** Partner Group evidence log**

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| **Group Name** | **Group Contact** | **CRT Contact** | **Date** |

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| **1 Background** | **Suggested Action** |
| 1. What activities are planned on CRT land or working with CRT? |  |
| 1. What similar activity does the organisation undertake? |  |
| 1. Is the group or organisation currently undertaking activity managed by CRT?   If so detail site observations: |  |
| **2 Safety Systems** |  |
| 1. Does the organisation have a H&S Policy, attached a copy for reference |  |
| 1. Does the policy identify roles and responsibilities? |  |
| 1. Does the policy commit to placing H&S as a prime responsibility of line management throughout the organisation? |  |
| 1. Does the policy commit to providing adequate resources for H&S? |  |
| 1. What are there arrangements in place for managing health issues such as HAVS and Noise where powered tools/equipment is part of the work activity proposed? |  |
| 1. What are there arrangements in place for managing substances hazardous to both people and the environment? |  |
| 1. How are accidents reported and investigated? |  |
| 1. How are near misses reported and actioned? |  |
| **3 Risk Assessment** |  |
| 1. Does the organisation have people experienced in carrying out risk assessment? |  |
| 1. Are adequate control measures identified? |  |
| 1. Are the control measures suitably communicated either in writing or face to face, dependant on the situation? |  |
| **4 Emergency** |  |
| 1. What emergency systems are in place?   Inc emergency contact system for volunteers |  |
| 1. What are the first aid arrangements? |  |
| **5 Environment & Heritage** |  |
| 1. Does the organisation have an Environmental Policy? |  |
| 1. How are environmental factors considered when planning activities? |  |
| 1. How are Heritage factors considered when planning an activity |  |
| **6 Equipment** |  |
| 1. Does the organisation own tools or equipment that will be used? |  |
| 1. Does the organisation have in place suitable arrangements maintaining and storing tools and equipment and hazardous substances? |  |
| 1. Does the organisation provide PPE? Is it fit for purpose? How is it checked and maintained? |  |
| **7 Organisation** |  |
| 1. Has the organisation got a structure capable of managing the activities planned? |  |
| 1. Does the organisation have access to sufficient knowledge, skills and experience to manage and supervise its activities safely? |  |
| 1. On the ground how will volunteers be managed? Does the group have a designated group leader? |  |
| 1. How are group leaders trained or selected? |  |
| 1. Are staff/volunteer training records available? |  |
| **8 Communication** |  |
| 1. What Induction system is in place for new volunteers? |  |
| 1. Are pre-work briefings carried out? |  |
| 1. Do volunteers get the necessary information and instructions to carry out the activities safely and successfully? |  |
| **Outcomes**  Complete the traffic light sheet using information from this for to inform the green amber and red tasks. | Training or support agreed |
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