

## General Policy and Arrangements for Gazen Salts Nature Reserve

- Gazen Salts Nature Reserve (GSNR) takes the safety of volunteers and visitors very seriously
- Voluntary organisations and volunteers have a duty of care towards each other and towards any others who may be affected by their activities
- Hence, it is good practice for GSNR to make a statement of general policy for Health and Safety for various volunteer and visitor activities, especially where there is obvious risk of harm, e.g. using machinery, cutting tools, ladders, or working with or encountering potentially toxic plants or substances
- Task Leaders must: Listen to any health and safety concerns raised by volunteers or visitors; take appropriate action to minimise the adverse health effects of any part of the Reserve or any work in progress; pass on information on any Health and Safety related issues for post task reviews where deemed necessary
- The overall and final responsibility for Health and Safety rests with the Chair and Trustees of Gazen Salts Nature Reserve, but day-to-day responsibility for ensuring that this general policy is put into practice at GSNR is delegated to individual Task Leaders

**This is the statement of general policy and arrangements for Gazen Salts Nature Reserve:**

Statement of general policy	Responsibility	Action / arrangements
<p>To prevent accidents and cases of work-related ill health and provide adequate control of Health and Safety risks arising from work activities.</p>	<p>Task Leader</p>	<p>The Task Leader must:</p> <ul style="list-style-type: none"> <li>• Consult to ascertain specific site/task related hazards;</li> <li>• Carry out a risk evaluation in advance of the task;</li> <li>• Include instruction on hazards, risks and risk minimising actions at the beginning of each task;</li> <li>• Update their risk evaluation on the basis of any unexpected or changing conditions on site and issue further instructions to volunteers if required.</li> </ul>

To provide adequate supervision - and training, if appropriate - to ensure volunteers are competent to do their work.

Task Leader

The Task Leader must:

- Give a briefing at the beginning of each task.
- Ensure that new / inexperienced volunteers are adequately supervised and/or trained, if necessary

To engage and consult with volunteers on day-to-day Health and Safety conditions and provide advice and supervision on occupational health.

Task Leader

Task Leaders must:

- Listen to any health and safety concerns raised by volunteers;
- Take appropriate action to minimise the adverse health effects of any part of the Reserve or work in progress;
- Pass on information on any Health and Safety related issues for any post task reviews.

To implement emergency procedures/ evacuation in case of fire or other significant incident.

Task Leader,  
any Volunteers

- The Task Leader must ensure that there is no obstruction of the emergency exits from the site
- In the event of an emergency on task the Task Leader should take appropriate action
- In the event of an emergency in the Nissen Hut tool shed the Task Leader or, in the absence of the Task Leader, 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  
Chair of Trustees

The Task Leader must:

- Work 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
- Act on any reports of tool defects

The Task leader must:

- Arrange for tool repairs / replacements
- Maintain the Nissen Hut tool store in a safe state (see separate Asbestos Survey Report 2023)

## FIRST AID

Location of First-aid box and accident book

First Aid Kits are available in the Nissen Hut Tool store. These kits are maintained by the designated GSNR First Aid volunteer. GSNR may opt to keep a record of more significant injuries or harm in an 'Accident Book'

Health and safety law leaflet:

Although designed for places of paid employment, Gazen Salts Nature Reserve volunteers can access the leaflet version of the Health and Safety Law poster here

<http://www.hse.gov.uk/pubns/law.pdf>

This policy will be reviewed October 2024

Signed *Daniel Friend* (Chair Gazen Salts Nature Reserve)

Date 4 November 2023