



## **HEALTH AND SAFETY POLICY – Cwmbach Community Wetlands**

Health and Safety is important part of our work. We aim to take all reasonable steps to ensure the safety of all the people we work with including trustees, members and volunteers.

We are committed to making health and safety a priority and we will:

- Ensure all our activities are as safe as reasonably possible.
- Appoint a person to be responsible for health and safety.
- Make it clear to all committee members, members, volunteers and others that health and safety is a responsibility of everyone, and any health and safety issues are reported immediately to a committee member.
- Make sure committee members take action on any health and safety issues as soon as reasonably possible and report this to the person with responsibility for health and safety.
- Ensure we discuss health and safety regularly.
- Make sure there is access to a first aid box, which is stocked and maintained.
- Any accidents are recorded in an accident book.
- Make sure any premises and buildings are safe and accessible. Everyone should be aware of what to do in the event of a fire, fire notices are in place and fire equipment is maintained.
- Ensure any equipment is in working order and safe to use, and any portable electrical equipment is checked. <http://www.hse.gov.uk/pubns/indg236.pdf>
- Ensure we have adequate and up to date public liability insurance for all premises and activities. <http://www.wcva-ids.org.uk/interlink/1115>
- Review this policy annually and take any action required to improve health and safety.

### **What can we do?**

- Make sure everyone knows who and how to report health and safety issues.
- One of the biggest risks are slips, trip and falls, make sure there is nothing to fall over; steps and paths are clear and maintained; keep things tidy: there are no wires or obstacles to trip over
- Ensure that paths are kept clear of litter
- Carry out risk assessments prior to any events / volunteer activities.
- Train some members in health and safety and first aid
- Record information such as any medical conditions, prescribed medicines and emergency contact details for your committee, members and volunteers.

**Other Sources of Information and Advice**

- <http://www.wcva-ids.org.uk/interlink/1112>
- <http://www.hse.gov.uk/business/policy-statement.pdf>