

# Health And Safety Guidelines



To comply with Health and Safety legislation your organisation will need to demonstrate that it has:

- ❖ Examined the hazards inherent in the workplace practices of paid staff and volunteers.
- ❖ Acted to mitigate or protect against those hazards.
- ❖ Have a system for reporting incidents.

In practice this means that the organisation should carry out risk assessments, put measures in place to help prevent accidents and then record any accidents as they occur. Examples of hazards could be unidentified cans or canisters, broken glass, syringes, clinical waste etc.

## Risk Assessments

It is recommended that you carry out a risk assessment prior to the event. Carrying out a risk assessment involves:

1. Identify the hazards.
2. Decide who might be harmed and how.
3. Evaluate the risks and decide on precautions.
4. Record your finding and implement them.
5. Review your assessment and update if necessary.

(Guidance on risk assessment from the HSE)

## Top Tips

- ❖ Identify a First Aider for the event.
- ❖ Make sure all children are accompanied by adults.
- ❖ All participants should wash their hands thoroughly before eating or drinking. (anti-bacterial wipes)
- ❖ Appoint an event co-ordinator who will know the emergency procedures and who accidents should be reported to.
- ❖ At the start of an event make sure volunteers are made aware of how to handle tools/equipment properly and of the potential hazards associated with the work they will be doing.
- ❖ Take care to protect wildlife if working in the countryside, parks, woodland or open spaces.

## Hazardous Waste

Make sure everyone is aware of potentially dangerous items which they must not pick up. If nasty or dangerous pieces of litter such as drums, cans, syringes etc are spotted at any stage during the pick-up, **do not attempt to move them yourself.** Make a note of their location and inform the council.