

Friends of Kings Park

Guidance note for volunteers: Health and Safety issues

When undertaking activities in the Kings Park as part of the Friends Group, there are some issues which you need to consider to protect your own health and safety and that of others. Many of these are “common sense”, but essential to ensuring a safe environment. And if you are unfamiliar with anything to be done, or the tools and equipment to be used, then training will be available where necessary.

In all circumstances

- Be clear about the task which you are doing and seek advice if you are not sure
- Be sure that you know how to use any gardening or other tools and seek advice from others if necessary
- Wear personal protective equipment such as gloves or heavy footwear if appropriate
- Do not undertake any tasks which are beyond your personal levels of health, strength or well-being
- Have regard to any park users around you and do not leave tools or equipment in places where they could cause a hazard
- If you have a minor accident, then access the first aid kit in the tool storage box and use as appropriate
- If you have a more major accident, then call 911 for medical advice or call 999 for an emergency
- Make sure that any minor accidents or “near misses” are reported to the Friends Group Committee, so they can be recorded and acted on as appropriate

Working as part of a group of volunteers

- Ensure that you understand the task and what each member of the group will be doing
- Be considerate to others in the group and do not put anyone at risk of injury

Thinking about working alone? You should not do so unless the task has been pre-agreed as part of the Friends Group activity programme. In those circumstances:

- Always ensure that someone in the Friends Group knows where and when you will be undertaking the task
- If you do not have a member of your household to confirm your safety at the end of the task then you should arrange to do so with a member of the Friends Group
- You should have a mobile phone with you at all times when working alone
- If a minor accident occurs and you need help then try to ask a member of the public for assistance