

# Health and Safety Checklist

1. Designate a Safety Officer and inform volunteers as to who the Safety Officer and who is in charge of the First Aid kit. All volunteers must read the safety guidelines provided prior to the event; the Safety Officer should address the group at the beginning of any event.
2. A first aid kit and sharps box should be available and volunteers should be made aware of its location. You should not keep tablets or medicines in the first aid box.
3. Survey the site and determine specific hazards (use a risk assessment form).
4. Wear protective clothing – visible, bright clothing, strong footwear with a good grip and heavy-duty, waterproof gloves. In summer remember that the sun can burn so wear a long sleeved shirt and a sun hat, and have sun-block available.
5. Hygiene – always wash before eating and drinking. Avoid touching the face (particularly mouth and eyes) when working.
6. Report all accidents to the Safety Officer.
7. When working close to a water body avoid taking risks. Do not enter the water to collect rubbish.
8. Beware of sharp objects, such as broken glass and syringes. Any such items should be removed by adults only and placed in a sharps box not rubbish bags.
9. Locate the nearest working telephone and not its location. Mobile phones may not have a signal in particular areas.
10. Any containers or drums that look as if they may be hazardous should not be touched. Keep people away and contact the coastguard or county council.
11. Children must be accompanied by an adult at all times.
12. When working on the coast watch the tide. In some areas the tide may come in and cut you off from the shore.