



Friends of Keston Common Health & Safety Policy Statement

Role	Name	Responsibility
Chairman	Larry Herbert	Overall and final responsibility for Health and Safety within the Group.
Equipment Officer	Larry Herbert	Responsible for maintaining tools and equipment in a safe condition.
Committee Member	Tudor Davies, Angela Godfrey, Françoise Harrop Wendy Wiseman Veronica Moloney	Responsible for ensuring this Policy is put into practice.

Statement of Policy	Responsibility	Action
Prevent accidents and cases of work related ill health by managing the health and safety risks in the work place.	Chairman	Relevant risk assessments produced for all tasks to be undertaken. Actions from those risk assessments to be implemented at work session. Risk assessments reviewed when working conditions or tasks change.
Provide clear instruction at the start of each work session and training as required to ensure volunteers are competent to carry out the task.	Chairman Committee Members	All volunteers to be given necessary health and safety induction, and provided with appropriate training for the task to be carried out. Ensure the correct use of Personal Protection Equipment (PPE) where appropriate.
Consult with volunteers on a regular basis on health and safety matters	Chairman Committee Members	Volunteers to be routinely briefed on health and safety matters as they arise. Any concerns/questions raised, to be checked against the relevant risk assessment and reported to the Group's committee.
Ensure volunteer's personal safety especially when working alone.	Chairman	Volunteers to be routinely briefed on how to avoid hazards and situations that could lead to a threat of personal safety.
Maintain tools and equipment so as to provide a safe and healthy working environment. Ensure safe storage/use of substances.	Equipment Officer	System in place for routine inspections and testing of tools and equipment to ensure health and safety risks are minimised. Ensure prompt action is taken to address any defects found. Any tool waiting repair is clearly identified as not in use.
Ensure technical competence is maintained through the provision of refresher training as appropriate i.e. First Aid Training, use of hand tools etc.	Chairman	Volunteers to be routinely consulted on training needs, outcomes to be communicated to the Friends Forum. Volunteers provided with details of all relevant courses available through the Friends Forum and LBB's contractor responsible for green space maintenance.



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Item	Description
First Aid kits	First aid kits are stored in the Friends store room (the old toilet block off Westerham Road). When working out on the Common away from the store room a first aid kit is taken to the primary work sites, one or more as necessary.
Accident Record book	The accident record book is located in the Friends store room (the old toilet block off Westerham Road).
Accident & near miss reporting	In addition to entering any accident or near miss in the accident record book all accidents are notified to the Groups Community Manager at LBB's contractor responsible for Parks & Green Space maintenance. Currently this is Steven Lofting of <i>idverde</i> .
Insurance Policy Statement	The Groups insurance policy statement will be clearly displayed in the Friends store room (the old toilet block off Westerham Road) for all members to see and understand. The chairman will be responsible for ensuring the policy meets the needs of the Group.
Health & Safety Booklet	All members of the Group will be issued with a copy of the Volunteer Health, Safety and Environment Handbook as published by LBB's contractor, <i>idverde</i> . Members are asked to acknowledge receipt and work in accordance with its principles.

Name	Signed	Date
Larry Herbert		
Tudor Davies		
Angela Godfrey		
Françoise Harrop		
Wendy Wiseman		
Veronica Moloney		