

Holmfirth Conservation Group Health and Safety of Volunteers

The Health and Safety at Work etc Act 1974 (HSW Act) and the regulations made under it apply if any organisation (including a voluntary organisation) has at least one employee.

As all members of the group are voluntary we do not need a Health and Safety Policy. However we feel a list of do's and do not's is a sensible precaution. Short training by discussing the issues together for every member of the group will safeguard the project and the well-being of all volunteers. Therefore all work for HCG is undertaken at your own risk.

Take care when collecting data

Do	Don't
Do stay in public areas	Do not go onto private property
Take photographs and collect data wherever possible from the other side of the road	Do not step backwards from a pavement into the road to take a photo or collect data
Make sure you can see in all directions for on-coming vehicles	Do not take photos on blind corners. You may not be seen
Look for uneven surfaces which may trip you up and do not climb on walls / fences	Don't take risks if you spot danger
Watch for pedestrians and give way for them	Don't block the path of a pedestrian
If you are asked what you are doing – please explain briefly	Don't go into too much detail – refer them to the HCG committee & our website
If asked not to collect data for a particular building, comply and mark on the data sheet.	Don't argue, don't show irritation.
A first-aid kit is available in the event of injury. Location will be advised.	Don't ignore an injury – contact the HCG committee / seek medical attention as appropriate.

Every effort has been made to inform the public of the survey through the press and distribution of flyers.