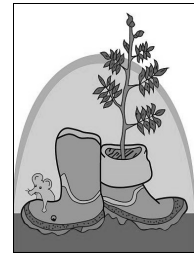


Lothians Conservation Volunteers

www.lcv.org.uk



A registered Scottish Charity, No. SC020384

Legal Requirements

LCV takes the safety of volunteers very seriously. However, as an organisation with fewer than five employees LCV does not need to comply with the reporting requirements of the Health and Safety at Work etc Act 1974. Specifically LCV does not need to:

- have a written Health and Safety Policy;
- document 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.

Health and Safety Policy

This is the statement of general policy and arrangements for Lothians Conservation Volunteers.

The overall and final responsibility for Health and Safety rests with LCV’s trustees but day to day responsibility for ensuring that this policy is put into practice is delegated to individual Task Leaders.

Statement of general policy	Responsibility	Action / arrangements
To prevent accidents and cases of work-related ill health and provide adequate control of Health and Safety risks arising from work activities	Task Leader	The Task Leader must: <ul style="list-style-type: none"> ▪ consult clients to ascertain specific site / task related hazards; ▪ carry out a risk assessment in advance of the task; ▪ include instruction on hazards, risks and risk minimising actions in the ‘Tools and Safety Talk’ at the beginning of each task; and, ▪ update their risk assessment on the basis of any unexpected or changing conditions on site and issue further instructions to volunteers if required.
To provide adequate training to ensure volunteers are competent to do their work	Task Leader	The Task Leader must: <ul style="list-style-type: none"> ▪ give a ‘Tools and Safety Talk’ at the beginning of each task; and, ▪ ensure that new / inexperienced / vulnerable volunteers are adequately supervised.
To engage and consult with volunteers on day-to-day Health and Safety conditions and provide advice and supervision on occupational health.	Task Leader and Trustees	Task Leaders must: <ul style="list-style-type: none"> ▪ listen to any health and safety concerns raised by volunteers; ▪ take appropriate action to minimise the adverse health effects of any part of the work in progress; ▪ pass on information on any Health and Safety related issues for post task reviews. Trustees must: <ul style="list-style-type: none"> ▪ Undertake post task reviews on a monthly basis and take action to address any emerging Health and Safety issues.



Statement of general policy	Responsibility	Action / arrangements
To implement emergency procedures - evacuation in case of fire or other significant incident.	Task Leader, Task Driver, Toolshed Officer, any volunteer	<ul style="list-style-type: none"> ■ The Task Leader and Driver must ensure that there is no obstruction of the emergency exits from the minibus. ■ In the event of an emergency on task the Task Leader should take appropriate action. ■ In the event of an emergency in the toolshed or garage the Toolshed Officer or Task Leader or, in the absence of both any volunteer then present should take appropriate action.
To maintain safe and healthy working conditions, provide and maintain plant, equipment and machinery, and ensure safe storage / use of substances	Task Leader and Toolshed Officer	<p>The Task Leader must:</p> <ul style="list-style-type: none"> ■ work with the client to ensure that safe and healthy working conditions are maintained during tasks. ■ monitor volunteers and adjust working practices if they pose a health and safety risk. ■ ensure that tools and equipment are serviceable and are used and stored properly ■ Report any tool defects to the Toolshed Officer. <p>The Toolshed Officer must:</p> <ul style="list-style-type: none"> ■ Arrange for tool repairs / replacements ■ Maintain the garage and toolstore in a safe state.

Health and safety law leaflet:	LCV's volunteers can access the leaflet version of the Health and Safety Law poster here http://www.hse.gov.uk/pubns/law.pdf
First-aid box and accident book are located:	First Aid Kits are available on each task and in the LCV Toolstore. These kits are maintained by the LCV Coordinator. LCV does not need to maintain an accident book.