



Woodlarks Camp Site Trust

Health and Safety Policy & Procedures 2017

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1. Foreword

This is the 2017 version of the Health and Safety Policy. It is a Policy Document of Woodlarks Camp Site Trust. Other policy documents include Child Protection Policy, Equal Opportunities Policy, Risk Assessment Procedure, Vulnerable Adults Protection Policy and Handling of Information Policy. Policies are available on our web site, see <http://www.woodlarks.org.uk/home/what-we-do/policies/> .

It was written by Bob Jones and Sarah Lane.

This Health and Safety Policy & Procedures document will be made available to all staff and volunteers of Woodlarks Campsite Trust.



2. Health and Safety Policy Statement

The Trustees of Woodlarks Camp Site Trust recognise the importance of Health and Safety as it impinges on the activities of Woodlarks Camp Site Trust and are committed to achieving high standards of Health and Safety for employees, volunteers, camp users, visitors and contractors.

The Trust recognises its duty to comply with relevant Health and Safety legislation. The Trust recognises the importance of the people who support its work and its moral obligation to safeguard anyone who can be affected by its activities.

Using Woodlarks Camp Site Trust's continually updated Health and Safety procedures, all employees, volunteers and camp users will be made aware of the Camp Site Rules as set out in the Camp Leaders' Handbook and Working Party Leaders' Handbook and all relevant risk assessments.

The Trust will provide sufficient resources to implement Health and Safety policies and procedures together with the necessary information, instruction and training to its employees/volunteers. The Trust takes advice on safety rules, procedures and risk assessment from a competent and appropriately qualified Health and Safety Advisor.

The Trust aims to continuously improve its Health and Safety performance and all employees and volunteers will be made aware of any revisions to the Health and Safety policy statement.

This statement will be reviewed annually

Signed: Alexine Crawford (Chairman)
Date: 22 March 2017
Print name: Alexine Crawford
Implemented: March 2017
Review date: February 2018
Person responsible: Mark Greenwood



3. Organisational Arrangements

The Trustees are responsible for ensuring that all staff and volunteers of Woodlarks are aware of what is expected of them in terms of health and safety and will endeavour to ensure that the necessary resources are available to them.

Woodlarks Campsite Trust will ensure:

- Appropriate arrangements for the effective planning, development and review of their Health and Safety Policy & Procedures which will be undertaken annually or sooner as dictated by organisational or legislative changes.
- Maintain safe and healthy working conditions, provide and maintain plant, equipment and machinery and ensure safe storage and use of substances.
- Have suitable and sufficient emergency procedures e.g. fire and first aid.
- Provide adequate training for volunteers of the Trust.
- Ensure that volunteers are competent to undertake the tasks allocated to them.

Health and Safety Advisor

This requires specialist expertise. The advisor will ensure that the Trustees receive appropriate and necessary information on health and safety matters to enable them to fulfil their role and exercise effective control over the management of health and safety at Woodlarks.

Individuals/Volunteers

Individuals/volunteers are not expected to do anything to endanger their health and safety or that of other people who may be affected by their acts or omissions. They must inform the Warden/Hon Sec of any hazardous situation that comes to their attention. They must comply with the safety rules and procedures as outlined by the Trust in this policy and in the Camp Leaders Handbook, Camp Leaders Activity Manual and Working Party Handbook.



4. Risk Assessments

The Trust, under the guidance of its H&S Advisor, will ensure suitable and sufficient risk assessments are undertaken as required by the Management of Health and Safety at Work Regulations 1999. The Trust will follow the approach outlined in Health and Safety Executive (HSE) guide INDG163 'Five Steps to Risk Assessment'. Risk Assessments will be proportionate to the levels of risk involved.

The Trust carries out Risk Assessments for the facilities and equipment which it provides. Each camp is expected to undertake risk assessments for activities which will involve using facilities and equipment provided by Woodlarks. For further details please refer to the 'Risk Assessment Process 2015'.



5. Emergency Procedures

Fire

Detailed information on fire prevention and control can be found in the Camp Leaders' Handbook/Working Party Handbook. Volunteers and employees should familiarise themselves with these and note the following:

General

Everyone on site must be familiar with:

- Exit doors and other means of escape
- Location of fire extinguishers and fire hoses
- Location of the telephone
- Location of the assembly point
- Actions to be taken in the event of a fire

Everyone must ensure that all doors and exit routes from buildings are clear at all times.

In case of Fire

Raise the alarm by shouting "Fire, Fire, Fire," or activate the nearest alarm point.

Ensure that all persons leave the building or area of the fire immediately.

Call the fire brigade.

The fire officer is to inform the fire brigade of the location of any oxygen cylinders stored in the buildings.

Try to extinguish the fire by the nearest appropriate extinguisher or fire hose but do not take personal risks.

First Aid

The Camp Leaders Handbook/Working Party Handbook details arrangements for those visiting the site together with contact details for doctors/hospitals etc.

Volunteers and employees working/visiting the site during the camping season, should check on arrival as to location of first aid kits provided by each camp. During working parties a first aid kit is located in the pantry. In addition to this, kits should also be available in the vicinity of as many working areas as possible.



- All injuries however minor should be treated and recorded in the accident book. Check its location with the Hon Warden and Secretary.
- In an emergency contact an ambulance giving the exact location and nature of the injury. (Woodlarks Camp Site, Tilford Road, Farnham GU10 3RN)

Accident Reporting

Accidents should be recorded in the Trust's accident book which will be handed to the camp leader at the start of each camp. At all other times of the year the accident book is held by the Hon.Warden and Secretary.

Any serious accidents must be reported to the Hon Warden or Secretary who in turn will decide whether they need to involve a trustee and the H&S Advisor who would assist with the investigation.



6. General Arrangements

Health Hazards

When working on the site volunteers should be aware that they may be exposed to health hazards of a biological or chemical nature. Exposure to these can be controlled through following good hygiene practices, and wearing appropriate Personal Protective Equipment (PPE) The Trust will ensure that the correct type of PPE for different tasks based on risk assessment are available. Plants/plant material can occasionally produce an irritant effect, so volunteers should take care when undertaking gardening and ground maintenance activities. Solids, vapours, dusts and microbiological materials can enter the body in the following ways:

- Inhalation
- Ingestion
- Absorption (skin contact)
- Injection (puncture, cuts, wounds, open sores)

Machinery/Equipment/Hand Tools

There is a wide range of hazards associated with the use of machinery/power tools. All users of such equipment must recognize these hazards in order to take appropriate precautions. Some of these hazards are listed below:

Hazards

- Hair or clothing becoming entangled in rotating parts
- Being struck by flying debris
- Cuts from contact with sharp edges
- Pointed edges puncturing the skin
- Burns
- Vibration
- Noise
- Electric shock

Do follow these safety instructions

- Always know how to stop the machine/tool you are using before you start it. Familiarise yourself with emergency stop controls
- Ensure all guards are in position and protective devices are working



- Ensure the area where work is taking place is, tidy and clear of obstruction
- Inform the Warden if you feel machinery or equipment at the site is not working properly or is faulty.
- Do not use any equipment which you believe to be faulty
- Ensure you are wearing the correct PPE for the task

Don't

- Use any tools/machinery that you have not been authorised or trained to use
- Try to clean machinery/tools whilst they are in motion – switch off and unplug
- Wear dangling chains, have loose clothing, gloves, rings or long hair which could get caught in moving parts
- Distract anyone using tools or machinery
- No hot re-fuelling

Lifts and Hoists

There are various lifts and hoists designed for moving people on site. The Trustees will ensure that a suitable maintenance inspection and testing regime is in place for these as per the requirements of the Lifting Operations and Lifting Equipment Regulations 1998. Lifting equipment for lifting persons must be inspected and tested as legally required and according to use as must lifting accessories e.g. slings.

Patient hoist failures can occur through:

- Mechanical damage to pulleys sheaves and drums
- Anchor point failure
- Braking mechanism failure
- Boom arm distortion or corrosion
- Electrical faults
- Hook catch failure
- Abuse

The camps will ensure that those using the hoists have appropriate training and that risk assessments are in place for manual handling and safe bathing and that these are communicated.



Noise and Vibration Hazards

The Trust recognises the hazards posed through noise and vibration and will ensure that risk assessments are in place to reduce exposure to noise and vibration and that where required suitable and sufficient PPE is provided for volunteers/employees.

Outdoor Working

Activities/work undertaken at Woodlarks often necessitates outdoor working – where this is the case it is important to be aware of the following hazards:

- Adverse weather – where practicable no work should be undertaken in very inclement wet, windy or extremely cold conditions. Where such work has to take place a suitable and sufficient risk assessment will be undertaken and appropriate control measures put in place
- UV Radiation – avoid skin exposure to the sun, wear sunscreen and a hat
- Check skin for any unusual scabs, spots or newly formed moles

Smoking

Smoking is not permitted indoors at Woodlarks and never in any tented area. Volunteers should also avoid smoking in areas of woodland which could be vulnerable to fire in dry conditions. Volunteers should only smoke in designated smoking areas and must clear away cigarette butts/matches ensuring they are fully extinguished.

Lone Working

Nobody should be working on site at Woodlarks without advance notification being given to the Warden/Hon Sec. Volunteers, if working alone, are recommended to carry a small personal first aid kit in case of emergencies. Help can also be obtained from the Warden, when on site, who will render assistance until help arrives. It is the policy of the Trust that Lone Working is to be avoided – where this is not possible the following precautions should be adopted:

- Those working on site alone must notify the Hon Warden or Secretary that they will be on site and also let them know they have left the site
- Ensure a member of their family/friend knows they will be working on site alone and that this person has the phone number of the bungalow on site.
- Carry a mobile phone with them which can receive a signal where they are working.
- Carry a small personal first aid kit with them.
- Avoid working alone on the site in adverse weather conditions.
- Not undertake any work at height, heavy manual handling tasks, or tasks involving use of hazardous machinery/equipment when working alone



- Electrical contractors working on site should provide a safe system of work and method statement for the work they will undertake.
- All lone working should have a suitable and sufficient risk assessment

Electrical Safety

Volunteers/Staff can be put at risk from harm from electricity if they:

- Use equipment carelessly
- Use equipment for tasks which it is not intended for
- Use faulty equipment
- Use equipment in wet conditions

All activities involving electrical equipment will be subject to risk assessment. All items of electrical equipment will be properly maintained and checked at appropriate intervals. The Trust will ensure that fixed wiring is inspected as required by law.

Electrical equipment inspection is covered by the Trust's policy "In-Service Inspection and Testing Policy".

Working at Height

Where possible, working at height is to be avoided. Where this is not possible then the work in question will be subject to a suitable and sufficient risk assessment. All equipment used for working at height will be regularly inspected and tested to ensure it is fit for purpose.

Manual Handling

Manual handling tasks are one of the most common causes of injury in the workplace. The Trust will ensure that manual handling tasks undertaken at Woodlarks have been fully risk assessed and that any necessary lifting aids and PPE have been provided. If staff/volunteers have concerns about manual handling tasks they should notify the Hon Warden or Secretary and seek guidance from the H&S Advisor.

Control of Substances Hazardous to Health (COSHH)

The Trust will ensure that all substances hazardous to health used or produced at Woodlarks will be clearly identified, have a suitable and sufficient risk assessment and have an up to date Material Safety Data Sheet (MSDS). Volunteers who may come into contact with the hazardous substance will be trained in the safe use, storage and handling of the substance and will be issued with appropriate PPE.



Personal Protective Equipment (PPE)

Volunteers/staff will be supplied with PPE as required and this will not be charged for. Guidance will be given as to when and where PPE is to be worn and training on its correct use and storage. Any defects to PPE should be reported so that replacement items can be issued.

Consultation on Health and Safety Issues

The Trust will consult directly with volunteers/employees on issues concerning health and safety

Waste Management

The Trust will ensure that all waste generated at the site is disposed of in a responsible manner using a suitable licensed waste carrier. This includes clinical, hazardous and general waste.



7. Document Review

This policy will be reviewed annually or as Health and Safety legislation dictates.

Signed:

Date:

Print name: Alexine Crawford

Position held: Chairman

Implemented: March 2017

Next review: April 2020

Person responsible: Mark Greenwood