



Health & Safety Policy Statement

Dean Trail Volunteers will endeavour to conduct its operations in such a manner as to ensure, so far as is reasonably practicable, a safe and healthy working environment for all its volunteers with adequate facilities for their welfare at work.

It is the responsibility of the Trustees to promote the highest practicable standards of health and safety throughout the working environment and in any areas where other persons, not being its volunteers may be present.

The Trustees will consult with volunteers on all matters of health and safety, as it must be a mutual objective for both Trustees and Volunteers. In return, the Trustees expect each volunteer to take reasonable care for the health and safety of him/her-self and that of other volunteers or members of the public who may be affected by his/her work activities.

It is essential that volunteers co-operate with Trustees by observing all safety rules and complying with 'Safe working' procedures or measures put in place in the interests of health and safety.

Signed:

Date: 29 July 2025

Ilan Officer

Chair

SECTION 1 - ORGANISATION

RESPONSIBILITIES OF TRUSTEES

Overall and final responsibility for all health and safety matters arising within DTV is that of the Trustee Chair

Responsibility for the implementation of this Policy within all areas of DTV is that of the H&S Trustee

The following persons are responsible for the day-to-day implementation of this policy within their respective departments.

Name	Area of responsibility.
Dig Leads	All Departments

The above persons are also responsible for the following in their respective departments.

- Carrying out safety Inspections at regular intervals
- Monitoring the Maintenance of plant equipment
- Consultation with all volunteers & cooperation with each other on all matters relating to health & safety
- Ensuring that all new volunteers receive adequate induction training in relation to health & safety.

RESPONSIBILITIES OF VOLUNTEERS

It is the responsibility of all volunteers to co-operate with the Trustees by observing all safety rules and complying with "Safe working" procedures or measures put in place in the interests of health and safety.

All volunteers also have a legal duty to take reasonable care of themselves and others who may be affected by their actions and to inform their respective dig lead, of any situation that they consider may lead to a serious and immediate danger to health or safety or, of any shortcomings they may find in the arrangements for health and safety.

CONTRACTORS

Prior to the commencement of any work being carried out either on or within any part or area of the Company's premises by outside Contractors, consultation shall take place to ensure, so far as is reasonably practicable, the safety of both the volunteers and those of the Contractors.

All Volunteers must be informed of any risks to their health and safety that may arise from the work activities of the Contractors, likewise, the Contractors must be informed of any risks to their health and safety from work associated with DTV's activities.

- Depending on the nature of work to be carried out by the Contractors, a "Permit to work" system may be required via FE

SECTION 2 - GENERAL ARRANGEMENTS

REGULATING AUTHORITY FOR HEALTH & SAFETY

Health & Safety Executive
2 Rivergate
Bristol
BS1 6EW

ACCIDENTS & FIRST AID

- All accidents involving personal injury to volunteers, visitors or outside contractors must be reported to the Dig Lead who will ensure that the relevant details are entered into the Dig Lead Report.
 - In the event of a serious accident, the nearest trained First-aid person should be informed immediately and the emergency services called via the quickest means.
 - The Accident Recording book is in teams and should be reported via the dig lead
- First-aid box is located: In the Container/ On the dig.

Names & Location of First-Aid Personnel:

A full list is available on the inside door of the container.

The First Aid trained personnel are responsible for ensuring the first aid-boxes are refilled.

ACCIDENT INVESTIGATION & REPORTING

It is DTV policy to investigate all accidents where First aid is administered and to comply with the Reporting of Injuries, Diseases & Dangerous Occurrences Regulations 2012 (RIDDOR).

In the event of any accident, disease or dangerous occurrence being deemed reportable, the person responsible for reporting any notifiable injury, disease or dangerous occurrence to the Health & Safety Executive is:

The Health & Safety Trustee

All accidents must be reported to the Dig Lead immediately.

PLANT & EQUIPMENT SAFETY

All plant and work equipment will be visually checked for safety by trained operatives' regular basis. Where appropriate, certain items of plant & work equipment are subject to a thorough examination and test as in accordance with current health & safety legislation.

- All volunteers must use all plant and equipment safely in accordance with instructions and training given.
- Any defects found in work equipment must be reported to the Dig Lead immediately.
- Under no circumstances are volunteers permitted to tamper with or make changes to any item of plant or equipment

Under no circumstances are new or inexperienced volunteers permitted to operate any item of work-equipment or machinery unless they have been properly instructed in its safe use.

GENERAL SAFETY

Volunteers should only use the correct tools and equipment for the task being carried out, any modifications or alterations to such equipment is strictly forbidden without first obtaining written permission from the person ultimately responsible for health and safety in the company.

- Volunteers **MUST NOT** perform tasks or use equipment unless they have been trained how to do so safely.
- All Safe-working procedures put in place must be strictly adhered to. Failure to follow safe-working procedures will be treated as a disciplinary matter.

Volunteers MUST NOT indulge in any horseplay / unsafe acts or practical jokes that may give rise to danger, such acts often result in serious injury and can even lead to fatalities.

HOUSEKEEPING

Good housekeeping makes a significant contribution towards health and safety; it promotes Safe working practices and helps to maintain a "Safe working environment".

- All working areas must be kept as tidy as possible and not allowed to become "cluttered" with tools, substances or waste materials, etc
- All waste materials must be disposed of in the appropriate bins provided

INFORMATION & TRAINING

All volunteers will be made aware of all safety precautions and procedures and shall receive sufficient information and training to enable them to conduct their duties safely.

In particular, the following information and training will be given.

- COSHH awareness - All Volunteers
- General Risks from work activities - All Volunteers
- Use of Personal Protective Equipment - All Volunteers
- First Aid Training - Nominated First-Aid personnel

RISK ASSESSMENTS

Suitable and sufficient assessments will be made to identify the risks to the health or safety of all volunteers and other persons who may be affected by work activities.

The assessments carried out will include.

- Risks from digs, table sales, litter picks
- Use of Work equipment
- Manual handling
- Noise at work

- Control of Substances Hazardous to Health

All Risk assessments will be reviewed regularly and, in any case, whenever there is any evidence to suspect that an assessment is no longer valid or; where there has been a significant change in the work to which the assessment relates.

MANUAL HANDLING

The Term "Manual Handling" refers to the handling, lifting, carrying, pushing, pulling or moving by hand or bodily force of any item. Injuries can easily be sustained by attempting to lift or carry items incorrectly or trying to lift or carry items that are beyond a person's physical strength and capability. Volunteers should adhere to all Manual Handling Procedures and inform their Dig lead of any manual handling task they consider may involve a risk of injury.

THE CONTROL OF SUBSTANCES HAZARDOUS TO HEALTH (COSHH)

The Health and Safety Trustee is responsible for the implementation of COSHH.

- suitable and sufficient assessments are made of the risks to health created by work involving the use of any identified hazardous substance
- such assessments are reviewed and updated should they be no longer valid or, significant changes in the way the substances are used, have taken place
- all substances bearing a COSHH warning label are not used until they are entered on the hazardous substance inventory and the Material Safety Data Sheets have been obtained
- adequate information, instruction and training is given to all volunteers on the health risks created from exposure to identified hazardous substances and the precautions to be taken to reduce any risks.

Under the COSHH Regulations all volunteers have a duty to;

- read all COSHH information and signs as displayed
- use all hazardous substances safely and in accordance with any information, instruction & training given
- ensure that warning labels are not removed from any hazardous substance or its container
- wear any Personal or Respiratory protective equipment as necessary, having been identified from the assessments
- inform Dig Lead of any situation they consider may lead to a serious and imminent danger to health & safety or, of any shortcomings they may find in the arrangements for COSHH.

UNDER NO CIRCUMSTANCES are volunteers permitted to bring substances into the Container that DTV does not use in connection with its activities.

PERSONAL/RESPIRATORY PROTECTIVE EQUIPMENT (PPE/RPE)

DTV will make provisions for the provision of suitable PPE/RPE to all volunteers as appropriate to the tasks they undertake; as identified from any risk assessments carried out.

- Personal/Respiratory Protective Equipment is issued to volunteers to protect them from injury or ill health and must be worn as in accordance with instructions given.
- Any defects found must be reported immediately to the Dig Lead who will arrange for a suitable replacement. Volunteers MUST NOT use damaged or unsuitable PPE/RPE.

Volunteers have a duty to wear the Personal / Respiratory Protective Equipment (PPE/RPE) as issued. If you do not wear suitable PPE/RPE for the type of work being carried out, you may be at risk of injury or ill health.

YOUNG PERSONS

A special Duty of care is owed to young persons under the age of 18 years due to their inexperience and possible lack of awareness of the working environment.

1. **Kids with parents:** Any age welcome, parents supervise their own children at all times. Parents/guardians are responsible for ensuring their child's safety and appropriate behaviour throughout the activity.
2. **Kids without parents: 16+** can volunteer independently with consent forms. At the discretion of the Dig Lead and having completed an initial Dig where the Parent attends can be insisted upon. Age -appropriate tasks and tools. Otherwise, all volunteer responsibilities apply.

CONSULTATION WITH VOLUNTEERS

It is the policy of DTV to consult volunteers on matters relating to Health and Safety to maintain a safe and healthy working environment. All volunteers are encouraged to discuss health & safety issues with any Trustee.

MONITORING COMPLIANCE

Compliance with the Health & Safety at Work etc Act 1974 and relevant statutory provisions will be monitored through regular health & safety audits to measure performance.

SECTION 4 - SAFE-WORKING PROCEDURES

SAFE-WORKING PROCEDURES & GUIDANCE NOTES

Safe-working procedures will be produced for work activities and tasks where the risk assessment process has identified specific hazards and potential risks to health or safety. These will be displayed in various locations as appropriate to the particular activity/task.

Safe-working Procedures are attached to the following risk assessments;

- General Risk Assessments
- COSHH Assessments
- Blow and Mow Team

All safe-working Procedures and Guidance notes can be downloaded & printed from the relevant Risk assessment location.

Safe-working procedures as put in place by DTV must be strictly adhered. Failure of an employee to follow safe-working procedures may be treated as a disciplinary matter.