludes those normally used for purposes other than work with VDUs, and is subject to a maximum expenditure of £150.

8.6 WRULDS/RSI

Work Related Upper Limb Disorders (also known as Repetitive Strain Injury) are often associated with keyboard work. It is the intention of Scotswood Natural Community Garden, by following best advice, to provide VDU/keyboard equipment and furniture which help prevent the development of these musculoskeletal disorders. Staff should contribute to their own safety and welfare by:

- avoiding sitting in the same position for long periods

- adjusting equipment and furniture to appropriate and comfortable positions
- taking regular rest breaks from VDU work (at least 10 minutes away from the screen in every hour) by doing some other work.

9. FIRE SAFETY

9.1 General

9.1.1 It is not only the responsibility of the Fire Officers, but of all staff and members working at Scotswood Natural Community Garden to be aware of fire hazards, to know the location of fire exits and the assembly point. Everyone must know the fire drill instructions and these will be part of the induction process for all new staff and volunteers.

9.1.2 Fire Wardens must ensure that all relevant staff are aware of the PEEP for any service users or other staff members that they work with.

9.1.3 Access to escape doors, extinguishers and other fire fighting equipment must not be obstructed and the Fire Officer will be instructed on their use.

9.1.4 The fire risk assessment and emergency evacuation plan should be reviewed annually by a trained fire warden and disseminated to all staff.

[Fire Risk Assessment & Evacuation Plan Community Scotswood ...](#)

9.2 Fire Drills

9.2.1 Newcastle Council is responsible for carrying out fire drills. If they fail to carry them out, Scotwood Garden Fire Officers should arrange a mock fire drill.

9.2.2 SNCG Fire Officers are responsible for reviewing the success or otherwise of the evacuation and making recommendations for improved practices. They are responsible for ensuring that staff and volunteers are aware of the evacuation procedures and have the power to remove obstructions from fire exits.

9.2.3 The fire alarms shall be tested at regular intervals by Newcastle City Council (Thursdays at 1pm).

9.2.4 Staff and volunteers must be made fully familiar with the escape routes and Scotswood Natural Community Garden's assembly point.

9.3 Fire Drill Procedure

If The Fire Alarm Sounds

- Evacuate the building immediately by the nearest exit
- Ensure any staff, volunteers and visitors leave the building

- Do not put yourself at risk (Fire Officers may attempt to tackle the fire if safe to do so).
- Assemble in the car park at the front of the JMC building
- Do not re-enter the building for any reason until the Fire Officer or fire brigade confirm that it is safe to do so.

If You Discover a Fire

- Raise the alarm by operating the break glass switch at the nearest fire alarm call point. All staff to familiarise themselves with the alarm points. Evacuate the building immediately as above.

10. HYGIENE

10.1 All areas must be kept clean and tidy.

10.2 Toilets must be washed regularly and kept clean.

10.3 All wash basins should be provided with hot water, soap, and clean paper towels.

10.4 Disposal bins for sanitary products should be provided. Bins should be emptied and sanitised regularly.

11. FIRST AID AND ACCIDENT REPORTING

11.1 First Aid

11.1.1 First Aid provision will be available at all times in an appropriate and accessible First Aid Box.

11.1.2 Gloves and aprons must be used when giving first aid.

11.1.3 Disposable face mask or face shield is optional.

11.1.4 A medium sized First Aid Box is kept in the large multipurpose room . the glasshouse quadrant and in the main office. Additional small First Aid Boxes are held in the stationery cupboard for use with visiting groups and/or external visits. Emergency medication not in first aid kits is kept in a marked box, locked in the stationery cupboard. (Piriton, a salbutamol inhaler, glucose gel).

11.1.5 At least one employee per area of work will receive appropriate first aid training. A minimum of 1 first aider will be available per session led by Scotswood Garden.

11.1.6 All new employees will be told as part of their induction of the location of first aid equipment and the employee(s) who have received first aid

training.

- 11.1.7 A record of all first aid cases treated will be kept in the Accident Book, which will be kept locked in the main office.

11.2 Accidents and Emergencies

- 11.2.1 All employees must report all incidents which resulted or nearly resulted in personal injury to themselves or others, to the CEO and make sure the accident is recorded in the Accident Book.

- 11.2.2 The CEO will ensure that personal details of individual(s) will be stored in a secure location to comply with the Data Protection Act 2018.

- 11.2.3 It is the responsibility of the CEO to ensure that any necessary follow-up action is taken to reduce the risk of the accident or near accident recurring.

The CEO is responsible for reporting incidents which come within the Reporting of Injuries, Diseases & Dangerous Occurrences Regulations (RIDDOR), to the Health & Safety Executive. All reportable incidents must be reported online: <https://www.hse.gov.uk/riddor/report.htm> but a phone service is also provided for reporting fatalities only.

HSE on 0345 300 9923 (opening hours Monday to Friday 8.30am to 5pm).

- 11.2.4 . RIDDOR covers the following incidents:

- (a) Deaths and injuries caused by workplace accidents
- (b) Occupational diseases
- (c) Carcinogens mutagens and biological agents
- (d) Specified injuries to workers -see list: [Specified, reportable injuries - RIDDOR - HSE](#)
- (e) Dangerous occurrences
- (f) Gas incidents

12. HAZARDOUS SUBSTANCES (COSHH)

12.1 General Statement

- 12.1.1 Under the 2002 COSHH (Control of Substances Hazardous to Health) Regulations employers have a duty to make an assessment of the risks related to hazardous substances e.g. chemicals, noxious fumes etc. In accordance with the Approved Code of Practice this assessment will be carried out and written down by nominated competent person(s).
- 12.1.2 The person(s) responsible for carrying out this assessment will be the CEO and managers of each area of work.

12.1.3 Following this assessment, in accordance with the Approved Code of Practice (ACOP), the CEO will and managers of each area of work will:

- In the first instance take action to remove any hazardous substances
- If this is not possible, action shall be taken to find a substitute for the hazardous substance
- If this is not possible, such substances shall be enclosed within a safe environment
- If none of the above is possible, protective equipment will be issued to ensure the safety of staff.

12.2 Monitoring

12.2.1 If for any reason a member of staff or volunteer has been exposed to a possibly hazardous substance, levels of exposure will be monitored.

12.2.2 At all times levels of ill-health related to exposure to hazardous substances at work will be monitored.

12.3 Removal, Substitution, Enclosure and Protection

All members of staff shall avoid using hazardous substances at all times if at all possible. Where substitute materials are available they should be used (e.g. water based markers, correction fluid, etc). If there is no way of avoiding such use, staff must use the substance in an enclosed, ventilated environment away from other workers, and use proper protective equipment which shall be made available.

13. LIFTING AND HANDLING

13.1 The staff and volunteers of Scotswood Natural Community Garden should avoid manual lifting where at all possible. However, employees may occasionally be required to manually lift and handle loads. Correct manual lifting and handling reduces the effort required and prevents strain and risk of injury. Manual Handling Training will be included in staff and volunteer induction programmes and carried out on a 3 year cycle.

13.3 Staff and volunteers should not put themselves at risk by attempting to lift heavy loads which could be taken apart or divided into smaller quantities. The assistance of other staff and/or volunteers should always be sought for moving large quantities or for lifting heavy and awkward loads. When lifting is done by a team, instructions should be given by one person only.

13.4 Any employee feeling a strain should stop immediately and record the incident in the Accident Book.

- 13.5** Aids to reduce the risk of injury (e.g. wheelbarrows) must always be used if available.

14. PRIVATE CAR USE

There may be occasions when staff and/or volunteers use their private cars for Scotswood Natural Community Garden business. All such use must be authorised by the CEO or senior manager.

Authorisation will only be given on production of a valid driving licence, a valid insurance certificate (showing business use cover), and a valid MOT certificate (if the car is over 3 years old). Anyone carrying passengers under the age of 18 must also have a valid DBS certificate. (See also staff handbook)

16. CONTACTS

Local health and safety support:

The enforcement of health and safety legislation is split between the Health & Safety Executive (HSE), local authorities (LAs) and fire authorities (FAs). In general:

- The HSE covers factories, building sites, mines and quarries, farms, fairgrounds, railways, public sector organisations, chemical plants, offshore and nuclear installations
- LAs cover shops, warehouses, offices, hotels and catering, sports, leisure, consumer services, (e.g. laundrettes, hairdressers, undertakers, shoe repair, tyre and exhaust fitters), residential care homes and churches
- FAs enforce fire safety provisions in most workplaces

The relevant contact details for these bodies in the Newcastle area are:

HSE, Health & Safety Executive, Alnwick House, Benton Park View
Newcastle upon Tyne, NE7 7NE

Information request online:

<https://www.hse.gov.uk/contact/ask-us-about-health-and-safety.htm>

Phone Support: Telephone: 0300 003 1747

LA, <https://newcastle.gov.uk/services/public-health-department>

FA, <https://www.twfire.gov.uk/your-area/newcastle/>

Health and Safety Executive Publications - Free leaflets on all aspects of Health and Safety:

<http://www.hse.gov.uk/pubns/>

This Health & Safety Policy was adopted by the Board of Trustees of Scotswood Natural Community Garden at their meeting on 4 December 2012.

Signed by

Tony Milan

Chair of Trustees

4/12/12

Date Reviewed	Amendments	Signed
23/6/15		Keith Robertson
5/7/16		Tony Milan
25/7/17		Tony Milan
17/7/18		Stephanie Cole
12/6/19		Stephanie Cole
16/9/21	PPE for first aid amended inline with covid procedures	Chris Francis (virtual board meeting, paper copy PP by K Dobson)
15/6/22	2.1.4 amended to responsibility delegated to Managers, with the support of a named Health and Safety Officer.	Chris Francis
14/6/23	Changes to pronouns to ensure they are inclusive.	Chris Francis
5/6/24	Food hygiene and allergens procedures added. Updated fire procedures in line with the new building, and	Helen McStravick

	the need to carry out PEEPS. Removed section on stress as this is covered in the wellbeing policy.	

Appendix 1:**Risk Assessment Process for staff or volunteers with disclosures on DBS checks relevant to the position applied for.**

Where a potential staff member or volunteer presents a DBS check with a disclosure that may be relevant to the position they have applied for, the recruiting manager will discuss the disclosure with the applicant, and complete the DBS Risk Assessment Form.

DBS Check Risk Assessment Form**Name:****Date of Birth:****Position:**

Question	Applicable (Please delete as appropriate)	Comments
Did the applicant declare the matters on the DBS Form	Yes/No	
Does the individual agree that the information detailed on the DBS Certificate is correct?	Yes/No If 'No' what do they think is incorrect and why?	
Were any offences work related or committed within the context of a work setting?	Yes/ No If 'Yes' give details	
Were any offences committed within the last 2 years?	Yes/ No If 'Yes' explain context in which each offence occurred e.g. where, how and why and details of any victims.	
What is the individual's attitude to the offence/s now?	e.g. regret/remorse/justifies/denial	
Would they do anything differently now?	Yes/No If 'Yes' specify what	

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Has the individual's circumstances changed since the conviction/s e.g. location/friends/partner/education?	Yes/ No If 'Yes' specify what	
Are there any mitigating circumstances? e.g. immaturity, traumatic life event	Yes/No If 'Yes' specify what	
Can the applicant demonstrate any efforts not to re-offend? e.g. Rehabilitation courses, Anger Management Course, help for alcohol/drug abuse.	Yes/No If 'Yes' specify (NB – Community Service is a punishment not a rehabilitation Programme)	
Does the post have any direct contact with the public and if so how vulnerable are they?	Yes/No If 'Yes' gives details	
Can safeguards be implemented to reduce/ remove any risk e.g. No unsupervised contact?		

Any Further Information
Is there any other information relevant to this risk assessment regarding the candidate, the work itself or the location/ environment where activities will take place?

Level of Risk:	
High Risk	
Medium Risk	
Low Risk	

Risk Assessment Completed by:
Signed:

Date:

Volunteer Signature:

This will be followed by an organisational risk assessment to be completed by the recruiting manager together with the Health and Safety Lead officer (Karen Dobson), following the process recommended by Health and Safety Executive. <https://www.hse.gov.uk/violence/employer/assessing-the-risks.htm>
SNCG risk assessment of staff or volunteers with relevant disclosures on DBS check will include the following steps:

1. What is the risk?
2. Who might be harmed and how?
3. Evaluate the risk (likelihood and severity) and decide on precautions
4. Record your findings and implement them
5. Regularly view risk assessment and update

6. This assessment will then be presented for scrutiny to a panel of 3 trustees, including the lead trustee for child protection (Chris Francis), the lead trustee for health and safety (Chris Francis), and one other.

Appendix 2

Personal Emergency Evacuation Plan (PEEP)

Name	
Role	
Location	Hub, Garden, John Marley Centre (JMC) Outside locations (to be assessed on site by site basis)
Awareness of Procedure	
Designated Staff Assistance	Name: Role: Name: Role:
Methods of Assistance	
Equipment provided	
Evacuation Procedure and Safe Route(s)	