



VALEWAYS

Health & Safety Policy

Adopted August 2021

Reviewed & amended Oct 2023

Statement of Intent

Our Health and Safety Policy is to:

- Prevent accidents and cases of work-related ill health.
- Manage health and safety risks in our office environment, on walk & clear outings and on led walks.
- Provide clear instructions and adequate training to ensure all volunteers are competent to carry out their tasks.
- Provide personal protective equipment where required.
- Consult with our volunteers on matters affecting their health and safety.
- Maintain safe and healthy working conditions.
- Implement emergency procedure such as office evacuation, give guidance on accident procedure on led walks and walk and clear outings.

Responsibility for Health and Safety:

- Overall and final responsibility for health and safety lies with the board of Trustees.
- Day to Day responsibility for ensuring this policy is put in place lies with:
Office: Peter Weston

Walk and Clear: Greg Clark

Led Walks: Paul Hawkins

- All volunteers should:
Cooperate with trustees on health and safety matters
Take reasonable care of their own health and safety
Report all health and safety concerns to an appropriate person as detailed above.

Arrangements for Health and Safety:

- We will complete risk assessments for:
Adopt a Path.
Walk and Clear.
Led Walks.
Outside Events
- Training:
We will ensure all walk leaders are adequately trained in Walk Leading and First Aid.
We will ensure walk and clear supervisors have First Aid training.
We will provide personal protective equipment where necessary.
- Consultation:
We will consult with our volunteers on health and safety matters as they arise and formally when we review health and safety.
- Evacuation:
We will ensure all office volunteers are aware of and understand the office evacuation procedure operated by the office block owners.

General Note:

As Valeways is a completely volunteer organisation we do not require a health and safety policy but as a good practice we should have and implement one. Should Valeways employ only one person then the requirements change and all volunteers and employees are covered by the HSE rules and regulations.

Lone Working

Under the Management of Health and Safety at Work Regulations, we are advised manage the risk to lone workers. Think about who will be involved and which hazards could harm those working alone.

In respect of Valeways' range of activities, lone working relates chiefly to:

- Lone attendance at the office.
- Solo reconnaissance of led walks by walk leaders.
- Solo reconnaissance of proposed clearance locations by Walk and Clear organisers.
- Carrying out path recess and clearance as a path adopter.

We must:

- Keep in touch with each other and respond to any incident.
- Make sure someone else is aware that you're engaged in a solo activity and where you're going.
- Make sure you have the means of communicating problems should you encounter them.
- Make sure you can access adequate first aid equipment and facilities.

Policy Review

The Trustees have a responsibility to review this policy every two years.

Copies of the other Valeways policies are available on the Valeways website.