

Harrow Nature Conservation Forum's Health and Safety policy

Wardens are responsible for the health and safety of volunteers and visitors attending events organized by the Forum on our sites. To aid them in this task the Forum provides generic risk assessments and safety plans. These are available on line at http://www.harowncf.org/HNCF_Health_and_Safety_Policy.pdf while wardens have been provided with printed copies. Wardens should use generic risk assessments as a basis on which to generate specific risk assessments and safety plans for individual sites and specific dates. Wardens are then responsible for making sure that volunteers and visitors are aware of the risks and the practices to be observed to minimize these. However, this task should not be timeconsuming given that:

- Any site-specific modification of the risk assessments and safety plans is likely to be valid for a maintained period. Wardens should simply note that the completed risk assessment and safety plan is valid until further notice. However, they should regularly review the risk assessment and safety plan to confirm to themselves that no change is necessary.
- Most volunteers are known to our wardens and return to workdays repeatedly. Wardens need only once confirm that volunteers are familiar with, and follow, the protocols laid out in the risk assessments and safety plans. However, they should keep an eye on volunteers to confirm that they are continuing to observe good practise, and instruct volunteers in safe practise when beginning a task to them.

Approved at a meeting of the Forum on 9th October 2018

Signed

A handwritten signature in black ink, appearing to read 'Stephen Bolsover', written in a cursive style.

Stephen Bolsover, chairman

Date of next review: 9th October 2020