



Herefordshire
Wildlife Trust

Health & Safety for Local Branch Groups

May 2025
Frances Weeks



Our Health & Safety procedures exist foremostly to keep everyone safe and prevent accidents and incidents and secondly so we can evidence that we have done all we can to prevent incidents.

The Trust's Health and Safety policies and procedures apply equally across all teams, staff and volunteers, to ensure all Trust activities and sites are as safe as they can be for staff, volunteers, visitors, participants and the wider public.

All activities branded as Herefordshire Wildlife Trust and covered under the Trust's insurance need to follow our policies and procedures.



Inductions

New volunteers starting any role with the Trust should complete an induction suitable for their role.

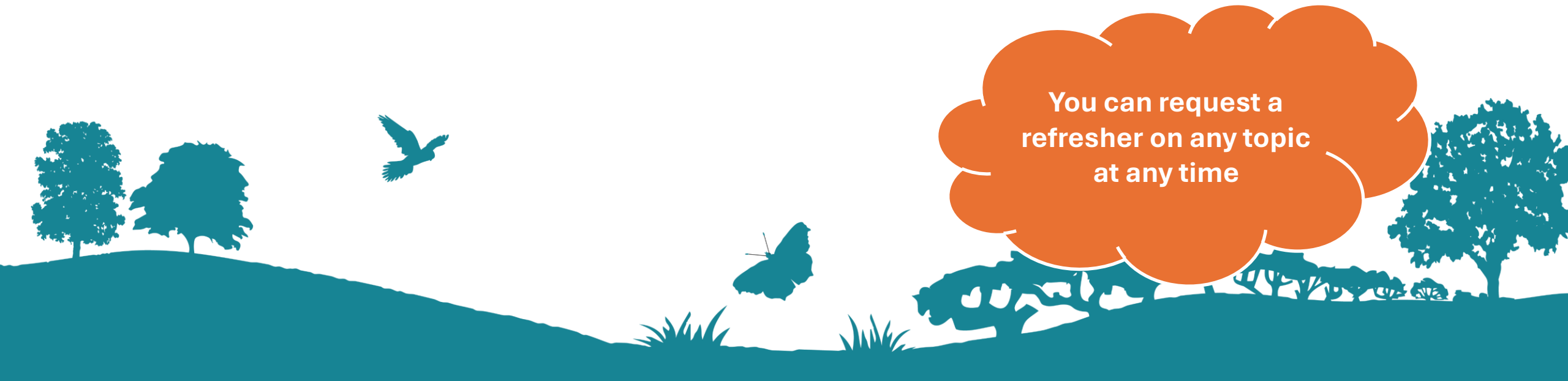
This includes:

- Health & safety induction from a member of staff
- Safeguarding training (online)
- Sexual Harassment Awareness training (online)

Other training – depending on role requirements

- Data Protection
- First Aid qualifications

You can request a
refresher on any topic
at any time



H&S Policy and Procedure

It is suggested that Local Branches appoint a **Health and Safety lead** or leads for their branch.

The H&S Lead, and/ or branch committee should have read the HWT [Health and Safety Policy](#) and [Health & Safety Procedures](#) and be confident that all their activities comply. Branches should ensure they have access to these documents for reference.

All branch committee members should be familiar with the Trust's [Safeguarding Policy](#) and [Safeguarding Procedures](#) (which relate to vulnerable adults and under 18s) and be confident that they are following all protocols.



Not sure about something? Policy too complicated? Just ask!

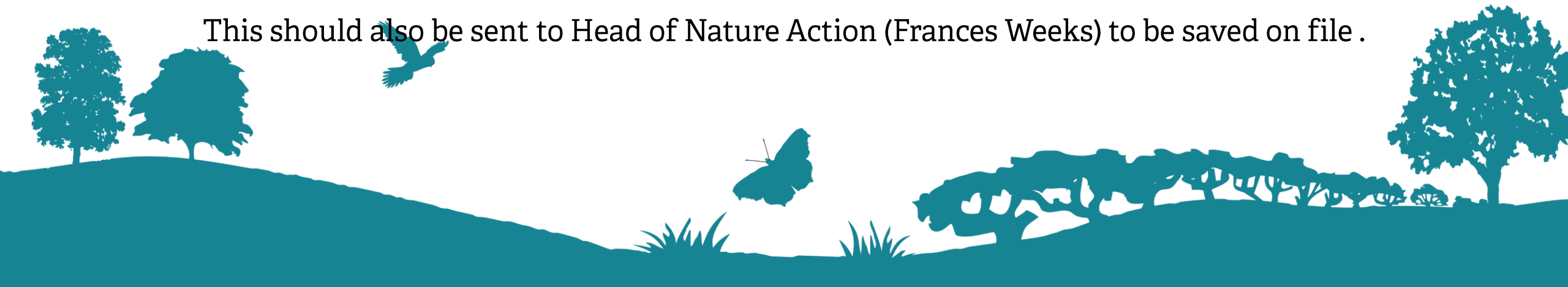
Following safe ways of working

All activities should be assessed in advance and have an Activity Risk Assessment and Site Risk Assessment. We have standard Risk Assessments to cover Events, Guided Walks, Volunteer-led work parties and Indoor Talks. Similarly, we have site Risk Assessments for each Nature Reserve. And, for all practical work parties, the Volunteer-led work party procedure should be adhered to.

Local Branches therefore do not need to create new risk assessments but select the relevant risk assessments for their activity and follow all listed mitigations.

Branches DO need to complete a [cover sheet](#) for each event/ activity.

This should also be sent to Head of Nature Action (Frances Weeks) to be saved on file .



Reporting accidents and 'near misses'

All branches should report accidents or near misses as soon as possible via this form:

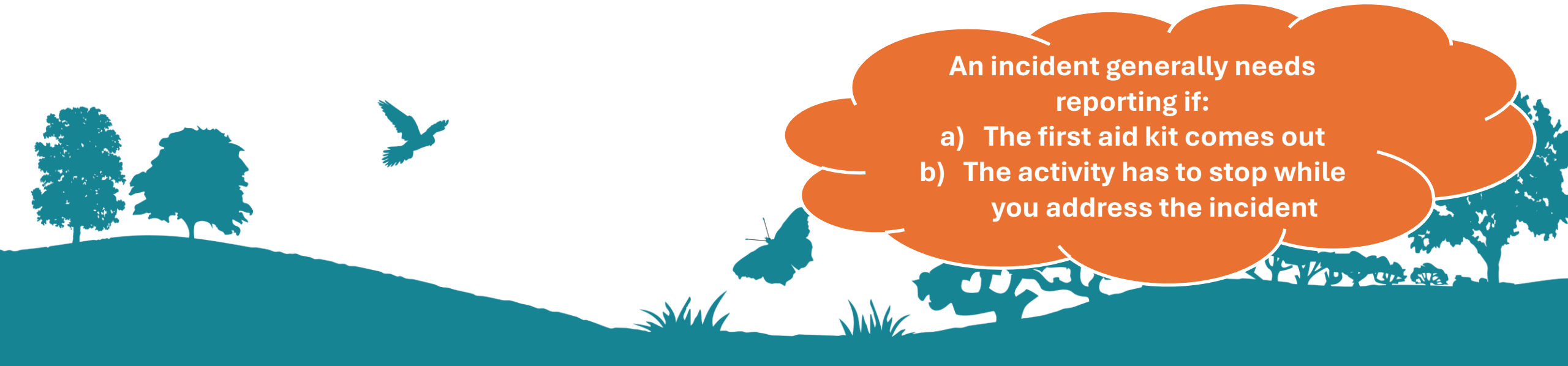
<https://forms.office.com/e/Bh5dWrQ4Y3>

which is automatically sent to the HWT Operations Manager.

In the case of a serious incident, branches should contact a senior manager or CEO straight away for support (having first contacted relevant emergency services.)

An incident generally needs reporting if:

- a) The first aid kit comes out**
- b) The activity has to stop while you address the incident**



Monitoring

The Trust actively monitors all its activities to ensure policies and procedures are being followed and are fit for purpose, and to identify areas where additional support or training are required.

This should viewed positively as an opportunity to refresh training and gain support.

Branches may be contacted about a member of staff attending one of their events to carry out monitoring.



Training

The Trust periodically arranges training courses for staff and volunteers e.g. First Aid.

Branch committee members will receive invitations to attend these types of courses, if they wish, via the weekly volunteer email.

If there is any other formal, or informal, training required by members of the branch committees, please get in touch with Frances or Lesley.



Queries or questions? *Get in touch anytime*

Frances Weeks

Head of Nature Action incl responsibility for volunteer support and Designated Safeguarding Lead

07377 526 048 / f.weeks@herefordshirewt.co.uk

Lesley Hack

Membership Officer and Local Branch support lead

07940 462 285 / l.hack@herefordshirewt.co.uk

Eleanor Cherry



Operations Manager and Health & Safety lead

07377 526 504 / e.cherry@herefordshirewt.co.uk

