

SURFERS AGAINST SEWAGE HEALTH & SAFETY POLICY

This is the Health and Safety Policy Statement of Surfers Against Sewage

Our statement of general policy is:

- to provide adequate control of the health and safety risks arising from our work activities;
- to consult with our employees on matters affecting their health and safety;
- to provide and maintain safe plant and equipment;
- to ensure safe handling and use of substances;
- to provide information, instruction and supervision for employees;
- to ensure all employees are competent to do their tasks, and to give them adequate training;
- to prevent accidents and cases of work-related ill health;
- to maintain safe and healthy working conditions; and
- to review and revise this policy as necessary at regular intervals.

a. RESPONSIBILITIES

- i. Overall and final responsibility for health and safety is that of Hugo Tagholm
- ii. Day-to-day responsibility for ensuring this policy is put into practice is delegated to Wendy Nicolson
- iii. To ensure health and safety standards are maintained/improved, the following people have responsibility in the following areas:

Office/Shop Area	Wendy Nicolson
Campaign actions	Hugo Tagholm
Events outside the office	The staff member who is organizing the event is responsible for the risk assessment of the event

- iv. All employees have to:
 - a. co-operate with supervisors and managers on health and safety matters;
 - b. not interfere with anything provided to safeguard their health and safety;
 - c. take reasonable care of their own health and safety
 - d. report all health and safety concerns to an appropriate person (as detailed in this policy statement).

b. HEALTH & SAFETY RISKS ARISING FROM OUR WORK ACTIVITIES

- i. Risk assessments will be undertaken by Wendy Nicolson
- ii. The findings of the risk assessments will be reported to Hugo Tagholm
- iii. Action required to remove/control risks will be approved by Hugo Tagholm
- iv. Wendy Nicolson will be responsible for ensuring the action required is implemented.
- v. Hugo Tagholm will check that the implemented actions have removed/reduced the risks.
- vi. Assessments will be reviewed every year or when the work activity changes, whichever is soonest.

c. CONSULTATION WITH EMPLOYEES

- i. Consultation with employees is provided by Wendy Nicolson & Hugo Tagholm

d. SAFE PLANT & EQUIPMENT

- i. Wendy Nicolson will be responsible for identifying all equipment/plant needing maintenance.
- ii. Wendy Nicolson will be responsible for ensuring effective maintenance procedures are drawn up.
- iii. Wendy Nicolson will be responsible for ensuring that all identified maintenance is implemented.
- iv. Any problems found with plant/equipment should be reported to Wendy Nicolson
- v. Wendy Nicolson will check that new plant and equipment meets health and safety standards before it is purchased.

e. SAFE HANDLING & USE OF SUBSTANCES

- i. Wendy Nicolson will be responsible for identifying all substances which need a COSHH assessment.
- ii. Wendy Nicolson will be responsible for undertaking COSHH assessments.
- iii. Wendy Nicolson will be responsible for ensuring that all actions identified in the assessments are implemented.
- iv. Wendy Nicolson will be responsible for ensuring that all relevant employees are informed about the COSHH assessments.
- v. Wendy Nicolson will check that new substances can be used safely before they are purchased.
- vi. Assessments will be reviewed every year or when the work activity changes, whichever is soonest.

e. INFORMATION, INSTRUCTION AND SUPERVISION

- i. The Health and Safety Law poster is displayed in the kitchen area
- ii. Health and safety advice is available from the Health & Safety Executive, Ballard House, West Hoe Road, Plymouth PL1 3BL tel: 01752 276300
- iii. Supervision of young workers/trainees will be arranged/undertaken/monitored by Wendy Nicolson
- iv. Wendy Nicolson is responsible for ensuring that our employees working at locations under the control of other employers, are given relevant health and safety information.

f. COMPETENCY FOR TASKS AND TRAINING

- i. Induction training will be provided for all employees by Wendy Nicolson
- ii. Job specific training for admin staff will be given by Wendy Nicolson and for all other staff by Hugo Tagholm
- iii. Specific jobs requiring special training are using computers and manual handling.
- iv. Training records are kept on the Staff Induction Form in filing cabinet in main office
- v. Training will be identified, arranged and monitored by Hugo Tagholm & Wendy Nicolson

g. ACCIDENTS, FIRST AID AND WORK RELATED ILL HEALTH


- i. Health surveillance is not currently required for any employees
- ii. The first aid boxes are kept in the kitchen, shop counter SAS van and at each Fire Exit.
- iii. The appointed person first aider is Wendy Nicolson
- iv. All accidents and cases of work-related ill health are to be recorded in the accident book. The book is kept by Wendy Nicolson in the locked safe in the general office.
- v. Wendy Nicolson is responsible for reporting accidents, diseases and dangerous occurrences to the enforcing authority.

h. MONITORING

- i. To check our working conditions, and ensure our safe working practices are being followed, we will carry out regular risk assessments and continuously monitor the safety of the workplace visually and through liaison with employees.
- ii. Wendy Nicolson/Hugo Tagholm (and HSE for serious accidents) are responsible for investigating accidents.
- iii. Wendy Nicolson/Hugo Tagholm are responsible for investigating work-related causes of sickness absences.
- iv. Wendy Nicolson/Hugo Tagholm are responsible for acting on investigation findings to prevent a recurrence.

i. EMERGENCY PROCEDURES – FIRE AND EVACUATION

- i. Wendy Nicolson is responsible for ensuring the fire risk assessment is undertaken and implemented.
- ii. Escape routes are checked by Wendy Nicolson every week
- iii. Fire extinguishers are maintained and checked by JG Fire Protection in April every year
- iv. Emergency evacuation will be tested every year

Signed.....
 Executive Director, Surfers Against Sewage

Date18/5/12.....

Review date