



GS37 Green Synergy Health and Safety Policy

Purpose of the Policy

Green Synergy is committed to ensuring that management of the organisation's health and safety operations is responsive, robust and accountable. The charity's Health and Safety Policy provides guidance on the procedures that will support and underpin the safe and effective implementation of all aspects of Green Synergy's management of risk, safety management and welfare.

Statement of Policy

This policy defines the principles and methods to be followed in how the charity manages the health and safety operations of the charity, our community garden and therapeutic horticultural activities. It is the objective of Green Synergy that employees, volunteers, beneficiaries, visitors and others be protected, as far as is reasonably practicable, from risks to health and safety arising from work activities.

This is to be achieved by adopting a safety management strategy that will include the provision of safe working systems and appropriate procedures to cater for all significant risks. To promote a positive health and safety culture, a Health and Safety Policy Statement, together with relevant rules and procedures have been developed. This information will be publicised to all employees.

Statement of Intent

It is the intention of Green Synergy to provide a safe and healthy working environment, equipment, PPE and systems of work for all of its staff, volunteers, beneficiaries, visiting contractors and associates. To this end, it is committed to removing hazards where possible as and when they arise, and to providing adequate procedures and training for those hazards which by their nature cannot be completely guarded against. Training will be provided and will help to reduce the possibility of hazards occurring. Green Synergy undertake to implement all Health and Safety Legislation and also accept our responsibility for the health and safety of other people who may be affected by our activities.

Duty

It is the duty of all Green Synergy staff to read the Health and Safety policy and to adhere to the policy and procedures. The policies will be monitored, reviewed and amended as necessary and formally reviewed at least annually.

Responsibilities

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In order to ensure that matters relating to health and safety are dealt with promptly, the primary responsibility for this area lies with the Chief Executive. However, every member of staff has a statutory duty, laid down in the Health & Safety Act, (1974, 2010 and 2015) to take care of his/her own safety and that of colleagues, members and visitors to the organisation's premises. That duty of care requires members of staff to co-operate with the organisation to enable it to carry out its responsibilities.

In particular, all staff have a duty to:

- Work safely, efficiently and without endangering individual's own health and safety, or that of colleagues, members or any visitors to the charity's premises or gardens.
- Adhere to all safety procedures laid down by the organisation and carry out all instructions given in relation to health and safety in any of the organisation's premises.
- Report all accidents at work, near-miss occurrences and hazardous situations to their line manager.
- Wear personal protective equipment (PPE), and appropriate footwear, use protective equipment and use appropriate safety devices where these are provided at work.
- Meet other statutory safety obligations, including those laid down in Section 8 of the Health & Safety at Work Act, which states that "no person shall intentionally or recklessly interfere with or misuse anything provided in the interests of health, safety or welfare in pursuance of any of the relevant statutory provisions".
- Ensure that floors, steps, stairs, passages and fire exits are kept clear of obstructions at all times. All fire doors must be kept closed at all times.
- Ensure that staff and others do not place telephone wires, electrical equipment or flexes and so on in places where someone could trip or fall over them or put a chair onto them.
- Ensure that the office layout is such that staff and others can use it safely and that the immediate working environment does not create a hazard (e.g. filing

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cabinets should not open into passages, across doorways or in any other way restrict passage).

- It is the responsibility of Green Synergy to monitor this and to communicate any necessary changes. The structure of responsibility should be explicit and clearly visible to staff and visitors.

Failure to comply

Failure to comply with the terms of this policy may result in disciplinary action. If staff feel that a real or potential hazard is being ignored once staff have reported it, they should draw the matter to the attention of the Chief Executive.

Risk Assessments

Green Synergy will carry out risk assessments periodically in order to identify any risks or hazards within the workplace. This will involve inspection of the workplace and working practices for hazards, consulting employees and deciding who might be harmed and how. The risks from any hazards will be evaluated and decisions made by managers as to whether existing precautions are adequate or whether more needs to be done to control the risk. Findings will be recorded and assessments reviewed as and when required. Risk assessments are carried out for all venues where young people take part in activities and all activities are risk-assessed. The risks will be evaluated and staff are fully briefed on those risks. Performance standards will be specified as to who is responsible for this, how often it happens, and how they will be recorded. All of the risk assessments are stored on the Green Synergy Teams site.

First aid & Accident Reporting

- Location of first aid boxes and trained staff:
 - There is a first aid box in each of our offices and on the Hillside Community Garden, and staff and others should familiarise themselves with its whereabouts. Green Synergy will ensure that there are first-aid trained staff based in each location. Notices telling staff and others who the trained staff are will be on the notice boards at all times. Staff and others are advised to

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seek treatment for every injury sustained at work, no matter how small, as any injury, which is left untreated, may become serious.

- **Accident and hazard reporting**

All accidents, no matter how minor, must be reported properly; this must be done even if no apparent injury results. Equally, it is important that staff report a “near miss” or potential hazard, so that the organisation can deal with it and prevent another member of staff, member or visitor from suffering an injury. An annual report on this will be compiled.

- **Accident / Incident Reporting Procedure:**

- As soon as possible after an accident, victim and any witness reports must be made to one of the trained first-aiders.
- She/he will note details on an official Green Synergy Accident Record Form, including details of:
 - where the accident occurred, giving the time and the place
 - what happened
 - if known, how it happened
- In order to prevent a recurrence of the accident, staff, others, and any witness to it, may be asked to discuss it with the Chief Executive. Staff may wish to be accompanied by a colleague at such a discussion.

- **Near Miss Reporting**

- The procedure for reporting a near miss or actual or potential hazard is as follows:
 - Staff members, or as a (delete) witnesses must report the near-miss or hazard to the most senior member of staff present.
 - The details will be noted and action taken to ensure that the hazard is rendered safe or removed to prevent a recurrence or actual accident.

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All staff will be informed and where necessary trained in any new procedures.

- **Reporting Procedure – External**

- The Reporting of Injuries, Diseases & Dangerous Occurrences Regulation 1995 places a duty on all employers to report certain kinds of accidents and illness arising out of an incident at work either to the local authority or to the Health & Safety Executive. The Chief Executive is responsible for ensuring that the appropriate steps are taken in the event of any employee sustaining an accident or injury or becoming ill because of an incident at work.

- **Fire Safety Precautions & Drill**

- **Fire exits & fire doors**

- Fire exits must be kept clear and free from obstructions at all times. Notices concerning fire exits or procedures to be followed in the event of a fire must not be removed.
- Fire doors must be kept closed at all times. Do not wedge them open under any circumstances.
- Staff must make themselves familiar with the nearest fire exit to their work location, and the location and operation of firefighting equipment.
- Staff will receive periodic instruction on how to use the fire extinguishers. Note that not all extinguishers are suitable for an electrical fire, and any extinguisher which is coloured red should NEVER be used on an electrical fire.

- **Fire Drill**

- If you discover a fire raise the alarm immediately and make your way to the nearest fire exit.
- On hearing the alarm (leave the building immediately by the nearest exit, taking with you any visitor you may see.
- Go immediately to the designated assembly point and stay there. The Fire Marshall or most senior member of staff in attendance will take a roll call to check that everyone is present and can be accounted for
- For your own safety:
 - Do not delay in leaving the building.

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- Do not stop to collect your belongings or allow anyone else to do so.
- Do not re-enter the building until you have been told that it is safe to do so.
- The fire alarm is tested and fire drills are carried out at regular intervals to ensure that all staff are familiar with the procedure. All fire alarms must be treated as meaning that there is an emergency unless you have been informed otherwise before the alarm rings.
- The appointed fire marshal will check the premises weekly to ensure that fire prevention regulations are adhered to.
- In the event of an emergency, all staff are expected to take responsibility for the safety of visitors and members. The most senior staff member present must ensure that the member's signing-in sheet is taken off the premises and that a register of names is taken for Green Synergy to ensure that everyone is safely out of the building.

- **Control of Substances Hazardous to Health (COSHH)**

Green Synergy will:

- Identify and assess potential hazards associated with hazardous substances in accordance with COSHH regulations within the premises or during work-related tasks outside the premises.
- Control risks associated with hazardous substances through proper handling, storage, labelling, ventilation, signage and disposal.
- Appoint competent individuals to oversee and manage COSHH-related activities.
- Provide appropriate information, training, PPE and supervision to staff and others to ensure their safety and well-being.
- Ensure staff and others are aware that they have a duty to follow safe work practices and adhere to control measures provided.
- Investigate incidents, near misses and concerns related to hazardous substances and take appropriate corrective and preventative actions.
- Regularly review and update control measures and training within COSHH legislation.
- Comply with all relevant legislative requirements relating to COSHH.

- **Working with Visual Display Units (VDUs)**

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- **Green Synergy Obligations**
 - If staff regularly work with a VDU (is a regular part of your work, then the) (delete), Green Synergy is obliged by statute to ensure that the workstation meets minimum requirements. A workstation assessment will be undertaken. For example:
 - The screen should have adjustable brightness and contrast controls.
 - Work should be planned so that there are breaks or changes of activity (short frequent breaks are better than longer, less frequent ones) and staff have discretion over when staff take them.
 - Work chairs should be adjustable to ensure that it gives proper support.
- **What staff can do**
 - Staff should make full use of the adjustment facilities for the VDU and work environment to avoid potential health problems. For example:
 - Adjust the chair and VDU to find the most comfortable position; broadly speaking, a user's arms should be approximately horizontal and a user's eyes be at the same height as the top of the VDU casing.
 - Ensure that there is enough space below the desk to move legs freely.
 - Avoid excess pressure on the backs of a user's legs and knees - a footrest may help.
 - Staff should not stay in the same position for long periods – they should change your (delete) posture as often as practical.
 - Adjust the keyboard and screen to get good keying and viewing positions.
 - Try out different arrangements of screen, keyboard and document holder to find the position that suits them best.
 - Arrange the desk and screen so that bright light is not reflected onto the screen. Staff should not face windows or bright lights directly and adjust curtains or blinds where possible.
- **Care of eyes**
 - While there is no evidence to show that VDUs cause sight or eye problems, intensive VDU work can cause discomfort or make staff aware of an eye problem that they did not previously know about. Green Synergy will pay the standard

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charge for an eye test if members of staff feel they suffer from eye fatigue or soreness or suffer frequent headaches.

- If staff need glasses solely for VDU work, then the organisation will pay the cost of basic frames and lenses. If staff wear contact lenses, the heat generated by a VDU may make their eyes uncomfortable blinking more often and use of tear substitute drops may help. Staff might want to consider wearing glasses instead of lenses for VDU work.
- **Other Health Problems**
 - Some VDU users may experience aches and pains in their hands, wrists, arms, neck, shoulders or back, especially after long periods of uninterrupted VDU work. If this happens to staff, they should tell their line manager. These aches and pains usually don't last, but if they are persistent, staff must discuss them with their doctor. Most problems of this sort can be avoided by ensuring that staff have organised their workspace as well as they can – they should go through the checklist set out above.
- **No smoking policy**
 - Green Synergy operates a no smoking policy in all its covered premises at all times to comply with current legislation.
- **Proactive Health Measures**
 - Staff are encouraged to take sensible care of their health and to take regular preventive health and dental checks. Staff will be allowed reasonable paid time off for medical and dental health appointments, provided that they agree the timing of these absences with their line manager.
- **Electrical Safety**
 - Green Synergy will ensure that all portable appliances are tested by a professionally qualified supplier annually or in adherence to the Pat Testing requirements for each service office.
 - Records of the PAT Testing results will be stored on the Egnyte drive under Premises.

Signed:

Chief Executive

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Date 16.05. 2025.

Date for review: 08/05/2027.

Related Policies:

GS1 Green Synergy Staff Handbook

GS4 Green Synergy Children and Young People Safeguarding Policy

GS5 Green Synergy Adult Safeguarding Policy

GS6 Green Synergy Equity and Diversity Policy

Also refer in more detail to GS38, GS39, GS40, GS41, GS42, GS43, GS44, GS45

Document Control:

Policy Details			
Policy	GS37 Green Synergy Health and Safety Policy		
Version	Date of Review	Reviewed by	Date Approved
V1	02.11.2020	CEO	
V2	07.10.2022	CEO	Trustee Basecamp Approval process
V3	22.05.2023	Trustees & CEO	Trustee Basecamp Approval Process
V4	20.05.2024	CEO	Trustee Basecamp Approval Process
V5	16.05.2025	CEO	Green Synergy Governance Google Drive
V6	08.05.2026	CEO	Green Synergy Governance Google Drive

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