

West Lancashire Footpath Group



Registered Charity Number

511764

West Lancashire Footpath Group

HEALTH AND SAFETY POLICY STATEMENT

Purpose of the Policy:

To give volunteers and members the right information and to train the volunteer walk leaders to enable safe walking during our planned and programmed walks.

West Lancashire Footpath Group is committed to meeting in full our duty to ensure, so far as is reasonably practicable, the health, safety and welfare of volunteers and members of the group.

West Lancashire Footpath Group complies with the Workplace (Health, Safety and Welfare) Regulations 1992.

Our volunteers are a key resource and their commitment to our members is an essential cornerstone of our **purpose, aims and objectives** as detailed in our Constitution Document. Our commitment to their health and safety is recognised by this policy document.

West Lancashire Footpath Group will provide the training, assistance and resources necessary to ensure that all the requirements of this policy can be met in full. Each of us must accept our role and responsibilities and undertake them to the best of our ability. In this way we can all play a part in creating a safe, risk-free environment for everyone.

The health, safety and welfare of all group volunteers is one of our prime objectives and as such is incorporated into our Walk Leader Information Pack.

Participants on walks should be made aware of basic advice in respect of the planned route and the prevailing conditions; the distance and walk timings.

Generic information regarding:

Footwear; waterproof clothing; “in case of emergency” (ICE) details; walking poles; first aid supplies; water; hot drinks; and refreshment should be included in the welcome document issued to all paid up members of the group. They should be mentioned as appropriate at the introduction of the walk.

Statement of Intent

- The walk programme will be planned and agreed by the Walk Coordinator and endorsed by the West Lancashire Footpath Group committee.

- The published walk programme will provide the name and contact details of the walk leader, enabling prospective walkers to check the suitability of the walk for their individual circumstances.
- Walk leaders will use the Walk Leader Information Pack forms and guidance when planning and conducting walks.
- Electronic or paper copies of the Walk Leader Information Pack will be issued to all volunteer leaders.
- Any incidents or accidents should be reported verbally by phone or in person, to the Walk Coordinator as soon as possible. Then to the Chairperson and full committee.
- An incident / accident report form should be completed as soon as possible but definitely within 24 hours of the event.

First Aid Provision:

- Advice on appropriate first aid kits is included in the Walk Leader Information Pack.
- No treatments are to be administered; **First Aid** only, i.e. no painkillers, tablets, eye ointments, creams or lotions.

Management and Administration of the policy:

The committee will review and make necessary revisions to the Health and Safety Policy.

The committee will supervise the implementation of the policy.

The Chairperson will ensure that all accidents and incidents have been correctly investigated and reported.

All aspects of Health & Safety consultation will be through routine committee meetings, which will be included in the minutes of the meeting, OR through individual one to one discussion.

Review:

This policy will be reviewed every three years.

Policy implemented at committee meeting 6 February 2024.