



GREENER IPSWICH CIC HEALTH AND SAFETY POLICY

It is the intention of Greener Ipswich CIC (GICIC) to ensure safe and healthy working conditions for all volunteers and employees, referred collectively as 'staff'.

Premises

- The work undertaken by GICIC will occur at different sites where conditions will vary. GICIC will undertake to review each site, prior to work starting, and inform all staff of all significant factors including:
 - whether it is the public realm or private property
 - traffic conditions
 - potential hazards
 - plants to be used
 - degrees of heavy labour
 - nearest lavatories, where known
 - hours for access
 - name and phone number of overseer or other person with oversight

Safe Practice

- Risk assessments are undertaken prior to each project commencing.
- Gloves should be worn for all gardening activities.
- The overseer will check the site for hazards, including refuse, at the start of each day. Any such refuse will be removed.
- It is the responsibility of all staff to check that the working environment is safe before starting work. Work should cease if any potential hazard is identified and should only recommence when that hazard has been removed or dealt with. The overseer should be notified of any hazards or actions taken with regard to these as soon as possible and no later than the end of the day.
- The overseer or any director should be informed of any concerns as they arise.
- No member of staff should operate any electrical or powered machinery without specific permission or licence being granted in advance by GICIC. Any such machinery must be service in accordance with manufacturer's instructions and kept in good repair. The use of secateurs and other sharp tools should be

restricted to those with know how to use them carefully.

- Prior to any work, involving powered machinery commencing, the operator must give due warning to all other members of staff and take all reasonable measures to ensure the area is kept clear. Where appropriate, temporary barriers should be erected to define the working area.
- Members of staff should only undertake tasks for which they are physically capable; there is no expectation that any one member of staff should work at the same rate or to the same degree as any other.
- No gardening project in the public realm will include toxic or spined plants. Gardening schemes for private property may include these plants. If this is the case, staff will be informed in advance. Members of staff with known plant allergies are required to notify GICIC prior to beginning work on any scheme.
- All refuse, soil, plant detritus etc must be cleared away at the end of the working period. No refuse should be left on site.
- The overseer, or a named staff member, must have a first aid kit with sufficient equipment to tend to minor cuts, abrasions etc, available at every site. Plastic gloves should be used by anyone helping another dress a wound. First aid boxes should be checked no less frequently than at the beginning and end of each project.
- An on-line accident log must be maintained by GICIC and all accidents entered no later than the day after their occurrence by the overseer, named responsible adult or, if lone-working, the staff member affected.
- In the case of a serious accident, requiring an ambulance or a trip to an A&E department, work on site will cease and the overseer or named adult with responsibility will accompany the affected member of staff unless instructed otherwise by paramedics.
- Staff should cease working or limit their hours when the weather is particularly inclement or in hot weather.

Clothing

- In the interest of safety, staff must wear suitable, practical clothing and footwear at all times.
- In hot weather, staff should wear clothing to prevent sun-burn and apply appropriate sun-screen.
- At times, and for specific projects, staff may be invited to wear 'Greener Ipswich' T-shirts or sweat-shirts.
- Gloves should be worn at all times

Attendance

- The overseer is responsible for ensuring that all staff members expected to be on site at any given time are present or, if not, that their absence is checked to ensure there are no problems.
- The overseer or another named adult with overall responsibility should be in attendance wherever there are minors or vulnerable adults working.
- If children are engaged on a project, the adult to child ratio should be no less than 1:8 for children aged 11-16 and 1:5 for children under the age of 10 or younger. No child or minor under the age of 18 should be engaged on a project without written permission from a parent or guardian.
- If toilets, other than for the exclusive use of GICIC staff, are available, children under the age of 16 should notify the overseer or named adult with responsibility when visiting them. Escorting to and from these facilities is necessary when the route involves passage through public areas.

Date ratified:

Date reviewed: