



Charities Commission Number: 1195980

## **Duty of Care Policy**

This policy document ONLY applies to activities organised and managed by the Friends of Hell Wath.

It DOES NOT apply to activities organised and managed by other organisations, such as North Yorkshire Council or the National Trust. These will be governed by their own Health and Safety policies and procedures.

### **Friends of Hell Wath – Duty of Care**

Good health and safety management should not be a barrier to volunteering. It should help enable volunteering activities to be carried out safely and effectively.

Under the common law, voluntary organisations, such as the Friends of Hell Wath, and individual volunteers have a duty of care to each other and others who may be affected by their activities. This policy document provides guidance on the steps that should be taken by Trustees and volunteers to protect the health and safety of all those that participate in Friends of Hell Wath activities.

Trustees will carry out risk assessments as part of the planning process for each activity.

Risk assessments are not about eliminating all risks or generating a lot of paperwork. They are about identifying significant risks and taking practical steps to protect people from real harm. Risk assessments should be sensible and appropriate to the level of risk involved in the planned activity.

The Trustees will:

1. Plan and prepare each activity effectively and know where and how volunteers will be deployed.
2. Document, file and publish risk assessments related to each activity on the website and refer volunteers to them in communications about each activity and before each activity commences
3. Ensure action is taken to minimise the risk of serious harm to people undertaking each planned activity.
4. Provide volunteers with the right information, instruction and training to make sure they can carry out their activities safely.
5. Communicate any potential risks to volunteers and the actions required to be taken by them to mitigate those risks, such as wearing gloves for litter picking



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6. Ensure no volunteer works alone
7. Ensure effective supervision and monitoring arrangements are in place.

Trustees will ensure activities and volunteers are covered by an active insurance policy, including public liability insurance.

Volunteers will:

1. Not undertake activities if they believe it is not safe for them to do so.
2. Take responsibility for undertaking their assigned activities in accordance with instructions and relevant risk assessments.
3. Ensure they carry out their assigned activities in a safe and responsible manner in order to minimise the risk of potential harm to themselves and others.
4. Immediately report any health and safety issues arising from their assigned activities to the Trustees.