

HEALTH & SAFETY: Policy & Risk Assessment

General policy	Responsibility	Action
Through careful risk management and diligent planning Beautiful Perth aims to provide a safe and healthy working environment for all volunteers working directly under its management committee.	TRUSTEES	Policy and Risk Assessment Procedure adopted by Committee To be implemented at all activity sessions
Beautiful Perth will provide all volunteers with the necessary skills, resources and facilities that they require to maintain a safe and healthy working environment.	TRUSTEES	Training and guidance to be provided by Trustees at activity sessions Personal Protective Equipment and clothing to be issued to volunteers
In return, those working for or with Beautiful Perth are expected to take reasonable care of themselves and those around them.	VOLUNTEERS	This Policy and Procedures document to be issued to and followed by all volunteers
All volunteers can help by co-operating with policies, procedures, risk assessments and instructions. Comments that will improve our H&S performance are welcome. Volunteers and Trustees must inform the Chair of any concerns about H&S and these will be investigated promptly	VOLUNTEERS	As above: comments can be sent to info@beautifulperth.org Comments to be reviewed and appropriate action taken by Chair
Any significant accidents or incidents must be reported to the Chair immediately (after medical help has been sought if needed). Minor injuries may be treated using the First Aid Kits. All incidents or accidents must be noted in the Incident Book.	ALL	Portable First Aid Kits are kept in the BP shed at Rodney Gardens. The BP incident book is also located in the shed

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Risk Assessment

Hazard	Risks	What are we already doing?	What else will we do?	Action by	Timescale	Done
Slips and trips	Volunteers and visitors may be injured if they trip over objects or slip on spillages.	Warning signs provided to alert visitors that volunteers are at work.	Tailing hoses to be marked with warning tape and/or signs. Shed to be kept tidy at all times, with clear access to shelves and hanging tools. Tools in use not to be left lying where they could cause hazards	Trustees – ensure all volunteers follow these steps	Ongoing	
Hazardous materials	Volunteers may be harmed by handling potentially toxic plants, bulbs, compost, paints, broken glass and other materials	Gardening gloves provided for all volunteers Disposable gloves also available eg for litter picks H&S briefing is provided at litter picks Eye protector goggles and face masks provided (in BP shed)	Volunteers to be advised to wear gloves and other protective items when undertaking BP activities Toxicity of plants, bulbs, compost etc to be investigated and volunteers to be advised as appropriate	Trustees – ensure all volunteers follow these steps	Ongoing	
Vehicles	Volunteers may be injured by vehicles when	High viz clothing provided to volunteers	High viz clothing to be worn by all volunteers	Trustees – ensure all volunteers	Ongoing	

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	working in car parks or near roads	'Volunteers at work' warning signs provided	Warning signs to be deployed at these locations	follow these steps		
Heavy lifting	Volunteers may be injured lifting bags of compost and other heavy items	Guidance on heavy lifting available online at http://www.hse.gov.uk/pubns/indg143.pdf	Trustees to review guidance and advise volunteers	Trustees – ensure all volunteers follow these steps	Ongoing	
Using tools	Volunteers and others might be injured using gardening tools or by carelessly stored tools	A guide to safe use of tools is provided (copy in the BP shed) Tool storage areas are set aside in the shed	When in use: when working on sites, tools must not be left lying in ways that could cause injury (eg trip hazards or rakes with teeth upwards) In the shed all tools must be stored in designated areas	Trustees – ensure all volunteers follow these steps	Ongoing	
Weather conditions	Weather conditions may pose risks to volunteers	Work sessions will not be held in extreme weather conditions. Secretary will advise of cancellations when appropriate Protective clothing is provided for a variety of weather conditions (eg sun hats, waterproof jackets and trousers, warm fleece jackets)	Advice to be provided to volunteers on use of sunscreen creams, and on use of appropriate protective clothing	Trustees – ensure all volunteers follow these steps	Ongoing	

This document will be reviewed and updated as further risks are identified.