



FRIENDS OF DENSO MARSTON NATURE RESERVE

Below are the Group's policies on **working safely**, on **volunteering, equal opportunities** and the **protection of children and vulnerable adults**.

Friends of Denso Marston Nature Reserve

HEALTH AND SAFETY POLICY

General Statement of intent:

Our policy is to provide, to what extent it is possible, safe and healthy conditions for the Warden, volunteers and visitors to Denso Marston Nature Reserve. The Reserve is an open access site (24 hour access, 365 days of year). Denso Marston Company (who owns the land) has public liability insurance that provides an indemnity to the Friends of Denso Marston Nature Reserve which will cover their legal responsibility arising from damage to or death/injury to third parties whilst within the reserve. The Nature Reserve Warden is on site four days a week doing site management, maintenance, monthly information walks and visits from schools and community groups. Friends Group Volunteer working parties do two hour sessions every month, two and a half hours on each Wednesday and a full day each Friday helping the warden.

Responsibilities:

School Visits: Children must remain under teacher's control at all times and teachers remain responsible for children during a visit. We suggest a ratio of one adult to ten children (not including the Nature Reserve Warden). Visiting schools must have public liability insurance to cover their own potential liabilities. A risk assessment is available before visits.

The warden at Denso Marston Nature Reserve will be responsible for undertaking risk assessment when dealing with volunteers or conducting organised site visits (i.e. school visits/ education walks/etc.)

Employees and volunteers: All employees and volunteers have the responsibility to co-operate with the committee to achieve high standards of safety within work areas and take reasonable care of themselves and others

First Aid, accidents and emergencies

The warden is responsible for ensuring that a, well equipped first aid box is available on site during visits and work parties. The committee is responsible for the replenishment of first aid items as required. All accidents must be reported to the Nature Reserve Warden and detailed in the accident book. The Warden will carry a mobile telephone during all work sessions and visits to the Reserve.

RISK ASSESSMENT

The stages of risk assessment can be summarized as follows:

1. Look at the site and the activities that you will be undertaking
2. Investigate the hazards of each activity
3. Identify the people who could be at risk
4. Estimate the risk level
5. Decide on safety precautions to reduce the risk
6. Record your findings
7. Implement the precautions in order of priority
8. Monitor and review if conditions change

INSTRUCTIONS FOR USE OF EQUIPMENT USED SOLELY BY THE NATURE RESERVE WARDEN

Strimmer and lawnmower use

Only the warden will operate the strimmer or mower.

Wear strong boots or shoes

All volunteers should keep clear of the person operating the machinery.

If a member of the public approaches, the operator should stop the machinery or move to a safe distance, in the case of the strimmer about 5 metres.

The machinery must be stopped before any fault is checked.

No one should smoke while refuelling petrol driven machinery.

When using the strimmer a visor and harness should be worn and the legs and arms should be covered. Ear defenders are also advised.

All machinery must be serviced annually.

Chainsaw use

The warden will be the only person using the chainsaw; he has a full licence and is insured to do so.

He will wear full protective safety clothing, safety helmet with visor and ear defenders, chainsaw gloves and chainsaw trousers and chainsaw boots.

The working area will be cordoned off and tree work signs will be placed at either end of the working area. There will also be lookouts for members of the public who will instruct members of the public not to enter the work area.. If necessary the operator should stop the machinery, this only applies on the public access areas i.e. footpaths.

The machinery must be stopped before any fault is checked.

No one should smoke while refuelling petrol driven machinery.

All machinery must be serviced annually.

LEAFLET FOR VOLUNTEERS ON WORKING SAFELY AT DENSO MARSTON NATURE RESERVE

General Advice.

All volunteers are advised to check that their tetanus immunisation is up to date.
A First Aid kit will be brought to all work parties
A vehicle will be available for the duration of the work party.
All volunteers should follow the safety advice and should report any hazard, e.g. tools with faulty handles. Gloves should always be worn for litter picking, working with thorny shrubs or rough sawn timber, or working in wet areas.
Avoid lifting weights that are uncomfortably heavy. If lifting is unavoidable bend from the knees and keep the back straight.

Advice on hand tool use

All volunteers using hand tools will be instructed in there correct use.
Do not carry more tools than you can comfortably manage. Carry them at your side, points or blades towards the ground.
When not in use, tools should be laid flat on the ground, spades, forks and rakes with the points downward. Tools should never be left unattended.
When using swinging tools e.g. slashers, mattocks, do not wear gloves. Do not use swinging tools in wet weather. Work at a safe distance, that is twice the length of the tool plus arm.

Advice on coppicing, thinning and cutting back shrubs and making habitat piles..

Work at a safe distance, that is one and a half times the length of the branch or sapling which is being cut.
Move cut branches carefully. Do not swing round carrying branches.
Warn members of the public by means of notices or members acting as lookouts

Advice on fixing bat and bird boxes

This should be done by two people, one to hold the ladder and one to climb.
The person climbing the ladder and the person holding the ladder should wear hard hats
Only one person should stand on the ladder at one time.
Tools should be carried in a belt or handed up on ropes. Boxes should be handed up.
All other volunteers should stand well clear.

Advice on working in wet areas and clearing drainage channels

To avoid the risk of leptospirosis wear Wellingtons, cover any cuts with plaster, and wear heavy duty rubber gloves. After working in wet areas wash your hands well before eating.

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Friends of Denso Marston Nature Reserve

VOLUNTEERING POLICY FOR THE FRIENDS OF DENSO MARSTON NATURE RESERVE GROUP

Introduction

This policy sets out the broad principles for voluntary involvement in the Friends of Denso Marston Nature Reserve Group

This policy is endorsed by the management committee and will be kept under review to ensure that it remains appropriate to the needs of the Friends Group.

Commitment

Volunteers are an established and integral part of the work of the Friends of Denso Marston Nature Reserve Group. Involving people from the community in the group ensures that we have the community's support and input into our activities. The Friends of Denso Marston Nature Reserve Group is committed to working with volunteers to meet its purpose and objectives. Volunteering involvement in appropriate tasks is welcome and encouraged in all aspects of the Group's activity.

Values and Principles

The Friends of Denso Marston Nature Reserve Group:

- Recognises volunteering as a way of fulfilling its purposes.
- Appreciates that volunteering is enjoyable and can change and enrich the lives of individuals. Successful volunteer involvement takes account of an individual's motivations, aspirations and fulfilment.
- Respects volunteers in both listening to and learning from what they have to say.
- Values and respects the individual through providing equal opportunities for active involvement within the scope of the group's needs and resources.
- Values volunteering as integral to its work at all levels and recognises that gifts of time from volunteers as critical to its success.
- Distinguishes volunteering from employment, and puts its flexibility and informality to best effect to complement the work of paid contractors.

Definitions

A volunteer is someone, who, without expectation of financial compensation, beyond the reimbursement of expenses where this has been agreed, performs a task at the request of and on behalf of the Friends of Denso Marston Nature Reserve Group.

Recruitment of Volunteers

The Friends of Denso Marston Nature Reserve Group is committed to equal opportunities and believes that volunteering should be open to all regardless of age, gender, ability, religion, political beliefs. The acceptance of volunteer assistance for a particular role is made on merit, the sole selection criteria being the individual's suitability to carry out agreed tasks.

There is no lower age limit for the recruitment of younger volunteers provided they

are able to make a useful contribution, they are undertaking suitable tasks for their age, they are supervised in the ratio of adults of 1:3. Children under 14 years old should not use sharp edged tools. The permission of the parent or guardian should be obtained if they are under sixteen.

The group recognises the valuable contribution made by the older volunteers in terms of knowledge and experience. Older volunteers will be encouraged to contribute within their capacity.

New volunteers will be made to feel welcome and instructed in the task which they will be undertaking, and in the safe use of tools and any health and safety aspects of the work.

Insurance

Denso Marston's liability insurance policy includes the activities of volunteers and liability towards them.

The group does not insure the personal possessions of volunteers against loss or damage.

Rights and Responsibilities

The Friends of Denso Marston Nature Reserve Group recognises the rights of volunteers to:

1. know what is expected of them
2. be supported and supervised
3. be shown appreciation
4. have safe working conditions
5. be insured
6. be free from discrimination

and in return expects volunteers to:

1. be honest
2. make the most of training and support opportunities
3. carry out tasks in a way which reflects the aims and values of the organisation
4. work within agreed guidelines and remits

Friends of Denso Marston Nature Reserve

EQUAL OPPORTUNITIES POLICY OF THE FRIENDS OF DENSO MARSTON NATURE RESERVE GROUP

1. Statement of Intent

The group is committed to taking positive steps to promote and sustain equal opportunities in all areas of its work. Equal opportunities will underpin every aspect of its operation and no one will be treated less favourably on the grounds of race colour, nationality, ethnic origin, impairment, political or religious beliefs, gender marital status, sexual orientation, language, age or any other conditions or requirements which cannot be shown to be justified.

2. Responsibility of individual Friends members

The Friends of Denso Marston Nature Reserve Group expects that all members should be aware of his or her behaviour towards others. Everyone should be treated equally, appropriately, with dignity and respect. At all times people's feelings should be valued and respected. Language or humour that people find offensive will not be used. Everyone should ensure that they do not behave in a way that could be regarded as harassment, discriminatory or offensive.

3. Committee Responsibility

The committee has a duty to promote and sustain equality of opportunity by:

Ensuring that all members are made aware of this policy and that direct or indirect discrimination or any form of harassment is unacceptable; ensuring that no one is discriminated against either directly or indirectly and ensuring the mechanism for reporting incidents of discrimination or harassment is known, understood and be accessed by all members.

Monitoring of incidents of discrimination through reports made to members of the committee.

Taking prompt action to stop harassment's or discrimination as it is identified

To challenge discrimination when appropriate.

Establishing and maintaining an environment free from harassment.

4. Implementation

This policy will be implemented and monitored accordingly. All committee members will receive a copy of this policy and be aware of its contents and requirements.

Committee members will be made aware of Equal opportunities and other appropriate training opportunities within the voluntary sector.

The committee will review this policy annually. Where it is apparent that anyone is not being offered equality of opportunity The Friends of Denso Marston Nature Reserve will take immediate steps to address the matter and amend the Policy as appropriate.

5. Definitions

Direct discrimination is generally an obvious and easily identifiable form of discrimination. It occurs when an individual is treated differently for example because of their race, colour, impairment or sexuality and where such treatment is less favourable than he or she would otherwise have received.

Indirect discrimination is not so obvious. An unnecessary condition or requirement may be imposed, which although applied to everybody, is more difficult for people from some groups in society to meet than others. This is indirect discrimination.

Harassment is defined as unwanted or abusive or insulting behaviour towards another individual. It causes that person to feel threatened, humiliated or harassed. Harassment may occur on a number of grounds including race, colour impairment or sexuality.

Friends of Denso Marston Nature Reserve

POLICY ON CHILD PROTECTION AND THE PROTECTION OF VULNERABLE ADULTS

STATEMENT

The Friends of Denso Marston Nature Reserve Group is committed to fulfilling its duty of care to children, young people and vulnerable adults who are volunteers with the Group or with whom it comes into contact with. This will be achieved by promoting, creating and maintaining a culture and environment that safeguards the safety and welfare of children, young people and vulnerable adults.

The Group recognises its duty to comply with legislative requirements to work with the appropriate agencies in protecting children and vulnerable adults and to ensure that any suspicions or allegations of abuse will be taken seriously and responded to in a swift, appropriate and confidential manner.

Any member of the Group who has concerns about the welfare of a young volunteer or vulnerable adult, and which may indicate physical, emotional and sexual abuse or neglect, is required to report such concerns to the named person responsible for protection issues.

Those members of the Group who come into contact with children, young people and vulnerable adults, whether as volunteers with work parties or as helpers at school visits will be made aware of The Friends of Denso Marston Nature Reserve Group's Protection Procedures and Code of Conduct. Those who come into **regular** contact with children, young people and vulnerable adults will also be checked through the Disclosure and Barring Service procedure.

Procedures and Code of Conduct for members of Friends of Denso Marston Nature Reserve Group who come into contact with children and vulnerable adults

TYPES OF ABUSE

Physical -Where a person receives physical hurt or injury that is not accidental

Sexual - Where a person is the basis of sexual gratification from people exploiting the vulnerability of children or vulnerable adults

Emotional -Where a person is adversely affected by persistent or severe rejection or lack of affection, or persistent taunts or threats

Neglect - Where a serious impairment to personal health or development is caused by lack of care and attention and exposure to any kind of danger

DEFINITION OF A CHILD

A child is defined as any person aged under the age of 18.

DEFINITION OF A VULNERABLE ADULT

A vulnerable adult is an individual who is or may be in need of community care services by reason of mental or other disability, age or illness and includes those who may be unable to either take care of themselves or protect themselves against harm or exploitation.

Members in contact with children or vulnerable adults **must**:

- Ensure that if a child/vulnerable adult is not accompanied by a parent, guardian, carer or teacher acting in loco parentis, that the consent of the parent, guardian or carer has been given to any activity which is supervised by a member of the Friends of Denso Marston Nature Reserve Group
- Ensure that the child or vulnerable adult in his/her care observes the safety advice set out in the Group's Volunteering Policy and the document Working Safely at the Nature Reserve.
- Ensure that whenever possible there is more than one adult present during activities with children/vulnerable adults, or if they are alone with a child/vulnerable adult, work in the open or near paths that are within sight or hearing of others
- Avoid giving a child/vulnerable adult a lift in their car and avoid taking a child/vulnerable adult to their (the member's) home. If such a situation is unavoidable and is carried out with the safety of the child/vulnerable adult in mind, every effort should be made to get parental/guardian/carer permission first. If this is not possible members should let them know as soon as possible
- Ensure all children and vulnerable adults are treated with respect and are encouraged to speak up if they have any concerns
- Be aware that physical contact with a child or vulnerable adult may be misinterpreted. For this reason members must not engage in rough physical games, horseplay, or touch a child/vulnerable adult in an intrusive or sexual manner
- Not make sexually suggestive remarks to a child or vulnerable adult, even as a joke
- Be prepared to challenge unacceptable behaviour and ensure that any suspicions or allegations of abuse are recorded and reported to the named person responsible for dealing with protection issues
- Declare that there is no reason why they should not work with children and vulnerable adults.
- Declare any past criminal convictions or pending cases and any complaints of abuse made against them.
- Have a criminal records check if they regularly come into connection with children in the course of their work or volunteering activities for the group.

ROLE OF THE NAMED PERSON – NATURE RESERVE WARDEN

- To receive information from volunteers, children, young people, vulnerable adults, parents or carers who have protection concerns and record it.
- Assess information promptly and carefully, clarifying or obtaining more information about the matter as appropriate.
- Consult with a statutory or child protection agency (Bradford Safeguarding Group), to test out any doubts or uncertainty about the concerns.
- Make a formal referral to a statutory Child Protection agency or the Police.
- The named person will inform members of the committee of any allegations made and the action taken.

It is **NOT** the role of the named person to decide whether a child has been abused or not.

Policy Review

The Friends of Denso Nature Reserve Group will review its policy annually and update and amend as necessary.

Issue 3 3rd February 2015

Amendment **HEALTH AND SAFETY POLICY**

Warden 2/3 day working changed to 4 days

Addition of Wednesday and Friday volunteering

Issue 4 16th February 2016

Amendment to **POLICY ON CHILD PROTECTION AND THE PROTECTION**

OF VULNERABLE ADULTS

11 Dec 2015 - Criminal Records Bureau (CRB) checks are now called Disclosure and Barring Service (**DBS**) checks.

Approved

Date