



London Borough of Sutton

*working in partnership with
Sutton Nature Conservation Volunteers*

Health and Safety Procedure

1. Introduction

The London Borough of Sutton and SNCV are committed to providing and maintaining a safe and healthy environment for all volunteers and staff and to giving appropriate instruction, training and supervision for their welfare. This document, in conjunction with the Volunteer Policy, explains the health and safety procedures whilst carrying out a task day activity.

Volunteers will not be expected to undertake practical work unless the safety of sites and equipment is of the standard specified in this procedure. Correspondingly, all volunteers should adhere to these guidelines and if any are unwilling to do so, they will be asked to stop working and / or leave the site.

2. Staff Involved

The **Task Leader** is usually a member of London Borough of Sutton staff, although there may be cases when a designated member of SNCV acts as task leader.

3. Key Documents Involved

Volunteer Policy

4. Site Actions

The Task Leader will carry out a site induction, including tool and safety talk, as well as a first aid talk before the task commences. The Task Leader will cover the following:

Health and Safety

- The safety talk will cover correct tool handling and usage, safe working distances, lifting and handling loads correctly, personal protective equipment, and dressing appropriately for the work / weather conditions. The precise nature of what is actually required will depend on the risk assessment of the particular operation.
- A risk assessment is an important and useful tool to help ensure you understand the potential hazards and dangers associated with your volunteering.
- Task leaders will check individual volunteers understanding of the task being undertaken throughout the duration of the task.
- Specific emergency procedures and procedures for contacting help in case of an emergency.

First Aid

- The position of the first aid kit will be identified. Volunteer groups working at a distance more than 500m from the vehicle must take a first aid kit to the work area.
- First aiders will be identified
- All accidents must be reported to the Task Leader and recorded in the accident book

Hygiene Facilities

- Where a suitable supply of clean water is not available on site, containers of water will be provided for drinking, hand washing and in the event of an accident, for cleaning minor wounds.

Smoking

- Smoking is prohibited in the vehicle. In addition, some of the sites we visit may operate a no smoking policy. Volunteers will be expected to comply with this. We ask those who smoke always to consider the health, comfort and safety of others when smoking. Please ensure that cigarette ends and matches are fully extinguished and properly disposed of before leaving the area.

Minibus

- Seat belts must always be worn in the minibus. Adult passengers (aged 14 and upwards) must wear a seatbelt in the rear seats if available and responsibility is the passengers to adhere to this.

Your Responsibilities as a Volunteer

We all have an obligation to ensure that our actions do not put volunteers, staff or the public at risk. So if you see a hazard or an accident waiting to happen, please warn colleagues and your task leader straightaway.

If, at any time, you feel you do not have the physical capabilities or expertise to undertake a task or role you have been asked to do, then please say so.

All factors relating to your volunteering activities must be disclosed. The task leader must be made aware of any medication you may be taking, or of any known medical conditions (e.g. muscular skeletal conditions, vertigo, asthma, epilepsy, allergies to plasters, wasp stings etc.). Anyone who is 'at risk' e.g. volunteers who have been medically diagnosed with mental health problems and are currently receiving support for such, or their support/ care worker, must disclose all relevant information including any risk assessments. This information will be treated in the strictest confidence.

Tell the task leader on site if you intend to leave the site before the completion of the task day. This avoids any confusion should the task leader need to stop the task and leave the site because of an emergency.