



Health and Safety Procedures and Policy

Health and Safety Policy

ROLES AND RESPONSIBILITIES

Chair's Responsibilities

As far as reasonably practicable, to ensure the health, safety and welfare of the Charities Trustees and should the occasion arise, Trustees / Volunteers, and in particular:

1. To promote a positive attitude towards and enthusiasm for health & safety matters in Natural Kirklees.
2. To make adequate financial provision for implementing this Policy.
3. To follow the requirements of the Health and Safety at Work etc. Act 1974 and all other relevant legislation governing Natural Kirklees operation.

The Chair holds overall responsibility for health & safety within the Company.

Trustee Responsibilities

1. To read and understand the Health & Safety Policy, and work in accordance with its requirements.
2. Where applicable, to know the requirements of the Risk Assessments and recommended Procedures relevant to their area of responsibility.
3. Where an activity is undertaken, to complete a suitable risk assessment and safety briefing for all those involved.
4. To ensure that sound working practice (in particular as detailed in the Risk Assessments documents) is understood and observed by all taking part in their Activities.
5. To take reasonable care for the health & safety of themselves and of other persons that may be affected by their acts or omissions.
6. To use the correct tools, equipment and personal protective equipment (PPE) should the occasion arise, for any activity and keep such items in good condition, reporting any defects to the chair.

7. To report immediately to the chair any safety hazards, including unsafe plant, equipment or materials, and to help in finding ways to eliminate hazards.

Trustees are reminded that it is an offence to intentionally misuse or interfere with anything Natural Kirklees uses or provides to comply with health & safety legislation, or to refuse to comply with its health & safety rules and policies.

ARRANGEMENTS AND PROCEDURES

Risk Assessment & Procedures

Should Natural Kirklees undertake any activity, a Risk Assessment will be undertaken by the chair in consultation with relevant Trustees. All will together seek to agree on the best procedure for reducing or removing the identified risks. This will form the basis of Risk Assessment documents that, after approval by the Chair, will be incorporated into the Health & Safety Policy.

Safe Equipment

For new equipment, the relevant trustees will need to ascertain, before purchase, that it complies with health & safety standards (i.e. 'CE' marked). They should ensure that the equipment remains in good and safe working order. Any equipment not in a good and safe working order will not be used or loaned until it is repaired or otherwise disposed of.

For existing Natural Kirklees equipment, the relevant trustees will need to keep a record of items that require maintenance. This includes hand and power tools and their associated PPE. The relevant Trustee will arrange for the necessary maintenance to be undertaken and update the equipment records when this is done.

Any problems found with Natural Kirklees equipment should be reported immediately to the relevant Trustee. The Trustee should seek to remedy the problem and update the equipment records accordingly.

Safe Handling and use of Materials

If materials to be used are thought to be in an unsafe condition for any reason, this should immediately be brought to the attention of the relevant trustee who will decide upon the appropriate action.

There are currently no materials being used which require a COSHH assessment. In any case, materials suppliers will be responsible for undertaking COSHH assessments on their products and making this information available. Where a COSHH assessed material is to be used, Trustees will provide members with the relevant usage information.

Accidents, first aid and work-related ill health

A First Aid Needs Assessment has been carried out for Natural Kirklees Activities, and it has determined that a First-Aider is not required.

First Aid kit will be held at both tool store locations. First Aid kits are kept up to date and checked for stock by the relevant trustee responsible for the particular tool store every 6 months or after an incident where they are used.

All accidents and cases of work-related ill health are to be reported to and recorded by the chair.

Accidents causing a person to be injured, preventing them from undertaking their normal life activities for over seven consecutive days (including weekends and holidays), or to suffer 'specified' injury as defined by the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) 2013, are to be reported by the chair to the Incident Contact Centre, either online or by telephone on 0845 300 9923.

Monitoring and Review

Risk Assessments and the associated Procedures for all Natural Kirklees Activities will be subject to ongoing monitoring and reviewed on a yearly basis. Findings will be reported to the Chair and amendments made if deemed appropriate.

Signed



Ed Day – Chair of the Trustees

Policy Date – 4th June 2025

Review Date September 2026

Health and Safety Policy

General Statement of Policy

Risks	To provide adequate control of the health and safety risks arising from our work activities
Accidents/ill health	To prevent accidents and work-related ill health
Working conditions	To maintain safe and healthy working conditions
Materials	To ensure safe handling and use of materials
Plant/equipment	To provide and maintain safe plant and equipment
Management	To provide information, instruction and supervision for Trustees / Volunteers
Competence	To ensure all Trustees / Volunteers are competent to carry out their tasks, and give them adequate training
Consultation	To consult with our Trustees / Volunteers on matters affecting their health and safety
Policy revision	To review and revise this Policy as necessary at regular intervals

Scope of Activity

Natural Kirklees is by its nature not involved in many physical activities but does

- Hold and partake in meetings
- Visiting members sites for guidance, communication, publicity and review of their activities
- Participating in events held by Kirklees Council, other bodies and its members

Coverage of this Policy

This Policy is applicable to all Trustees / Volunteers who give their time to work for Natural Kirklees. Natural Kirklees is a registered charity (CIO), has no directly employed staff, and is run entirely by its Trustees / Volunteers.

For the purposes of health & safety, the obligations of Natural Kirklees cover its Trustees / Volunteers and extend to all other persons entering areas of activity controlled by Natural Kirklees. People within the scope of this Policy are expected to co-operate in the prevention of accidents to themselves and others.

Signed



Ed Day (Chair)

Date: 4th June 2025