

Policy Name	<b>Green Earth Plan CIC Health and Safety Policy and Risk Assessment Process</b>
Author	<b>Jan Macavoy – Company Secretary and Policy Lead</b>
Date Published	<b>June 2021</b>

### Contents

1	Introduction and scope
2	Roles and responsibilities
3	Definitions
4	Managing and assessing hazards and potential risks
5	Documenting the Risk Assessment
6	Training
7	Contact Information
8	Supporting documentation and legislation
9	Policy Review
Appendix 1	Risk assessment template
Appendix 2	Equality Impact Assessment and Statement

## 1. Introduction and scope

Green Earth Plan CIC [GEP] takes very seriously the health and safety of its staff and those who may volunteer to deliver projects to meet the core aims of bringing about positive environmental change by inspiring hearts and minds, building communities and sharing sustainable living practices.

We will work with those who provide funding to ensure that each project will be assessed to identify potential risks and hazards; the likelihood of the hazards causing an adverse outcome and the consequence of that outcome; and that, where possible these are mitigated to the lowest level or eliminated. We recognise that not all risks can be eliminated and that ensuring all who may be participating in an activity are aware of potential risks and how the impact of any incident may be reduced.

Where a project is taking place in an environment owned or managed by another organisation, GEP will contribute to the risk assessment and management process; but will not own the process.

As individuals we take risks each and every day; often we subconsciously assess the likelihood of an event happening by taking note of the situation, what we observe, what we can calculate and what we know. For example, when crossing a busy road, we calculate the distance to cross; the speed and amount of oncoming traffic; consider potential obstacles, like others who may also be crossing and that we have to walk around and how fast we know we are able to walk. Taking into consideration all these factors we determine if it is safe to cross and often this decision is made in seconds.



Unlike the decision to cross the road, some risk assessments need to be documented to ensure that we can demonstrate that all issues have been taken into account and appropriate mitigation has been put in place to keep others from harm. Documenting an assessment enables us to ensure that we have given due diligence to the process and that we have sought input from those who may be better qualified to assess a particular situation. Involving those who may be carrying out the task can help us to gain a wider perspective of the issues.

Risk management is a dynamic process and when reviewing hazards and their mitigation it is important to appreciate that actions taken in reducing a particular hazard could possibly create a different risk.

## 2. Roles and Responsibilities

**Directors and Non-Executive directors** will ensure that:

- any projects are risk assessed and documented prior to commencement and plans for elimination or mitigation are in place and shared,
- staff; registered volunteers or associates are aware of risks and plans for their mitigation and that they are aware of their roles and responsibilities.

**All employees and registered volunteers** will:

- read this policy and be aware of their responsibilities with regards to health and safety and to ensure that they do not follow any action that could potentially cause harm to another by direct or indirect action;
- co-operate with supervisors and managers on health and safety matters;
- take reasonable care of their own health and safety; and
- report all health and safety concerns to an appropriate person (as detailed above).

## 3. Definitions

<b>GEP</b>	Green Earth Plan CIC
<b>Hazard</b>	A hazard is something that has the potential to cause harm; for example, an unattended fire; using a tool or machinery for which the operator has not been trained; using chemical products or not using or wearing appropriate personal protective equipment; or working at heights.
<b>Risk</b>	Risk the potential of following a particular course of action that could have an adverse outcome.
<b>Likelihood</b>	How likely or possible an event or action will occur
<b>Consequence</b>	The impact or level of harm that an incident could create; for example, when working at heights and using a ladder a person could fall and break a bone or potentially lose their life, depending on how high they were working and the surface they could fall onto.
<b>Volunteer</b>	A person who is affiliated to Green Earth Plan CIC and recorded as a “Volunteer” and who has provided an appropriate DBS check.
<b>Workplace</b>	A specified area where work relating to Green Earth Plan is being carried out or an area or location where a GEP led project is taking place.

<b>Assessment</b>	A formal review of the risk and the measures that are in place or identification of measures that could be put in place to reduce the impact or harm.
<b>Near miss</b>	An event where an incident could have happened, but an early intervention prevented harm from occurring, also known as a “good catch”.
<b>HSE</b>	Health & Safety Executive was formed on 1 January 1975 with a remit to undertake the requirements of the Health and Safety Commission and to enforce health and safety legislation in all workplaces, except those regulated by Local Authorities. <a href="#">HSE: Information about health and safety at work</a>

#### 4. Managing and assessing hazards and scoring potential risks

4.1 Where GEP is leading on a project and where contractors or staff or volunteers of partner organisations are employed, GEP will participate in the risk assessment; however it must be recognised that we will have no or limited knowledge of training records or qualifications of staff undertaking the tasks and as such rely on partner organisations for such information. For example; when planting a community orchard using grounds or maintenance staff employed by or contracted to a partner organisation we will expect that they are trained and qualified to use any machinery or equipment that is necessary and has been provided by them.

The first task in risk management is to identify potential hazards. Look at the workplace or the task that is to be carried out and think about what may cause harm. Think about:

- how people will be working and what plant or equipment might be used,
- what chemicals and substances might be used,
- what unsafe work practices might occur,
- keep in mind, lone working,
- hazards to health, such as manual handling, use of chemicals and causes of work-related stress
- workers have spotted problems or there have been any accidents or near misses.

For each hazard, consider how employees, contractors, visitors or members of the public might be harmed? Some workers will have particular requirements that need to be put in place in order to keep them safe; for example young workers, migrant workers, new or expectant mothers and people with disabilities.

Once hazards have been identified, consider how likely it is that someone could be harmed and how serious the consequence could be. This is assessing the level of risk.

Decide:

- Who might be harmed and how?
- What is already being done to control the risks?
- What further action needs to be taken to control the risks?
- Who needs to carry out the action?
- When the action is needed by?

- How often the action is likely to be carried out or take place?

4.2 Risk Matrix and scoring risks

Likelihood	Consequence				
	Minimal 01	Low 02	Significant 03	Major 04	Catastrophic 05
Rare 01	01	02	03	04	05
Unlikely 02	02	04	06	08	10
Possible 03	03	06	09	12	15
Likely 04	04	08	12	16	20
Almost Certain 05	05	10	15	20	25

To establish a “score” we need to multiply the “likelihood” of an incident by the possible “consequence”. The score will determine the actions that need to be taken.

Score	Rating	Actions
1 - 3	Low risk -	Follow all guidance or procedures to minimise risks
4 - 6	Medium Risk	Consider actions that may be taken to mitigate risks
7 - 12	High Risk	Review action and determine an alternative approach
15 - 25	Very High Risk	Do not attempt action or if commenced, stop immediately.

Once identified, the control measures should be put in place.

Having identified hazards and who may be affected we need to look at the controls that we already have in place and consider how else we may control the risk? We need to consider if the hazard can be eliminated? If not, then we must identify how to control the risks so that harm is unlikely? Consider:

- redesigning the job,
- replacing the materials, machinery or process,
- relevant training has been made available and carried out,
- organising the work to reduce exposure to the materials, machinery or process,
- identifying and implementing practical measures needed to work safely,



- providing personal protective equipment and making sure workers wear it.

Once all actions to mitigate the risk have been identified and put in place, this will leave a **residual** risk score. GEP recognises that it is not always possible to eliminate all risks but will do everything 'reasonably practicable' to protect people from harm but where a course of action is risk scored at **High** or **Very High** the activity will cease until an alternative solution is found.

GEP will work with partner organisations to balance the level of risk against the measures needed to control the real risk in terms of money, time or trouble.

## 5. Documenting the risk assessment.

Where a formal risk assessment is undertaken by GEP the template in **Appendix 1** will be used. This will help us to identify and note:

- the hazards (things that may cause harm)
- who might be harmed and how
- what is being doing to control the risks

GEP in collaboration with those partners we work with, will ensure that controls have been put in place, make sure they are working and to ensure they:

- continue to be effective,
- there are no changes in the workplace or tasks that could lead to new risks such as changes to:
  - staff carrying out the task
  - a process
  - the substances or equipment used

## 6. Contact Information

Person within the organisation	Office & Mobile No
--------------------------------	--------------------

## 7. Training

All staff and volunteers **MUST** read through all Green Earth Plan policies and procedures to ensure that they are aware of the risks that may apply or issues that they may face as part of their role.

Additional reference materials are available on the Green Earth Plan website that will help staff and volunteers to develop a greater awareness and knowledge of Safeguarding and our collective responsibilities to protect those who are vulnerable.

Documents listed below are very useful reference materials.

## 8. Supporting documentation and legislation

The key pieces of legislation are:

- The Health & Safety at Work Act 1974; <https://www.hse.gov.uk/legislation/hswa.htm>
- Health & Safety Executive – Information relating to health & safety issues;  
<https://www.hse.gov.uk/>

## 9. Policy Review

This policy will be reviewed on an annual basis or in the event of a change in legislation or reporting procedures.



<b>Green Earth Plan – Risk Assessment Document</b>	<b>Project Details:</b>
--	-------------------------

This document is to be completed when assessing projects that will be **led or managed solely** by Green Earth Plan. Where Green Earth Plan is working in collaboration with partner organisations, using their contractors or registered volunteers the assessment will be completed by the partner organisation; however Green Earth Plan will be happy to provide input.

<p><b>Briefly describe the project:</b>                  [Who; what; where; when and how]</p>    
---

What are the hazards?	Who might be harmed and how?	What is being done to control the risks?	What further action do you need to take to control the risks?	Who needs to carry out the action?	When is the action needed by?	Done	Residual risk score

Completed by:	
Position:	
Date:	

Reviewed by:	
Position:	
Date:	

**Appendix 2 – Equality Impact Assessment and Statement**

		Yes/No	Comments
1.	Does the policy/guidance affect one group less or more favourably than another on the basis of:		
	Race	No	
	Ethnic origins (including gypsies and travellers)	No	
	Nationality	No	
	Gender	No	
	Culture	No	
	Religion or belief	No	
	Sexual orientation including lesbian, gay and bisexual people	No	
	Age	No	
	Disability - learning disabilities, physical disability, sensory impairment and mental health problems	No	
2.	Is there any evidence that some groups are affected differently?	No	
3.	If you have identified potential discrimination, are any exceptions valid, legal and/or justifiable?	No	
4.	Is the impact of the policy/guidance likely to be negative?	No	
5.	If so, can the impact be avoided?	N/A	
6.	What alternatives are there to achieving the policy/guidance without the impact?	N/A	
7.	Can we reduce the impact by taking different action?	N/A	