



ACE Newburgh Health & Safety Policy

Policy Statement: ACE Newburgh is committed to providing a safe and healthy environment for all our volunteers, members, and participants. Although we are a small volunteer-led charity, we take our health and safety responsibilities seriously. We comply with applicable health and safety laws and strive to follow best practices appropriate to our activities. Everyone involved in ACE Newburgh has a role in maintaining a safe environment, and we foster a culture where safety is a priority.

Responsibilities:

- **Trustees and Leadership:** The Board of Trustees has overall responsibility for health and safety within ACE Newburgh. Trustees will ensure that this policy is implemented and reviewed regularly. They will provide guidance, resources, and oversight to manage risks effectively. This includes maintaining appropriate insurance coverage for our activities and ensuring risk assessments are carried out for projects and events.
- **Volunteers and Members:** All volunteers and members are expected to take reasonable care of their own health and safety and that of others who may be affected by their actions. Volunteers must follow any safety instructions or training provided, use any protective equipment supplied, and report any hazards, incidents, or injuries to a trustee or event leader immediately. We ask everyone to contribute to a safe atmosphere by looking out for one another and communicating any concerns.
- **Event Leaders/Activity Organisers:** For any organised activity (e.g. community clean-ups, planting events, workshops), a designated event leader will be responsible for on-site safety. This person will brief volunteers on safety procedures at the start of the activity, ensure any tools or equipment are used properly, and serve as the primary contact for any issues during the event.

Risk Assessment & Planning: Before any significant volunteer activity or event, ACE Newburgh will conduct a basic risk assessment. The purpose is to identify potential hazards (for example, heavy lifting, sharp tools, road traffic, deep water, etc.) and determine measures to mitigate risks. Findings from the risk assessment will be communicated to all participants or provide a copy of risk assessment and ask them to sign that they have read and understood? For recurring activities, a standard risk assessment template may be used and updated as needed. All volunteers will have access to safety information relevant to their tasks. If conditions change or an unforeseen hazard arises, volunteers should stop and inform the event leader so the risk can be reassessed.

Training and Information: We will provide guidance or training to volunteers appropriate to their roles. This may include instruction on how to use tools safely, proper lifting techniques, or location-specific guidance (e.g. safe routes for a litter

pick). New volunteers receive an introduction that covers relevant health and safety procedures, together with a copy of this document, as part of their induction. ACE Newburgh will remind volunteers of key health and safety points regularly (for example, at the start of each event) to keep awareness high. If any volunteer feels unsure about how to perform a task safely, they are encouraged to ask for help or further instruction – there is no such thing as a silly question when it comes to safety.

Accidents and First Aid: Although we aim to prevent accidents, we recognise that sometimes they happen. We have a clear procedure for handling accidents and emergencies:

- A basic first aid kit will be available at all ACE Newburgh events and activities. When possible, we will ensure at least one individual present has basic first aid knowledge. All volunteers should know who the event leader or appointed first aider is.
- If an accident or injury occurs, volunteers must report it immediately to the event leader or a trustee. First aid will be administered as needed, and emergency services (ambulance) will be called for any serious injury or if in doubt about the severity.
- The event leader or trustee will document the incident, including the date, what happened, and any injuries or treatment provided. (We maintain a simple Accident Log for this purpose.) This record helps us learn from incidents and prevent future occurrences.
- Serious incidents will be communicated to the Board of Trustees promptly. The Board will review what happened and take any necessary follow-up actions (such as improving safety measures or updating this policy). If required by law or good practice, we will also report certain incidents to relevant authorities (e.g. Reporting of Injuries, Diseases and Dangerous Occurrences Regulations, **RIDDOR**, if those apply).

Emergency Procedures: In case of an emergency that threatens anyone's safety (for example, a fire, severe weather, or any dangerous situation):

- Stop the activity immediately and ensure everyone is alerted to the danger.
- The event leader will guide people to a safe location or instruct on next steps (e.g. evacuation route).
- Call emergency services (999) if needed without delay. (For example, for fire, serious injury, or any situation where lives are at risk.)
- Do not take unnecessary risks – personal safety is the top priority. If it is unsafe to address an issue (such as a fire or violent incident), get to safety and let professional responders handle it.
- All volunteers should familiarize themselves with the meeting point or evacuation procedure at the start of an event (the event leader will point this out).

General Safety Practices: We encourage a common-sense approach to safety:

- Dress appropriately for activities (e.g. sturdy footwear and weather-appropriate clothing for outdoor work).
- Stay hydrated and take breaks as needed during physical activities.

- Use tools and equipment only as instructed; report any defective tools or hazards.
- Keep areas tidy to avoid trips and falls (for instance, if we're working on a planting project, keep tools off walking paths).
- Work with a partner or team whenever possible, especially in remote areas – avoid working alone if it presents a risk.
- For activities near roads or traffic, wear high-visibility vests if provided and be alert to vehicles.
- For any activity involving lifting or moving heavy objects, use proper lifting techniques (bend knees, not your back) and ask for help rather than attempting something risky alone.

Insurance: ACE Newburgh maintains appropriate insurance that covers our volunteers and activities. This is to ensure that if an accident does occur, volunteers are protected. Our insurance details can be provided on request. Volunteers must be aged 14 or over to be covered under our insurance for active roles (volunteers under 18 will require parental consent as well).

Monitoring and Review: Health and safety is an ongoing priority. The trustees will review this policy **annually** (and sooner if an incident or significant change in our activities suggests it's necessary) to ensure it remains fit for purpose for our size of organisation. Volunteers will be consulted for feedback on safety practices, and suggestions are welcomed at any time. By staying vigilant and working together, we aim to keep ACE Newburgh's activities enjoyable, inclusive, and safe for everyone.

Last updated: 01 November 2025

