



Torphins Paths Group Safety Policy

Torphins Paths Group is a Registered Charity, which aims to improve and develop paths for walking and cycling in and around Torphins, and to develop new paths connecting Torphins with other communities. To achieve that objective, a group of volunteers participate in the process of path construction, using hand tools and variety of power tools. This activity is valued by the volunteers as an opportunity for outdoor activity and social interaction. TPG has a duty to ensure that that no harm arises from our activities to volunteers or members of the public. This duty of care in many ways mirrors that of commercial organisation to its employees. This document describes our policy in that regard.

The responsibility to ensure the safety of operations rests ultimately with the Board, but is delegated on a day-to-day basis to the management committee who will maintain constant oversight over the implementation of this policy.

Each work activity will be led by a Work Party Leader (WPL) appointed by the management committee. Health and Safety is viewed as an integral part of the project management so the WPL is responsible for ensuring the TPG safety policies and procedures are followed. The WPL is further responsible to pro-actively highlight and address areas of concern. The WPL responsibilities include:

- Ensuring a risk assessment has been carried out and appropriate mitigation put in place before a project begins
- Ensuring the volunteers are assigned tasks for which they are adequately skilled
- Briefing the group on the task in hand on a given day
- Ensuring appropriate use of PPE
- Leading a discussion of relevant safety topics at the start of day.

It is the responsibility of all volunteers to ensure the safety of their colleagues by avoiding hazardous practices and bringing matters of concern to the attention of colleagues and the project leader.

Training is fundamental to safe working. For this reason, TPG has documented (see annexe 1) the knowledge that is considered essential for each operation that is commonly undertaken and for each type of equipment used. Training is provided in two ways.

1. **In house training** sessions where an experienced individual will train and assess a less experienced colleague (or colleagues) in a particular skill or the use of a particular piece of equipment. Following successful completion of such training an individual may be certified internally as competent to use the equipment item in question. Alternatively, the trainee may undergo a period of mentorship during which he builds experience and confidence in the use of an equipment item under supervision.
2. **External training and certification** will be conducted as required by the hazardous nature or complexity of a particular equipment item or to introduce new skills to the group.

Examples of equipment where in house training would be appropriate include the use of hand tools, a small powered barrow or compactor. External training or certification would typically be required for the use of a mini-digger, brush cutter or strimmer.

The Safety Officer will monitor operations and ensure that any safety issues or incidents are recorded and investigated and will report safety performance to the management committee and the Board.

Annex 1 Operating Guidance

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Site Awareness TPG GN1.0	Latest
Basic Path Building TPG GN2.0	Latest
Hand Tools TPG GN3.0	Latest
Powered Leaf Blower TPG GN4.0	Latest
Powered Barrow TPG GN5.0	Latest
Whacker Plate Compactor TPG GN6.0	Latest
Mini Digger TPG GN7.0	TBC
Strimmer/Brush Cutter TPG GN8.0	TBC

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