



Health and Safety Statement

Company Name:	Chimney Farm International Dog Rescue	Chimney Farm Number:	1177512
Policy Title:	Health and Safety Statement		
Date:	31/12/2019	Status:	Version 1.1

Overview.

This is the Health and Safety Policy Statement of Chimney Farm International Dog Rescue, hereinafter referred to as Chimney Farm, in accordance with Health and Safety at Work Act 1974.

Our statement of general policy is:

- to provide adequate control of the health and safety risks arising from our activities.
- to consult with our volunteers on matters affecting their health and safety
- to provide and maintain safe equipment/vehicles
- to provide information, instruction and supervision for volunteers undertaking tasks for/on behalf of Chimney Farm
- to ensure all volunteers are competent to do tasks for or on behalf of Chimney Farm and to provide adequate training/supervision/instruction
- to take all precautions and actions to minimise the risk of accidents and cases of work-related ill health
- to maintain safe, and healthy working conditions
- to review and revise this policy as necessary at regular intervals

Responsibilities.

The overall and final responsibility for health and safety is that of the trustees/directors of Chimney Farm.

Day-to-day responsibility for ensuring this policy is put into practice is delegated to the director of Chimney Farm.

To ensure that health and safety standards are maintained/improved, the trustees will review standards and this policy statement on a six-monthly basis, or sooner if necessary.

All volunteers will:

- co-operate with fellow members on health and safety matters
- not interfere with anything provided to safeguard their health and safety
- take reasonable care of their own health and safety
- report all health and safety concerns to an appropriate person (task supervisor or trustee

Health and Safety Risk Management.

Health and safety risks arising from Chimney Farm activities will be risk assessed. Assessments will be undertaken by senior Chimney Farm members, task contact/supervisor or Trustees.

Findings of the risk assessments will be reported to the Chair/Trustee and to individuals carrying out the tasks. Individuals will be informed of what management measures are in place to minimise risk.

Action required to remove/control risks will be approved by the trustees.

The Trustees/Senior Members of Chimney Farm/task contact/supervisor will be responsible for ensuring the action required is implemented.

The Trustees will check that the implemented actions have removed/reduced the risks.

Assessments will be reviewed every two months or when required to cover a task/activity.

Risk consultation with volunteers.

Chimney Farm will consult with volunteers on the following:

- any new measure which may substantially affect their health and safety when undertaking tasks for/on behalf of Chimney Farm, for example, new equipment, new ways of working and new procedures
- arrangements for getting competent people to help satisfy health and safety laws.
- the information given to volunteers undertaking tasks for/on behalf of Chimney Farm, on the risks to health and safety arising from their work, measures to reduce or remove these risks and what they should do if they are exposed to a risk, including emergency procedures.
- planning and organising health and safety training/supervision/sufficient instruction on tasks and activities

The information provided to volunteers will be in a form that can be easily understood.

Chimney Farm will consult directly with volunteers through team meetings, face-to-face discussions and appropriate social media channels that do not contravene GDPR regulations.

Chimney Farm will allow enough time for volunteers to consider the issues and give informed responses. volunteers are encouraged to ask questions, raise concerns and make recommendations.

Chimney Farm will take volunteers' views into account before any final decision is made concerning changes to health and safety or risk management; will respond to any concerns and questions raised and explain the final decision and why it has been taken.

Safe equipment

The task supervisor and/or trustees will be responsible for identifying all equipment needing maintenance.

The task supervisors and/or trustees will be responsible for ensuring effective maintenance procedures are followed.

Trustees will be responsible for ensuring that all identified maintenance is implemented.

Any problems found with equipment should be reported to a task supervisor or trustee.

Safe handling and use of substances.

Chimney Farm does not currently use or store any substances which require a COSHH (Control of Substances Hazardous to Health Regulations) assessment.

Any cleaning products provided to volunteers undertaking tasks for/on behalf of Chimney Farm will be risk assessed at the point of provision and appropriate COSHH information provided at this time.

Training.

The task supervisor and/or trustees are responsible for ensuring that volunteers and persons undertaking activities/tasks for/on behalf of Chimney Farm who are working at locations under the control of other employers are given relevant health and safety information.

Competency for tasks and training is provided and is assessed by senior members or the task contact/supervisor before the individual can carry out the task.

Induction training, guidance and supervision are provided by senior members and/or the task contact/supervisor before a task is carried out. Task coordinators are always available to volunteers during the task/activity for further support and guidance.

Job specific training is not required for any jobs expected to be undertaken by volunteers at Chimney Farm.

Training/support/supervision will be identified, arranged and monitored by Senior members or the task contact/supervisor.

Accidents, first aid and work-related ill health

Health surveillance is not required in relation to any jobs at Chimney Farm.

However:

Any accidents or ill-health shall be reported to the task supervisor and board of trustees.

Appropriate action will be taken by these individuals. Reporting to external professionals, if required, will be undertaken by the trustees.

Any accidents that occur will be risk managed and lessons learnt applied in resulting risk assessments.

First aid equipment is provided when volunteers are undertaking tasks for/on behalf of Chimney Farm.

Persons undertaking tasks for/on behalf of Chimney Farm are expected to comply with risk assessments and management measures and take personal responsibility for their own health and safety at all times.

The Trustees are responsible for reporting accidents, diseases and dangerous occurrences to the enforcing authority.

Monitoring

To check Chimney Farm's working conditions, and ensure its safe working practices are being followed, it will:

- carry out inspections and spot checks
- investigate any accidents or sickness absences that occur.
- Trustees are responsible for investigating or delegating a responsible person to investigate accidents and for acting on investigation findings to prevent a recurrence.

Senior Chimney Farm members, the task contact/supervisor and/or Trustees will be available to support all tasks to meet the legal obligation of Chimney Farm and support with day to day running of Chimney Farm.

Change Record

Date of Change:	Changed By:	Comments:
14/10/2019	CS	Major edits
31/12/2019	CS	Minor edits following trustee feedback