



Registered Charity No. 1076362

[www.yacwag.org.uk](http://www.yacwag.org.uk)

## Health and Safety Policy

### General

Yatton and Congresbury Wildlife Action Group (Y ACWAG) will provide and maintain healthy and safe working conditions, equipment and systems of working for all volunteers and safeguard the health and safety of everybody who may be affected by its activities.

Practical conservation work can be hazardous. Under Health & Safety legislation, everyone (including volunteers) has a responsibility to be aware of safety for themselves and others.

Provide parent consent forms for all young persons under the age of 18. A completed consent form for young people taking part in conservation work is required.

YACWAG does not encourage lone working especially in circumstances including: Chainsaw work; Tree climbing and tree surgery; Entry into confined spaces; Work on a ladder that can't be secured; Initial entry and survey of dilapidated buildings. However there are times when an individual is likely to be working alone - refer to relevant risk assessments for guidance.

### Aims

- to ensure that all practical work is planned for safety and is based on effective risk assessment
- to provide appropriate Personal Protective Equipment and ensure that this and all work equipment is used correctly
- to give information, instruction, training and supervision that is necessary for safe and effective work
- to follow guidance, procedures and codes of practice as recommended by the Trust for Conservation Volunteers (TCV) for organising practical conservation work
- to maintain affiliated membership of TCV in order to obtain revised and updated information on environmental, health and safety matters including opportunities for training.
- To seek expert external advice whenever advice and guidance within YACWAG is not considered sufficient for the task.

### Procedures

#### **Leaders of work-parties / activities will:**

- Complete a risk assessment form prior to commencement of activities.

- Give a safety talk (pitched at an appropriate level) at the beginning of practical work or activities which will include the use of tools and the availability of First Aid.
- Consider carefully the level of instruction and supervision which is required for young people and those with special needs. Young people under 14 must not use sharp tools. Ensure all volunteers under 18 are supervised by a parent/guardian or suitable adult approved by the parent/guardian. A completed consent form should be provided by the parent/guardian.
- Stop work immediately if there is danger of loss of life or serious harm.
- Ensure that a reasonable level of First Aid cover is available.
- Carry a First Aid box which includes first aid information and YACWAG Site Emergency Information (grid reference, nearest telephone, access for emergency services).
- Carry a charged mobile phone.
- Record all accidents in the accident book in the first aid kit. All incidents to be reported to YACWAG secretary who will keep a master file of them.
- Carry the risk assessment and the H&S Policy and familiarise themselves with the Safeguarding Policy.
- Ensure chainsaws are only used by trained personnel holding City & Guilds, NPTC qualifications 0020-3 cross cutting and maintenance.  
0020-4 felling and processing trees.
- Ensure brush-cutters are only used by trained and competent volunteers.

#### Reference Material

Health & Safety at Work Act 1974 ([www.hse.gov.uk](http://www.hse.gov.uk))

TCV booklets:

Generic Risk Assessments

Hand Tools

H&S Overview

Basic Safety sheet

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