



## HEALTH & SAFETY INFORMATION FOR LOIT VOLUNTEERS

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### 1 *INTRODUCTION TO LOIT*

The LOIT builds upon the achievements and successes of the Land of Oak & Iron Landscape Partnership; promotes, celebrates and protects the heritage, culture and landscape of the Land of Oak & Iron; and seeks to sustain the area as a better place to live, work and visit. The Vision is to promote the conservation of the natural environment and heritage assets within the Land of Oak & Iron, engage the local community; inspiring young people and families in particular to protect the natural environment and heritage; and to provide opportunities for the volunteering of time and skills, to encourage the development and growth of heritage skills, to encourage the local community to celebrate, and participate in, the culture and traditions of the Land of Oak & Iron and to promote and sustain the Land of Oak & Iron as a visitor destination.

The objective of the charity shall be to further or benefit the residents of the Land of Oak & Iron and the neighbourhood, without distinction of sex, sexual orientation, race or of political, religious or other opinions by associating together the said residents, voluntary and other organisations in a common effort to promote, celebrate and conserve the heritage, culture and landscape of the Land of Oak & Iron with the object of improving conditions of life for the said residents.

## **2 HEALTH & SAFETY POLICY**

A Health & Safety policy statement has been issued to set out the aims of the Trust with regards to the health and safety of its volunteers and others who may come into contact with the Trust activities. Volunteers should familiarise yourself with the policy, understand your responsibilities and co-operate with the Trustees in ensuring compliance.

## **3 HAZARDS**

Hazards may be placed into two categories:

1. health & safety operations within LOIT control
2. risks arising from activities under the control of a third party and not in LOIT control.

Under section 4 and 5 we have outlined how we will identify and manage risks generated under 3.1 above. You have a role to play in ensuring that hazards are promptly brought to the Trustees or the activity co-ordinator's attention. In section 6 we set out how you should do this and Sections 7&8 cover hazards relevant under 3.2.

## **4 RISK ASSESSMENT**

A written risk assessment will be generated for all significant risks. The activity co-ordinator, with the assistance of the person designated by the Trustees as Health & Safety Advisor are responsible for identifying significant risks and for ensuring adequate risk assessments are carried out by competent persons. A standard format will be used for risk assessments. You may be requested to complete an assessment following suitable training or you may be requested to assist in the completion of an assessment. Your co-operation is essential to ensure we establish the best method of approach to each risk.

## **5 MANAGING RISKS**

Once a risk assessment has been completed and approved by the designated H&S Advisor it will be communicated to the affected persons. The control measures outlined in the risk assessment must be complied with. If you have any difficulty with compliance this must be raised with your activity co-ordinator.

It may not be possible to eradicate all risks therefore acceptable control measures may include reliance on your skills and competence, others carrying out their responsibilities and in some cases an acceptance, with suitable controls of the risk. Your role is crucial in ensuring a safe working environment, if you are unsure, unfamiliar with your working environment or have any other concerns you must ask for advice from your activity co-ordinator or the LOIT Safety Advisor.

## **6 REPORTING ACCIDENTS, INCIDENTS AND CONCERNS**

If despite all our efforts you are involved in an accident, incident or you have any concerns, including Safeguarding issues, which you believe are due to your connection to LOIT activities, you must report it to your activity co-ordinator. Your activity co-ordinator will complete an accident/incident report and investigate the circumstances. Where necessary immediate reporting to the appropriate authorities will occur (e.g. Safeguarding issues, see LOIT Policy P003). The report will be sent within three days to the Safety Advisor who will record the event, report to the appropriate authorities if required to do so and LOIT insurers and carry out a follow up investigation. Where necessary risk assessments, working procedures, standing orders etc may be amended by the appropriate person. Remember all such incidents must be reported to ensure we do not have a recurrence, which may be of a more serious nature.

## **7 EMERGENCY PROCEDURES**

The Emergency procedures in operation at your activity base must be fully understood. It is essential that all volunteers are briefed on the procedures by the host organisation. You must of course comply with the hosts instructions unless they put you at risk.

## **8 WORKING IN PARTNERSHIP WITH OTHER ORGANISATIONS**

The majority of our volunteer work will be carried out in partnership with other organisations and within areas under their control. You must obtain a full briefing of their procedures that may affect your activities. Where necessary, partner organisations will be requested to ensure that our volunteers are provided with up to date information on their operations, their hazards and risk assessments. The LOIT appointed Safety Advisor may request risk assessments from various organisations prior to an activity taking place. This information will be made available to all LOIT volunteers.

## **9 COMMUNICATION**

The Health & Safety Policy, safe working procedures and standing orders will be made available to all relevant volunteers. LOIT Trustees will undertake an annual review of the Health & Safety Management System.

If you have any concerns you should discuss these with your activity co-ordinator. If you are still not happy you can discuss the issue with the LOIT Safety Advisor or any Trustee.

## **10 CONTACT DETAILS**

The contact numbers and e-mail addresses for all key personnel are available on the LOIT web portal.

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