

Witney Woodland Volunteers
Health and Safety (H+S) Basic Policy Guidelines
For current documentation, see www.witneywood.org.uk

Witney Woodland Volunteers (WWV) insures its members and members of the public who may be affected by our activities. To meet our legal Duty of Care we:

- develop and refine safe working practices.
- provide safe equipment to those members who do not provide their own.
- inform volunteers how to avoid hazards and reduce accidents to themselves and those around them.
- record and monitor H+S obligations (including the recording of incidents).
- conform to Child Protection legislation.

We are obliged to make you aware of the basic requirements *before* your first activity.

Please note the needs of any planned activity in which you intend to participate. The recommendations for appropriate workwear and the right tools for the activity are based on an assessment made *before* the actual date.

On the day itself, things can change: before the activity there is a reassessment and changes are made if necessary. There will be a verbal update of H+S requirements, taking into account the *total* environment - variables can include the people, the physical location, the weather, the safe use of tools and equipment, the provision of First Aid and the supervisory role of the Activity Leader. *The aim is to ensure that you can responsibly protect yourself and others who enter the activity site.*

The Activity Leader's role is to be aware of those present on the day and to carry contact numbers for each person in the event of a notifiable accident. The Activity Leader organises and manages the tasks and, in conjunction with the H+S appointee, ensures that risks are minimised and hazards avoided. To summarise:

- Act on the Activity Leader's safety instructions (which may include being asked not to take part in an activity).
- If you are unsure how to go about a task or use tools or equipment, seek advice from the Leader before attempting the task.
- Inform the Leader of any medical condition that may affect or be affected by the work, e.g. diabetes, epilepsy, injuries.
- Seek help from the First Aid appointee if they have an accident or injury, or see another Member is unable to seek help for themselves.
- Inform the Leader at once if you see a potential risk - needles, broken glass, toxic or hazardous waste, etc.
- Advise the Leader if you witness the improper use of tools and equipment.

This is a basic outline - the specific H+S advice is tailored to the tasks, the tools, the equipment, and those Members who turn up on the day. Your support and cooperation will help ensure the well-being of everyone on the activity site. Please ask the Activity Leader if you have any questions.