



Nadder Community Land Trust Ltd.

Health and Safety Policy

EDITION 1

1st December, 2021

Health and Safety Policy

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1 Introduction

- 1.1 Whilst most of NCLT's volunteers work at places and times which suit them and take responsibility for their own health and safety when volunteering (for example when delivering leaflets), NCLT has responsibility for the health and safety of its volunteers, visitors and the public in respect of:
- a) attendance at an event which is controlled or supervised by NCLT; or
 - b) when performing tasks under the direction of an NCLT volunteer, officer or employee.
- 1.2 For ease of reference, in the remainder of this document:
- a) each of those mentioned to in paragraph 1.1b) above is referred to as an "Officer"; and
 - b) each event or activity which falls within the scope defined in paragraph 1.1 above is referred as an "NCLT Event".
- 1.3 NCLT Events may include community events organised by NCLT and attended by members of the public and meetings with Officers, and or other third parties in connection with NCLT's work.

2 Policy

- 2.1 NCLT's policy is to ensure that at all NCLT Events:
- a) work-related accidents and ill health are prevented;
 - b) health and safety risks to Officers, visitors and the general public are identified and managed;
 - c) clear instructions and adequate training are provided to ensure Officers are aware of risks and competent to do their work;
 - d) Officers are consulted on matters affecting their health and safety;
 - e) where plant or equipment is provided it is properly maintained and safe; and
 - f) emergency procedures are in place, including evacuation in case of fire or other significant incident.

3 Responsibilities

Board

- 3.1 NCLT's Board have overall responsibility for health and safety matters (including this Policy) and Officers have day-to-day responsibility for ensuring this policy is put into practice in respect of NCLT Event by appointing a nominated Officer to take responsibility for safety at the event (the "Safety Officer").

Safety Officers

- 3.2 The Safety Officer has overall responsibility for the safety the specific NCLT Event which is under their care as set out in this Policy.

4 Event Planning and Risk Assessment

- 4.1 The Safety Officer is responsible for the ensuring that a risk assessment has been completed in advance for each NCLT Event.
- 4.2 Each risk assessment should describe the risks posed by the event, taking account the capabilities of those attending, and for each risk set out the following information in line with guidelines issued by the [Health & Safety Executive](#):
- a) an assessment of the likelihood of the risk occurring and the severity of its impact were it to occur;
 - b) the action to be taken to reduce the likelihood and/or severity to an acceptable level;
 - c) the persons responsible for each action.
- 4.3 Where an NCLT event takes place at a venue which has its own safety officer, NCLT's Safety Officer should, before the NCLT Event:
- a) ensure compliance with any requirements of the venue regarding safety;
 - b) collaborate with the venue's safety officer to confirm whether all elements of NCLT's planned event are addressed by the venue's risk assessment; and
 - c) where specific activities planned by NCLT do not fall within the scope of the venue's risk assessment, ensure any associated risks are assessed as part of NCLT's own risk assessment.
- 4.4 For example, if a conference is being organised at a conference centre, all risks are likely to be assessed in the venue's standard risk assessment, but if the conference involves the demonstration of specific building equipment, it is likely that the specific risks associated with this activity will require distinct treatment in NCLT's risk assessment.
- 4.5 Where a venue does not have its own safety officer, NCLT's Safety Officer should complete a risk assessment in advance.
- 4.6 When developing a risk assessment, the Safety Officer should work with those NCLT Officers responsible for the event, with whom the risk assessment should be shared.
- 4.7 It is the Safety Officer's responsibility to ensure that all those involved in planning and supporting the event have read the risk assessment, understand their responsibilities and have had the opportunity to contribute.

5 Managing Accidents, Incidents and Near Misses

- 5.1 Should an accident, incident or near miss occur (an "Incident"), the Safety Officer should:

- a) Manage the Incident, working under the direction of the venue's safety officer or the emergency services where possible;
- b) Ensure that a completed Accident Report and Investigation Form (as set out at the end of this document) is completed and sent to the NCLT Secretary at info@naddercommunitylandtrust.org within 24 hours of the date on which the accident or near miss which occurred.

5.2 Each submitted Accident Report and Investigation will be reviewed by the Board at its next Board meeting and a copy will be retained by the Secretary for at least seven years.

5.3 The Board is responsible for ensuring that each recommendation set out on the Accident Report and Investigation Form is implemented, or that alternative strategies are implemented which address the issue identified.

6 Review

6.1 This policy is effective from 1st December 2021 and will be reviewed every three years.

7 Accident Report and Investigation Form

Part 1 - To be completed by the injured person, other person on their behalf, other person in charge at the time of the event, attending first aider or witness			
1.1	What are you reporting?	Incident / Accident / Near Miss (delete as applicable)	
1.2	When did it happen?	Date:	Time:
1.3	Where did it happen?		
1.4	Who was injured? Name, role and contact details.		
1.5	What was the injured person doing at the time of the incident?		
1.6	Was any equipment/vehicle involved? If so what?		
1.6	Was anything unusual or different immediately before the accident/incident occurred? If so what?		
1.6	How did the injury/damage occur and what caused it?		
1.7	What were the injuries/damage?		
1.8	What emergency measures were taken?		
1.9	Witnesses Name and contact details of any witnesses.		
1.10	Your Name, Contact Details and Date	Name:	Date:
		Contact details:	

Part 2 - To be completed by the NCLT Safety Officer			
2.1	Was a Risk Assessment in place? If so was it followed?		
2.2	Did the injured person understand the risks? Had training been provided?		
2.3	Recommendations to remove risk/reduce hazard.		
2.4	What follow-up is required and by whom?		
2.5	Safety Officer Name, Contact Details and Date	Name:	Date:
		Contact details:	

EMAIL A SIGNED COPY OF THIS FORM TO THE SECRETARY AT
 INFO@NADDERCOMMUNITYLANDTRUST.ORG