

Group Logo

Add your group name here
Group address

Health and Safety Policy

Date of approval & adoption	Approval by & at	Review Required

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ADD YOUR GROUP NAME HERE

We aim to provide and maintain a safe and healthy environment for everyone taking part in collective activities and any other people who might be directly affected by our activities. We will encourage an atmosphere where everyone works together to ensure that everything has been done to prevent avoidable accidents and protect people from getting hurt.

This policy sets out the procedures by which we will do our best to ensure everyone's health and safety when taking part in specific and relevant group activities.

Policy Statement

Although not bound by them, we acknowledge the good practise enshrined in the Health and Safety at Work etc Act 1974 specifically;

- To provide adequate control of the health and safety risks arising from our work activities.
- To consult with our volunteers, contractors, visitors and members on matters affecting their health and safety.
- To provide and maintain safe equipment.
- To ensure safe handling and use of equipment.
- To provide information, instruction and supervision for volunteers, contractors, our visitors and members.
- To ensure all volunteers, contractors, our visitors and members are competent to do their tasks, and to give them adequate training/advice/support.
- To prevent accidents and cases of activity related ill health.
- To maintain safe and healthy working conditions whilst volunteering on site.
- To review and revise this policy as necessary at regular intervals

Responsibilities and Arrangements for Health & Safety Management

IT IS USEFUL IF SOMEONE HAS THE SPECIFIC JOB OF THINKING ABOUT HEALTH AND SAFETY SO YOU MAY WISH TO APPOINT A SPECIFIC COMMITTEE MEMBER TO ENSURE OVERSIGHT OF HEALTH AND SAFETY.

Overall responsibility for health and safety lies with **ADD NAMED COMMITTEE PERSON HERE OR IF NO ONE SPECIFICALLY IS NAMED, ADD THE FO NAME**, however we must all be vigilant and report any oversights, dangerous happenings, and anything unsafe immediately to the person leading the activity.

All incidents must be reported to the **PUT YOUR GROUP NAME HERE** committee for investigation and the learning must be shared with all members.

Volunteers, contractors, visitors and members must:

- Co-operate on health and safety matters.
- Not interfere with anything provided to safeguard their health and safety.
- Take reasonable care of their own health and safety and of those around them.
- Report all health and safety concerns to the person leading the activity or **PUT YOUR GROUP NAME HERE**.
- Be alert to others and other activities taking place in the area.

Risk Assessments

- A risk assessment will be carried out by a competent person for relevant events and activities.
- All identified hazards will be shared and discussed with the attending volunteers, visitors and members to ensure steps and/or controls are put in place to minimise risks.
- Identification of any hazards during an activity i.e. Dynamic Risk Assessment, will also be carried out as required, to identify hazards previously not seen and appropriate action taken to reduce any risks.

Personal Safety

Volunteers, contractors, our visitors, and members should be aware of the following:

- **Manual Handling**
If there is a need to move any awkward or heavy items, an assessment should be done to ensure it is safe to do so.
- **Lone working**
Anyone carrying out any task alone, must ensure the group know where they are and report in regularly in person or by phone/text with the activity leader. They must not change their activity without notifying the leader.
- **Needles & Drugs**
On finding any of these items, do not touch. Leave alone and immediately report to the activity leader or one of the **PUT YOUR GROUP NAME HERE** who will make the arrangements for safe disposal.
- **Use of tools**
When using any tools provided or brought along for the activity, ensure you are confident on the correct way to carry and use, before conducting any work. Pay attention to instructions given.
- **Working in water**
Do not work in any deep or fast flowing water. Never work alone either by or in water. If you feel you are getting out of depth, calmly retrace your steps whilst attracting attention from another member.
- **Safety wear**
Pay attention to any instructions given about appropriate clothing, including gloves, wellies, waders, stout shoes and safety shoes, etc. Open toed footwear is NOT permissible.
- **Environment and flora and fauna**
Any advice and instructions given about potentially harmful plants, habitats, insects, animals, and the weather. These items might include giant hogweed, Wiles disease around water, fungi, high winds in woodlands, sticks, thorns, stings, midges, over exposure to sun, etc.
- **Working around the public**
Always be aware of who may be approaching and that they may not expect to see you working with tools etc. Allow people and animals sufficient room to pass safely and if working with dangerous tools, cordon the area off or provide warning triangles.
- **Changes during the course of an activity**

If an activity changes significantly, stop working and report back to the activity leader or **PUT YOUR GROUP NAME HERE** for a further risk assessment.

- **Working at height**

PUT YOUR GROUP NAME HERE will not work at height and will use extendable tools should there be a need.

Reporting and Recording

- A risk assessment must be carried out by a competent person for all events and activities.
- Any incidents or activities which result in, or nearly result in personal injury, must be reported to the **PUT YOUR GROUP NAME HERE** Committee and will be recorded on an Incident Form allowing for further learning and more informed risk assessments.
- **PUT YOUR GROUP NAME HERE** will ensure that any necessary follow-up action is taken to reduce the risk of an accident or near accident recurring.
- We will keep records of all Risk Assessments and any training given.