Friends of the Porter Valley
Health and Safety Policy and Procedures

Statement of Intent

This policy is intended to ensure that the Friends of the Porter Valley complies with Health and Safety legislation, and the best H&S standards; that our Public Liability Insurance is valid in all situations; and that the reputation of the organisation, its members and its partners, are not put at risk.

Specific procedures and systems

- Our Public Liability Insurance must be valid at all points in the year in all circumstances. Trustee responsible is the Health and Safety Officer or their delegate.
- All conservation work mornings, community events, walks, fairs, and other activities involving members of the public and partners must be risk assessed by the lead organiser.
- Where non-member volunteers are sent to join FoPV events or activities by their employers, e.g. youth groups, the risk assessment should be communicated in advance and be compliant with their requirements. It should be established at the outset whether the FoPV Public Liability Insurance or theirs will apply.
- At walks, conservation days, fairs and other community activities, one member should be responsible for giving a short explanation of the risks and how to mitigate them, and should take charge in the event of an accident. A First Aid kit should be available with the responsible member who should preferably be a trained First Aider.

Examples of Risks to be considered

Please note that this list does not constitute a complete safety reference.

- Ahead of outdoor activities or events, monitor weather conditions and assess if the event or activity is safe to continue. The council require activities and events to be cancelled when the wind speed is above a certain speed (This speed needs to be checked with the council)
- State of the surroundings/environment and the nature of the activity. Observe especially any dangerous conditions: e.g. water level and speed; ground stability; obstacles; potentially harmful flora and detritus; weather conditions; people and machinery.
- The capability of those directly engaged in the activity; their understanding of instructions and willingness to comply; experience, skills and judgement. E.g. strimmer training and certification are in place but individuals may have difficulty achieving safety standards.
- Safe state of tools and equipment e.g. robustness of awnings, maintenance of saws.
- Hi Viz jackets should be made available for all participants for outdoor activities such as work mornings that take place on public areas.

Approved by FoPV Trustees Sep 2026 Next review July 2027