



**SOUTH DERBYSHIRE
VOLUNTEER FORCE**

a part of South Derbyshire CVS



COMMUNITY PROJECT SITE INDUCTION AND RISK MANAGEMENT PLAN

ONLY PERSONS WHO HAVE BEEN INDUCTED ARE PERMITTED TO PARTICPATE IN THE PROJECT

Instructions

1. All volunteers engaging with this project must read and understand this short site induction before they commence work.
2. All volunteers are required to follow the instructions in this guide to ensure that site hazards are identified and measures are taken to remove or reduce any risks.
3. All volunteers must sign the project induction record.

Project Name	Findern Footpaths and Conservation Group
Project Reference	PRJ-23-0305

**COMMUNITY
VOLUNTARY
SUPPORT**
SOUTH DERBYSHIRE

The Project

Project Location

Cardales Meadow Wildlife Reserve, DE65 6BH, England, United Kingdom

(<https://www.google.co.uk/maps/search/Cardales+Meadow/@52.8699007,-1.5349605,16.75z>)

The group are looking for support with to their conservation and environmental work at Cardale's Meadow wildlife reserve. The two priority tasks are the laying of new hedgerow to protect their new butterfly conservation mound (shown below), and some habitat work around the pond area.

Project Overview

This will comprise of **bundling, trimming** and **moving** felled branches, creating a structure for the hedgerow and laying the branches to create a barrier around the new butterfly conservation area. There are also a number of smaller projects in and around the lower pond/wildlife release area to create habitat for wildlife. This will include **stone work** and **relocation of material** to create a basking area/bee nesting area.

Tools will be provided (for example wheel barrows, spades, forks, mower/strimmer (subject to risk assessment) etc), however, the **volunteers will be responsible for ensuring they are dressed appropriately, have food and refreshments and are wearing suitable footwear and brining their own gardening gloves and safety glasses.**

A gazebo will be provided for shelter in the event of inclement weather - toilet facilities are a short car journey (max. 2 - 3 minutes) at a local community cafe. Parking for vehicles on roadside adjacent to the area.

Supporting images or photographs to aid site orientation:



Butterfly Mound (Conservation Area)



Lower Pond, Bird Watching and Wildlife Release Area (Conservation Area)

Conditions of Participation

Participants in the project **must**:

1. **Take reasonable care for his or her own health and safety**, and make sure that their acts or omissions do not adversely affect the health and safety of other persons;
2. **Comply with any reasonable instruction that is given by the project leader** regarding work health and safety and to abide by the policies and procedures of the organisation relating to health or safety;
3. Have **read and understood the information contained within this site induction document**;
4. **Sign a daily work diary entry** for each working occasion;
5. Have **read through the list of duties** and have no medical condition that would limit their capacity to undertake duties;
6. **Be dressed appropriately** for the works being undertaken based on the weather and environmental conditions;
7. **Only undertake work that is consistent with the agreed action plan for the project**;

Outdoor Conservation Work Only

8. Have access to suitable **personal protective equipment (PPE)** as highlighted in this document;
9. **Use techniques that adhere to sustainable gardening principles**, as discussed with the project leader;
10. Strive to ensure that the efforts and resources invested by the group will return a **positive impact on the environment**; and
11. Strive to ensure that the project **enhances community relations**.

Standard Outdoor Groundwork and Gardening Duties

Below are the duties volunteers will be undertaking and the physical requirements involved.

- **Moving and working on the project site**, involving:
 - Lifting and carrying equipment and materials;
 - Bending;
 - Standing; and
 - Walking.
- **Use of hand tools**, involving:
 - Hand dexterity.
- **Use of machinery**, involving:
 - Lifting and carrying equipment.
- **Working on uneven ground**, involving:
 - Balance; and
 - Adequate eyesight.

Health and Safety Information

		Additional Project Specific Notes
Amenities	<p>Toilets are available a short walk or car journey away. The charity is investigating the possibility of having a temporary portable toilet available on site.</p> <p>Findern Café (www.findcafe.co.uk) is located on Lower Green, Findern, DE65 6AD (approx. 2-3 minutes form site) and open Wed - Sat: 9.30-3pm for sandwiches.</p> <p>There is ample on road parking adjacent to the site.</p>	<p>You should ensure you bring snacks, lunch and refreshments with you as there are no facilities on site.</p>
Tool and Equipment	<p>General hand tools will be provided, although limited. If you have pruning shears please bring them with you this could be useful.</p>	<p>You are welcome to bring your own hand tools to use, but these should not be shared with others, and neither SDCVS nor the organisation accept any liability for loss or damage to them.</p>
Personal Protective Equipment (PPE)	<p>You are required to provide your own appropriate footwear, protective gloves and glasses/goggles.</p>	
Emergency Procedures	<p>You will be briefed on the procedures that need to be followed in the event of an emergency, actions you need to take and the location of assembly point by the project lead on arrival.</p>	
First Aid	<p>You will be briefed on the location of the first aid facilities, and the designated first aider, by the project lead on arrival.</p>	

Health and Safety Risks and Controls (Volunteer)

Health and Safety Hazards	Control Measures	Additional Project Specific Notes
<p>Exposure to sun, wind, and rain from working outdoors</p>	<ul style="list-style-type: none"> • Avoid working in the hottest part of the day • Wear hats and long sleeves, long pants • Make use of available shade • Take regular breaks • Have sunscreen available and reapply as required • Have adequate drinking water available 	
<p>Bites and stings from wildlife and hazardous plants (e.g. snakes, ants, spiders etc.)</p>	<ul style="list-style-type: none"> • Remain vigilant and aware of surroundings and alert others to potential dangers • If unsure about particular plants, leave alone and check with the project lead • Apply insect repellent • Wear gloves, sturdy footwear, long pants, long sleeved shirt • When working in long grass check for ticks regularly 	
<p>Injury or damage related to extreme weather events</p>	<ul style="list-style-type: none"> • Activities will be cancelled in the event of extreme weather. 	
<p>Injury related to incorrect manual handling (e.g. lifting and moving soil, mulch and other materials; digging and bending over)</p>	<ul style="list-style-type: none"> • Avoid lifting, moving or carrying heavy or awkward objects (e.g. use mechanical aids) • Ensure two or more people lift heavy loads • Explain and demonstrate proper lifting techniques • Rotate tasks • Check that equipment is appropriate for the tasks to be undertaken and properly maintained 	



Health and Safety Hazards	Control Measures	Additional Project Specific Notes
<p>Injury from slips, trips, and falls (e.g. uneven ground, wet surfaces, items or materials blocking walkways, equipment left behind)</p>	<ul style="list-style-type: none"> • Ensure tools are safely stowed and do not create a trip hazard when not in use • Maintain a neat and tidy working area • Ensure you are wearing appropriate footwear • Mark any temporary holes to make them visible 	
<p>Injury from incorrect use of or faulty tools</p>	<ul style="list-style-type: none"> • Only use tools and equipment appropriate for the task • Use PPE as required • Always inspect tools before use and if signs of damage remove from use and report to project leader • Keep safe working distances from others working around you while using tools • Ensure tool is safely stowed and/or does not create a trip hazard when not in use 	
<p>Injury from falling branches or vegetation</p>	<ul style="list-style-type: none"> • When working underneath overhanging branches or vegetation check for dead wood and branches that may fall prior to starting work • Avoid areas with overhanging branches or vegetation in windy conditions • Maintain an awareness of your surroundings • Wear eye protection 	
<p>Injury and health risks associated with drug and alcohol use</p>	<ul style="list-style-type: none"> • Smoking, consumption of alcohol and illegal drugs are not allowed on the project site or premises. 	



Health and Safety Hazards	Control Measures	Additional Project Specific Notes
<p>Illness through with soil and unintended animal manures from cats, dogs and foxes or other free roaming and or wild animals.</p>	<ul style="list-style-type: none"> • Maintain an awareness of your surroundings • If necessary, remove any mess wearing gloves and disposing in outdoor waste bin • Wash hands your hands immediately after the removal of waste • Gloves to be worn when in contact with soil • Avoid working with soil in dry and windy conditions where soil can become airborne. If necessary, wear a dust mask • Hands are washed after any contact with soil 	
<p>Injury from hedge construction and laying.</p>	<ul style="list-style-type: none"> • No carrying of branches or other material by un-gloved hands • Safety boots and protective work wear to be worn including gloves and glasses/goggles • You should take regular breaks or rotate tasks 	<p>You should seek to remove thorns immediately and seek medical attention if the wound becomes infected</p>
<p>Illness though working around the pond.</p>	<ul style="list-style-type: none"> • Maintain good hygiene (e.g. no hand-mouth contact) during use and thorough hand washing after using the pond 	

Incident, Accident or Near Miss Reporting

Ensuring the wellbeing and safety of all participants as a priority.

The procedure for reporting accidents or near misses is as follows:

- Alert other volunteers, and/or the project leader immediately.
- Review the required level of medical attention.
 - **Requires first aid only** – record the incident, and notify the project leader who will then follow the organisations policies and or procedures.
 - **Requires medical assistance** – ensure that the person involved is safe from further injury, and seek medical assistance. As soon as possible record the incident, and notify the project leader who will then follow the organisations policies and or procedures.
 - **Requires urgent/critical medical assistance** – determine whether it is safe to approach the casualty and that yourself and anyone else isn't in a position also to become a casualty. For example, this could be stopping any oncoming traffic, looking out for live electricity, looking out for any places you could fall or trip over. Once you can confirm there is no potential danger, call 999 and begin to assess the injuries. As soon as possible record the incident, and notify the project leader who will then follow the organisations policies and or procedures.
- Do not admit liability or indicate the organisation will meet any claims.

Name of Designated First Aider	
Name of Project Lead or Organisation Contact	
Contact Number	
Email Address	



Site Induction Record

Date of Induction	
Group (if applicable)	

Name of person inducted	Signature	Date	Induction delivered by