Health and safety policy

This is the statement of general policy and arrangements for:	MALVERN COMMUNITY FOREST
MICHAEL GOODFELLOW-SMITH	**has overall and final responsibility for health and safety**
Project Coordinators and site project leaders	**have day-to-day responsibility for ensuring this policy is put into practice**

Statement of general policy	**Responsibility of: Name/Title**	**Action/Arrangements (What are you going to do?)**
Prevent accidents and cases of work-related ill health by managing the health and safety risks in the workplace	Project Coordinators Assets Coordinator	At the start of each project working party, the main risks of the activity will be explained and precautions detailed. Risks associated with specific equipment and locations will also be explained. Equipment will be maintained and safe
Provide clear instructions and information, and adequate training, to ensure employees are competent to do their work	Chair and Project Coordinators	Health and safety procedures for risk assessment and for incident/accident reporting are maintained and volunteers trained in their use.
Engage and consult with employees on day-to-day health and safety conditions	Project Coordinators	MCF maintains regular liaison with all members and volunteers to enable feedback and advice regarding H&S. An escalation process enables volunteers to secure the attention of the trustees if required. The AGM gives all members the opportunity to ensure our H&S procedures are adequate.
Maintain safe and healthy working conditions, provide and maintain plant, equipment and machinery, and ensure safe storage/use of substances	All personnel	Talks, training, procedures and good attitude are maintained by all so that we can keep our sites safe.

Signed: * Chair		Date:	

You should review your policy if you think it might no longer be valid, eg if circumstances change.
If you have fewer than five employees, you don't have to write down your policy.

Health and safety law poster is displayed at (location)	Not required
First-aid box is located:	Red bag, normally central location to all volunteers on site. MG-Smith carries a personal kit at all sites.
Accident book is located:	With each Project Coordinator