

EXTRACT FROM F4M HEALTH & SAFETY POLICY

(no longer operational)

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Approved on behalf of:

Signed:

Name:

Position:

Date:

Issue no.	Date	Author	Reason

1 INTRODUCTION

Food4Macc (F4M) is an association of members whose aim is to encourage the growing and consumption of locally produced food in a sustainable manner. In support of this aim, F4M coordinates a number of activities, including establishing and maintaining fruit and vegetable gardens on private and public land.

The work on gardens is, by its nature, potentially hazardous and constitutes the major area of risk to health and safety for F4M. Such work is undertaken by volunteers under the direction of one or more F4M project managers. The volunteers working on a project at any one time are in general a mixture of F4M members and non-members.

The purpose of the F4M Health and Safety Policy is to reduce and, if possible, eliminate the risk of harm to anyone as a result of F4M's activities.

Example only – not an operational document

The F4M Health and Safety Policy applies to all volunteers who are involved in all authorised F4M activities. This document also contains the latest versions of generic Risk Assessments relating to the role of volunteers (see Appendix 1). These assessments apply to all activities undertaken on behalf of F4M.

2. DEFINITIONS

The **F4M Management Committee** is the body elected by the members to plan, co-ordinate and oversee activities in support of the aims of F4M.

A F4M **Project Manager** is a F4M volunteer who has agreed to take responsibility for one or more F4M projects and has been authorised by the F4M Management Committee.

A F4M **volunteer** is someone who voluntarily gives whatever time he or she decides to participate in F4M activities.

A **hazard** is defined as “*anything with the potential to cause harm*”. For example, a trailing cable across a walkway is a hazard.

Risk is defined as “*the likelihood of that particular hazard causing harm*” and will depend on the circumstances. The risk of someone tripping over a trailing cable in a main walkway will be greater than in an isolated area.

A **control measure** is defined as “*anything we do to eliminate or reduce the risk*”. Hanging up cables or instructing workers to keep a tidy workplace are control measures. Some control measures are more effective than others.

The three words **hazard**, **risk** and **controls** are the building blocks of all **risk assessments**.

Most F4M activities will be covered by the generic volunteer risk assessment. Where additional hazards are identified for a particular activity the appropriate details will be added to the generic risk assessment.

3. REQUIREMENTS

The **F4M Health and Safety Policy** requires that:

- i) All those involved in F4M activities must be aware of their responsibilities under the policy
- ii) F4M carries out and reviews risk assessments on an as-needed basis.

All F4M volunteers must complete a Volunteer Registration form. The registration of a volunteer must be authorised by a F4M Management Committee member or a F4M project manager (or his/her nominated deputy).

A volunteer must be registered and authorised, as explained above, before starting work on his/her first activity or as soon as practical thereafter.

A central record of authorised volunteers will be maintained by the F4M secretary. Only such authorised volunteers may undertake activities on F4M projects.

By completing the registration forms, volunteers confirm that they are aware of their responsibilities under this policy and have understood the information contained in the F4M Health and Safety documentation listed on the form.

A register of potential hazards, to which volunteers could be subjected as a result of carrying out F4M activities, will be maintained (see Appendix 1). These hazards will be subject to periodic risk assessments.

4. RESPONSIBILITIES

The **F4M Management Committee** has overall collective responsibility for the health and safety of F4M volunteers. The Management Committee will ensure that this Health and Safety Policy document, including the Volunteer Risk Assessment, is periodically reviewed and, when necessary, updated and that all members and volunteers, who have provided contact details, are made aware of the Policy and have access to it.

The F4M **Management Committee** will also ensure that all volunteers who take on the role of Project Manager or Deputy Project Manager for one of its projects are provided with the necessary information to carry out their responsibilities as described below.

It is the responsibility of the relevant **Project Manager (or Deputy)** to ensure that reasonable steps are taken to minimize the risk of harm to volunteers and members of the public in the vicinity of each activity carried out on projects for which he/she is responsible. This includes assessing the risks at the project site and, if any risks are not covered by the Generic Volunteer Risk Assessment in this document, then the **Project Manager** should inform a member of the F4M Management Committee and document the additional risks and any mitigation steps required.

All **volunteers** working on a site are required to abide by the F4M Health and Safety Policy and related requirements, which the **Project Manager** will identify for them.

Volunteers must sign the project-specific “**Volunteer Agreement and Attendance at Project Site**” form to this effect before they commence work on each occasion that they volunteer on a project.

The **Project Manager** should ensure that all new volunteers receive an induction to ensure that it is safe for them to work on the site and that any essential training is provided.

Any events, incidents or near misses of a Health and Safety nature must be recorded by the **Project Manager** and brought to the attention of a member of the F4M Management Committee as soon as is reasonably practical.

The **Project Manager** can delegate some or all of these responsibilities to one or more deputies.

5. RISK ASSESSMENT METHODOLOGY

Risk assessments are not just a good idea – they are required by law.

It is a requirement of the Management of Health & Safety at Work Regulations 1999 that all employers must make “*a suitable and sufficient assessment of the risks to the health & safety of employees to which they are exposed at work, and also the risks to which other persons are exposed as a result of that employer’s undertaking*”.

Although F4M is not an employer and therefore does not have any employees, it seeks to apply the same good practice to its volunteers.

The basic steps of risk assessment are:

1. Identify the hazards
2. Identify who is affected by each hazard
3. Identify the level of risk with each hazard
4. Identify what controls are in place already
5. Identify additional controls are needed to reduce the risk to an acceptable level

Example only – not an operational document

This approach has been carried out for the Generic Risk Assessments and would need to be repeated for any additional risks that are identified at a specific site.

6. EVALUATION AND REVIEW

This document shall be reviewed at least annually (or more frequently as necessary) by one or members of the F4M Management Committee to evaluate its effectiveness. After this review, the document will be updated as necessary and the issue and next review dates will be amended.

REFERENCES

1. F4M Volunteer Safe Working Guidelines
2. F4M Manual Handling Policy
3. Volunteer Agreement and Attendance at Project Site form

Example only – not an operational document

APPENDIX 1 – Generic Volunteer Risk Assessment

Name of Assessor:		Assessment date:	
Risk Assessment for:		Review Date :	

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No	Nature of Hazard	Precautions	Estimation of Risk	Risk Priority	Additional Controls Required to Minimise Risk
1					
2					
3					
4					
5					

Estimation of Risk HIGH ,MED or LOW	HIGH; accident likely with possibility of causing serious injury or loss MEDIUM: possibility of accident causing minor injury or loss LOW; accident unlikely with control measures in place
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RISK ASSESSMENT CONTINUED – FOLLOW UP ACTIONS

No.	Potential Hazard	Action to be Taken	By Whom	Target Completion Date	Action Completed (Signed & Dated)