

Lothians Conservation Volunteers

www.lcv.org.uk



A registered Scottish Charitable Incorporated Organisation, No. SC020384

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Review by	

Legal Requirements

As an organisation with no employees Lothians Conservation Volunteers (LCV) is not legally obliged to comply with the requirements of the Health and Safety at Work etc Act 1974. Specifically, LCV does not need to:

- have a written Health and Safety Policy;
- documented Risk Assessment; or
- report serious injuries and diseases under the “Reporting of Injuries, Diseases and Dangerous Occurrences Regulations”

LCV is, however, bound by the Fire (Scotland) Act 2005 in relation to persons on, or in the area of, its premises.

Additionally, LCV takes the safety and wellbeing of its volunteers seriously and has, therefore, chosen to incorporate elements of these regulations into its practices on a voluntary basis.

Health and Safety Policy

This is the statement of the general health and safety policy for LCV.

For the purposes of legal liability, overall and final responsibility for health and safety remains with individual volunteers. Each volunteer will be responsible for their own health and safety and the health and safety of other volunteers, and members of the public, who might be affected by their acts or omissions within LCVs premises or when on task at client sites. However, for all practical purposes the LCV Coordinator has responsibility on behalf of the LCV Trustees.

Day to day responsibility for ensuring that this policy is put into practice is delegated to individual Task Leaders



Responsibilities

Statement of general policy	Responsibility	Action / arrangements
To ensure task Task Leaders and Task Drivers are aware of relevant LCV policies	Trustees	The Trustees will regularly review and make available online, via LCV's website, relevant advice to Task Leaders and Task Drivers on key considerations when undertaking their roles.
To ensure volunteers are appropriately briefed before attending a task	Transport Officer	The Transport Officer will ensure to check each volunteer booked on a task is familiar with the 'What to bring' section of LCV's website. Furthermore, the Transport Officer will notify each volunteer booked on a task about any additional requirement on specific tasks (e.g. requirement for wellies).
To maintain safe and healthy working conditions and provide suitable equipment and tools	Task Leader	The Task Leader will work with the Site Manager / Client to ensure that safe and healthy working conditions are maintained through the duration of each task so far as is practicable. Furthermore, the Task Leader is responsible for providing suitable, safe and functional equipment and tools as appropriate for each task. Following each task the Task Leader will report any defects in tools or equipment to the Toolshed Officer.
To provide appropriate personal protection equipment	Task Leader	The Task Leader will ensure there is sufficient personal Protective Equipment (PPE) for each volunteer on relevant tasks. This might include: <ul style="list-style-type: none"> ● safety goggles ● safety gloves ● hard hats ● hi-viz vest ● protective footwear
To provide adequate training to ensure volunteers are competent to do their work	Task Leader	The Task Leader will give a 'Tools and Safety Talk' at the beginning of each task. The depth and breadth of this talk will depend on the experience level of the least experienced member of the volunteer group and will include the provision of any training the volunteers require before commencing on a task. In addition, if the nature of the task requires, inexperienced volunteers will be expected to work under the supervision of an experienced volunteer until they and the Task Leader are confident that they are competent to independently undertake the task at hand.
To prevent accidents and cases of work-related ill health and provide	Task Leader	As an organisation with no employees LCV is not required to record the findings of risk assessments. However, Task Leaders will:



<p>adequate control of health and safety risks arising from work activities</p>		<ul style="list-style-type: none"> ● consult Clients to ascertain specific site hazards; ● give pre-task consideration to the hazards and the risks these present and the actions which should be taken to minimise these risks; ● include instruction on the hazards, risks and risk minimising actions as part of the 'Tools and Safety Talk' at the beginning of each task; ● monitor their risk assessment on the basis of any unexpected or changing conditions during each task and issue further instructions to volunteers if required; ● ensure that no volunteers work alone out of sight from other volunteers; and ● ensure young volunteers, those aged 16-17, always work alongside an experienced volunteer assigned to them at the beginning of the task and are never left alone with fewer than two adults.
<p>To ensure provision of first aid in case of an accident</p>	<p>Leader/Driver Organiser</p> <p>First Aider</p>	<p>The Leader/Driver Organiser will ensure there is a qualified first aider on each task.</p> <p>In case of an accident the First Aider/s on the task will:</p> <ul style="list-style-type: none"> ● assess the situation quickly and safely; ● identify, as far as possible, the injury or nature of illness affecting the casualty; ● provide early and appropriate treatment; ● summon appropriate help, if required; and ● remain with the casualty until appropriate medical assistance is available or arrange for their transportation to hospital or to their home, as required.
<p>To engage and consult with volunteers throughout the task regarding health and safety conditions and provide advice and supervision on occupational health</p>	<p>Task Leader</p>	<p>Task Leaders will listen to any health and safety concerns raised by volunteers during the task and forward these to the LCV Coordinator who will take appropriate action if required.</p> <p>If Task Leaders become aware that any volunteer is undertaking a task in a manner which increases the likelihood of injury or exposing themselves unnecessarily to hazards they will discuss this with the volunteer.</p> <p>If it is deemed a volunteer is not able to safely undertake the required task even after training, an alternative task suitable for their capability will be assigned.</p>
<p>To implement emergency procedures, evacuation in case of fire or other significant incident on LCVs premises</p>	<p>Toolshed Officer</p> <p>Minibus Manager</p>	<p>The Toolshed Officer and the Minibus Manager will ensure that the tool shed and the garage are maintained so that exit in the case of fire is not impeded.</p> <p>Furthermore, the Toolshed Officer will ensure a notice on the evacuation procedure and who to contact in case of emergency is clearly displayed in the tool shed and the garage.</p> <p>Any visitor to LCVs premises will be made aware of the evacuation procedure.</p>



		<p>The Toolshed Officer will also ensure to update the fire-risk assessment as required.</p> <p>In case of an emergency the Toolshed Officer, Minibus Manager and/or any Trustee present will:</p> <ul style="list-style-type: none"> • quickly and safely assess the situation; • undertake a quick and thorough sweep of the premises to ensure all personnel within the area have left the premises; • use the portable fire-fighting equipment if they are trained to do so and feel confident to handle the fire, but only if it is small enough to contain easily; and • call the emergency services, if applicable.
To maintain equipment and tools and ensure their safe storage	Toolshed Officer	<p>The Toolshed Officer will:</p> <ul style="list-style-type: none"> • maintain all equipment and tools in good working condition; • arrange repairs and replacements, when required; • maintain the garage and tool shed to an acceptable standard of safety.
To maintain LCVs minibus in safe and good working condition and ensure suitability of designated drivers	Minibus Manager	<p>The Minibus Manager will ensure:</p> <ul style="list-style-type: none"> • to record and keep up to date the insurance and MOT certificate of the minibus; • to check and record driving licences for designated drivers.
To ensure availability of first aid and welfare kits on each task and on LCVs premises	Task Leader Toolshed Officer	<p>First aid and welfare kits are stored in LCVs minibus and in the tool shed.</p> <p>The Task Leader will ensure that:</p> <ul style="list-style-type: none"> • there is a first aid and a general welfare kit available on each task; • each volunteer on the task is aware who the first aider(s) are on the task. <p>The Toolshed Officer will ensure:</p> <ul style="list-style-type: none"> • that each first aid and welfare kit contains all items listed on their content sheet; and • to undertake an inspection of each first aid and general welfare kit twice a year, including checking expiry dates, where applicable.
To ensure availability of First Aid qualified volunteers	LCV Coordinator	The LCV Coordinator will ensure a registry of qualified First Aiders is maintained and a refresher training arranged for them when required.
Car accident	LCV Minibus Officer	Process is in the driver's manual.

Resources

Health and safety law poster	<p>As an organisation with no employees LCV is not obliged to display the Health and Safety Law poster, nor is LCV in possession of premises where it would be useful to display this.</p> <p>However, a copy of the leaflet version is available on the Health and Safety Executive's website at http://www.hse.gov.uk/pubns/law.pdf</p>
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First-aid kit and accident registry	As an organisation with no employees LCV is not obliged to maintain an accident registry. However, first aid and general welfare kits are available in LCVs minibus and in the tool shed. These kits are maintained by the Toolshed Officer.
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As LCV is not obliged to comply with the Health and Safety at Work etc Act 1974 this statement is unsigned.

However, it is subject to regular monitoring and review by the LCV Coordinator and LCV Trustees on an annual basis, or sooner if there is a change in working practice or governing regulations.