



VOLUNTEER INDUCTION, POLICIES AND PROCEDURES

Welcome to Crick Woodlands Charity. Our mission is to provide a safe and sustainable environment for all to enjoy, delivered by a team of volunteers and skilled personnel.

OUR RESPONSIBILITIES

- **Risk Assessments:**

Perform thorough risk assessments for all activities to identify potential hazards and implement control measures to reduce risks to volunteers.

- **Information, Instruction & Training:**

Provide volunteers with a comprehensive induction, all limitations, clear instructions and inclusive training on how to perform their roles safely, including any hazards they may encounter.

- **Equipment:**

Supply appropriate tools and equipment, including necessary personal protective equipment (PPE) (offer funding if required for steel toe capped boots/shoes), provide first aid kits, fuel and spill mats, ensuring they are regularly maintained, safe to use, and properly stored after use.

- **Safe Environment:**

Ensure the volunteer environment is safe, clean, and free from risks and whenever possible clearly emphasise any foreseeable operational hazards to minimise that risk.

- **Duty of Care:**

Recognise and fulfil the common law duty of care to avoid causing harm to volunteers, in accordance with all current health and safety legislation that may apply.

- **Incident Reporting:**

Have procedures for reporting damage to equipment and any accidents or incidents involving volunteers, including ensuring reportable incidents are reported to the Health and Safety Executive (HSE).

- **Insurance:**

Provide appropriate insurance, such as public liability and personal accident cover, to protect the organisation and its trustees against claims

- **Work Management :**

All volunteers will be skills assessed by authorised senior team leaders, who will be solely responsible for allocating all equipment to those trained personnel only.

VOLUNTEER RESPONSIBILITIES

- **Working practices:**

Follow all site guidelines relating to safe working practices, risk assessments and authorised use of all equipment only. PPE must be worn at all times with no exceptions.

- **Take Responsibility:**

You are responsible for your own health and safety and take care not to harm others through your actions while volunteering.

- **Cooperate:**

Work with the senior team to meet health and safety duties, such as cooperating with safety instructions and only using equipment that you have been trained to use and authorised by a senior team leader.

- **Report Hazards:**

Inform the senior team leader promptly about any damage or defects found with tools or equipment, ensuring they have been marked accordingly, secured and are not able to be used. Fuel spillages must be reported immediately.

- **Public liability:**

Crick Woodlands has unlimited access for public use and enjoyment. It is your duty to ensure that all working practices are carried out responsibly and at no time endanger public safety.

- **Safeguarding:**

Crick Woodlands strives to protect all volunteers from physical, emotional, and psychological harm or abuse and is committed to encouraging equality, diversity, inclusion and respect, and will not tolerate unlawful discrimination among our volunteers. Anyone found in breach of these conditions will be asked to leave the site.

KEY TAKEAWAYS

- **Legal Obligation:**

While not all health and safety laws may always apply, we have a duty of care under common law to ensure we provide a safe environment for all, correctly maintained equipment, thorough and appropriate training with systems in place to record, monitor and report any breaches in those obligations.

- **Responsibility:**

Crick Woodlands has unlimited access for public use and enjoyment. It is the duty of all volunteers to ensure that all working practices are carried out responsibly and at no time endanger public safety.

- **Compliance:**

Anyone who does not comply with these guidelines relating to safe working practices, health and safety or endangers others with their actions, will be asked to leave the site.