

## Hagge Woods Trust Health and Safety Policy

<b>This is the statement of general policy and arrangements for:</b>		<b>Hagge Woods Trust</b>	
<b>Rosalind Forbes Adam, Chair</b>		<b>Has overall and final responsibility for health and safety</b>	
<b>Emma Daniels, Project Coordinator</b>		<b>Has day-to-day responsibility for ensuring this policy is put into practice</b>	
<b>Statement of general policy</b>	<b>Responsibility of: Name/Title</b>	<b>Action/Arrangements (What are you going to do?)</b>	
Prevent accidents and health and safety risks in the wood-meadow and on any other land used/leased by the Trust (e.g. nursery area).	Rosalind Forbes Adam, Chair	Relevant risk assessments completed and actions arising out of those assessments implemented. (Risk assessments reviewed when working habits or conditions change.)	
Provide clear instructions, information, and adequate training, to ensure consultants and volunteers are competent to do their work.	Emma Daniels, Project Coordinator Kat Wotherspoon, Volunteer Coordinator.	Consultants, volunteers, and subcontractors to be given necessary health and safety induction and provided with appropriate training when using machinery that may have a moderate or higher risk.	
Engage and consult with consultants and volunteers on a regular basis on health and safety conditions	Emma Daniels, Project Coordinator Kat Wotherspoon, Volunteer Coordinator	Consultants and volunteers routinely consulted on health and safety matters as they arise but also formally at volunteer/team meetings or sooner if required. All consultants to be given first aid training.	
Maintain safe and healthy working conditions, provide and maintain golf buggy and ensure safe storage/use of hazardous substances.	Emma Daniels, Project Coordinator Kat Wotherspoon, Volunteer Coordinator	Ensure eco-loos, refreshment facilities in hut are clean and fit for use. Routine inspections on golf buggy and for ensuring that action is promptly taken to address any defects to be carried out before use. Please refer to buggy safety policy for details of safe fueling and storage of petrol.	
Signed: (consultants)		Date:	

First-aid box is located:	Hut
Accident book is located:	Hut

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