

# Sustainable Hackney

## Health and Safety Policy

Sustainable Hackney does not have an office nor does it employ staff. However Sustainable Hackney does work with groups and individuals networking, preparing newsletters and websites, and holding events, such as tree planting and tree care activities, gardening, food growing and repairing in the local community.

It is Sustainable Hackney's policy to work in ways that ensure so far as is reasonably practicable the health, safety and welfare of people who participate in Sustainable Hackney activities and events and attend meetings.

Sustainable Hackney will make suitable assessments of the health and safety risks to which people participating in Sustainable Hackney related activities may be exposed, and where appropriate provide training and instruction to ensure that activities are undertaken safely.

Smoking is not permitted at Sustainable Hackney events.

The person organising tasks or events on behalf of Sustainable Hackney will:

- Take responsibility for undertaking risk assessment
- Ensure that equipment is safe and appropriate
- Implement safe practices and procedures, and provide all necessary safety devices and protective equipment
- Provide training when required, and ensure that people are aware of health and safety aspects of tasks
- Encourage good practice and lead by example
- Ensure there is a person with first aid experience and training available on site at each task or event
- Ensure that fire extinguishers at venues we are using have an in-date inspection label
- Ensure that any accidents and dangerous occurrences are reported as soon as possible to Sustainable Hackney steering group and investigated.

### **Risk assessment**

Risk assessments will be made as part of the planning of all activities. The following is to be used as a guide in the identification and management of risks. As risks are unique to activities, this list is neither exhaustive nor comprehensive.

- Hazards present in the situation.

- Eg. vehicles, machinery, equipment, tools, noise, handling, gas, electricity, heat, trip or fall hazards, hazardous materials, biological hazards, workload, stress.
- Who is at risk of harm?
  - Eg. staff, volunteers, members of the public.
- Potential for harm
  - Eg. injury, infection, stress, infection, long-term harm to health etc.
- Risk that harm may occur
  - High (high risk of severe harm)
  - Medium (low risk of severe harm, or high risk of low-level harm)
  - Low (low risk of harm)
- Actions to manage/ reduce risk
  - Action to manage the risk for each hazard with medium / high potential risk to cause harm.
  - Eg. machinery used under supervision or only by trained or experienced people, warnings to be given, control of tools, cleaning eg hands after the activity, storage of equipment, chemicals etc, wearing personal protection equipment where appropriate etc.

## **Implementation**

The chair, Philip Pearson, has overall responsibility for implementation of this policy. As lead he will ensure that an event supervisor is appointed for each event we hold and that a risk assessment is prepared.

The event supervisor will have a copy of the risk assessment during the event and will be responsible for making participants aware of the hazards and actions required to reduce risk.

At the end of an activity the site should be left in a safe condition and risks to the public minimised.

Any accident or incident must be reported immediately to the person with responsibility for the activity who, where necessary, will inform external agencies. The report is to include: name of person injured, date, time and place of the incident, circumstances of the injury, and treatment given.

This policy will be reviewed annually.

Date adopted: 30<sup>th</sup> May 2012.

Reviewed: 30<sup>th</sup> May 2013, 5<sup>th</sup> June 2014, 5<sup>th</sup> May 2015, 5<sup>th</sup> June 2016, 31<sup>st</sup> May 2017, 31<sup>st</sup> July 2017.

Next review: July 2018