

# BOUGHTON FEN COMMITTEE

## Health and Safety Policy

### **Policy Statement**

The Boughton Fen Committee (BFC) understand and recognise their obligation to retain a duty of care to people working on the Fen as part of a 'working party' which they have organised and will ensure that safety is of paramount importance.

For every 'working party' that is organised, under the auspices of the BFC, a risk assessment will be conducted to help minimise the risk of any accident resulting from an act or omission (including a lack of training). Any contractors, working on behalf of the BFC shall be requested to submit appropriate health and safety policies, risk assessments and method statements.

Wherever possible the BFC will utilise the services of a competent Health and Safety practitioner to conduct a risk assessment prior to every 'working party' and where appropriate they will make those persons involved aware of the potential for danger and their Health and Safety obligations.

### **Risk Assessment**

The BFC aim to anticipate the risks involved by using risk assessment methodology as part of a pro-active approach to risk management. The recording of risk assessments will enable the BFC to demonstrate that associated risks have been evaluated and that appropriate 'protective and preventative measures' have been put in place.

### **Identifying the Hazards**

A hazard is something with the potential to cause harm. The BFC will attempt to identify all hazards which could result in significant harm, including those relating to the individual activities and any equipment. The following will be considered:

- Any slipping, tripping or falling hazards.
- Access and egress.
- Hazards relating to fire risks or fire evacuation procedures, e.g. use of LPG, petroleum, use of naked flames, fires or sources of heat.
- Any chemicals or other substances hazardous to health e.g. dust or fumes.
- Use of powered or hand tools.
- Moving parts of machinery.
- The movement of any vehicles on or around the site/highway.
- Electrical safety - use of any portable electrical appliances, temporary power sources (e.g. generators), temporary cabling, connections into existing systems.
- Manual handling activities.
- High noise levels – machinery etc.

This list is not exhaustive and care will be taken to identify any other hazards associated with the activities at the event.

### **Identifying those at Risk**

For each hazard identified, we will take into consideration all those who may be affected. This may include:

- BFC members
- Volunteers

- Members of the public
- Contractors
- Potential trespassers

### Issues Considered

The following issues will be considered when identifying the hazards and risk associated with any BFC activity:

- Potential major incidents - what could be the worst case scenario?
- Are responsibilities clearly allocated among the BFC?
- What hazards are there in the site itself? Are there any underground services, overhead power lines or other cables anywhere on site? Is there adequate parking facilities and access for vehicles? Soft or uneven ground?
- Types of attendees such as children, elderly persons and the disabled - are there particular arrangements that need to be made?
- What means of access and egress are available?
- What provision needs to be made for the emergency services? What will be the procedure for summoning assistance? How will they get into and out of the site?
- Provision of first aid/medical facilities.
- Fire safety - control over use of flammable liquids, LPG or other gases – Ensure adequate arrangements for storage of fuel, etc.

### How does the BFC assess the Risk?

Having identified the hazards and the people that may be affected by them, the BFC assess the **extent** of the risks. There are many methods of quantifying the risks using a variety of numerical values and complex formulae. We use an easy and quick evaluation of the extent of risk by using a simple scoring system allocating between 1 and 5 to the **consequence** involved, and between 1 and 5 to the **likelihood** of it happening (see explanation below). These two values when multiplied together will produce a figure between 1 and 25 this is called the '**risk factor**' - ranging from 'low risk' (between 1 to 4) to 'high risk' (9 to 25).

The following will be used to assist in the assessment:-

- Previous experience,
- Expertise from other volunteer groups or contractors,
- Expertise of any members of the organising body,
- Information/guidance/standards from national groups or organisations.
- Guidance from publications produced by the Health and Safety Executive and relevant to the event and the activities involved.
- Legislative standards, code of practice and British Standards.

The assessment will consider the actual **consequence** that could result from the activity/task.

1. Minor injury (no treatment required)
2. Minor injuries (treatment required)
3. Major injuries
4. Fatal
5. Multi Fatal

Then determine the **likelihood** of the hazard being realised. Is it –

1. Unlikely
2. May occur
3. Likely to occur
4. Probable
5. Certain

The following table is used to determine the **risk factor**

#### Risk Factor

Likelihood Consequence	Unlikely - 1	May Occur - 2	Likely - 3	Probable - 4	Certain - 5
No injury - 1	Low Risk (1)	Low Risk (2)	Low Risk (3)	Low Risk (4)	Medium Risk (5)
Minor - 2	Low Risk (2)	Medium Risk (4)	Medium Risk (6)	Medium Risk (8)	High Risk (10)
Major - 3	Low Risk (3)	Medium Risk (6)	High Risk (9)	High Risk (12)	High Risk (15)
Fatal - 4	Low Risk (4)	Medium Risk (8)	High Risk (12)	High Risk (16)	High Risk (20)
Multi Fatal - 5	Medium Risk (5)	High Risk (10)	High Risk (15)	High Risk (20)	High Risk (25)

#### Risk Assessment Action

Subsequent to a risk assessment the following action will be undertaken depending on the risk factor.

**Low Risk** - No action necessary, but it may still be desirable to implement controls where this can be done easily.

**Medium Risk** - Reduce risk if possible/implement controls.

**High Risk** - Reduce/remove risk if possible; consider not conducting a high risk activity, implement appropriate controls.

For each risk we will consider whether or not it can be eliminated completely. If it cannot, then a decision will be taken to decide what must be done to reduce it to an acceptable level. The following will be considered:

- Removal of the hazard.
- Substitution of modification for that activity/machine to something less hazardous.
- Implement measures to reduce exposure to the hazard - reduce the frequency of the activity, reduce the number of people who may be exposed e.g. by creating safety zones around activities.
- Implement measures to reduce the likelihood of the hazard creating a risk - e.g. use of competent contractors and ensuring appropriate and current health and safety certification.

Where the risk assessment has identified significant risks, information will be provided to all those affected, regarding the nature of the risk and the control measures to be implemented. This may be through pre-event talks and safety leaflets etc.

**Risk Assessment Archiving**

All risk assessments conducted by the BFC will be kept for future reference along with any other suitable reference documents, manuals, codes of practice etc.

**Review and Revise**

If the nature of the risks changes during the planning of the activity, the risk assessment will be reviewed and updated. Post event discussion will be conducted to identify any areas for risk assessment improvement if deemed necessary.

This BFC Health and Safety Policy will be reviewed annually to ensure concurrency and identify areas for improvement using information gained from the post event discussions.

**First Aid**

In the event of an accident or emergency a First Aid Kit will be available at all 'working party' events.

**And Finally.....**

Risk assessment is only a tool to help the BFC adopt a structured approach to the safety of their volunteers. It does not guarantee that nothing untoward will happen on the day, but careful attention to the process will go a long way to ensuring that the potential risks are identified before they occur allowing adequate time for preventative measures to be taken.

All Risk Assessments will be completed prior to the event and review undertaken by any BFC member. Throughout this Health and Safety Policy we have stressed the importance of Risk Assessments for 'working parties' we will also undertake Risk Assessments for any event on the Fen i.e. fundraising activities, walks and talks.

Signed for and on behalf of the Boughton Fen Committee

Mark Pogmore (Chairperson)

Andrew Faherty (Committee Member)

Dated: 17<sup>th</sup> March 2017

