

# Halesworth Millennium Green Trust

## Volunteer Briefing on Health and Safety



We have had quite a relaxed attitude to our work parties over the years and we have not had any serious accidents. In 2011 there were a couple of, very minor, incidents which mean that we need to tighten our procedures. This will ensure that

- you are not at unnecessary risk, and
- in the event of an accident we can summon help as efficiently as possible.

**Risk Assessment.** The first priority is to stop any accidents happening. For each work party we carry out a risk assessment to try and foresee any risks associated with the particular operation and put measures in place to prevent them happening. We will tell you at the beginning of the work party of any particular risks of which you need to be aware.

### **Volunteer Information.**

**You to Us:** We need some basic information about volunteers at work parties. A form is attached for you to fill in so that in the event of an emergency at a work party the work party leader will have access to this basic information. Your personal data is collected for Health & Safety purposes only and will not be shared with any other agency without your permission *unless* your safety or welfare seems to be at stake and even in this case we would discuss disclosure with you first if possible.

**Us to You:** We have a series of Codes of Practice. You may wish to read “Work Parties : Practical Tips” which sets out general practical advice about safety.

**Emergency Procedure.** You will see a blue rucksack which contains the First Aid Kit, a Welfare Kit with some useful things for self administration, a mobile phone, and a sheet of paper which gives the postcode of the nearest entrance to where we are working. This will ensure that the paramedic or ambulance have clear instructions for the nearest access point.

**Personal Responsibilities.** If you are not happy about what you have been asked to do **don't do it**. It is very easy for many of us who are not used to manual work to overdo it. Do not feel embarrassed about taking regular breaks. If you do not feel well stop work and tell the leader.

Be aware of the safety of other volunteers and the general public.

**Health and Safety Policy.** Attached to this Briefing are:

- ✓ the Trust's Health and Safety Policy
- ✓ Work Parties : Practical Tips

Please read them and if you have any comments do let us know.

We will continue to try and make the work parties satisfying and enjoyable. Feedback is always welcome even when it is critical!