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Responsible:	Green Ilminster Board

Health & Safety Policy — Green Ilminster (GI)

1. Policy Statement

Green Ilminster (GI) is committed to providing a healthy and safe environment for all volunteers, members of the public, participants, and partners involved in our community activities. We recognise our legal and moral responsibilities under the Health and Safety at Work etc. Act 1974 and related regulations, and we aim to prevent accidents, injuries, and ill-health wherever reasonably practicable.

This Policy outlines our approach to managing health and safety risks and maintaining safe working practices across all GI projects, including (but not limited to) the Share and Repair Shop, tree planting activities, River Isle water testing, community events, workshops, Friends of Ilminster to Chard Cycle Path, and volunteering sessions.

2. Aims

- Provide safe working environments for all GI activities to prevent accidents and cases of volunteer-related ill-health.
- Ensure risks are assessed, recorded, and controlled.
- Provide adequate information, instruction, supervision and personal protective equipment (PPE) to ensure volunteers are competent to undertake tasks set by GI.
- Encourage a shared culture of safety and responsibility.
- Provide and maintain safe plant and equipment where necessary.
- Any tasks outside of GI's current skills and equipment, i.e. specialist equipment, will be outsourced to competent individuals.
- Maintain safe and healthy working conditions.
- Maintain safe handling and use of substances, adhering to Control of Substances Hazardous to Health Regulations 2002 (COSHH).
- Implement emergency procedures, including evacuation in case of fire or other significant incident.



- Ensure incidents and near-misses are reported and investigated as per the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR).
- Regularly review this policy and associated procedures.

The policy is written in the context of the following working environments:

1. **The Share and Repair Shop** – a customer-facing retail premises where shopkeepers serve customers and customer property, for repair, is temporarily stored, our library of items for sharing is stored, refills of a range of cleaning liquids are dispensed and repairers visit to pick up and return items for repair.
2. **The Tree Group** – who work almost exclusively outdoors, walking and driving to a number of locations locally to plant trees and provide maintenance work as necessary. This work is carried out all year in all weathers using a variety of tools, including spades, strimmers, brush cutters, etc.
3. **River Isle Water Testers** – who have to get close to the river to take samples. This work is done in association with the Westcountry Rivers Trust (WRT) and they have a mandatory set of Health and Safety training videos that our volunteers need to watch before signing up to the online platform. WRT also provides free Hi-Viz tabards for wearing when walking along public roads without footpaths while testing.
4. **Friends of the Ilminster to Chard Cycle Path** – Manual work is carried out to keep the path clear – scraping back mud, cutting back undergrowth and overhanging branches, etc. This work is carried out all year in all weathers using a variety of tools, including spades, strimmers, brush cutters, etc.

Other environments will be encountered such as exhibitions, displays, litter picks, etc. but each of these will be covered by their own individual risk assessment and volunteers made aware of the risk and mitigations at the time of involvement.

NB. Please note that nobody under 18 is permitted to volunteer for Green Ilminster or be involved in any activity without the direct supervision of a responsible adult.

3. Responsibilities

Board of Directors – Chris Bestley, Sarah Hunt, Michelle O’Connell, Anthony Arrow, Colin Hyde and Natalie Wainwright

- Overall responsibility for ensuring this policy is implemented.
- Ensuring adequate resources are available to support safe working.
- Reviewing risk assessments and approving project safety procedures.



- Ensuring safety is embedded in all planning and decision-making.

Project Leads / Session Hosts

- Completing and maintaining activity-specific risk assessments.
- Delivering appropriate safety briefings to volunteers and participants.
- Ensuring safe equipment use and maintenance.
- Monitoring safety throughout activities and stopping work if needed.
- Reporting incidents, hazards, or near-misses promptly.

Board responsibility for ongoing projects:

- The Share & Repair Shop – Sarah Hunt/Natalie Wainwright
- The Tree Group – Colin Hyde
- River Isle Water Testers – Westcountry Rivers Trust (WRT) - Chris Bestley
- Friends of Ilminster and Chard Cycle Path – Anthony Arrow

Volunteers & Participants must:

- Follow all safety instructions and briefings.
- Use tools and equipment responsibly and as per training.
- Wear appropriate PPE when required.
- Report hazards or unsafe behaviour to a Project Lead/Supervisor.
- Take reasonable care of their own and others' safety.

4. Arrangements & Procedures

A. Risk Assessments

- A risk assessment must be completed for every GI activity and reviewed each date the activity takes place or when circumstances change.
- Significant risks and control measures must be documented and shared with volunteers.

B. Training, Information & Supervision

- Volunteers will be given appropriate guidance and support.
- Volunteers will be supplied adequate PPE where appropriate.
- Suitable arrangements for volunteers who work remotely will be provided.
- Certain tasks may only be carried out under supervision depending on risk level.

C. Equipment Safety

- All tools and equipment must be regularly inspected by a competent person.



- Unsafe or damaged equipment must be removed from use immediately and tagged accordingly to ensure they don't enter back into use.
- Only trained individuals may use higher-risk equipment (e.g., power tools).

D. First Aid & Emergency Procedures

- A first aid kit must be available at all organised GI places of work, events or activities.
- At least one person present must know basic first aid procedures.
- Emergency contact details and meeting points must be communicated at the start of activities and viewable to all participants at all times.

E. Incident Reporting

- All accidents, near-misses, and incidents must be logged (Incident Book is kept in the Share and Repair Shop)
- Incidents will be reviewed by the Board to improve safety measures. The Board must implement controls where necessary.

F. Safeguarding (where applicable)

- Activities involving children or vulnerable adults must follow GI's safeguarding procedures.

G. Lone Working

- Lone working should be avoided where possible.

H. Public Safety During Events

- Clear signage, safe zones, and supervision must be provided and identified on the risk assessment.
- Activities must be planned to minimise risks to members of the public.

5. Review of Policy

This policy will be reviewed annually by the Board or sooner if activities change significantly or after an incident requiring review.