

The Kindling Trust's Health and Safety Policy.

The policy is based on the Health and Safety at Work Act 1974 and is in three parts: The Statement, Responsibilities and Arrangements.

1.0 Our statement of general policy is:

1.1 To provide adequate control of the health and safety risks arising from our work activities.

1.2 To consult our volunteers, members and partners on matters affecting their health and safety.

1.3 To provide and maintain safe work environments, plant and equipment.

1.4 To ensure safe handling and use of substances.

1.5 To provide information, instruction and supervision for volunteers, members and partners.

1.6 To ensure all volunteers, members and partners are competent to do their tasks, and to give them adequate training.

1.7 To prevent accidents and cases of work related ill health.

1.8 To maintain safe and healthy working conditions, in particular to prevent where practicable the use of substances which are environmentally toxic.

2.0 Responsibilities

Overall and final responsibility for health and safety is that of the membership, lead by the Health and Safety director: Chris Walsh.

Day-to-day responsibility for ensuring this policy is put into practice is delegated to the Kindling membership.

To ensure health and safety standards are maintained & improved, the following people have responsibility in the following areas:

Chris Walsh for core areas of work.

Members, volunteers, partners and contractors for projects.

All Kindling members and volunteers have to:

- co-operate with colleagues and mentors on health and safety matters
- not interfere with anything provided to safeguard their health and safety
- take reasonable care of their own and others health and safety
- report all health and safety concerns to an appropriate person (as detailed in this policy).

3.0 Arrangements

3.1 Health and safety risks arising from our work activities

Risk assessments will be undertaken by the Chris Walsh for core areas of work, members, partners and contractors for projects.

The findings of the risk assessment will be reported to the Kindling Monthly Meeting.

Action required to remove or control risks will be approved by the Chris Walsh.

The person responsible for ensuring the action required is implemented is Chris Walsh.



The people responsible for checking that the implemented actions have removed or reduced the risks are the members, partners and contractors.

Assessments will be reviewed every year or when the work activity changes, whichever is soonest.

3.2 Consultation with members and volunteers

A volunteer will be designated Health and Safety Liason.

Consultation with members and volunteers is provided at meetings.

3.3 Safe plant and equipment*

All members, volunteers and partners are responsible for identifying all equipment/plant needing maintenance.

The person responsible for ensuring effective maintenance procedures are drawn up is the Chris Walsh.

The person responsible for ensuring that all identified maintenance is implemented is the Chris Walsh.

Any problems found with plant or equipment should be reported to Chris Walsh.

The person responsible for checking that new plant and equipment meets health and safety standards before it is purchased is Chris Walsh for core plant and equipment, the member, partner and contractors for project plant and equipment.

*including vehicles, ladders, electrical appliances, central heating, power tools, lifting equipment etc

3.4 Safe handling and use of substances*

The person responsible for identifying all substances which need a COSHH assessment is Chris Walsh for core activities, the partners for project activities.

The person responsible for undertaking COSHH assessments is Chris Walsh for core activities, the partners for project activities.

The person responsible for ensuring that all actions identified in the assessments are implemented is Chris Walsh.

The person responsible for ensuring that all relevant members and volunteers are informed about the COSHH assessments is Chris Walsh.

The person responsible for checking that new substances can be used safely before they are purchased is Chris Walsh for core activities, partners and contractors for project activities.

Assessments will be reviewed every year or when the work activity changes, whichever is soonest.

*including paints, cleaning agents, solvents, adhesives, fumes, vapour, dust, etc)

3.4 Information, instruction and supervision

The Health and Safety Law poster is displayed in Kindling Office.

Health and safety advice is available from Chris Walsh.



Supervision of members and volunteers will be arranged/undertaken/monitored by: Chris Walsh for core activities and partners and contractors for project activities.

The people responsible for ensuring that members and volunteers are given relevant health and safety information when working at given locations under the control of other employers is Chris Walsh for core activities, partners and contractors for project activities.

3.5 Competency for tasks and training

The people responsible for providing health and safety induction training are the Chris Walsh.

Appropriate partners will provide Job specific training.

Training records are kept by the Kindling Trust in the personnel files.

The person responsible for identifying, arranging and monitoring training is Chris Walsh.

3.6 Accidents, first aid and work-related ill health at the Kindling office

The first aid boxes are kept at The Kindling Trust's office.

The appointed persons are Helen Woodcock and the first aiders are Matt Fawcett and Chris Walsh.

3.7 Accidents, first aid and work-related ill health on-site

Chris Walsh will ensure that activity away from the Kindling office is carried out with a first-aid kit available as well as the appropriate number of first aiders.

All accidents and cases of work-related ill health are to be recorded in the accident book. This book is kept in the Health and Safety file in Kindling office.

The person responsible for reporting accidents, diseases and dangerous occurrences (under RIDDOR) to the enforcing authority is Chris Walsh.

The person responsible for arranging health surveillance will be Chris Walsh.

Health surveillance records will be kept by the Chris Walsh in the personnel files.

3.8 Monitoring

To check our working conditions, and ensure our safe working practices are being followed we will: include Health and Safety on the standard agenda of project meetings and membership meetings.

The person responsible for investigating accidents is Chris Walsh.

The person responsible for investigating work-related causes of sickness absences is Chris Walsh.

The person responsible for acting on investigation findings to prevent an recurrence is Chris Walsh.

Policy reviewed in: September 2009.

New Review: September 2010.

