



Litterfree SB

Health and Safety Policy

November 2024

1. Purpose:

This policy outlines the commitment of LitterfreeSB to provide a safe and healthy environment for all volunteers. It aims to prevent accidents, injuries, and illnesses by promoting safe practices and ensuring compliance with health and safety regulations.

2. Scope:

This policy applies to all volunteers, committee members, and any other individuals participating in the group's activities.

3. Responsibilities:

- Committee Members: Ensure that health and safety policies are implemented and adhered to. Conduct risk assessments and provide necessary training and equipment.
- Volunteers: Follow health and safety guidelines, report hazards or incidents, and use provided equipment responsibly.

4. Risk Assessment:

- **Regular Assessments:** Conduct regular risk assessments of all activities and locations to identify potential hazards.
- **Documentation:** Maintain records of all risk assessments and actions taken to mitigate risks.
- **Review:** Review and update risk assessments periodically and whenever there are significant changes to activities or locations.

5. Training and Induction Information:

- A record will be maintained of all volunteers who have undergone a health and safety induction, including the date of their induction.
- As part of the process, each new volunteer will receive a copy of the group's Safety First document and handbook, referring to key policies, procedures, and emergency protocols to be found on our website at litterfreesb.org.uk
- Ongoing Training: Offer regular reminders on specific health and safety topics, such as manual handling, first aid, and use of equipment.

- **Information Sharing:** Ensure all volunteers have access to up-to-date health and safety information, including policies, risk assessments, and emergency contact details.

6. Personal Protective Equipment (PPE):

- **Provision:** Provide necessary PPE, such as gloves, high-visibility vests, and litter pickers, to all volunteers.

- **Usage:** Ensure volunteers use PPE correctly and consistently during activities.

- **Maintenance:** Regularly inspect and maintain PPE to ensure it remains in good condition and replace PPE when necessary.

7. Safe Working Practices:

- **Manual Handling:** Encourage safe lifting techniques and provide training on manual handling to prevent injuries.

- **Litter Picking:** Advise volunteers to avoid picking up hazardous items (e.g., needles, broken glass) and report such items to the group coordinator.

- **Weather Conditions:** Monitor weather conditions and adjust or cancel activities if conditions are unsafe (e.g., extreme heat, heavy rain).

8. Incident Reporting and Investigation:

- **Reporting:** Volunteers must report all accidents, injuries, and near-misses to the group coordinator immediately.

- **Investigation:** Conduct thorough investigations of all incidents to identify causes and implement measures to prevent recurrence.

- **Documentation:** Keep detailed records of all incidents and actions taken.

9. Emergency Procedures:

- **First Aid:** Ensure a first aid kit is available at all activities and that volunteers know its location and contents

- **Emergency Contacts:** Provide volunteers with emergency contact details and procedures for summoning help.

- **Evacuation Plans:** Develop and communicate evacuation plans for different locations and scenarios.

10. Review and Amendments:

This policy will be reviewed annually and may be amended as necessary. Volunteers will be notified of any changes.

11. Contact Information:

For any questions or further information regarding this policy, please contact Frank Page on 07913268164