

# Colwall Orchard Group Health & Safety Policy



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Signed by: A.J.Spray

Date: 4.6.20

Andrew Spray, Acting Chair

on behalf of Trustees of Colwall Orchard Trust Limited

# Health and Safety Statement

Colwall Orchard Group is run and operated entirely by volunteers, there are no paid employees. The activities undertaken by the volunteers, and the risks incurred by volunteers and visitors, are considered to be comparable to normal day to day activities carried out in a domestic home or garden setting.

Nevertheless, Colwall Orchard Group (COG) is fully committed to the health, safety and general welfare of all people who work for COG, including: trustees; volunteers; contractors, visitors and others who use our facilities or people who visit our premises or land; as well as those that may be affected by our work, use products we make or supply, or use our professional services.

## Introduction

Colwall Orchard Groups Health and Safety (H&S) Policy is based upon creating, maintaining and reviewing a 6-part system comprising:

1. H&S competency assessment of all relevant trustees, volunteers and contractors (including recording relevant H&S training)
2. Checklists and Safe Ways of Workings (including registering, monitoring and guidance/training for relevant tools and equipment)
3. Risk assessments for sites
4. Risk assessments for key activities
5. Risk assessments and Health and Safety checklists for events
6. Establishing clear lines of responsibility for monitoring and reporting

## Implementation

It is the responsibility of COG, through this H&S policy, risk assessments and competency record systems to ensure that all trustees, volunteers, contractors and visitors are kept as safe as possible.

The H&S policy will be reviewed and updated annually.

Date of last review: 30 April 2020

Date for next review: 30 April 2021

## Key roles & responsibilities

### Trustees

- All trustees, individually and collectively, have H&S responsibility for COG.
- The trustees may co-opt other volunteers or external advisors as they may deem necessary to support them in this responsibility.
- The Trustees will appoint a H&S rep to oversee implementation of this policy, inspect/replace or replenish relevant equipment on an annual basis, maintain relevant H&S records and report to the Board.

### Trustees Role:

- To review all aspects of Health and Safety, including measures relating to Adults at risk and Children (ARCs), to ensure that COG meets its legal H&S requirements and duties.
- To ensure that the Board is made aware of any instances or circumstances where its H&S procedures have not been followed, or do not fully meet the current H&S requirements.
- To assume H&S responsibility for land owned or leased by COG
- To delegate H&S responsibilities for activities and events, and for those people involved in working on them, to Lead Volunteers.
- To ensure that Lead Volunteers are competent to carry out the role, are clear as to their responsibilities and have sufficient time, budget and training to undertake these.

NB: Where COG conducts tasks, activities or events in locations not under COG control, H&S responsibility for the site will rest with the responsible owner and/or organisation and COG will follow their guidance.

**Duties:** H&S will form part of the set agenda at every Board meeting, to include:

1. **Review Actions points:** review H&S Action points completed and outstanding from the last meeting;
2. **Review of Standard H&S Themes (1-12):** Highlighting any areas of concern, approving new assessments (for sites, activities or competencies), checklists, safe ways of working etc. and identifying outstanding/new training needs
3. **Reviewing any reported incidents** (accidents and near misses) and identifying actions arising from them.

## Lead Volunteers

Lead Volunteers will be identified for relevant tasks, events, volunteer activities, contracts and any other areas of work covered by this policy and will have delegated H&S responsibility for the activities concerned and the people engaged in them.

### Lead volunteers' role:

- To ensure the safe conduct of the task, event or activity for which they are the Lead Volunteer
- To assist the Board in creating and implementing Risk Assessments, Safe Ways of Working, Checklists, COSHH assessments and reporting.

### Duties:

Lead volunteers will

- Complete a competency assessment for the role(s) assigned to them.
- For forthcoming tasks, activities and events, review:
  - Relevant Site, activity or event Risk assessments
  - any relevant Checklists and Safe Ways of Workings
  - the H&S competency of relevant trustees, volunteers and contractors
- Complete any outstanding assessment required to proceed with the task
- During the tasks, activities or events, follow appropriate H&S procedures identified by this review to include:
  - Checking that equipment is appropriate and safe to use.
  - Briefing participants on safe conduct and the safe use of equipment
  - Overseeing participants for the duration of the task, activity or event
  - Providing any necessary H&S advice to visitors
- Report back to H&S rep and Board regarding any incidents
- Making relevant recommendations to improve H&S procedures.

**Colwall Orchard Group: Policies : POL01 - Health and Safety Policy**

<b>Key Reps (PROPOSED and TBC)</b>	
Overarching H&S	Chris Blake and Andy Ball
1. Health and safety on our sites	Apple Packing Shed – Deb Turnbull and Andrew Spray Colwall Village Garden – Andy Ball and Andrew Spray Lugg’s Mill Orchard – Andy Ball and Lindsay Williams
2. Fire safety	Chris Blake and Deb Turnbull
3. Health, Hygiene and Welfare (H&W)	Apple Packing Shed – Peter Key and Deb Turnbull Work parties – Andy Ball and Chris Blake Juicing and pasteurising – Peter Key and Lindsay Williams Honey – Andrew Spray Preserves - Wendy Thompson and Andrew Spray Events and Catering - Wendy Thompson and Andrew Spray
4. Control of Substances Hazardous to Health (COSHH)	Andy Ball and Andrew Spray
5. Provision and Use of Work Equipment (PUWER)	Andy Ball and Andrew Spray
6. Manual Handling	Chris Blake and Deb Turnbull
7. Adults at Risk and Children (ARC)	Tim Dixon and Wendy Thompson
8. Contractors	Deb Turnbull and Andy Ball
9. First aid	Pam McCarthy and Chris Blake
10. Highways and Driving	Chris Blake and Andy Ball
11. Dangerous and Irresponsible People (DIP)	Peter Key and Andy Ball
12. Lone Working	Chris Blake and Andy Ball

# **Standard Health & Safety Themes**

## **1. Health and Safety on our sites**

### **Definition**

Our sites are:

- the Apple Packing Shed and composting toilet;
- Colwall Village Garden;
- Lugg's Mill.

NB: Colwall Allotment Association are responsible for the small tool shed at CVG.

### **Policy**

COG shall make sure that our sites provide a safe working environment for all volunteers and visitors.

In order to achieve this, COG will appoint and train suitable responsible H&S reps for each site who will report to the H&S representative and Board.

### **Requirement**

The named H&S rep for each site will be assigned responsibility for the safe maintenance of our premises and will make routine H&S checks of all these areas.

This will be supported by all other elements of this H&S policy including the creation of Risk Assessments, COSHH and PUWER management, provision of Personal Protective Equipment and the use of competency records and training to address skills gaps.

### **Method**

The H&S reps for the Apple Packing Shed, Colwall Village Garden, and Luggs Mill will check hazards throughout buildings and grounds monthly and report to the Board.

If at any time, the H&S rep suspects a H&S hazard they should undertake whatever actions they deem necessary to either remove the hazard, or protect all people from the hazard.

## 2. Fire Safety

### Definition:

- Fire is any hazard relating to the combustion of any material, or emission of gases of whatever type or for whatever reason that results in an adverse change in environmental conditions to the work place.
- Fire safety includes emergency evacuation procedures required for any reason.
- Fire hazards related to sites, activities and events etc. must be dealt with under relevant specific risk assessments

### Policy:

- COG will maintain all fire prevention, fighting and evacuation procedures as recommended by the Regulatory Reform (Fire Safety) Order 2005 and in accordance with insurance requirements and recommendations of a qualified fire inspector.
- All flammable materials must be stored in the flamvault, in suitably robust and appropriately labelled containers. These containers only to be removed from the flamvault when required to recharge the kit or to be taken for refill.
- Risk assessments for sites, events and activities will include consideration of fire safety and measures required to minimise risk

NB: for the purposes of fire safety, the only buildings considered to pose a significant risk is the Orchard Room within the Apple Packing Shed. The composting toilet, the allotment shed and the main body of the Apple Packing Shed pose minimal risk by virtue of the very fleeting nature of their use.

### Requirement:

- Lead volunteers will be responsible for fire safety at events or on activities organised by COG (whether on or off site).
- Lead volunteers will ensure that they are briefed on fire safety aspects of these events or activities and aware of their duties in the event of a fire, particularly in relation to ensuring the safety of visitors to these events and activities.
- Lead volunteers will ensure that all COG volunteers and contractors are briefed on emergency procedures in the event of fire.
- The Orchard Room will be provided with a fire blanket, fire extinguisher smoke detector and emergency light over the fire exit, which will be kept clear of trip hazards.
- The Board will review the procedures in place and the fire risk assessment annually, or with any significant change in the activities of COG.

### Method

- The Board will review fire safety procedures as a standing H&S item on every agenda.
- If at any time, anyone suspects a fire hazard they should undertake whatever actions they deem necessary to either remove the hazard, or protect all people from the hazard.

## 3. Health, Hygiene and Welfare (HH&W)

### Definition

- Welfare facilities are those that are necessary for the wellbeing of COG trustees, volunteers and visitors.

### Policy

- COG will provide and maintain the following HH&W facilities for the Apple Packing Shed as recommended by the Health and Safety Executive (HSE) \*
  - Drinking water on tap
  - Heated water via a kettle or tea urn
  - Hand cleaning facilities (a sink and hand cleanser) in the Orchard Room
  - A Composting toilet with foam hand cleanser
- For tasks, activities and events the Lead Volunteers will be expected to assess and implement suitable HH&W requirements;
- COG will follow its Hazard Analysis and Critical Control Point Plan (HACCP) for the production of preserves and 'Juicing instructions' for the production of juice.
- COG will adhere to standard food hygiene principles when preparing or serving food and drink.

\*<http://www.hse.gov.uk/pubns/indg293.pdf>

### Requirement

#### Lead Volunteers are responsible for ensuring that:

- Suitable and sufficient toilet and washing facilities are provided (where this is not possible, participants must be alerted to the lack of facilities, prior to the event).
- Suitable drinking water is supplied.
- There are suitable eating and rest areas for people to use during breaks.
- All trustees, volunteers and visitors to Colwall Village Garden are working in safe and suitable workplaces, including space, lighting, ventilation, and noise levels.
- All trustees, volunteers and visitors to other sites in connection with COG activities are working in a safe and suitable environment
- That all trustees and volunteers are aware of relevant welfare facilities and regulations.

### Method

- The H&S rep will monitor HHS&W at Colwall Village Garden and ensure that the HHS&W 'grab and go' box is well stocked with appropriate provisions
- The Lead volunteers running events elsewhere will ensure that there are adequate HHS&W provisions on site.
- Lead volunteers for production of preserves and juice will ensure adherence to the HACCP and 'Juicing Instructions' respectively.

When a Lead volunteer recognises an unreasonable risk, they should undertake whatever actions they deem necessary to either remove the hazard or protect all people from the risk and will report the issue to the H&S rep for further action.



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

### Definition

- Precautions relating to the purchase, transport, use, storage and disposal of chemicals and other substances potentially hazardous to health.
- The identification and management of hazardous substances (such as dust) occurring in the work environment.
- COSHHable substances used by COG include petrol and oil used in the lawnmowers and strimmers, paraffin used for charging the Wassailing torches, paints and medicinal products used by the Beekeepers. All cleaning chemicals used are eco-friendly and no other hazardous materials are used by COG.

### Policy

- COG will minimise the storage and use of COSHHable substances. Where possible any substances covered under COSHH will be substituted with substances without a potential hazard to health.
- COG will ensure all hazardous substances purchased by COG are transported, used, stored and disposed of securely and safely and that relevant trustees and volunteers are trained in their safe usage.

NB: All new orders for COSHHable products should be accompanied by a COSHH assessment. If any trustees or Lead Volunteers are in doubt as to the COSHH status of a product they intend to purchase, they should seek clarification and select non COSHHable products in preference to COSHHable one

### Requirements

- Most Trustees, volunteers and visitors will only come into contact with materials used on a daily basis in normal domestic circumstances, hence there is no requirement for special training or Personal Protective Equipment (PPE).
- Beekeepers will handle and store medicinal products according to the COSHH instructions and comply with legal recording requirements.
- The risk of spillages that would be hazardous to people or wildlife is considered to be minimal. There is also no requirement for disposal of 'surplus' materials.
- The H&S rep will ensure that there is an annual audit of all chemicals used or stored by COG and that there are COSHH assessments for all relevant substances.
- All Lead Volunteers responsible for delivering or overseeing activities will consider environmental COSHH hazards as part of the planning of the activity.

### Method

- The H&S rep will check on COSHHable substances, and ensure their safe storage, at least once annually.

## 5. Provision and Use of Equipment

### Definition

- Equipment includes: all hand tools e.g. pruning saws and loppers, power tools, furniture, first aid and emergency kits, bins, microscopes, pens, pencils, gazebos etc.; this not an exhaustive list but should help people define 'equipment'.
- Equipment does not include substances and materials covered under COSHH or the fabric or fittings of any building.
- Provision is making available any item for use by any person for whom COG accepts responsibility.

### Policy

- COG will ensure that all equipment provided for use is suitable for the intended use, safe for use, maintained in a safe condition, and where necessary inspected to ensure this remains the case.
- Equipment should only be used by people who have received adequate information, instruction and training (accompanied by suitable safety measures).

### Requirement

- COG will maintain a register and maintenance schedule of all significant pieces of equipment and keep a record of all H&S and maintenance checks.
- All trustees, trainees and volunteers will be trained, commensurate with their roles, in the safe use and care of the equipment they use or are responsible for and to recognise hazards that may arise from faulty or incorrectly used equipment.
- COG will maintain an up-to-date record of all trained and competent users.
- Where practicable, to ensure that all equipment is suitable for its intended use:
  - All tools and protective equipment will be purchased from a reputable trade supplier.
  - Specialist equipment used for working with children will be purchased from an appropriate education supplies outlet.

Where this is not possible due to the supply of goods in kind, second hand equipment, donations or for any other reason, Lead Volunteers will check that the equipment is suitable and in safe condition prior to use.

### Method

- Specific named Lead Volunteers will be responsible for:
  - the overall maintenance of specified equipment
  - ensuring all scheduled checks are completed and recorded
  - the training of other trustees, trainees and volunteers in its safe use.
- Lead Volunteers for tasks, activities and events will carry out maintenance checks for any relevant equipment under their responsibility.
- The H&S rep will ensure all fire safety equipment is maintained.
- The H&S rep will arrange and organise portable electrical appliance testing, and maintenance of an appropriate recording system.

## 6. Manual Handling

### Definition

- A person moving or lifting any object from one place to another without the use of fully automated equipment designed expressly for the purpose.

### Policy

- COG will not require any person to lift, or in any way handle any object that the person does not feel fully comfortable to lift.
- Where possible the need for manual handling will be removed or reduced as far as practicable.
- Where manual handling is required (e.g. harvesting and juicing equipment) COG will ensure that individuals involved operate Safe Ways of Working.

### Requirement

- All COG trustees, trainees and Lead Volunteers must undertake manual handling training commensurate with their tasks, and this will be recorded in their competency record.

### Method

- All competency records will include manual handling assessments.
- All Lead Volunteers area checks will include identification of handling risks; high storage, heavy or bulky products, unbalanced or difficult to grasp products, ground conditions etc. and who is doing the handling.
- Where any items or activities are identified as posing a manual handling risk, alternatives will be sought.

## 7. Adults at Risk and Children (ARC)

### Definition

**Adults at Risk and Children (ARCs)** are any person for whom COG has accepted responsibility, or where COG has provided opportunities for them to participate in an activity, who fall into the following categories:

1. Any child or young person from 0 – 18
2. Any adult deemed by law or a guardian as not totally capable of assuming responsibility for themselves.
3. Anyone who is pregnant
4. Adults who are in receipt of a Regulated Activity
5. Anyone for any reason considered more vulnerable than the 'norm' (**Note:** being over working age is not, in itself, considered to place an adult at risk).

**Regulated activities for adults:** are defined under the Safeguarding Vulnerable Groups Act 2006 (SVG)<sup>1</sup> and include health, personal or social care; assistance with household affairs; or transportation due to age, illness or circumstance.

COG does not deliver any regulated activities for adults. (COG may transport vulnerable adults, but only in the context of transporting groups of volunteers between our sites, not by virtue of their individual requirement for transport).

**Regulated activities for children:** are defined under the SVG and the Protection of Freedoms Act 2012<sup>2</sup>. Regulated activities delivered by COG include teaching and instruction.

### Policy

- COG will seek to provide opportunities for Children and adults at risk by providing an environment where they are safe from harm
- COG will adhere to legislation and good practice as provided by the various agencies involved in children and adult welfare and safety.
- No Trustee or volunteer will be expected or permitted to work alone with children or vulnerable adults. On this basis, ARC training and DBS checks are not required.

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<sup>1</sup> Safeguarding Vulnerable Groups (SVG) Act 2006 as amended section 64 and Schedule 7.

<sup>2</sup> Protection of Freedoms Act 2012 – in para 2 (1) of Schedule 4.

## **Requirement**

COG will ensure that:

- All trustees and lead volunteers are aware of who constitutes ARCs and what is expected of them regarding accepting responsibility for them.
- Trustees and volunteers working with ARCs have sufficient volunteer, parental or carer support to ensure that they never work alone with ARCs.
- Groups of children visiting for environmental education sessions are accompanied by responsible adults (parents, carers or teachers) to a ratio of at least 1:6.
- People aged 14-18 years wishing to volunteer with COG have a signed consent from their parents or guardians.
- Any adults that are identified as needing additional support for volunteer activities, for their own safety or for the safety of other participants, are accompanied by their carer or guardian to ensure one to one support at all times.
- Activities, venues and equipment have been risk assessed and are deemed or made suitable for the purpose.

## **Method**

- During recruitment, volunteers are required to declare whether they have any specific medical conditions and/or health limitation that might place them at risk.
- Adults identified as at risk, if working as COG volunteers, must complete a H&S assessment and this assessment will be kept under continuous review in the light of any change in circumstances or in capacity to undertake volunteer activities.
- Risk assessments for sites, activities and events should include an assessment of ARC where relevant, taking specific account of likely risks and determining appropriate responses.
- Training, competency and understanding of trustees and lead volunteers will be reviewed and updated at all levels on a regular basis.

## 7. Contractors

### Definition

- Contractor means anyone brought in by COG to work in any area for which COG assumes some responsibility, who is not an employee, volunteer or visitor of COG.

### Policy

- All contracts entered into by COG's should include relevant H&S provision including risk assessments of the key activities.

### Requirement

- COG will appoint a Lead Volunteer for each contract
- The Lead Volunteer will alert all contractors to site-specific information and risk assessments.
- All contractors will lodge relevant documentation (insurance details, risk assessments, method statements H&S record etc.) with COG.
- All projects or work carried out by contractors will follow a safe system of work agreed by the contractor and COG.
- Trust and contractor responsibilities will be agreed and clearly defined.
- Work falling under the Construction Design and Management Regulations must have prior approval by the Board.

### Method

- All contractors undertaking single projects will work with a competent Lead Volunteer to create a risk assessment which identifies safe systems of work.
- No contractor may send out a staff member or sub-contractor who is not fully aware of the conditions described in the contract risk assessment.
- Lead volunteers supervising contractors must be familiar with all the relevant H&S documentation and able to check compliance with these.

## 8 First Aid

### Definition

- First aid precautions relate to all people, buildings and any activity or event for which COG accepts any responsibility.
- First aid is the procedure followed when someone is injured or becomes ill.

### Policy

- COG will ensure that a suitable number of people are trained in first aid at any event or activity where COG accepts any responsibility.
- COG will maintain all first aid procedures as recommended by the HSE.

### Requirement

#### COG will ensure that:

- All first aid kits and equipment are maintained as per legal requirements.
- All responsible trustees, trainees and volunteers are aware of their duties in the event of a first aid incident, including up to date training, refresher courses etc.
- Procedures are reviewed with any significant changes in activities of COG.

### Method

- COG will support relevant Lead Volunteers in maintaining relevant First Aid qualifications and keeping up to date with new guidelines and equipment etc.
- The H&S rep will ensure that First Aid Equipment stocks are fit for purpose, and maintain up to date competency records.

## 9. Highways and Driving

### Definition

- Only vehicles registered for use on the public highway are covered by this policy
- At present COG does not own any road going machine, so this policy applies to:
  - vehicles supplied by COG for the use by any trustee, trainee or volunteers (e.g. rented through the Malvern Car Club)
  - vehicles owned, rented or leased by a member of trustees, trainee or volunteer and used while on COG business.
- The highway is considered any public route or private route routinely used for public access (such as car parks, drives etc.).
- Driving relates to any Trust trustees or volunteers using any vehicle on a highway.

### Policy

- Any member of trustees or volunteer using any vehicle on a highway shall ensure that they conform to the Road Traffic Act and Road Safety Act in accordance with their legal driving responsibility.
- Where COG requires trustees or volunteers to use their own vehicles all aspects of that use will conform to Road Traffic Law.

### Requirement

- COG will assure itself of the competency and legality of any trustees or volunteers using vehicles supplied by COG before they permit their use.
- Any trustees or trainee required to use their own vehicle while on COG business must be fully licensed, insured and competent to do so.

### Method

1. All trustees, trainees or volunteers driving as part of their work for COG are required to inform the Board if there is any change in their circumstances that might affect their legal situation or level of competency when driving.
2. Trustees, trainees and volunteers using vehicles on COG business must ensure that the vehicle is roadworthy before use.
3. Trustees, trainees and volunteers using any vehicle on a highway shall ensure that they conform to the Road Traffic Act and Road Safety Act in accordance with their legal driving responsibility.



# 10. Dangerous and irresponsible People (DIP)

## Definition

Any person whose behaviour goes beyond that of the 'reasonable person' which as a result may put them or other people or property at risk. This may be because of lack of mental capacity, through aggressive behaviour, through the effects of alcohol or drugs (prescribed or non-prescribed) or purely through innocent ignorance, stupidity or inability.

This can also include dogs which pose a danger to staff by reason of not being under appropriate control or restraint.

## Policy

COG seeks to provide an environment where people are safe from harm, carrying out suitable risk assessments, based upon an expectation of reasonable behaviour. However, we cannot assume that every person we interact with will be sensible.

COG will ensure that all staff, trainees and volunteers are suitably trained to deal with DIP that they may be expected to encounter.

## Requirement

All volunteers should be aware of their likely level of contact with DIPs and the baseline requirement for dealing with DIP. This will be recorded on competency forms together with required and achieved training where applicable.

All risk assessments for sites, activities, groups and individual competencies will include DIPs

## Method

Risk Assessments for activities and sites should include DIP.

All incidents involving DIP are recorded either as accidents or near misses and will be reviewed to see if action is required, this will be recorded.

Training will be reviewed and updated for staff, trainees, volunteers and groups during annual appraisal, due to a change in activity, or as the result of an incident.

Situations that are identified that pose an unacceptable risk will be acted upon immediately.

# 11. Lone Working

## Definition

- Lone working is where a COG volunteer working by themselves is in a situation where there is a significant increase in the likelihood of an incident occurring, and/or where there would be an increased difficulty in obtaining help following an incident.
- Exceptions are where people are travelling between sites, commuting or attending meetings where they know other attendees.

## Policy

- Wherever practicable lone working will be avoided.
- Lone working will not be permitted where site or activity risk assessments have identified risk associated with hazards such as isolation, water, heights, or confined spaces, dangerous and irresponsible people, or where competencies are not recorded.
- Where lone working cannot be avoided agreed safe systems must be adhered to.

## Requirement

- All competency records will include a presumption against lone working or will record appropriate levels of lone working agreed for the volunteer.
- Competency assessments will include what activities and sites the lone worker will be encountering, what safe systems have been put in place and what emergency procedures have been identified.

## Method

- Anybody undertaking lone working will carry a personal mobile phone and an emergency pack (first aid /thermal blanket/alarm) if appropriate to the activity.
- Anybody wishing to undertake lone working where a significant level of risk is identified must agree an emergency procedure, which includes a named competent person who has clear guidelines to follow in the event of a failure of the lone worker to report in at suitable periods.

## Annex A: H&S Tools

### Risk Assessments

A risk assessment is a careful examination of what could cause harm to people or property and what precautions are required to reduce the elements of risk to acceptable levels. Risk assessment may relate to specific sites, activities or events. When Risk Assessments for activities include significant recommendations for mitigation of hazards or risk, Safe Ways of Working and/or Checklists will be prepared for the relevant activity. Risk assessments are not in themselves a protection from harm but the means by which COG plans for safe sites, activities and events

COG will use risk assessments as a tool to identify and act upon significant hazards

- All sites for which COG accepts responsibility will receive site specific risk assessments at time intervals depending on latent hazard burden and site usage.
- Regular activities will be subject to activity risk assessments
- Regular recurring events with significant H&S risks (eg the Wassail).
- Risk assessments will often result in the generation of simple Safe Ways of Working and/or Checklists that need to be followed when undertaking a particular activity
- All contractors will work to site and task risk assessments agreed with COG.

The H&S rep will prepare RAs and support Lead Volunteers in their implementation.

### Safe Ways of Working and Checklists

A Safe Way of Working document gives specific instructions on how safely to perform a work-related task, or operate a piece of plant or equipment. A checklist is a comprehensive list of important or relevant actions be taken prior to using a piece of equipment.

COG will draw up Safe Ways of Working and checklists where appropriate to mitigate risks. Lead volunteers will be responsible for implementing Safe Ways of Working and undertaking any checks identified in the Checklist prior to the activity or event.

### Health and Safety checklists for events

Event checklists pull together information on all relevant site-based RAs, activity-based RAs, events RAs, SWOW, Checklist and any relevant event specific risks or hazards. The event checklists identify the key measures required for each event and any action required prior to the event.

### Competency Records

A competency assessment identifies what an individual will and will not be expected to encounter and what equipment, training and degree of competency they should possess to undertake a task or activity safely.

COG will carry out competency assessment of Trustees and Lead Volunteers and will provide training as necessary to enhance key competencies.

### Policy

Through implementation of this H&S policy and its tools, COG will ensure that:

- The risk of accidents is as low as practicable.
- All trustees, trainees, key volunteers and groups are aware of what constitutes a reportable accident or near miss.
- All major accident and near miss reports will be considered by the Board.

# Annex B: Monitoring and Reporting Incidents (Accidents and Near Misses)

## Definition

An accident is an unplanned incident which results in actual loss through injury, material damage or environmental degradation.

A near miss (also known as a dangerous occurrence) is an incident that had the potential to result in an accident.

COG is responsible for any accident or near miss incident that occurs on any site or during any activity for which that COG has responsibility.

## Policy

- All trustees, trainees, key volunteers, and groups will be made aware of what constitutes a reportable accident or near miss.
- All major accident and near miss reports will be considered by the Board.
- COG shall investigate all significant accidents with an aim to ensuring that they do not happen again.
- COG may investigate near miss incidents and act to prevent their recurrence.

## Requirement

- All trustees and key volunteers are aware of accident and near miss reporting systems within COG, and the reporting thresholds:
  - Adults at risk and Children (including teenagers on work experience) – report everything;
  - Trustees and volunteers – report any incident where first aid was administered by anyone other than the “casualty”.
- Minor accidents and near misses will be recorded in the Accident Book and reported to the Board.
- Major accidents and near misses will be reported in accordance with the requirements of the Reporting Incidents, Diseases and Dangerous Occurrences Regulations (RIDDOR)
- The Board will discuss, investigate and report on all reported incidents and take appropriate steps to ensure that such accidents or near misses do not recur.

## RIDDOR

COG will notify the H&S Executive as required under RIDDOR. Full details are available on their website here: <http://www.hse.gov.uk/riddor/reportable-incidents.htm>).

Major accidents which must be reported to HSE include those involving:

- The death of any person
- Specified injuries to workers
  - fractures, other than to fingers, thumbs and toes
  - amputations
  - any injury likely to lead to permanent loss of sight or reduction in sight
  - any crush injury to the head or torso damaging the brain or internal organs
  - serious burns (including scalding)
  - any scalding requiring hospital treatment
  - any loss of consciousness caused by head injury or asphyxia

## **Colwall Orchard Group: Policies : POL01 - Health and Safety Policy**

- Incapacitation for work for more than seven days

Accidents which require recording, but not reporting to HSE include:

- Incapacitation for work for more than three days
- Non-fatal accidents requiring hospital treatment (NB this is treatment, not just testing)

Occupational diseases (relevant to COG) which must be reported include:

- carpal tunnel syndrome;
- severe cramp of the hand or forearm;
- hand-arm vibration syndrome;
- tendonitis or tenosynovitis of the hand or forearm;
- any disease attributed to exposure to a biological agent.

Dangerous occurrences are near misses that could have resulted in any of the above. (HSE specifies 27 categories of dangerous occurrences, see the website for more information)

## **Method**

- The Board and all Lead Volunteers must be aware of with their duties under RIDDOR and will follow the procedures under these regulations.
- In the event of any accident or near miss (RIDDOR notifiable or not) any Lead Volunteer can request an Accident Investigation and Report to be undertaken.
- The Chairman, working with the Board, will assess the level of investigation required.
- Accidents will be investigated and reported upon by a sub group of: the Chairman; the Lead Volunteer responsible for the person injured (or area of loss); and an appointed investigating/reporting officer.
- Where interviews with any people involved in the incident are required, the interviewees will be entitled to support from a trusted colleague or friend.
- The final report will be submitted to the Board and the H&S Officer from the local authority (if applicable).