

# Health & Safety Policy Statement

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**The Brighton & Hove Wood Recycling Project (B&HWRP) regards the promotion and protection of the Health and Safety of all paid, non-paid staff and visitors as its number one priority.**

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The B&HWRP Health and Safety Policy objective is to provide and maintain as safe and healthy working conditions as is practically possible. Specifically, it aims to provide all the necessary equipment, systems of work, information, training and supervision that is required to meet this objective.

This Policy will be kept up to date, particularly as the organisation changes in nature and size. To ensure this, the Policy and the way it has operated will be reviewed every year.

Attached to this Policy is the current Risk Assessments for activities carried out at B&HWRP. All paid and non-paid staff should familiarise themselves with this and be aware they will be expected to contribute to the ongoing risk assessment process outlined below.

**Responsibility for Health and Safety at B&HWRP is held by:**

**Pete West** (Managing Director): Overall legal and day to day responsibility

**Freddy Thomas & Steve Bannatyne** (Workshop Session Supervisors): Operational responsibility for the workshop sessions

**Rick Wood** (Retail Supervisor): Overall operational responsibility for the retail outlet

**Rob Tyler** (Collections Manager): Overall responsibility for collection services

**B&HWRP will:**

- Provide, and maintain, safe and healthy working conditions in accordance with the relevant statutory requirements.
- Provide health and safety training and instruction for all paid and non-paid staff as part of their induction into the enterprise and additional training where needed.
- Provide specific training in the activities that will be carried out before such activities are commenced and ensure that all staff are able to carry out such activities competently and safely.
- Ensure that equipment and substances purchased for use at B&HWRP have been designed and constructed to be safe, meet any relevant health and safety standards and do not pose any undue risks to health.
- Ensure that full information is made available by the suppliers and passed on to users where additional safety precautions are required for the above.
- Ensure first aid, fire and other safety equipment is supplied in accordance with statutory legislation and that all employees and volunteers are aware of its location.
- Ensure that properly trained first-aiders are present or available as much of the time as possible.

- Ensure all accidents are recorded in the accident log – located in the office at The Wood Store, Brighton
- Ensure that all means of access and exit are known to persons either on or using the premises.

Every member of staff (paid or unpaid) has a responsibility to:

- Take reasonable care for the health and safety of themselves and all other persons they come into contact with at work.
- Co-operate fully at all times with the directors, managers and supervisors to enable them to carry out their statutory duties in regard to health and safety.
- Report all incidents that have caused or may lead to injury as soon as possible.
- Take an active part in the ongoing process of risk assessment as outlined below, with the object of introducing measures to prevent an accident or recurrence of an accident.
- Follow all safety instructions, use all appropriate safety equipment and generally carry out all their activities in line with the best H&S practice thereby minimising the risk of accidents.

Hazards and potential risks to health and safety will be addressed and continually monitored through the risk assessment process here outlined below:

- Identify hazards. At regular intervals and when new equipment is introduced, the director, managers and supervisors shall assess the workplace for any hazards that could reasonably be expected to cause harm.
- Evaluate the risks. Each hazard identified will be assessed as to how likely it is to cause harm and whether existing precautions are adequate or more should be done. Key questions to be asked are: Can the hazard be removed completely? If not, how is the hazard controllable so as to make harm unlikely? Any action identified will be carried out immediately.
- All significant findings to be recorded in the risk assessment log book (located in the office at The Wood Store, Brighton). This is to be done so as to be in line with legislation and to provide an input and feedback mechanism for the regular review of this Health & Safety Policy.
- Continual assessment. As part of good working practice all paid and non-paid staff shall be aware of, and take part in the ongoing risk assessment of all the activities of the B&HWRP. In addition, a formal risk assessment review of the premises and activities shall occur once a year.

Policy approved by: **Pete West**

Signature:



Position: **Managing Director**

Date: **17 December 2022**

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*Latest date for review (should be no more than one year after date of approval): **17 December 2023***

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