**Health and Safety Policy.**

**Part 1: Statement of intent**

This is the health and safety policy of ‘Friends of Barnet Environment Centre, (FoBEC), a registered charity.

FoBEC’s health and safety policy is to:

* Prevent accidents and cases of ill health attributable to the work and activities of FoBEC.
* Manage health and safety risks at Barnet Environment Centre, including the nature reserve,
* Provide instructions, information, and sufficient training to enable Officers, Trustees, Volunteers, and persons directly appointed by FoBEC to provide a service.
* Provide essential personal protective equipment.
* Consult within the organisation of FoBEC on matters of health and safety.
* Provide and maintain safe plant and equipment necessary for FoBEC activities.
* Stress safe handling and use of equipment and substances.
* Maintain and pursue safe and healthy conditions for those engaged in the work and activities of FoBEC
* Establish emergency procedures.
* Review and, if necessary, revise this policy annually, or if there are significant changes to the venue or activities.

**Part 2: Responsibilities for health and safety.**

1. Overall and final responsibility for health and safety:

FoBEC Trustees.

1. Day to day responsibility for ensuring this policy is put in place:

FoBEC Trustees, Primary contact Geoff Lee 07890512575.

1. To ensure health and safety standards are maintained/improved, the following people have responsibility in the following areas:

Geoff Lee – Primary contact for health and safety matters.

Liz Pearson – Secondary contact for health and safety matters.

1. All FoBEC personnel, volunteers, and persons directly appointed by FoBEC to provide a service should co-operate with supervisors 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).
2. Incidents and accidents to be investigated and recorded.

**Part 3: Arrangements for health and safety.**

Risk assessment:

Relevant risk assessments will be in place, and these will be reviewed as and when any changes to the venue, (Barnet Environment Centre, including the nature reserve, Byng Road, Barnet), equipment, and activities under the control of FoBEC are proposed/implemented.

Training:

Officers, Trustees, and Volunteers will be trained appropriately for activities which they will be asked to perform for FoBEC, including the use of machinery. They and persons directly appointed by FoBEC to provide a service will be made aware of this health and safety policy.

Personal protective equipment will be available and should be used.

Suitable arrangements will be in place for Officers, Trustees, and Volunteers working remotely within the nature reserve.

Consultation:

Health and safety matters that arise should be brought to the attention of one of the persons named in 2/3.

FoBEC personnel will be consulted when health and safety matters require attention/revision.

Evacuation:

The fire safety provisions for the Barnet Environment Centre, including the fire risk assessment, fire detection/alarm system, firefighting equipment, and emergency lighting system are the responsibility of Noah’s Ark Children’s Hospice. Fire Action notices are displayed adjacent to exits from the building and FoBEC persons are made familiar with these and are required to comply with the instructions therein.

**Reviewed by Trustees & agreed on 15th July 2025.**

**To be reviewed by Trustees in twelve months.**