

# **Edible York**

## **Health and Safety Policy.**

### **Statement of general policy**

Edible York wants to ensure all the people involved in its activities are kept safe. We have this Health and Policy so as the trustees can manage EY's responsibilities and practices which arise from the law and government guidance..

EY aims to increase the growing of edibles in York, and to increase the consumption of locally grown food. There are no paid employees, work is undertaken by volunteers with occasional freelancers commissioned for specialist input. Participants of activities are either adults, or aged under 18 years accompanied by a responsible adult.

### **Responsibilities.**

The overall responsibility for the Edible York charity rests with the trustees. The health and safety policy is reviewed regularly by the trustees. The Chair of the trustees is the most senior person and is responsible for implementing the policy.

Day to day operational responsibilities are held by individual trustees based on the strands of the work programme they are leading on, for instance an edible garden, fruit picking, tree planting, fundraising event. A freelancer has responsibilities set out in an agreement with EY and is managed by a named trustee.

Anyone volunteering with EY is expected to act in line with the expectations of EY. This includes behaving in ways that keep colleagues and participants safe.

### **Arrangements for Health and safety.**

1. The trustees recognise that EY must prevent accidents and ill health.

EY carries out risks assessments for every activity, and updates these whenever there is a change in circumstance. Checklists are developed to aid safe implementation.

2. The trustees must ensure volunteers are competent to do their work.

EY provides training such as induction to new volunteers, briefing at the start of a gardening session.

Volunteers in gardens and orchards are trained in the correct use of tools, equipment and protective items, and about lifting and carrying safely. Volunteers who are preparing food are trained in food hygiene appropriate to the task and setting.

Specialist training and qualification by external providers is organised as appropriate, including food hygiene, first aid.

3. EY engages and consults volunteers on day to day health and safety concerns.

Most activities take place face to face with a trustee present, and the volunteer will be asked to make comments and ask questions on the spot, and will be able to contact the trustee outside of the session.

4. EY is prepared for evacuation in case of fire or other significant incident.

Risks assessments will show what are the risks of fire and other significant incidents. Almost all of EY's activities take place in spaces that are controlled by other bodies. The trustee leading the activity will familiarise her/him self with the building / outdoor space, and become aware of evacuation routes, assembly points, entry road / path for emergency vehicles / staff.

For EY's own 'premises' (Apple HQ container and city-centre gardens) the trustee present will deal with any incident that arises, summoning the emergency services where required. Health and Safety instructions are displayed in the container.

Incidents are recorded, including matters of minor injuries and any first aid used.

5. EY trustees maintain safe and healthy working conditions.

EY undertakes regular inspection of garden tools and other equipment so that all used are in good working order. The tools and equipment are under the control of the respective trustee leading an activity or garden. Induction is provided in the correct use of tools so as not to harm self or colleagues.

EY does not use power tools or machinery, tall ladders and garden chemicals.

Protective safety equipment for individuals is provided eg gardening gloves, aprons, and sanitising products. Volunteers are advised to dress appropriately for the working and weather conditions. Water and sun cream may be provided, as shown by risk assessment.

The trustee leading an activity oversees infection control and safe behaviour, which in gardening and harvesting activities focuses on procedures for use of tools and the distance between each person.

EY's administration is carried out at the person's home. Guidance is provided about how to do this safely, including seating, use of computer screens, taking breaks.

EY does not have vehicles or bicycles, and when volunteers / trustees use their own transport to carry out EY tasks they must use well-maintained items and use them in accordance with the law and any health guidance.

Over all responsible person: Chair of the trustees. Ruth Jennaway.

Operational responsible people: The existing trustee for each activity area, and delegated freelancers.

Edible York's Health and Safety Policy was amended and approved on 6.7.2020.

Signed: *Ruth Jennaway.*

