



Slipper Mill Pond Preservation Association

Registered Charity: 277744
Web site: www.smppa.org.uk

Draft Health and Safety Protection Policy

Prepared by Sarah Titley

June 2009

For adoption by the Committee.

D R A F T ----- Health and Safety Policy Statement

1.Introduction

The Slipper Mill Pond Preservation Association (SMPPA) Health and Safety Policy has three parts:

- Policy Statement A general statement of the Group's commitment to the health and safety of its members and those affected by its work.

Organisation. A description of the roles and responsibilities of the Group and its individual members and the organisations it works with.

Arrangements. A summary of how health and safety measures are applied in SMPPA.

2. Policy Statement

2.1 Commitment to Safety

SMPPA, an entirely voluntary organization, is committed to a policy of carrying out its activities in accordance with its Constitution in such a way as to facilitate the health and safety of its members and everyone associated or affected by its work.

2.2 General Responsibilities

The execution of this policy is the responsibility of the elected committee of the SMPPA which recognises that it has legal Health and Safety obligations including the of Health and Safety Work Act 1974 and the Design and Construction Regulations (2007). It will coordinate the participation of all its members and those organisations with which the Group cooperates

Each member of the Group needs to understand the policy as it applies to him or her and to put it into practice. This will enable them not only to contribute to conservation work constructively and enjoyably but also safely.

2.3 Meeting this Commitment

SMPPA, working either independently or in conjunction with national and local authorities and formal conservation bodies, will strive to meet its commitment to health and safety by:

- Identifying and assessing hazards associated with its work and activities, and introducing measures to eliminate or reduce the risks arising from them.

Adopting safe and healthy working practices using BTCV Codes of Practice as appropriate.

Making available appropriate instruction and, where necessary, training in the tasks to be undertaken.

Providing supervision and first aid cover during work sessions.

Reporting any incidents as required and analysing information on them with a view to modifying methods of work if necessary

Ensuring the provision of adequate insurance cover that meets the needs of the Group.

This policy statement is supported by notes on the organisation and arrangements for health and safety which, together with other information, constitutes SMPPA,s Manual.

This material will be made available to all members of SMPPA who are exhorted to help ensure their own safety and that of others affected by the work.

2.4 Authorisation

This Policy Statement has been approved by The SMPPA Committee on _____

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3. Organisation

3.1 Committee Responsibilities.

The elected committee of SMPPA is responsible for formulation of health and safety policy taking into account legal requirements and any rules or conditions arising from cooperation with national and local authorities and formal conservation bodies.

The relevant national and local authorities are:

- Natural England (NA)

Environment Agency. (EA)

West Sussex County Council (WSCC).

Hampshire County Council (HCC)

Chichester District Council (CDC)

Havant Borough Council (HBC)

The relevant conservation bodies are:

- The Chichester Harbour Conservancy (CHC)
- The Royal Society for the Protection of Birds.

For details of all contacts see SMPPA Directory

The committee is to review health and safety matters at periodic meetings and is to maintain the Group's policy up-to-date. The committee is also to analyse reports of any incidents with a view to revising policy, responsibilities or arrangements as necessary.

3.2 Individual Responsibilities

Within the committee of SMPPA, the chairman is overall responsible for implementation of Health and Safety policy.

Delegated responsibilities are as follows:

- SMPPA Health and Safety Officer.

A committee member is nominated annually as Health and Safety Officer. He/she has responsibility for ensuring that SMPPA policy is correctly carried out in all work sessions and other activities, working through Project Managers as appropriate. He/she is to ensure that a pool of trained First Aiders is always available to SMPPA and also that adequate insurance cover that suits the needs of SMPPA is in place.

- Project Managers

A project manager will be appointed for each activity. He/she or she is responsible for correctly applying health and safety policy to all aspects of the project.

Individual Volunteers. All members have a principal duty of care to themselves which means they are not to undertake tasks for which they are unsuited or for which they are unfamiliar. They also have a responsibility to correctly observe instructions and information briefed in detail at each work session.

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4. Arrangements

4.1 Background

SMPPA considers that sound organisation and leadership are the foundations for good health and safety practices. Through its committee the Group therefore strives to be well organised to carry out conservation work in its area of interest in and around Slipper Pond, Emsworth. Measures taken include:

- An agreed Constitution

A committee elected annually by members at the AGM

Provision of information for members and others principally by newsletter, backed by use of a website and e-mail.

This Policy Statement is contained on the website.

Maintenance of an up-to-date membership list and a record of attendance with hours worked

Adequate warning for members of work sessions and other activities, including details of clothing and equipment needed

Good liaison with all organisations responsible for or involved with conservation in the local area

4.2 Work Sessions

The SMPPA's work is mainly carried out in the winter and published in the preceeding newsletter.

For each work session an experienced volunteer is nominated as Project Manager who is responsible for preparation and conduct of the task including:

- Planning and reconnaissance

Liaison with national or local authorities and conservation bodies as appropriate

Where necessary, giving prior warning to residents and landowners of the work to be carried out.

Conduct of a Risk Assessment or adherence to one carried out by the responsible authority

Individuals provide their own tools. The SMPPA provides Hi-visibility jackets.

Ensuring a first aid kit is available and first aid cover clearly defined

Having a mobile phone switched on all the time

Completing a Task and Attendance Record

Clearly briefing volunteers at the start of the session on the tasks to be carried out, the risks involved and the method of work plus issue of Hi-visibility jacket.

- Supervising the work. The emphasis for the Project Manager is supervision rather than carrying out work.

Dealing with questions from the public and any incidents including reporting after the event.

Provision of drinks and refreshments. This is particularly important in very hot and very cold weather conditions

Clearing the site of any debris and ensuring the site is left in a tidy and safe condition

Disposing of rubbish in an environmentally friendly way.

The Project Manager needs to allow sufficient time for these activities.

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On occasions when it is necessary to split the workforce into smaller groups, the Project Manager is to nominate suitably experienced volunteers who are familiar with the type of work to act as Section Leaders. The Project Manager is to ensure that Section Leaders:

- Are fully acquainted with the specific tasks they are to undertake

Are aware of their responsibilities for the health and safety of their volunteers

Have a mobile phone switched on and are aware of (through a duplicate of the Task and Attendance Sheet) of the essential numbers.

Are familiar with first aid cover arrangements

As work is close to deep water volunteers must always work with at least one partner, keeping them in sight and looking out for them at all times.

4.3 Projects

From time to time SMPPA will undertake tasks which may take considerable time to plan and execute. These are termed Projects and are the responsibility of a nominated Project Manager, normally a member of the committee. The Project Manager is responsible for making a project plan and this is to include a Risk Assessment for the project as a whole.

4.4 Risk Assessments

All work carried out by SMPPA is to be the subject of a prior Risk Assessment.

The Project Manager nominated for the task is responsible for conducting the Risk Assessment some days before the task is to take place. He/she should review this with a second experienced person. He/she is then to brief it to his team at the start of the session.

In making Risk Assessments, Project Managers should refer to:

- HSE Leaflet INDG 163 "Five Steps to Risk Assessment"

Zurich Insurance - "Simple ways to work safely"

BTCV publication "Generic Risk Assessments"

Risks are to be rated from High to Low and noted in a SMPPA Risk Assessment Form; see Appendix 3

4.5 Particular Hazards

The SMPPA looks after a pond and its banks with the hazards associated with deep mud and water and take into account the state of the River Ems and the tide.

4.6 Tools and Equipment

The wide range of conservation tasks undertaken by SMPPA necessitates use of a range of common hand and mechanical or electrical tools. Chain saws are specifically excluded under the terms of the group's insurance.

Project Managers are to ensure that any tools used are within the competence of team members on the day and are to brief them on their use and the risks associated with them as appropriate. Particular attention needs to be paid to new members.

On occasions where specialist tools (such as power tools) are required, appropriate arrangements will be made with qualified practitioners.

Appendix 4 summarises handling and using SMPPA's commonly used tools.

4.7 Clothing

Members are advised in the calling notice for work sessions of any particular clothing requirements eg,

- Stout footwear and gardening type gloves are advised for most group tasks

Wellington boots are required for water work .

Any announcement will remind members to dress for the weather expected.

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SMPPA will provide yellow Hi-visibility jackets to be worn at most work sessions. It will also provide special protective items, such as goggles, when these are required.

4.8 First Aid

Every effort will be made to provide first aid cover for all SMPPA work sessions.

It is SMPPA's intention to always have a pool of First Aiders trained up-to-date who have attended, as a minimum, a recognised one-day course. Current practice is that these courses are valid for three years after which the first aider requires a short refresher.

A first-aid kit is available for use. It is the responsibility of a nominated First Aider to ensure the contents of First Aid Satchels are complete and in-date.

Any incidents are to be recorded by Project Managers and assessed by the SMPPA committee. In this context it is mandatory to report deaths and major injuries, over 3 day injuries, certain diseases and certain dangerous occurrences. Reporting is to the HSF Contact Centre 0845 3009923. BE SPECIFIC

The SMPPA accident Report Book is kept in the First Aid kit.

4.9 Training

The SMPPA is committed to improving its skills by taking advantage of training courses available through BTCV and others as well as the sharing of knowledge between members.

4.10 Attitude to Non-Adult Volunteers

Attention is drawn to the conflict between a desire to involve young people in conservation work for educational and community reasons, and the regulations governing their involvement. However the SMPPA welcomes young people taking part but will always insist that they are accompanied by a responsible adult who accepts responsibility for them.

4.11 Insurance

SMPPA has standard insurance cover with Zurich Municipal provided through BTCV. The purpose of this is to provide:

- Public Liability cover

Personal Accident cover for members of the group.

The benefits, terms and conditions are given on the BTCV website.

It is the task of the SMPPA Health and Safety Officer to ensure that this cover is always in place, to adjust cover should this be necessary and to negotiate non-standard terms with BTCV should these be required.

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Appendices:

1. Health and Safety Guidance for Individuals

2. Sample Risk Assessment

3. Task and Attendance Sheet

4. Summary of Safe Use and Care of Hand Tools

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Appendix 1

Health and Safety Guidance for Individuals

By joining this group you are able to take part in worthwhile conservation tasks for the Slipper Pond.. Although the atmosphere is invariably friendly, relaxed and enjoyable, every effort is also made to ensure the safety of members and others who may be associated with or affected by the work. Establishing this safe working environment is not only common sense, it is a legal requirement on volunteer groups such as ours and you have your part to play in achieving it.

Under the law, individuals have a primary "duty of care" to themselves. This means that, while working with the Group you should:

- Be satisfied that you are fit enough to participate.

Someone with a serious medical condition or chronic back problems, for example, would be best advised to restrict their activities.

- Not undertake tasks for which you are unsuited or for which you have no experience. This might apply, for example, to heavy lifting, prolonged physical activity or use of tools with which you are unfamiliar. During most work sessions there are a variety of tasks thus catering for a range of experience and physical strength.

You also have a responsibility to the team not to put other volunteers or members of the public in danger. Therefore:

- Be clear on what it is you are being asked to do and understand any risks involved. This means listening carefully to the briefing by the Project Manager at the start of each session and asking questions at any point if anything is unclear.

Be dressed appropriately for the weather conditions on the day including boots or stout shoes and gardening style gloves. Special requirements (eg Wellington boots) will be notified in the calling notice for the session. Any other protective equipment such as goggles or hard hats will be provided when considered necessary.

Do not undertake unauthorised tasks. If in doubt ask the Project Manager.

Be conscious that there are some minor risks attaching to conservation work, just as there are to gardening eg, some plants have poisonous elements. Please make sure your tetanus injection is up to date and that any cuts and grazes are covered.

Be aware of the arrangements for first aid. There will always be a first aid kit available and, on most occasions, a first aider present. Mobile phones will be available for administrative and emergency purposes.

Full details of the commitment of the Group to your safety is embodied in its Health and Safety Policy Statement which is available on the web site.

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ACTIVITY ASSESSED Bank Repairs & Litter Picking			ASSESSMENT DATE March 2009		ASSESSED BY N Madina
ACTIVITY LOCATION Slipper Pond - Emsworth			NEXT ASSESSMENT BEFORE		APPROVED BY
HAZARD OR EVENT	Who's at risk?	Severity	Probability	Risk level	PRECAUTIONS
Slips, trips and falls	Operatives Public	3	3	9	<p>Inspect site and clear/mark inherent trip hazards. Keep site, tools and materials tidy.</p> <p>Clear route to working area to be maintained.</p> <p>Sturdy footwear with a firm grip must be worn.</p> <p>Cover any dug holes or cross ditches to prevent falls.</p> <p>Leave site clear of material and debris at all times when it is unattended.</p> <p>Cordon off working area, divert path users around work and provide signs and barrier tape to warn path users of work in progress.</p> <p>Movement around and in water must not be rushed, walk slowly.</p> <p>Provide grablines/ropes and non-slip planks</p> <p>Tread carefully on gravel banks</p> <p>Use safe access points to water avoiding steep banks.</p>
Use of hand and power tools	Operatives	3	3	9	<p>Inspect tools before use and do not use any that are damaged or have loose handles.</p> <p>Tools must be maintained in good condition and kept sharp.</p> <p>Provide training on site for all operatives in correct tool use, according to BTCV booklet 'Hand Tools - a guide to safe use and care'.</p> <p>No gloves to be worn when using swinging tools, unless other hazards, e.g. plant sap, are greater. If so, safe working distance is at least 20m.</p> <p>Ensure correct tool is used for each job.</p> <p>Sturdy footwear with a firm grip must be worn.</p> <p>Ensure a firm, stable stance.</p> <p>Do not use when handles are wet and slippery.</p> <p>Keep guards and covers on tools when not in use.</p> <p>Instruct volunteers in safe working distances appropriate to tools and task - see BTCV booklet <i>Hand Tools</i>.</p>
Deep or fast flowing water	Operatives	4	2	8	<p>Waders must be worn for water above Wellington boot and below thigh height; chest waders for water above mid-thigh and below waist height.</p> <p>Always wear lifejackets when working on or above deep or fast flowing water.</p> <p>Do not work alone in water.</p> <p>Ensure there is always someone on the banks to act in the event of an emergency.</p> <p>Have ropes, poles, and life belts readily to hand to avoid others having to enter the water.</p> <p>Plan rescue systems in advance.</p> <p>Still water over waist deep or fast flowing water above knee height must not be worked in.</p>
General manual handling	Operatives	2	3	6	<p>Train all in safe lifting, carrying & moving techniques in and out of water Plan in advance any lifting of heavy or awkward items.</p> <p>Use tool bags to carry small tools.</p> <p>Advise all that wet materials are much heavier than their equivalent dry ones.</p> <p>Designate people to load and unload tools.</p> <p>Provide carrying aids, e.g. wheelbarrow.</p> <p>Have materials delivered as close to site as possible.</p> <p>Heavy items will be carried between two people.</p> <p>Limit number of tools and materials any one individual carries.</p> <p>Wear thick protective gloves when handling stone.</p> <p>Manoeuvre large stone into place using crowbars, and at least two people.</p>

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					Provide strong hessian/other material to enable sharing of transportation of large stones. If sustained, repetitive or very heavy manual handling is to be carried out, a detailed Manual Handling Assessment will be undertaken.
Use of small boats	Operatives	3	2	6	Do not overload boat with people or materials. Only competent swimmers to work from boats. Only trained competent persons to be in charge of a boat. Work from opposite sides to avoid tipping over and carry spare oars, bailer and rope. If boat is to be taken more than 50 metres from shore, undertake detailed assessment for work and control measures.
Contact with micro-organisms inc. Tetanus, Leptospirosis	Operatives	4	1	4	Follow good hygiene practice, ensuring hands are washed before eating, drinking or smoking. Do not drink or wash hands in stream or pond water, use clean water and antibacterial wash/soap solution. Wash hands before eating, drinking or smoking. Wear strong rubber gloves and use barrier cream. Cover all cuts with waterproof plasters. Advise participants to have Tetanus inoculation. Advise of symptoms of Leptospirosis*, Hepatitis A and others
Dust and stone chips	Operatives Public	2	2	4	Any stone trimming to be done downwind of other workers. Wear impact resistant goggles, BS EN 166, if cutting or trimming stone. Work with back to wind.
Food borne illness	Operatives	2	2	4	Ensure any cuts are protected from contact with food. Mugs to be clean and fit for use. Ensure sufficient water, soap and drying facilities are available and instruct all to wash hands before eating, drinking or smoking. If food is being prepared on site a separate and detailed risk assessment must be undertaken and implemented.
Public entering into working areas	Public	1	4	4	Cordon off working area, divert public around work and provide signs and barrier tape to warn public of work in progress.
Dead animals	Operatives	3	1	3	Dead animals should be touched only when absolutely necessary and then with extreme caution and wearing rubber gauntlets. Wash hands and arms immediately afterwards with anti-bacterial soap. Disinfect all protective clothing that may have come into contact with the corpse. Inform Environment Agency or equivalent before disposing of the corpse. Note particular vigilance required if ill or dead birds are discovered due to the threat of Avian influenza (Bird Flu). Contact DEFRA for advice. Tel: 08459 33 55 77
Submerged objects	Operatives	1	3	3	Carry out a survey of the work area and mark out soft spots, sudden drops, etc. Use corrugated iron 'duckboards' to prevent sinking into mud. Wear sturdy footwear, with sole and toe protection. Wear sturdy rubber gloves, unless using swinging tools.
Weather	Operatives	1	3	3	Avoid exposing skin to UV even when some cloud cover exists. High factor sun block to be used. Extra clothing as appropriate for the terrain and conditions to be carried, noting local weather precautions. Stop work promptly if people are ill attired for conditions, in discomfort or the work is increasing in risk.
Exposure to harmful substances	Operatives	2	1	2	If there is any concern over safety/ quality of water, have water tested before working in it. Do not work on any site where sewage is known to be present. If hazardous substances are found, stop work and report to the Environment Agency or equivalent
Contact with plant sap	Operatives	1	1	1	Identify any hazardous plants on site visits e.g. hogweed, wild carrot. Plan work to avoid contact with hazardous plants. Wear long sleeves and trousers when working close to hazardous plants. Wear protective gloves. Wash exposed skin thoroughly after any skin contact, and before drinking, eating or smoking.
Weirs	Operatives	1	1	1	A specific detailed assessment should be undertaken if work on or near a weir is planned.

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Contact with underground services: electricity, gas, water	Operatives	4	0	0	<p>Check with landowner and services maps obtained from utilities companies before starting work.</p> <p>Ask utility to identify on site and mark line of service, avoid digging within.</p> <p>In high risk urban areas. use CAT scanner to identify any services that utilities are not able to do so.</p> <p>If digging within 5m of line, use only wooden handled spades.</p> <p>Watch for buried marker tape indicating pipe or cable and then dig to side and not over the marked area.</p> <p>Follow guidance in HSG 47 "Avoiding danger from underground services"</p>
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Notes:

Severity 1= low 4= high
 Probability 1= low 4= high

* Leptospirosis (Weil's Disease)

- 2 Forms Infected rats and their urine, Cattle (not relevant to the SMPPA)
- Infection Through cuts and scratches and contact with the eyes, mouth and throat
- Sources Sewers, infected rats urine
- Symptoms Starts like flu with persistent headache
- Protection Cover any cuts or abrasions, wear Wellington boots, cover hands and wash before eating & drinking.

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Noel Moss: 07531 437138

First Aiders: Isabel Hyde (from 1100 - 07791 794668).
Also Dr Karen Redman.**QA Hospital - Portsmouth:** 02393 - 28600**Risks: (See Risk Assessment)**

- Cars and pedestrians on Slipper Road - Low
- Working on steep bank likely to be shpperv - Medium

Use of hand tools & spades L ow

Disposal of rubbish sacks (lifting) L ow

Participants

Name	Present Emergency Contact	Telephone	Notes
<i>Fred Snirk</i>	<i>Betty</i>	<i>01252 712948</i>	

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Appendix 4

Summary of Safe Use of Tools

General

When briefing on tools mention:

- Name of tool

Uses and what used for

How to check it is safe to use

How to use safely

How to carry How to Leave it

Safety equipment to be used with it

Spades, Picks and Forks

- Check that the handles are smooth and free from splinters and that the blade or tines are not split.

When digging or shovelling avoid back strain by using your leg muscles as much as possible, e.g. push a shovel handle against your thigh muscle, keeping your back straight.

Make sure that there is at least two handle-lengths' distance between you and anybody else to avoid striking them with tool or materials.

Never leave a spade, fork or shovel upright - others may trip over it. Always lay it flat with the blade or tines pointing downwards.

Carry these tools at their point of balance, down by your side and with the blade or tines pointing forward.

Small hammers

- Select the correct style and size of hammer for the job.

Check that the head is fixed securely at 90 degrees to the handle and that the handle and head are not damaged.

Keep the head and handle clean to avoid the tool slipping out of your hand or off the work.

Grasp handle firmly at the end while keeping eyes on the point to be struck.

Always use the face of the hammer head which has been hardened for the job.

Do not use hammers for extracting nails. All too often the handle breaks or bends. Use a jemmy or nail extractor instead.

- Wear goggles if there is a danger of chips of materials flying off, e.g. when shaping stone.

Do not store or leave a hammer above head height.

Mells and sledge hammers

- Do not confuse the uses of these: mells are often made of brittle cast-iron and are only to be used for knocking wooden stakes into the ground; sledge hammers are made from steel and can safely be used to break stone. The size and shape of the head makes them unsuitable for knocking in wooden posts.

Check that the handles are free from splits and roughness and that the heads are not burred or split.

Holding the handle firmly at the end with one hand, slide the other hand down the handle until the head strikes the work, all the time keeping your back as straight as possible.

Make sure that nobody else is within at least three handles lengths of where you are working.

Always wear a helmet when using mells and sledge hammers.

- Wear goggles when using a sledge hammer on 'chippable' material like stone.

Carry them at the point of balance near the tool head, and down by your side.

Crowbars

- These are heavy tools. Keep your back straight and bend your legs when lifting or using.

Stop work if you become tired - a crowbar flying from your exhausted fingers can be very dangerous.

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When using a crowbar as a lever, do not jump on the free end or use other tools to hammer on the crowbar. Remember that crowbars can bend.

Carry a crowbar down by your side at the point of balance.

Picks and mattocks

- Check that hafts are smooth.

Check that the haft fits snugly in the socket without rocking and that it stands slightly proud of the tool head.

Do not use hafts for packing loose material around straining posts when fencing. It causes dangerous damage to the haft end.

Make sure other people are well away from you before using.

Keep the ground around your feet clear of loose material to avoid slipping or tripping.

When removing the head from the haft, make sure that you tap the bottom of the haft on a firm surface and that you are positioned so that the haft cannot damage you should it come free unexpectedly.

- Carry the tools in separate pieces - heads can otherwise slide down hafts and trap fingers.

Axes, billhooks, slashers and sickles

- Check that handles are smooth and not split or damaged.

Ensure that axe heads are firmly wedged onto handles and that there is no play or slackness between billhook/slasher handles and the metal blades.

Check that there is no damage to the back of axe heads and single-edged billhooks.

Edged tools need to be sharp to be safe: always wear gloves when sharpening and move sharpening stones away from the edge, not into it.

Never wear gloves when using an edged tool.

Always cut away from yourself.

When carrying, wrap tools in sacking to protect edges; carry in boxes where possible.

Rakes

- Use the correct rake for the job - using too heavy a tool can lead to unnecessary tiredness.

Keep your back as straight as possible and use the muscles in your arms and legs.

When not in use, either leave rakes leaning up out of the way or lie them flat on the ground with the tines pointing down.