



Precious Plastic Plymouth and Tavistock CIC

HEALTH AND SAFETY POLICY

Last Review: November 2021 Date due for Review: November 2022

General aims

It is the duty of all members of Precious Plastic Plymouth and Tavistock CIC and representatives, whether paid staff or volunteers:

- To take reasonable care for the health and safety of themselves and other persons who may be affected by their acts or omissions during Precious Plastic Plymouth and Tavistock CIC activities;
- To be familiar with this health and safety policy by periodic reference to it;
- To look out for any revisions;
- To follow its provisions, and,
- To cooperate with other member of staff in promoting health and safety.

Responsibilities

The employer has the ultimate responsibility to ensure the health and safety of employees and participants of Precious Plastic Plymouth and Tavistock CIC activities. Dr Kate Crawford is the nominated safety officer.

The task of overseeing health and safety includes maintaining this policy document. The next major review of this policy will take place in November 2022, being reviewed at least annually, or in the event of new information to improve it.

Risk Assessments

All Precious Plastic Plymouth and Tavistock CIC activities are subject to a risk assessment. This duty will be carried out by the Precious Plastic Plymouth and Tavistock CIC staff preparing the session activities. In order to assess the risks adequately, the following information is

collected:

- Details of the proposed activity;
- The age and ability of the persons likely to do it;
- Details of the venue to be used, i.e. length, width and height, availability of services
- Machinery and heated tools to be used
- Plastics to be worked with
- Audience size; and
- Any other relevant details

Equipment and Resources

Electrical testing: Visual checks of electrical equipment will be made with each use, with any defected or faulty items not used and sent for professional electrical checks. PAT testing is carried out every 3 years.

Plastic sorting: Hand washing is encouraged after handling.

Personal protective equipment: Goggles are provided and encouraged to be worn whenever there is a risk to the eyes. Protective gloves to be used when working with heat.

Plastic melting and heating: Never melt PVC, Polystyrene or unknown plastic. Always check melting temperatures and do not exceed these. Do not mix plastics. Work with HDPE, PP and LDPE as these are safest.

Manual handling: Do not attempt to move the shredder alone. All regular operations involving lifting or carrying equipment will be assessed to see if any may give rise to risks of injury (Manual Handling Operations Regulations 1992) by the Safety Coordinator. Manual-handling operations must also be assessed by the staff member(s) before attempting them. Problems will be reported to the Safety coordinator.

Injury: Precious Plastic Plymouth and Tavistock CIC representatives, whether paid or voluntary will carry out immediate remedial measures in the event of injury during Precious Plastic Plymouth and Tavistock CIC activity, while waiting for first aiders. Example remedial measures are given in the appendix of this document.

Dangerous occurrences, injuries or suspected injuries must be reported to the Safety Coordinator as soon as possible.

Appendix 1:

Precious Plastic Plymouth and Tavistock CIC representatives should carry out remedial measures immediately while waiting for first aid or professional medical treatment. Example advice for immediate remedial measures.

Burns: Cool under gently running water until first aid arrives.

Hair on fire: Smother with a cloth.

Clothing on fire: Smother by pushing the casualty to the ground, flames on top. Spread a thick cloth or garment on top if necessary. A fire blanket is ideal but use only if very close by.

Electric shock: Taking care for your own safety, break contact by switching off or pulling out the plug. If it is necessary to move the casualty clear, use a broom handle or wooden window pole or wear rubber gloves. If casualty is unconscious, check that airways are clear and begin artificial ventilation if necessary.

Severe cuts: Lower the casualty to the floor and raise the wound as high as possible. Apply pressure on or as close to the cut as possible, using fingers or a pad of cloth. Protect yourself from contamination by blood. Leave any embedded large bodies and press round them.