**CROWS Health and safety policy**

**1.    Statement of general policy**

CROWS will take all reasonable steps to ensure the health, safety and welfare of all volunteers at work.

CROWS will also take responsibility for the health and safety of Rights of Way users when working on a site.

CROWS is committed to the continuous improvement of safety, and recognise that accidents are preventable and that safety is the responsibility of everyone.

CROWS will adhere to the requirements of the Health and Safety at Work Act 1974, the Management of Health and Safety at Work Regulations 1999, and other relevant health and safety legislation and codes of practice.

CROWS as an organisation will:

* establish, maintain and regularly review safety systems and risk assessments
* make risk assessments available to members
* take appropriate preventative / protective measures
* provide adequate and competent supervision of all activities involving risk
* ensure that appropriate training in health and safety is delivered
* establish and maintain systems for consulting about health and safety issues
* take health and safety considerations into account when planning developments and purchasing equipment
* maintain records of accidents and other events with health and safety implications, and review and monitor these records to establish what remedial action, if any, should be taken
* periodically inspect and maintain equipment and tools to ensure they are safe to use and impose no risk to health
* undertake bi-annual reviews of this policy.

**2.    Organisation**

**General meetings of CROW membership**

General meetings of members have overall responsibility for health and safety, and for ensuring that CROWS fulfils its legal responsibilities, that policy objectives are achieved, and that effective machinery is in place for the achievement of policies concerned with health and safety. General meetings are also responsible for ensuring that procedures and systems are agreed and implemented. To these ends they will ensure the allocation of the resources necessary to maintain sound and efficient health and safety arrangements.

Health and Safety issues will be a standing item on the agenda and the co-ordinators (or any other member) will be invited to present a report on health and safety issues. These may be as a result of:

* change in legislation,
* significant change in work carried out
* original way of assessment is no longer valid
* an accident and / or incident occurring

**Health and safety co-ordinators**

To achieve the above objectives CROWS General Meeting shall appoint two Health and Safety Co-ordinators. Health and Safety Co-ordinators will be responsible for health and safety:

* to keep health and safety procedures under constant review;
* to liaise with the Health and Safety Executive or local authority,
* to keep the organisation abreast of new legislation, EU directives, Regulations and British Standards, in order to ensure on-going compliance with the law.

They will be provided with appropriate training to enable them to properly assist in this work.  Areas of work can include:

* Risk assessments.
* Monitoring and review of policy and procedures.
* Receiving reports of any accidents that occur in the course of our work and identifying remedial action if necessary.
* Induction and on-going training, including informing all volunteers about any changes in procedures, equipment, or ways of working that may substantially affect their health and safety at work.

The following have been designated Health and Safety Co-ordinators for the period from April 2017 to April 2019 *Peter Clarke and Mick Chatham*

**Work party leaders**

Work party leaders are responsible for the effective implementation of procedures and systems including monitoring, prevention of hazards, and taking remedial action in their area of responsibility.

Work party leaders are responsible for ensuring that a first aid kit is carried to each work site. They are also responsible for contacting emergency services if required.

They will ensure that all volunteers are informed about safety issues and all relevant risks on site.

**Volunteers**

All volunteers will ensure that:

* they are fully conversant with this safety policy
* they comply with this policy
* they report any illness, contagious disease, or disability that could impair their ability to carry out their tasks or put other volunteers at risk
* they take care of themselves and others who may be affected by their acts or omissions
* they report all accidents, no matter how minor, near misses and dangerous occurrences immediately to the work party leader. Any accident is written up in the accident book at White Ribbon.
* they do not go out on site or undertake work alone~~.~~
* they wear/use appropriate personal protection equipment (PPE) and safety devices
* they learn about first aid techniques from the fact sheets on the internal admin section on the website
* they are fully conversant with all fire and emergency procedures applicable to the area in which they are working
* they report any condition or situation, which in their opinion is hazardous, to the work party leader.

Any CROW member with a health and safety concern should first inform the work party leader. If the problem is not corrected in a reasonable time, or it is decided that no action is required, but the member is not satisfied with the outcome, they may then refer the matter to one of the health and safety co-ordinators who may make representations to the work party leader concerned. This must be in writing.

If the member is still dissatisfied, the matter can be put on the agenda for the next general members meeting.

**3.    Arrangements**

**Risk assessments**

CROWS will ensure that **all activities** are subject to risk assessment.

These risk assessments will be recorded on job sheets before work is carried out.

**Reporting and investigating of accidents and dangerous occurrences**

All accidents, dangerous occurrences and near misses will be reported as soon as possible after the event to the work party leader.

The work party leader will report all accidents, dangerous occurrences and near misses to one of the Health and Safety co-ordinators.

All accidents, dangerous occurrences and near misses will be investigated as quickly as possible

**First aiders**

Two First aiders have been appointed in accordance with the Health and Safety (First Aid) Regulations 1981 (currently Ginny Feeney and Richard Jackson)

Because we work in isolated locations and often in pairs, we cannot guarantee there will be a qualified First Aider nearby. CROWS approach to first aid is to make sure that everyone has a basic knowledge on how to initially treat the most likely problems (e.g. bleeding, unconsciousness, fractures and insect stings).

**Training**

To comply with the general duty to provide such information, instruction, training and supervision as are necessary to ensure, so far as reasonably practicable, the health, safety and welfare of volunteers, health and safety training will be provided as follows: -

* At inductions
* On the introduction of new equipment.
* When training needs are identified during risk assessments or after accidents.

The training may consist of self-study, one to one learning or group sessions. Induction training will be provided for all new volunteers and repeat training will be provided at regular intervals.

Training topics will include:

* Individual responsibility to look after one self and to watch out for others
* Lifting/manual handling
* Using drainage tools
* Using cutting back tools
* Working in or near water
* Working on or near steep slopes
* Using cutting and drilling tools (including COSHH)
* Using fencing tools
* Resolution of health and safety problems

On-line guidance is provided and volunteers are encouraged to have the Red Cross or St John’s Ambulance app on their smart phone.

4. **Review of the policy**

This policy will be reviewed bi-annually.

Date of next review April 2019

Adopted at General members meeting, April 2017