



Dunnet Forestry Trust

Registered office: Castlehill Heritage Centre, Harbour Road, Castletown, Caithness KW14 8TG.

Email: info@dunnetforest.org web: www.dunnetcommunityforest.org

Health and Safety Leaflet For Volunteers

- Every volunteer must fill in a **Forest Volunteer Registration Form**. Any information given will be kept confidential and only for as long as the volunteer is still actively working in the Forest.
- **Report all injuries**. Use the Accident Book located in the wood shed to do this. First aid kits are located in the woodshed and in the forest vehicles. Use them when needed. Always summon medical help in an emergency.
- Risk Assessments for all work in the forest are on our website and in the woodshed in paper copy.
- **DO NOT CARRY OUT ANY CHAINSAW OPERATIONS YOU DO NOT HAVE A CERTIFICATE FOR, UNLESS WORKING UNDER SUPERVISION. THERE ARE NO EXCEPTIONS TO THIS RULE.**
- **VOLUNTEERS MUST NOT CARRY OUT CHAINSAW WORK ON THEIR OWN. ALWAYS HAVE SOMEONE WITH YOU. THERE ARE NO EXCEPTIONS TO THIS RULE.**
- Do not carry out any work or operate any machinery you are not suitably qualified and experienced for, unless working under supervision of someone who is trained and qualified for the task. This is especially important for work with power tools.
- Do not carry out any work you feel is unsafe or you are unsure about. **STOP AND SEEK ADVICE. IF IN DOUBT ABOUT IT, ASK ABOUT IT.**
- **Work with a buddy**. If you are working alone, tell someone where you are going and carry a mobile phone. Make sure someone has the number.
- **Always check your tools and equipment are in good order before you use them.**
- **Always wear the Personal Protective Equipment required for the job**. If in doubt, ask or refer to the risk assessment for the job. . Hard hats with face shields and ear defenders are kept in the Log Shed and are available for use by all volunteers.
- **Dress for the weather and be aware of conditions around you**. Stop work if conditions become hazardous. Take a break if you're becoming tired, too hot, too cold or soaked.

- **Be aware of the public.** Protect them from the risks of the work you are doing. Use barriers, signs and stop work if members of the public enter your work area. Be polite but firm in directing members of the public away from hazards. **Where work encroaches on an established path, it must be closed off.**
- **When you go home, CHECK FOR TICKS.**
- Do not work during severe weather ie: if an amber warning for wind is in place.
- No smoking in the woodshed or when fuelling.
- Children (people under 16 years old) are not permitted to take part in or assist with any of the following: felling operations, chainsaw operations of any kind, timber extraction operations using the powered winch and ropeworks.
Young people (16 to 17 years old) are permitted to assist in these operations only if directly supervised by an suitably qualified and experienced adult who is not taking part in the operations (i.e. solely focussed on one to one supervision of the young person).