

Cove Brook Greenway Group Health and Safety Policy

Cove Brook Greenway Group (CBGG) is committed to ensuring the health and safety of all its members and volunteers. This policy is key to that goal and should be read and understood by all participants.

Many conservation activities are inherently hazardous. Despite safety being an important concern and the precautions taken by CBGG incidents will occasionally occur. It is therefore important that each person volunteering with the group appreciates that they have a personal responsibility to identify hazards associated with the activities they have been asked to perform and they should take all reasonable steps to eliminate or minimise the potential for an incident.

Incident book

All incidents including near misses must be reported to the task leader before the end of the task and will be entered in the incident book. Health and Safety will be a standing item on the agenda at committee meetings when the incident book will be reviewed and any necessary changes to procedure agreed.

Risk assessment and safety talk

The task leader will undertake and record a risk assessment prior to each working party / activity and give a brief talk at the beginning of the task/activity. The risk assessment will be available to the group members. Generic risk assessments may also be used. A tool talk will be given to new members/volunteers and to all when an unfamiliar/new tool is to be used. Reminders will be given to experienced volunteers at appropriate intervals.

Under 18s and the less able

Children under 18 must be accompanied by an adult and will be discouraged from using tools considered dangerous for them. The group has a separate Child Safeguarding Policy. Special consideration may also be needed for those who are less able.

Insurance

The group holds public liability and personal accident insurance. The activities of the group will be identified and presented to the insurers. A copy of the Group Insurance is held by the Treasurer.

First Aid and other equipment

A First Aid box and a 'comfort bag' (which may contain items such as aspirin / paracetamol, waspeze, sun screen and tissues etc.) will be available on all tasks. The First Aid box will be replenished after usage and items replaced which are past their use by date A throw rope will be available for tasks near water. Periodically reminders will be given on its use and that action will be recorded in

the H&S statement at committee meetings. The leader of the task/activity will wear an item of easily identified clothing.

First aider

It is preferable that a suitably qualified first aider is present who is not the leader, although for small groups of 5 or less the leader may perform this role. All leaders will have attended an appropriate First Aid course.

Training

The CBGG secretary will keep a record of all training courses attended by committee members and other volunteers. The committee will arrange for first aid training to be renewed to keep certificates up to date. The committee will also ensure that an adequate number of members have done training in leadership and risk assessment for work parties, and other skills as necessary.

Tools

All tools will be maintained in good condition and kept sharp where appropriate. Volunteers are asked to take care of all tools issued to them. The tool shed will be kept as tidy as practically possible.

This policy will be reviewed annually at a committee meeting, under Health and Safety, and updated if necessary.

Last Reviewed April 2015