

CIVIC PRIDE
...Rosendale



Health and Safety Policy and Handbook

V0.1

07/01/2026

1. Introduction

Please take the time to read this essential document.

- As a responsible environmental charity Civic Pride Rossendale (CPR) endeavours to provide safe working conditions for its volunteers and third parties.
- CPR acknowledges all Health and Safety (H & S) duties and legislation which are applicable to our charity. This is overseen by the charity's appointed H & S Officer as a competent person (named at the end of this policy) together with oversight by an external H & S consultant.
- CPR has experienced just one H & S incident since starting work in 2000A.D. However, this must not lead to complacency. Hazards always exist and they must be managed.

2. Your responsibility as an individual volunteer

Please read this policy thoroughly.

Whilst undertaking CPR activities, all volunteers have a responsibility for their own H & S and also for that of others.

Your being prudent does not stop CPR's activities from being enjoyable, fun and socially engaging!

Report any unsafe incident, way of working or equipment to the event leader or, if working alone, to the H & S Officer.

You know your capabilities. Do not exceed them when considering an activity, even if others seem to be competently engaged in that activity.

Dress appropriately, including footwear, for the proposed activity, for the weather conditions and for the time of year.

3. Community sessions and activity leaders

Community sessions involve groups of volunteers working together at times and dates listed in the "Weekly Whereabouts" email, sent to all volunteers. Each has a leader responsible for all aspects of the session with activities planned and any foreseeable harm properly assessed and managed.

The leader must organise access to a first aid kit, accident book and a charged mobile phone in case of need. Sessions must start with a safety briefing for any particular hazards which are present on site.

CPR will provide information, instruction and training to ensure activities are carried out safely, together with funding, insurance and resources for the protection of volunteers and others. This will include relevant training.

4. Individual / Lone working

Volunteers working on their own are more vulnerable than those working in a group. However, many CPR volunteers work on their own or in small self-managed groups at times to suit their convenience, working in a CPR garden which they've taken over or litter-picking an area of their own choosing.

Volunteers thus engaged must have particular regard to potential hazards, must consult the H & S Officer if any safety uncertainty presents itself and must carefully read and follow all sections of this policy.

Lone-working volunteers are strongly advised to carry a charged mobile phone and let another person know beforehand where the work is being carried out and expected finish time.

5. Equipment

ALL equipment must be checked before use, including by the volunteer who is about to use it. Any concerns must be passed on to CPR's Maintenance Officer.

Hand-held equipment must be checked by the user for loose or worn parts with unsuitable equipment put out of use.

Axes, sledgehammers and pickaxes must only be used by experienced volunteers certain of their own capabilities and fitness. A firm-footed, booted and balanced stance is essential before starting use, stopping before becoming tired. Additionally, other volunteers must stand to the side of the user (NOT in front or behind), leaving a space at least double the length of the handle and blade between themselves the user.

Powered equipment is anything with electric or petrol engine. CPR's consists of hedge trimmers, leaf-blowers, strimmers, edging weeders and chipper. Users **MUST** check it carefully beforehand, **MUST** have previous experience before commencing work, or been shown safe working and be properly supervised by an experienced user. Manufacturers' handbooks are kept in the CPR store for reference as needed. Safety equipment (heavy gloves, leg protectors, goggles and helmets with visors) must be worn where predicated. Equipment must be maintained and checked as per manufacturers' instructions.

CPR's insurers have allowed use of two privately-owned battery-powered chainsaws, to be operated only by their owners, currently Jan Czugalinski and Chris Blomerley. It is

their responsibility to ensure equipment is fit for use, properly sharpened, charged and handled in accordance with manufacturers' instructions, including safety instructions. The fall of tree or branch must be thoroughly measured before cutting begins and the area cleared of personnel. Logs being cut must be firmly placed.

6. Gardening

Wear hi-viz jacket, strong footwear and gloves, with clothing appropriate to the time of year and weather.

Existing cuts and grazes should be covered.

Close attention must be paid to the "Equipment" section in this policy.

At the end of the session, wash hands and arms before eating or preparing food.

Seek guidance from the H & S Officer or activity leader if you're uncertain of anything.

Be mindful of wildlife. Avoid nesting sites. Be wary of wasp, bee or ant nests/hives. Avoid reaching into hedges or undergrowth which may expose face, eyes or skin to scratches from thorns, twigs and branches.

Some gardens are very near roads. Avoid stepping backwards into the road. Two in particular:-

- St Mary's Way central reservation, where the specifically provided warning signs must be placed at each end and full hi-viz be worn;
- The Gyrotory, opposite the library and petrol station. Here, the relevant safety signs must be put out by the session leader before work starts, with safety cones placed 50 metres before the work site and along the work site. The other sections of The Gyrotory do not present specific traffic risks.

Sites must be accessed via road crossing points (e.g. pelican crossings) where these are available.

You know your physical, mental and experience capabilities. Work within those limits. Ask for help where needed. There is no such thing as a silly question! DO NOT over-reach yourself or attempt tasks beyond those which you know to be within your capabilities.

7. Litter picking

Community sessions will be led by the Litter Officer who will have risk-assessed the sites being cleared beforehand. Volunteers are asked to follow that Officer's instructions, who will brief them before starting work.

Dress according to the season and current weather conditions. Hi-viz, gloves and good boots must be worn and litter picking equipment used.

Most litter picking is done by individual volunteers working solo, known within CPR as "Lone Rangers." The following must particularly be borne in mind:-

Volunteers are strongly recommended to carry a working mobile phone and to let someone know where they are working:-

- When working on roads, be constantly aware of and face oncoming traffic. Before working on roads with no pavement or verge, volunteers must risk assess the area first with the Litter Officer and wear full hi-viz (including trousers, which are available on request);
- DO NOT:-
 - Work in poor light, particularly on uneven ground or close to traffic;
 - Work in or near watercourses without first discussing it with the Litter Officer; and
 - Handle sharps, needles, illegal drug-related items, dog faeces, dead animals or ANY item which is suspect or unknown to you. Report these to the Litter Officer.
- Take particular care when working on uneven ground conditions or steep slopes, some of which may not be immediately apparent at first glance; and
- Long handled litter pickers are available to reach otherwise inaccessible litter. They require particular care when being handled so that the user does not overbalance or hit another volunteer with it.

8. Working near or in water or on riverbanks

When part of an organised team, the area must be thoroughly risk assessed by the team leader. When working solo, a prior risk assessment must be conducted. **In both instances this must be done in conjunction with the H & S Officer.**

The work must only be undertaken by adults who are fit, agile, healthy and steady on their feet.

Occasional riverbed clearing sessions may only be done as part of a team, during periods of low water, with lifejackets and rescue lines at hand which are kept in the CPR store together with waders which may be worn for accessing water deeper than knee height.

Access must be carefully considered, appropriate to the height and condition of the riverbank.

The condition of the river bed must be carefully checked with volunteers made aware of the existence of potholes, the possibility of difficult to see potholes and trip hazards. Stones and rocks in the river bed may well be slippery with weed or moss. Look with particular care for signs of this hazard.

DO NOT ENTER SWIFTLY-MOVING WATER.

9. Health hazards to consider

This is not an exhaustive list, but is included here to encourage volunteers to exercise particular care when volunteering with CPR and to wash hands and arms prior to eating or preparing food.

Tetanus may result from infection of even minor wounds, scratches and cuts. Existing ones should be covered and ones acquired whilst volunteering must be treated as soon as possible.

Weil's disease comes from rats and may be present in puddles and slow-moving water in rat-infested areas. If untreated it can be fatal. Symptoms include high temperature, severe headache, flu-like illness and muscle pains.

Lyme's disease can be hosted by animals and is transmitted by animal ticks which may be present in rank vegetation.

Giant hogweed is a large invasive plant. DO NOT touch it. If unsure what it looks like, please research online.

10. Manual handling

A range of activities can involve lifting, pulling, pushing, reaching and carrying.

***DO NOT OVER-REACH YOURSELF AND ASK FOR HELP IF AN ACTION IS BEYOND YOUR ASSESSMENT OF YOUR CAPABILITIES.**

They are described as "Lifting" here but the same principles apply to them all.

1. Plan the lift. Is it within your ability to lift, remain steady and unlikely to shift when lifted? Remove obstructions from the route of the carry. Is there somewhere to rest it part-way to the destination if needed and is the destination clear? Is there equipment available to aid the process?
2. Position your feet. Sound footwear is essential. Stand with feet apart and be well balanced for the initial lift and subsequent carrying.
3. Ensure good posture. Lifting from a low level requires your back to be straight and legs/knees bent. Use the power of your legs to lift. See * above! Do not twist your back whilst lifting.

4. Firm grip must be maintained. Think this through before you lift/carry.
5. Lift smoothly. Look ahead, not down, once you have lifted.
6. Keep close to the load with the heavier side of the object closest to you.
7. Place the object down, then adjust it to the required position.

11. Vehicles

CPR owns a van for use as needed for the charity's work. Prior to driving it, a volunteer must have a full licence, the permission of a CPR Officer to drive it and be confident in its handling and particular driving techniques.

Whilst CPR is always grateful for volunteers' using their own vehicles for CPR activities, it is entirely under each individual's control and responsibility.

12. Use of ladders

Before use, carefully inspect that the ladders are in good condition, are clean and with no visible defects, including the ladder's feet.

Before siting ladders, consider hazards - electrical power lines or other overhead obstruction, passing pedestrians, traffic, spiked railings, deep water etc.

Place ladders on a firm level surface and leaning against a firm surface at an angle of 75 degrees (4:1 rule). The 4:1 rule does not apply to step ladders.

Secure ladders using straps or ties, or have at least one colleague to hold them secure whilst in use.

Whilst on the ladders, maintain 3 points of contact with it for all but brief periods. Do not stand on the top step or top platform of step ladders.

DO NOT : use in poor weather conditions; over-reach whilst on the ladders causing instability ; exceed a safe load on the ladders; leave them untended.

13. Children, young people and vulnerable adults

Please read CPR's Safeguarding Policy.

14. Watering

During dry weather, some of our plants and planters will need watering. Where possible we save mains water by using river water. This increases the risk of infection. Please take careful note of the following:-

- Cover grazes and cuts;
- Wear waterproof gloves;

- Don't eat or rub mouth or eyes whilst working;
- Wash hands, arms and forearms before eating, drinking or going to the toilet;
- Empty the tanks or water carriers completely after use; and
- Ventilate the van, if it has been used.

15. Accident reporting and first aid kits

Accident reporting books and First Aid Kits are available in the van, the store, greenhouse and with a communal event leader.

Accidents resulting in debilitating injury must be investigated and recorded. Useful evidence could be witness statements, photographs, sketches, CCTV data, damaged equipment, maintenance records and previous accident reports.

The depth of the investigation will depend on the nature and severity of the accident and how much control CPR had over the cause of the incident.

Enter all relevant details in the required boxes then remove the tear-off page and give it to the event leader or H & S Officer or Chair/Vicechair of the Operations Committee.

First Aid kit inadequacies must be reported immediately to H & S Officer, or Chair/Vicechair in his/her absence.

16. Contractors

CPR occasionally uses contractors for some of our work. There must be a prior onsite meeting with contractor, relevant CPR Officer and the H & S Officer. A written contract must be signed by contractor and CPR representative beforehand to ensure safe and appropriate working.

17. Policy review

This policy will be reviewed annually by the H & S Officer and subsequently subjected to the approval of CPR's Trustees.

Dated 7th Jan 2026

Change Record

Date of Change:	Changed By:	Comments:
07/01/2026	R Thomson	Formatting only
12/1/2026	C Hocking	Agreed at Trustees meeting