



Canalside Community Food

a community supported agriculture scheme

HEALTH & SAFETY POLICY

This is the statement of general policy and arrangements for: Canalside Community Food The policy is set by the steering group.

Overall and final responsibility for health and safety is that of: head grower

Day-to-day responsibility for ensuring this policy is put into practice is delegated to: any staff on site

Statement of general policy	Responsibility of	Action / Arrangements
To prevent accidents and cases of work-related ill health and provide adequate control of health and safety risks arising from work activities	Head grower	Relevant risk assessments completed and actions arising out of those assessments implemented. (Risk assessments reviewed when working habits or conditions change.) Risk assessments available for all employees and volunteers to read.
Provide clear instructions and information, and adequate training, to ensure staff are competent to do their work	Head grower	Employees and volunteers given necessary health and safety induction and provided with appropriate training (including working at height, moving and handling and using tools) and personal protective equipment. We will ensure that suitable arrangements are in place to cover employees engaged in lone working.
To engage and consult with staff on day-to-day health and safety conditions and provide advice and supervision on occupational health	Head grower All staff	Employees and volunteers routinely consulted on health and safety matters as they arise but also formally consulted at regular health and safety performance review meetings or sooner if required.
To implement emergency procedures - evacuation in case of fire or other significant incident. You can find help with your fire risk assessment at: (See note 1 below)	Head grower	Escape routes well signed and kept clear at all times. Evacuation plans are tested from time to time and updated as necessary.
To maintain safe and healthy working conditions, provide and maintain plant, equipment and machinery, and ensure safe storage / use of substances	Head grower General administrator	Toilets, washing facilities and drinking water provided. System in place for routine inspections and testing of equipment and machinery and for ensuring that action is promptly taken to address any defects. Substances hazardous to health stored appropriately.
To ensure adequate first aid provision through some staff members being first aid trained and with a manual with the first aid kit	Head grower Administrator	First aid training for some staff First aid kits with first aid manual

Accidents and ill health at work reported under RIDDOR (Reporting of Injuries, Diseases and Dangerous Occurrences Regulations) <http://www.hse.gov.uk/riddor>

Signed: (Employer)		Date:	
Subject to review, monitoring and revision by:	Staff team and steering group	Every:	12 months or sooner if work activity changes
First-aid box is located in the pole barn (on/above metal counter) Accident book is located: in the collection space (bookshelf)		Health and safety law poster is displayed in the collection space	

Note 1: <https://www.gov.uk/workplace-fire-safety-your-responsibilities>

Note 2: Activities not specifically covered by this policy (e.g. education project visits and social events) have specific risk assessments prepared.

Last reviewed by the steering group on: 15th January 2019