

# ***RAWTENSTALL CIVIC PRIDE***



**CIVIC PRIDE**

## ***HEALTH AND SAFETY HANDBOOK***



*Working for a cleaner, greener, safer place to live and work*

Health and safety is often wrongly blamed for preventing organisations from running events and people from volunteering. Health and Safety law is not a barrier to our volunteering activities. Taking a sensible, proportionate approach is our key to making sure things go smoothly and safely and avoiding unnecessary bureaucracy.

As a responsible charity we have appointed The Chairman and the Vice Chairman as competent persons. Together with advice provided by an externally qualified Health and Safety Consultant we aim to ensure that whatever we do is done safely.

# Introduction

The main purpose of health and safety legislation is to prevent unsafe acts or situations, thus reducing the likelihood of accidents occurring and preventing injury or loss of life. Safety legislation provides clear information and guidance for Civic Pride and it has been formulated to assist and protect the charity, our volunteers and others. Risk occurs, it is an inevitable factor but it must be managed in order to create a safe environment for our volunteers.

## General Statement of Intent

It is the intention of Rawtenstall Civic Pride to ensure so far as is reasonably practicable the health, safety and welfare of our volunteers and others that may be affected by our charity activities.

We acknowledge our duties with respect to health and safety and intend to comply with all statutory legislation that is applicable to our charity. As a volunteer we encourage your assistance to help us to achieve our intentions and promote safety during our operations.

Where deemed necessary we will ensure suitable work equipment and/or personal protective equipment is provided to volunteers to enable you to carry out tasks safely, we will ensure any provided equipment is fit for purpose and is maintained to a safe and satisfactory standard.

All significant hazards will be identified and risk managed together with our external safety consultants, we will provide information, instruction, and training (where necessary) to ensure our volunteering activities are conducted safely. We will provide the necessary funding, insurance and resources to ensure the protection of volunteers and others. We recognise that we have ultimate responsibility for health and safety within our charity. This policy and any other safety information will be reviewed at least annually.

## Policy Holder

Signed:

.....

Chairman

Date:

.....

# General Responsibilities

Rawtenstall Civic Pride takes seriously the health, safety and welfare of its volunteers and anyone else that may be affected by our charity work. We encourage input from volunteers to help us with our health and safety obligations. It is our aim to create a positive safety culture within the charity.

Those empowered to organise and supervise our activities must ensure that our safety policies and procedures are followed. Activities must be completed without risk of harm or loss, risks will be assessed and measures introduced to enable this.

We ask that you refrain from using equipment likely to cause harm. If you notice any unsafe equipment, acts or situations we ask that you take action and report this.

At organised working groups a First Aid Kit, Accident Book and mobile phone for use in emergencies will be available.

We will continually assess our performance with respect to health and safety and from time to time you may be called upon for feedback and information to assist us with this.

## Communication and Consultation

Health and safety arrangements, rules and procedures have been introduced to prevent accidents occurring thus protecting volunteers and others against harm, however effective communication is vital to ensure these measures achieve their desired intentions. Where necessary we will carry out safety briefings before our activities to communicate safety information.

We aim to consult with you and involve our volunteers in the decision making process and development of our safety arrangements.

## Accident Reporting

We acknowledge that we have obligations to ensure our accident reporting procedures are in place. We will ensure that the Chairman or Vice Chairman deal with any accidents that arise. They will do this in liaison with Wirehouse Employer Services, our external safety specialists.

## Accident Recording

Any person injured whilst conducting activities on our behalf should report the event to the Event Organiser. An accident book is kept and will be managed by the event co-ordinators. Information referring to what needs reporting can be found in the accident book. If you are in any doubt you must seek advice.

Each page is perforated enabling the record to be removed once completed. Enter all relevant details in the required boxes then remove the page and hand it to the Chairman/Vice Chairman or appointed Event Organiser. All reports will be treated with strict confidence and their security managed accordingly. If disclosure is necessary to authorised parties, this we will monitor and control.

# Accident Investigation

It is our intention to prevent accidents occurring during our volunteering activities; however we have systems in place to manage any such events if they were under our control.

It is important that information relating to any accident or incident is collected as soon as possible following the event. The following is a list of evidence that may be considered. Please note this list is by no means exhaustive.

- witness statements,
- photographs,
- sketches,
- CCTV data.
- damaged equipment,
- maintenance records,
- previous accident reports,

The depth of the investigation will depend on the nature and severity of the accident together with how much control we, Rawtenstall Civic Pride had over the incident.

<b>Rawtenstall Civic Pride</b>	<b>Hazard Identification Form</b>	
	Completed by:	
	Date:	

**Instructions:**

Use this form to record any safety hazards that you foresee during our activities with potential to cause injury or loss of life.

Ser	Hazard and Potential Injury	Risk (High/Med/Low)
001	<i>Working alone in the local areas, including:</i> <ul style="list-style-type: none"> <li>- <i>violence/aggression</i></li> <li>- <i>sharps</i></li> <li>- <i>animal attacks</i></li> <li>- <i>ill health/accident</i></li> </ul>	Medium
002	<i>Gardening activities/Hanging baskets/Watering</i>	Low
003	<i>Working near a riverbank</i>	Medium
004	<i>Litter picking in pedestrian areas</i>	Low
005	<i>Litter picking without footpaths</i>	Medium
006	<i>Working on the MTB (metal tree bed) &amp; Main Carriageway</i>	High

# Manual Handling

Activities involving manual handling can contribute to personal injury if the task is not carried out following simple basic principles. The term manual handling refers to an activity where human effort is needed to perform some of the following (this list is not exhaustive):

- Lifting
- Pushing
- Pulling
- Reaching
- Carrying

We recognise the potential for injury associated with the manual handling activities our volunteers are involved with, particularly when conducting gardening activities.

We understand that we all have different capabilities due to differences of strength, previous injuries etc. It is therefore important that if you believe a task is beyond your capability you must ask for help.

## Our Tools/Equipment

The term work equipment is used to describe our tools and equipment used for completing our activities. The term is broad and applies to any equipment we use.

We ask that our volunteers conduct a before use visual check to confirm that the equipment is safe for use. If problems are identified these must be reported to the Event Organiser to ensure a repair is arranged. Faulty equipment must not be used until suitable repair has been completed.

## Contractors

We will ensure that contractors engaged on our behalf are working safely and will do so by vetting a contractor prior to commencing work on our behalf where we deem it to be appropriate.

# General Information

We ask that you:

- Always let a member of family know where you are going and when you will be expected home
- Only ever do something on our behalf if you are comfortable in doing it
- Carry a mobile phone in case of emergencies (if you have one)
- Always use gloves and litter pickers when collecting litter, to prevent constant bending and stretching
- Try to wear reflective or light coloured clothing
- Wear strong boots or shoes
- Inform your contact of any problems or issues you may have noticed
- Avoid reaching into hedges or undergrowth that may expose the face, eyes and skin to scratches from thorns or branches
- Be mindful of wildlife. Avoid disturbing animals and birds that may be nesting and also be wary of wasp and bee nests
- Remain calm if a stray dog approaches you, stay still – do not run away. Drop anything you are holding in case this is what has attracted the dog to you. Do not shout or wave your arms. Calmly and softly give a command such as 'sit' or 'stay', as many dogs respond to these.
- Avoid eye contact – Do not look the dog directly in the eye as this can be seen as a form of aggression and a challenge. Watch their chest, shoulder or look at the tip of their nose.
- Ignore the dog if it jumps up – do not shout or push the dog down. Do not respond and it may eventually get bored and walk away. If you are knocked to the ground, remain motionless in the foetal position and protect your face by crossing your arms above your head.
- Move very slowly – when you do move, move slowly and stay facing the dog.
- Always wear gloves and use a shovel when removing dog faeces.
- Always wash your hands after litter picking
- Do not enter an area, or attempt to litter pick an area, where works are restricted, are already taking place (for example road works) or where the public do not have a right to entry
- Make sure an item is safe to handle with no sharp edges or hazardous contents
- Avoid cuts to legs by ensuring that glass and other sharps are placed in sturdy containers, and not directly into the plastic bags
- Report fly tipping to the Head of Litter Operations
- Only try to move an item if this can be done so without straining
- Bend the legs and keep the back straight when lifting an item
- Cover any cuts or grazes with surgical tape or waterproof plasters
- Avoid rubbing the mouth and eyes whilst working
- Wash hands and forearms before eating, drinking, smoking or going to the toilet.

### Do not:

- Handle any needles or sharps
- Work on any busy roads, unless this has been pre-arranged with your contact
- Work in any watercourses, unless this has been pre-arranged with your contact
- Lift anything that is too heavy for you
- Work when it is dark or unsafe

## Safe Use of Ladders

When working from steps or ladders,

You should:

- Ensure the equipment is suitable for the task,
- Conduct a pre-use inspection to confirm the equipment is in good condition, clean and there are no visible defects, check the presence and condition of ladder feet,
- When siting ladders consider hazards, ie electrical power lines, passing pedestrians, traffic, spiked railings, deep water etc.
- Position the ladders on a firm level platform,
- Ladders should rest against a firm surface at an angle of 75 degrees (4:1 rule),
- Secure ladders using ties/straps to prevent them from moving,
- Maintain at least 3 points of contact for all but very brief periods,
- Consider stopping the activity during poor weather conditions,

You Should Not

- Over reach causing instability of the ladder,
- Exceed the maximum permissible load for the equipment,
- Leave equipment unattended,

For further guidance on safe use of ladders:

- You can obtain a copy of Safe Use of Ladders INDG402, produced by the HSE and available free of charge.

## Violence/Aggression

We believe that the risk of violence and aggression to volunteers is low, if however you feel threatened at any time, please seek assistance or, if circumstances warrant, call the Police or dial 101

It is important that you as a volunteer are aware that you do not have to tolerate any discriminatory treatment, be that actions or remarks, aimed at you by fellow volunteers or members of the public.

We are able to provide volunteers with personal attack alarms, we ask that you contact the Head of Communications if you would like to be in possession of an alarm.

We ask that you ensure vulnerable persons are accompanied at all times.

## Hanging baskets/Watering/Gardening

We ask that you split open sacks of soil to ensure that the amount of manual handling is reduced.

Wherever possible kneelers should be used by our volunteers.

When using the RoRo's for watering, ensure that no one is standing near as you lower it to the ground to ensure that it doesn't fall on someone's foot.

One model holds 25 litres of water and one holds 50 litres. Only use them if you are confident you can control them.

# Litter Picking

At Civic Pride we recognise the work of our individual volunteers who make such a valuable contribution to our everyday lives.

We will ensure litter picking of areas beside roads are carried out with extreme caution, due to the risk of being struck by vehicles. Where possible, litter picking will be restricted to areas where there are wide verges or pavements, suitable for pedestrians and will be carried out facing oncoming traffic. It is essential when litter picking adjacent to busy roads that hi-visibility garments are worn and that the litter picks are only conducted in good visibility conditions.

Litter picking is an outdoor event and we advise volunteers to be appropriately dressed. If it is hot and sunny, applying sunscreen, wearing a cap and long sleeved shirts are advised to protect against sunburn. Bottled water is also advisable to guard against dehydration. If the weather is cold, wet or windy we advise you to wear clothing that will keep you warm and dry.

Poor visibility conditions resulting from the time of day or weather conditions may significantly increase the risks associated with litter picking, especially on roads. This includes strong sunlight (particularly in winter) which might impair a driver's vision.

You should give consideration to arranging the event for suitable times of day and suspending the event if visibility reduces.

## We ask that you:

Always let a member of family know where you are going and when you will be expected home

- Only ever do something on our behalf if you are comfortable in doing it
- Carry a mobile phone in case of emergencies (if you have one)
- Always use gloves and litter pickers when collecting litter, to prevent constant bending and stretching
- Try to wear reflective or light coloured clothing
- Wear strong boots or shoes
- Inform your contact of any problems or issues you may have noticed
- Avoid reaching into hedges or undergrowth that may expose the face, eyes and skin to scratches from thorns or branches
- Be mindful of wildlife. Avoid disturbing animals and birds that may be nesting and also be wary of wasp and bee nests
- Do not enter an area, or attempt to litter pick an area, where works are restricted, are already taking place (for example road works) or where the public do not have a right to entry
- Make sure an item is safe to handle with no sharp edges or hazardous contents
- Avoid cuts to legs by ensuring that glass and other sharps are placed in sturdy containers, and not directly into the plastic bags

- Report fly tipping to the Head of Litter Operations
- Only try to move an item if this can be done so without straining
- Bend the legs and keep the back straight when lifting an item
- Cover any cuts or grazes with surgical tape or waterproof plasters
- Avoid rubbing the mouth and eyes whilst working
- Wash hands and forearms before eating, drinking, smoking or going to the toilet.

**Do not:**

- Handle any needles or sharps
- Work on any busy roads, unless this has been pre-arranged with your contact
- Work in any watercourses, unless this has been pre-arranged with your contact
- Lift anything that is too heavy for you
- Work when it is dark or unsafe

**The following materials may be encountered during litter picks and should be treated with caution:**

Broken glass – Avoid direct hand contact; remove using a litter picker and dispose of in a solid container.

- Drug related litter/hypodermics – items of this nature should only be collected by qualified professionals and therefore needs reporting to the Head of Litter Picking Operations who will report it to the Environment Department.
- Suspect materials and fly tipping - Items that are possibly dangerous such as unknown liquids in containers, asbestos, or fly tipping should not be touched.
- If there is any doubt about an item, leave it, and let the Head of Litter Picking operations know.

If an item of litter cannot be safely reached with a litter picker, leave it.

Age plays a big part in people's ability to recognise and avoid risk. With that in mind, an adult should always supervise volunteers under the age of 18 and permission for their participation should be gained from a parent or guardian.

## Litter Picking in Higher Risk Areas

- Areas without a paved footpath are considered to be higher risk areas. **ALWAYS** use a long sleeved Hi-viz jacket, and Hi-viz over trousers when possible.
- When working on roads with only a grass verge be aware that the ground may be uneven so wear strong boots or shoes.
- When working on the bypass ensure that you leave 1.2 metres between you and the nearest live traffic lane unless you are protected by a safety barrier. If this isn't possible leave it or exercise extreme caution.

- If there is no verge, no footpath and no escape route then leave that side of the road to the council road sweepers. Examples include:
  - Ø Bridleway, Newchurch
  - Ø Bacup Road through the Glen, Waterfoot
  - Ø Parts of Burnley Road East, Waterfoot/Whitwell Bottom
  - Ø Rock Hall Road onwards to Kirkhill Road, Haslingden
  - Ø Laneside between the junction with Hillside Road and the junction of Haslingden Road, Road End
  - Ø Manchester Road from the fingerpost towards Ewood Bridge
  - Ø Clod Lane, Helmshore
  - Ø Greens Lane, Haslingden
  - Ø Haslingden Road between Road End to All Saints School
  - Ø Grane Road beyond the Holden Arms, Haslingden

## Working near a river bank

We will ensure that work carried out near a river bank is carried out with extreme caution due to the risk of ill health effects from plants, waste or other contaminants and injury from the physical environment.

On occasion we may brief volunteers on potential on site/en route hazards. In any event we encourage volunteers to carry a mobile phone for use in an emergency. It is advisable that children, pregnant women and new mothers do not work near a river bank, particularly if working alone.

Consideration will be given to arranging the event for suitable times of day and suspending the event if visibility reduces. We ask that you remain aware that poor visibility conditions resulting from the time of day or weather conditions may significantly increase the risks associated with litter picking, especially near river banks or roads.

Ill health may result from working near a river bank and we ask you to be mindful of the following ill health effects: (this list is not exhaustive)

- Tetanus may result from the infection of even minor wounds and scratches with *Clostridium tetani*, a common micro-organism in soil and one likely to be carried on talons and beaks.
- Weil's disease (leptospirosis) that can be fatal if left untreated. The organism is carried by rats and excreted in their urine, and persists in water such as in puddles and slow-moving rivers in rat-infested places. Thus visits to the nests of rat-eating species or places where rats might occur may pose a risk. The symptoms include high temperature, severe headache, flu-like illness or muscle pains. They will appear 3 to 19 days after exposure to contaminated water. It must be treated early.
- Lyme disease, a bacterial disease transmitted by animal ticks associated with rank vegetation, which leads to severe symptoms if left untreated. A variety of animals act as hosts for the bacteria, including domestic mammals, wild mammals and birds.
- Salmonellosis is a bacterial infection common in rats and mice (which may be found in the "larders" at raptor nests). The bacteria abound in the droppings of the infected bird, which may not necessarily appear sick. If the bacteria are ingested, for example

as a result of preparing or eating food with contaminated hands, there is a risk of 'food poisoning'.

- Giant Hogweed is an invasive plant species that grows on waste ground and riverbanks. Giant hogweed can cause harm to people and animals. Great care should be taken when working near this weed and it should not be touched at any time. Seek immediate medical advice if skin comes into contact with the weed and irritation, rashes or blistering occurs.

This is an outdoor event and we advise volunteers to be appropriately dressed. If it is hot and sunny applying sun cream, wearing a cap and a long sleeved shirt is advisable to protect against sunburn. Bottled water is also advisable to guard against dehydration. If the weather is cold, wet or windy we advise you to wear clothing that will keep you warm and dry.

#### We ask that you:

- Wear appropriate footwear, ideally boots with non-slip soles
- Avoid getting your hands wet in rivers, ponds or canals
- Only ever do something on our behalf if you are comfortable in doing it
- Wear long trousers
- Be aware of the potential for potholes, uneven ground or rabbit holes
- Avoid potentially dangerous areas and choose the safest route over difficult ground and avoid climbing over wall and fences and crossing ditches
- Work in pairs close to the water
- Be aware of dangerous/irritant plants and possible adverse reactions.
- Use gloves at all times and wash hands after contact and before eating, drinking or smoking.
- Cover any cuts or sores with a waterproof plaster before carrying out work near a riverbank.
- Remain calm if a stray dog approaches you, stay still – do not run away. Drop anything you are holding in case this is what has attracted the dog to you. Do not shout or wave your arms. Calmly and softly give a command such as 'sit' or 'stay', as many dogs respond to these.
- Avoid eye contact – Do not look the dog directly in the eye as this can be seen as a form of aggression and a challenge. Watch their chest, shoulder or look at the tip of their nose.
- Ignore the dog if it jumps up – do not shout or push the dog down. Do not respond and it may eventually get bored and walk away. If you are knocked to the ground, remain motionless in the foetal position and protect your face by crossing your arms above your head.
- Move very slowly – when you do move, move slowly and stay facing the dog.
- Always wear gloves and use a shovel when removing dog faeces.
- Always wash your hands after litter picking

**Do not:**

- Enter ponds, rivers, streams etc
- Go on to marsh/bog areas
- Walk on frozen water
- Touch dead animals
- Wear shorts
- Handle any needles or sharps
- Directly touch dog faces
- Lift anything that is too heavy for you
- Work when it is dark or unsafe
- Work alone, keep in sight of other volunteers
- Approach or remove containers which could contain/have contained hazardous substances.
- Work on the edge of steep slopes

**May we take this opportunity to thank you for volunteering your time to help make Rawtenstall a cleaner, greener place to live and work**