

Sustainable St Albans: Health and Safety Policy

Date agreed:	December 2020
Agreed by:	Sustainable St Albans (SSA) Trustee Board
Last review date:	May 2025
Next review due:	Sept 2026

Statement of policy

SSA's Trustee Board recognises that it has a legal duty towards protecting the overall health and safety of those working for and affected by the organisation's activities. It recognises that it is the duty of trustees, contractors and volunteers to uphold this policy and for the trustees to provide the necessary funds and resources to put it into practice.

The Board is committed to ensuring that all its activities are safe and it will do whatever it can to provide for the health, safety and welfare of all volunteers, members, contractors and participants ensuring that risks to volunteers, members, contractors and participants are minimised at all times.

SSA observes the Health and Safety at Work Act 1974 (HASAWA) and all relevant regulations and codes of practice made under it.

The Trustee Board's Responsibilities

Every SSA project has a named lead trustee responsible for the implementation and monitoring of health and safety policies and recommending changes where necessary for that project.

Each new project will have a lead trustee, agreed by the Trustee Board. The contacts will change from time to time, where no name is listed, the contact is the Trustee Board.

The current named individuals are listed at the end of this document.

All accidents or unsafe incidents will be investigated by the SSA Chair Jill Watson or a nominated trustee on behalf of the Board, at the earliest opportunity. They will then report to the Board at the next available meeting or if required to an emergency meeting of the board convened to review the report.

The lead trustee for each project is responsible for ensuring that a **Risk Assessment** has been completed for all their activities to include:

- Assessing the risk to the health and safety of volunteers, members and visitors and identifying what measures are needed to comply with its health and safety obligations. For larger activities and events, a **written risk assessment** will be completed and lodged on the SSA Google Drive [\(template and folder link here\)](#);
- Contacting the Treasurer to ensure that appropriate insurance is in place;
- Consider reasonable factors in deciding appropriate venues or vehicles used for trips are safe and without risk to health including safe ways of entering and leaving;
- Ensuring that all equipment is safe and well maintained;
- Ensuring that information, instruction, briefings and supervision is provided to volunteers in safe working methods and procedures as required;

- Encouraging volunteers and members of the public to co-operate in ensuring safe and healthy conditions and systems by effective joint consultation; and
- Establishing emergency procedures as appropriate to the scale of the activity.

The Treasurer will ensure that Sustainable St Albans has in place sufficient and appropriate insurance to cover all activities / events that SSA directly delivers.

Volunteer & contractor responsibilities

The lead trustee for Health and Safety will ensure that this policy is sent to all volunteers at least once per year via the monthly newsletter and a blog post on the Sustainable St Albans website. Lead Project trustees will ensure that all regular volunteers and contractors:

- are aware of the contents of this policy and the risk assessment relevant to project with which they are associated;
- comply with the relevant risk assessment;
- take care of themselves and others who may be affected by their actions or omissions;
- are aware of all fire procedures for the area in which they are working;
- report any safety concerns to the lead trustee for their project.

Reporting Accidents and Near Misses

Volunteers and contractors will report all accidents, or unsafe situations, and any near misses (things which could have led to an accident), to their project lead trustee immediate after the event. The project lead trustee will record the event on the **Accident & Near Miss Investigation Record template** ([available here](#)) and save it in the **Sustainable St Albans accident book** ([Link to SSA Google Drive here](#)).

Risk Assessments

Where SSA is itself responsible for an event or activity with risks beyond those of normal daily life, we will complete a written risk assessment using the **Risk Assessment for Sustainable St Albans** template ([link to template here](#)), or to a similar standard, and share any resulting actions with those involved in implementing them. Risk assessments are filed on the SSA Google Drive ([link here](#)) and updated when a material change has occurred.

The lead trustee for each project will make reasonable steps to consider the safety and appropriateness of all premises used by Sustainable St Albans and liaise with the premises management throughout the project to ensure agreed standards are maintained.

Volunteer Briefing

To comply with legislation and to promote the health, safety and welfare of volunteers, health and safety briefings, highlighting relevant risks for the event, will be provided where appropriate as follows:

- at inductions for regular volunteers and contractors;
- when new kinds of activities are initiated;

- when changes are made to venues.

At the time of writing, there are no significant risks expected in the day-to-day operation of SSA. Should the activity profile change, professional training will be considered for volunteers undertaking e.g. working at height, working with electrical equipment, inflatables etc.

Resolving health and safety problems

Any volunteer or contractor with a health and safety concern must first tell the responsible trustee. If, after investigation, the problem is not corrected in a reasonable time, or the responsible trustee decides that no action is required but the volunteer / contractor is not satisfied with this, they may then refer the matter in writing to the full trustee board, and it will be entered on the agenda for the next meeting of the Trustee Board.

Review and Action

We recognise that it is important for us to regularly review this policy to ensure that it reflects up to date equality legislation and best practice. A review will be conducted every two years as a minimum and any necessary modifications will be made.

Support documents

Sustainable St Albans Health and Safety documents are available on request. For trustees the relevant documents can be found on the [Sustainable St Albans Google Drive Policy Folder: SSA3 Health and Safety](#)

The named lead trustees for SSA projects are as below:

- Sustainable St Albans Festival – Jill Watson
- Sustainable St Albans stalls at others' Events - the named trustee leading on the project being promoted at the event or otherwise Jill Watson.
- Harpenden Sustainability Markets – Lesley Flowers in conjunction with the event's partner, Harpenden Town Council
- Thermal Imaging Camera – Lesley Flowers
- Playing Out – Lesley Flowers
- Repair Fairs - the named trustee leading on that event or otherwise Jill Watson
- Events – the named trustee leading on that event or otherwise Jill Watson
- Schools - the named trustee leading on that event or otherwise Jill Watson

Endorsed by the SSA board February 2024