**GROUP**

**LOGO**

**Name of Group Health & Safety Policy Statement**

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| **This is the statement of Health and Safety Policy for “NAME OF GROUP”** |
| **Name of Chairman – Chairman has overall and final responsibility for Health and Safety within the Group** |
| **Name of committee member(s) - Committee members have responsibility for ensuring this Policy is put into practice** |
| **Name of Equipment officer - Equipment officer is responsible for maintaining tools and equipment in a safe condition** |
| **Statement of Policy** | **Responsibility** | **Action/Arrangements** |
| Prevent accidents and cases of work related ill health by managing the health and safety risks in the work place. | Insert name - 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. | Insert name - ChairmanInsert name - Committee memberInsert name - Committee member | 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 PPE where appropriate. |
| Consult with volunteers on a regular basis on health and safety matters. | Insert name - Committee memberInsert name - Committee member | Volunteers to be routinely consulted on health and safety matters as they arise. Any concerns/questions raised, to be checked against the relevant risk assessment and reported to the Groups committee. |
| Maintain tools and equipment so as to provide a safe and healthy working environment. Ensure safe storage/use of substances. | Insert name - Committee member | 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 labelled “Do Not Use”. |
| Ensure technical competence is maintained through the provision of refresher training as appropriate i.e. First Aid Training, use of hand tools etc. | All Committee members | 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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| First aid box location | First aid kits are stored in Insert location. When working in either away from the stored location the first aid kits are taken to the work site and stored with the refreshments. If no refreshments are provided they will be stored with the tools. |
| Accident record book | The accident record book is located in Insert location. |
| Accident and 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 Green space maintenance.Currently this is Insert name of Community Manager. |

Signed . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . .

 Insert name Chairman Insert name Committee member Insert name Committee member Insert name Committee member

Insert date