



Health and Safety and Safe Working Practices

The following arrangements have been adopted by Kingsbridge in Bloom and apply to all volunteers:

1. Risk Assessments are made by the Chairman on all areas where volunteers will be working. Any member of KIB who feels that there are hazards or risks that have not been covered has a responsibility to make them known in writing to the Chairman or Secretary immediately
2. During Working Parties, adequate clothing and footwear must be worn at all times appropriate to the locality and environment where working. KIB volunteers should be aware of the dangers involved by leaving tools unattended and should endeavour to ensure that tools are not left lying around particularly when working in areas frequently accessed by members of the public
3. High visibility jackets are provided by KIB and **must** be worn when working in public open spaces and particularly near roads
4. Where KIB volunteers are working in potentially dangerous situations, a person/persons must be appointed to ensure that there is a lookout and appropriate traffic cones must be put in place to minimise risk. In extreme cases, the Police may be asked to assist with traffic management
5. When using power tools appropriate precautions, as defined by the manufacturer, must be observed and personal protective equipment should always worn, e.g. goggles, safety harness, gloves etc.
6. Particular consideration must be observed when working in areas where there is a risk of contamination from poisonous plants, sharp leaves or other hazards such as dog fouling and other contaminated rubbish.
7. Volunteers who are known to suffer from severe allergic reactions to bites and bee or wasp stings must advise the Planting team lead or other committee member during working parties and ensure that access to the appropriate medication, e.g. EpiPen is noted. Contact details of the person's next of kin should also be provided in case incidents occur requiring the affected person to be taken by ambulance to hospital.
8. Care must be taken when heavy lifting is required. Individuals **must not** attempt to lift heavy loads without assistance
9. When using ladders, a minimum of two people must be involved – one person holding the ladder at all times
10. Electricity can be dangerous and therefore when using electrical equipment, care should be taken at all times and no attempt should be made to interfere with mains equipment or wiring. Any issues arising regarding equipment must be referred to the committee member responsible more maintenance and equipment – currently John Kinch
11. A First Aid kit is located in Quay House. Should an accident or injury occur, a member of the committee must be notified immediately and a written record of the incident must be given to the Chairman or Secretary as soon as possible and investigated accordingly.

At all times, all Volunteers are expected to exercise their individual duties and responsibilities with regard to the safety of themselves and others.

Adopted by the Committee of Kingsbridge in Bloom – 17 January 2018.