Health and Safety Policy

This is the Health and Safety and policy statement [1] of:

Sustainable Westbury on Trym (SusWoT) Registered Charity No. 1210296

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Last Updated: 28 October 2025 **Next Review Date:** October 2026

1. Statement of Intent

1.1. The purpose of the policy is to:

- Protect volunteers, members of other organisations we work with and members of the public taking part in our activities from harm.
- Minimise health and safety risks in our activities.
- Ensure clear instructions and information are provided for people taking part in our activities.
- Ensure everyone has appropriate Personal Protective Equipment (PPE) for the activity.
- Ensure relevant training is provided to carry out the activity.
- Ensure everyone knows what to do in an emergency.
- Consult with our volunteers on matters affecting Health and Safety.
- Ensure this policy and Risk Assessments are reviewed regularly.

1.2. Scope

This policy covers all activities organised by SusWoT, including but not limited to:

- Environmental clean-ups (e.g., river cleaning, litter picks, balsam bashing).
- Public fairs, stalls, and educational events.
- Community gardening events (e.g., Get Growing, Library Garden).
- SusWoT meetings and social events.

2. Health and Safety Responsibilities

Trustees have overall responsibility for:

- Promoting a culture of Health and Safety in the charity.
- Reviewing and updating policies at intervals or as a consequence of a Health and Safety Incident or near miss.
- Ensuring that Risk Assessments are reviewed at intervals or as a consequence of a Health and Safety Incident or near miss.

- Ensuring that there is a well signed means to report safety incidents and near misses.
- Ensuring that every activity has a designated Activity Leader and that they understand their responsibilities
- Investigating (in association with the authorities if relevant) any Health and safety incident or near miss.
- Provide the resources for any necessary PPE and training.
- Ensuring that every activity is covered by appropriate insurance.

- Communicating this policy to the Volunteers and others where appropriate.

The Team Leader for an activity has responsibility for:

- Understanding the scope of the activity and any health and safety risks it may contain.
- Ensuring a Risk Assessment exists for the activity, is still relevant and carrying out and communicating its contents.
- Checking with volunteers their willingness and capability for carrying out the task.
- In remote activities like litter picking, taking a register of people taking part and ensuring they are accounted for at the end.
- Ensuring that everyone has suitable PPE available for the activity whether their own or provided by SusWoT.
- Ensuring they have the means to contact the Emergency Services if required.
- Providing clear instructions for the activity including recommended PPE, manual handling procedures and what to do in an emergency.
- Reporting Safety Incidents and near misses.

Adult Volunteers and minors over 16 have responsibility for:

- Keeping themselves and others safe.
- Reporting anything that is unsafe.
- Only taking on activities within their own capability and asking for assistance where necessary.
- Using appropriate PPE for the task.
- Following the safety instructions of the Team leader.
- Telling the Team Leader if they are leaving the activity.

Minors over 16 may only take part with the permission of their parents.

Adult Volunteers with accompanying children under 16 have responsibility for:

- Personally keeping their children safe.

3. Arrangements for Health and Safety

3.1. Risk Assessments

- A risk assessment (RA) will be carried out for all activities.

- RA used for regular activities will be reviewed once per year.
- New or modified RA will be provided for comment and suggested improvement to regular volunteers for that activity prior to adoption.
- RA will be sent to new volunteers as part of their introduction to the particular activity. Revised RA will be sent to all relevant volunteers.

3.2. Training

- SusWoT will offer training to volunteers to support their role where required.This could be provided either in-house or by a third party.

3.3. Personal Protective Equipment

- SusWoT will provide PPE for any activity requiring it and encourage its use.
- Volunteers may use their own PPE if preferred.

3.4. Insurance

- SusWoT will ensure that suitable Insurance policies covering injury are in place for all of its activities.

3.5. Emergencies and Incidents

- For any activities held indoors, the emergency exits and assembly points will be identified and explained to the attendees.
- In the event of any emergency the Activity Leader shall take charge and oversee an evacuation if required.
- The Activity Leader shall inform the Trustees of any incident or near miss at soon as is practicable.

3.6. Safety Concerns

- Any person who has an immediate safety concern during an activity should in the first instance speak to the Activity Leader.
- For general safety concerns or if they think that an activity safety concern was not adequately addressed they should email suswot2050@gmail.com. The first Trustee to read this email should acknowledge receipt and ensure that the topic is discussed by the Trustees. A response with any actions taken shall be made to the originator of the concern.

3.7. Special Procedures

3.7.1. Litter Picking and River Cleaning

SusWoT Health and Safety - Litter Picking and River Cleaning November 2025

References:

[1] https://www.hse.gov.uk/simple-health-safety/policy/how-to-write-your-policy.htm