

Caversham Globe Health & Safety Statement

Background

Caversham Globe is a local community-based environmental group. It undertakes a variety of activities including meetings, walks and practical tasks.

All members of Caversham Globe are volunteers.

Commitment

Caversham Globe is committed to ensuring all its activities are undertaken in a manner which safeguards the health, safety and welfare of all who are associated with, or are affected by them. Caversham Globe aims to create a safe and healthy environment for all participants in all its activities.

Meeting the Commitment

All practical activities undertaken by Caversham Globe should follow the guidelines set out in the BTCV's [British Trust for Conservation Volunteers] "Health & Safety Overview".

In particular in relation to practical tasks:

- ❖ A risk assessment must be undertaken for all tasks. This must include consideration of the nature of the task and of the site, and of the conditions prevailing at the time the task is undertaken.
- ❖ Before commencing a task, participants must be advised of the risks identified and the measures taken to eliminate/minimise that risk. Risks considered should include:
 - ❖ The presence of other individuals, groups or members of the public (non-participants).
 - ❖ The presence of motor traffic, machinery or other vehicles.
 - ❖ Naturally occurring hazards such as Weil's disease and Lyme disease.
- ❖ Before commencing a task, participants must receive instruction on the task being undertaken and on the correct use of all tools and equipment provided by Caversham Globe, with particular emphasis on safety.
- ❖ No participant should commence a task without having first received the appropriate instruction.
- ❖ Appropriate protective clothing must be available and worn when required.
- ❖ First aid facilities must be provided and participants made aware of their existence.
- ❖ Steps must be taken to ensure the safe transportation of tools.
- ❖ All accidents must be recorded.

To assist compliance with this statement, Caversham Globe will have available basic protective clothing (gloves.) and first aid kits.

Implementation

Caversham Globe will circulate this statement to its members and expects the actions of its members to be consistent with this statement.

Review

Caversham Globe will regularly review this statement and take whatever additional measures may be deemed necessary at that time.

Retention of Documents

Accident reports and risk assessments must be retained for a minimum of 6 years for insurance purposes.

Related Documentation

A copy of the BTCV's "Health & Safety Overview" is held by key member one and can be viewed online at <http://www.btcv.org.uk/>.