This is the statement of general policy and arrangements for:	EuCAN CIC
Overall and final responsibility for health and safety is that of:	Nigel Spring. (Director)
Day-to-day responsibility for ensuring this policy is put into practice is delegated to:	EuCAN Day leaders: Nigel Spring – for EuCAN central group David Searle – for EuCAN Dorset Mid-week Volunteers Trevor Phelps – for EuCAN Milverton Volunteers

Statement of general policy	**Responsibility of** ***(Name / Title)***	**Action / Arrangements** ***(Customise to meet your own situation)***
To prevent accidents and cases of work-related ill health and provide adequate control of health and safety risks arising from work activities.	Nigel Spring - EuCAN David Searle – EuCAN.DMV Trevor Phelps – Milverton Group	Relevant risk assessments completed and actions arising out of those assessments implemented. (Risk Assessments are mainly generic for each site and reviewed every year, or earlier if working habits or conditions change.) Note that almost all activities are undertaken outdoors, so climatic and ground conditions will usually be a factor.
To provide adequate training to ensure employees are competent to do their work	Nigel Spring - EuCAN David Searle – EuCAN.DMV Trevor Phelps – Milverton Group	Provide necessary health and Safety induction for new volunteers and sub-contractors. Take note that some volunteers have learning difficulties / mental health issues.
To engage and consult with employees, volunteers and sub-contractors on day-to-day health and safety conditions and provide advice and supervision on occupational health	Nigel Spring - EuCAN David Searle – EuCAN.DMV Trevor Phelps – Milverton Group	Advise and routinely discuss Health and Safety Issues.
To implement emergency procedures – evacuation in case of significant incident.	Nigel Spring - EuCAN David Searle – EuCAN.DMV Trevor Phelps – Milverton Group	A vehicle must always be on site.
To maintain safe and healthy working conditions, provide and maintain plant, equipment and machinery, and ensure safe storage / use of substances	Nigel Spring - EuCAN David Searle – EuCAN.DMV Trevor Phelps – Milverton Group	Powered machinery to be serviced by qualified operatives or workshops. Powered machinery to be operated by qualified operatives. Any caveats on operatives be taken into account. Staff trained in correct handling and use of substances. Supervision to be in place where appropriate. Lone working to be controlled, and subject to safe-working procedures.
Preparation and Application of Risk Assessments		**1) Preparation**

		a) All EuCAN groups are semi-autonomous, but for insurance purposes must be guided by EuCAN CIC policies in all undertakings. b) RA's are prepared and viewed by experienced volunteers, many of whom have external professional backgrounds with practical experience of high-risk environments. Machine-related RA's are prepared and viewed by experienced qualified operators. (DMV has and uses volunteers with backgrounds in - Civil, mechanical, marine, structural, highways and chemical /pharmaceutical and petro-chemical industry engineering), c) EuCAN groups may use RA's that have been prepared by experienced and trusted clients, and checked and agreed by our RA writers. d) Clients and third Parties are welcome to make comments and suggestions, but EuCAN guidelines must always take precedence. If differences cannot be resolved they shall be referred to EuCAN Directors. Pending their decision EuCAN will not proceed with the contentious elements of the task. e) External interference is a hazard that can increase risk. EuCAN shall not tolerate any external interference that causes any of our team to feel intimidated and / or distressed. **2) Application** a) A risk assessment lists the hazard and estimated levels of risk for the average participant. An experienced person, especially those who also participate in certain activities, will be able to accommodate a higher level of risk. Less capable persons will not. b) The task leader will know the capabilities of each volunteer, will provide an experienced working partner for the less able if required, and will observe and comment where necessary.

Health and safety law poster is displayed:	Not Applicable, EuCAN CIC is not an office-based organisation EuCAN's contractors, sub-contractors and volunteers usually meet at an outdoor work-site
First-aid box and accident book are located: Accidents and ill health at work reported under RIDDOR: (Reporting of Injuries, Diseases and Dangerous Occurrences Regulations) (see note 2 below)	First aid Box to be taken onto work-site. Accident reports to be held on EuCAN IT system.

Signed: (Employer)	Director, EuCAN CIC	Date: 5.8.2025	
Subject to review, monitoring and revision by:	Gwil Wren	Every:	12

Note 1: https://www.gov.uk/workplace-fire-safety-your-responsibilities
Note 2: www.hse.gov.uk/riddor

See next page for EuCAN Health And Safety Guidance Notes

EUROPEAN CONSERVATION ACTION NETWORK
EUCAN COMMUNITY INTEREST COMPANY

HEALTH AND SAFETY GUIDANCE NOTES

PART 1 EUCAN CIC'S COMMITMENT TO SAFETY

EuCAN CIC is committed to ensuring that, so far as is reasonably practicable, all our activities are carried out in such a way as to safeguard the health, safety and welfare of anyone and everyone associated with or affected by them. We will work to provide a safe and healthy working environment for all our staff (whether full time or part time, permanent or temporary) and others (volunteers, visitors, contractors and members of the public).

All staff and key volunteers will be made aware of the Health and Safety Policy. To help us achieve this commitment we require anyone covered by this policy to comply with all relevant aspects of it.

MEETING THIS COMMITMENT

We will work to meet this commitment by:

- identifying and assessing significant hazards to which these people will be exposed, and arranging and introducing specific measures to eliminate or reduce the risks arising from them
- continuing to build, adopt and review a body of safe and healthy working practices, safety precautions and accident prevention procedures
- providing skilled supervision, relevant instructions and appropriate training in both health and safety, and job specific skills
- providing a safe and healthy working environment, with suitable welfare and first-aid facilities
- consulting with everyone affected when any new or changed safety procedures are being introduced or planned and encouraging everyone concerned to contribute their own ideas for such changes
- ensuring that all volunteers and visitors are informed of the relevant health and safety requirements at supervised events
- ensuring that all contractors comply with the relevant health and safety requirements
- promoting awareness of health and safety matters
- collecting and analysing information on accidents, dangerous incidents and work related ill-health and using the information to review working practices
- keeping the policy under review and revising it when necessary
- monitoring the implementation of the health and safety policy

OUR RESPONSIBILITIES

EuCAN CIC recognises and fully accepts its legal obligations under the Health and Safety at Work etc Act 1974 and the Health and Safety at Work etc (Northern Ireland) Order 1978. EuCAN CIC will aim to achieve 'best practice' in health and safety

This statement is supported by notes on the organisation and arrangements for health and safety, Codes of Practice, Standard Risk Assessments and other information.

The organisation and arrangements for implementing the policy, and the responsibilities of key staff, are detailed in Part 2 of this document.

This statement should be read by, and made available to, all employees and key volunteers who work for EuCAN CIC.

This Policy Statement has been approved by the Directors of EuCAN CIC on 10 March 2018

PART 2. ORGANISATION OF HEALTH AND SAFETY

THE DIRECTORS OF EUCAN CIC

The Directors have overall responsibility for Health and Safety. In particular they:-

- shall ensure there is an effective Health and Safety policy and that this policy is implemented and regularly reviewed.
- shall give full support to this policy and any person implementing it
- shall ensure the necessary resources are made available
- shall review the policy and the effectiveness of its implementation annually
- set a good example on Health and Safety matters.
- Approve risk assessment templates

THE HEALTH AND SAFETY REPRESENTATIVE

Each EuCAN group shall have a nominated person responsible for managing the Health and Safety requirements of that group. That person shall report to the Directors, and provide an incident-statement for each Directors meeting.

In particular he or she will:-

- Be aware of current Health and Safety legislation relevant to EuCAN activities
- consult and communicate with all interested parties (staff, Directors, volunteers, contractors and public) so enabling EuCAN CIC to meet its legal responsibilities
- ensure that risk assessments are drawn up for every site where that EuCAN group operates.
- ensure policy, guidelines and Risk Assessments are disseminated to all interested parties
- ensure staff and volunteers are fully aware of their obligations under this policy, are correctly trained and certified in all relevant areas and reviewed regularly

- ensure inspections, site risk assessments and records are regularly reviewed and are up-to-date
- liaise with the EuCAN CIC Directors over the group's insurance requirements
- Ensure that the EuCAN group has qualified first-aiders and maintained First Aid Kits.
- investigate, record and report all accidents and incidents.

ALL EMPLOYEES AND VOLUNTEERS

All personnel have a legal obligation to take reasonable care of their own Health and Safety and for that of others who may be affected by their actions eg colleagues, contractors, visitors. In particular they should:-

- comply and co-operate with EuCAN CIC procedures and Health and Safety rules
- identify and report equipment defects, problems and other concerns
- report additional hazards, accidents to the H&S representative.
- complete additional Specific Risk Assessments when and where necessary (with advice from the H&S Officer as necessary)
- use correctly all work items provided in accordance with their training and the instructions they receive to enable them to use items safely
- not undertake any work for which they do not believe they have been properly trained.

August 2025