

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 on activities such as networking, preparing newsletters and websites, holding events, tree planting and tree care activities 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 appropriate training and instruction to ensure that activities are undertaken safely.

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 at each task or event
- Ensure that any accidents and dangerous occurrences are reported as soon as possible to Sustainable Hackney management committee 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 of risks. As risks are unique to activities, this list is neither exhaustive nor comprehensive.

- Use of equipment, including electrical equipment – equipment is not to be altered nor have safety guards or devices removed.

- Machinery such as chain saws and electrical tools – these are not to be used when volunteers are undertaking activities.
- Keeping sites safe and equipment left only in safe positions.
- Storing equipment safely, with tools locked away at the end of tasks.
- Lifting equipment and materials e.g. When digging and moving computer equipment.
- Protective clothing such as gloves and high visibility vests will be issued when required.
- Gloves to be provided for planting and related tasks to reduce risk of injury and infections.
- Chemicals and hazardous substances such as pesticides only to be used when necessary, e.g. For graffiti removal.
- Equipment such as shears and secateurs to be used only after training and under close supervision.
- At the end of an activity sites are to be left in a safe condition and risks to the public minimised.
- For each activity there is to be a first aid box and person trained in first aid.
- On those occasions when a vehicle is used - they are not to be overloaded, loads are to be secure, drivers and passengers are to wear the seat belts fitted, and the number of passengers carried is not to exceed the vehicles seating limit.
- People using electrical equipment on behalf of Sustainable Hackney are to ensure that equipment complies with the relevant legislation and that jobs are structured to reduce the risk of strain or stress.
- Smoking is not permitted on activities.
- Clean water always to be on site so people can wash their hands before eating or drinking.
- People engaged in Sustainable Hackney activities to be aware of information on health and safety, risks to health and safety arising from their work and the steps to control and manage the risks.

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

Date adopted: 30th May 2012

Reviewed: 30th May 2013, 5th June 2014, 5th May 2015, 5th June 2016

Next review: June 2017