

Delivering safe activities and events

*Keeping everyone safe, happy and confident in
what they are they doing*



Inductions

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

E.g.

Health & safety induction

Safeguarding training

Sexual Harassment Awareness training

Data Protection (online)

First Aid qualifications

Practical skills e.g. brushcutting; chainsaws;
food safety

Find out more: [Training and Induction Resources for Volunteers | Herefordshire Wildlife Trust](#)



H&S Policies and Procedures

Anyone leading a practical task or organising an event or activity, should reference the HWT **Health and Safety Policy** and **Health & Safety Procedures** and be confident that all their activities comply.

If they are organising activities which under 18s or vulnerable adults will, or may, attend, they should also read the Trust's **Safeguarding Children Policy & Procedures** and **Safeguarding Adults at Risk Policy & Procedures** and be confident that they are following all guidance.

All documents can be found at: [Volunteering - Health & Safety | Herefordshire Wildlife Trust](#)



Following safe ways of working

All activities should be assessed in advance and have an **Activity Risk Assessment** and **Site Risk Assessment**.

Good news!

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.



Following safe ways of working

We also have a range of Standard Operating Procedures with guidance on managing tasks/ activities safely.

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.

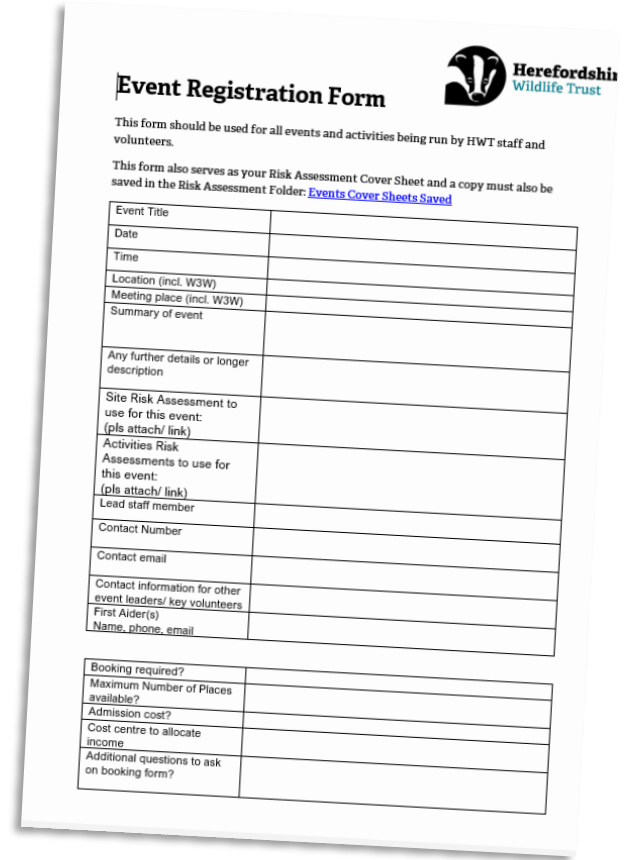
Find Risk Assessments and Standard Operating Procedures at: [Volunteering - Health & Safety | Herefordshire Wildlife Trust](#)



Following safe ways of working

Branches DO need to complete a cover sheet for each event/ activity.

This should also be sent to their key staff contact, or Head of Nature Action (Frances Weeks) to be saved on file .



Event Registration Form  Herefordshire Wildlife Trust

This form should be used for all events and activities being run by HWT staff and volunteers.

This form also serves as your Risk Assessment Cover Sheet and a copy must also be saved in the Risk Assessment Folder: [Events Cover Sheets Saved](#)

Event Title	
Date	
Time	
Location (incl. W3W)	
Meeting place (incl. W3W)	
Summary of event	
Any further details or longer description	
Site Risk Assessment to use for this event: (pls attach/ link)	
Activities Risk Assessments to use for this event: (pls attach/ link)	
Lead staff member	
Contact Number	
Contact email	
Contact information for other event leaders/ key volunteers	
First Aider(s)	
Name, phone, email	

Booking required?	
Maximum Number of Places available?	
Admission cost?	
Cost centre to allocate income	
Additional questions to ask on booking form?	

Reporting accidents and 'near misses'

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

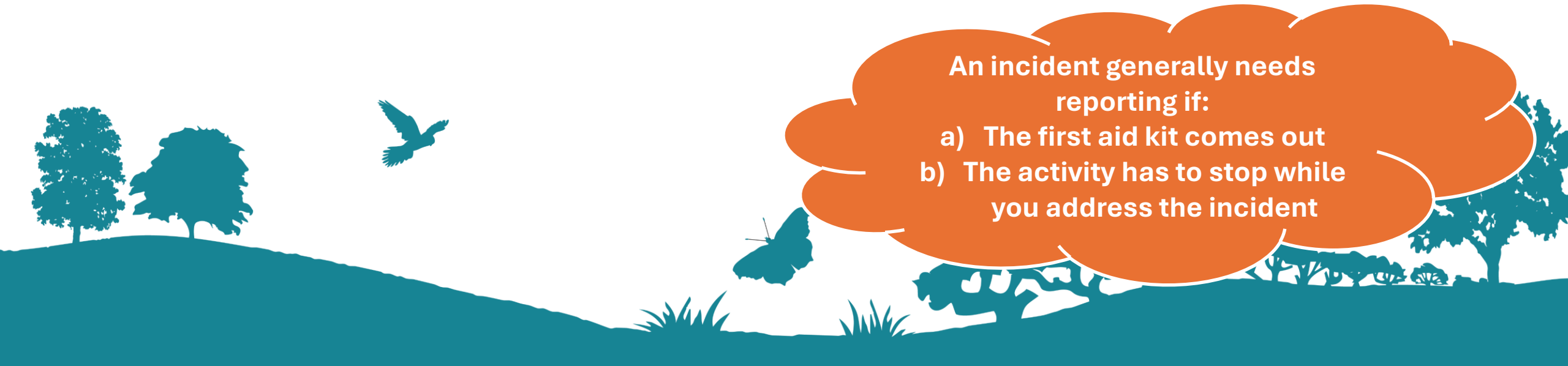
<https://forms.office.com/e/Bh5dWrQ4Y3> (available on the HWT website)

which is automatically sent to the HWT Operations Manager.

In the case of a serious incident, after you have contacted the relevant emergency services, contact a senior manager or the CEO as soon as possible for support.

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.

Find out more: [Training and Induction Resources for Volunteers | Herefordshire Wildlife Trust](#)



Queries or questions? *Get in touch anytime*

Frances Weeks

Head of Nature Action and Designated Safeguarding Lead

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

Lesley Hack

Membership & Volunteering Manager 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



Safeguarding

Safeguarding is the action we take to promote the welfare of children and adults with care and support needs and to protect them from harm.

Abuse is something that happens to a child, or an adult with care and support needs, which causes physical and/or mental harm.

Neglect is when a child, or adult with care and support needs, basic needs are not being met (whether intentionally or unintentionally). For adults this can include self-neglect too.

Safeguarding is
everybody's
responsibility



Do

Listen carefully and trust that what is being said is correct.

Reflect back key phrases to check your understanding.

Offer immediate **support** and reassurance.

Record a factual account of the conversation immediately, using the person's actual words wherever possible.

Contact the Designated Safeguarding Lead at your Trust or **999** if it's an emergency.

Don't

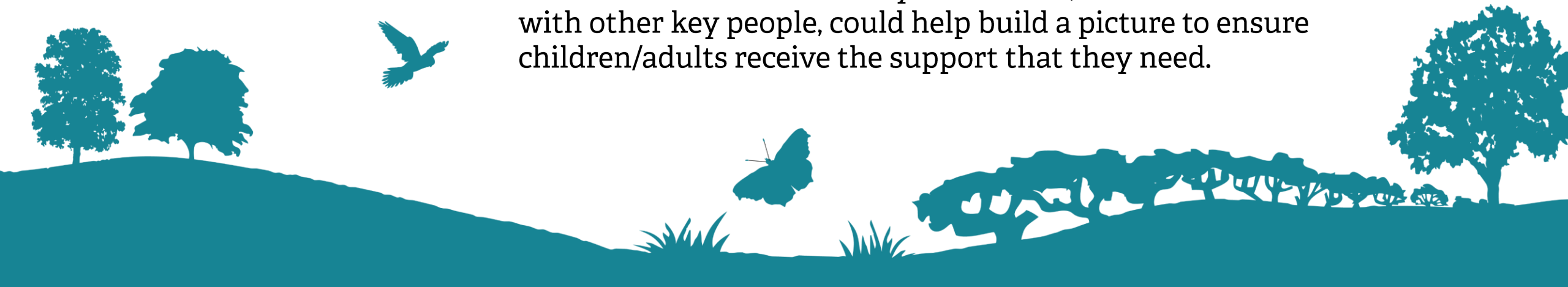
Tell the person that you **can keep it a secret**. Do explain that you may need to pass the information on to keep them or other people safe.

Panic, overreact, be judgemental, or make assumptions.

Investigate, repeatedly question or ask the individual to repeat the disclosure.

Discuss the disclosure with people who do not need to know.

Your concern on its own may seem small, but shared with other key people, could help build a picture to ensure children/adults receive the support that they need.



All volunteers are asked to watch our short (7 minute) **Introduction to Safeguarding video** when joining the Trust regardless of their role.

<https://vimeo.com/927127604/2dc7998cca?share=copy>

Volunteers who regularly engage with children or Adults at Risk during their volunteering must also attend **Introduction to Safeguarding (children and adults at risk)**. This is a two-hour session. Please contact Frances for a list of upcoming dates.

You will also need a DBS check – please contact Eleanor Cherry to arrange or to inform of an existing certificate: e.cherry@herefordshirewt.co.uk

If you only ever come into contact with children occasionally and when they are under the care and supervision of their parents/ carer, this is unlikely to be required. *Please check with Frances about any roles or activities that this may apply to.*



Safeguarding: images and video

Our policy is that we do not take or store photos or video of children where they are recognisable as any image shared online could be digitally manipulated.



Data Protection

Keep data safe and secure

HWT Data
Protection Officer:
Frances Weeks

**Only keep data when you
have a legitimate reason to
do so.**

**People must know you hold
their data and have
consented to it.**

Data includes names,
addresses, emails,
photos, survey data

