



**Yorkshire**  
Wildlife Trust

# Safety at Work

## 12 Golden Rules



[ywt.org.uk](http://ywt.org.uk)



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# Introduction

**Safety is a core value at Yorkshire Wildlife Trust. It is the cornerstone of our excellence in all of our activities.**

Together, as employees, trainees and volunteers, let us commit ourselves personally and collectively to ensure daily safety in our operations and on our sites. This will achieve our common goal of reducing the likelihood and consequences of accidents.

**Our Golden Rules, developed from lessons we've learned and HSE guidance, are essential to achieve our ambition in terms of safety.**

By taking ownership and implementing them with constant vigilance, for ourselves and for our colleagues, the Golden Rules keep us safe and become and embedded in our daily activities.

With proper planning and care, following these rules, all accidents are preventable.

**Everybody's commitment** to systematically applying the Golden Rules, everywhere, every day, will ensure we create a reliably safe foundation for delivering our vital work for wildlife - enabling us to focus on scaling up and accelerating nature's recovery together.

*Rachael Bice*

**Rachael Bice, CEO**

# 12 Golden Rules



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## Rule 1 TOOLBOX TALKS



- ☒ I discuss the site risk assessment
  - ☒ I discuss the task risk assessment
  - ☒ I record today's dynamic risk assessment
  - ☒ I record those who were present
- 

## Rule 2 COMPETENCY



- ☒ I only undertake tasks which I am competent to perform
- ☒ I step in if I see that a member of staff is using equipment incorrectly
- ☒ I supervise those who are yet to be deemed competent
- ☒ I only use equipment after I have been trained

## Rule 3 PPE



- ☒ I wear the PPE defined in the risk assessment
  - ☒ I wear gloves of the correct cut resistance
  - ☒ I wear a face shield or goggles when safety glasses are insufficient
  - ☒ I replace contaminated or damaged PPE
- 

## Rule 4 LINE OF FIRE



- ☒ I watch for moving hazards such as branches
- ☒ I keep my hands away from sharp objects and pinch points
- ☒ I identify safe escape routes in case things start to go wrong
- ☒ I comply with barriers and safety clearance distances

## Rule 5 INCIDENTS



- ✓ I stop work if an incident or near miss occurs
  - ✓ I report all accidents and near misses as soon as possible
  - ✓ I take photographs of the scene
  - ✓ I only restart work when it is safe to do so
- 

## Rule 6 LONE WORKING



- ✓ I always have a buddy system or check-in system in place
- ✓ I walk away if feeling threatened by challenging behaviours
- ✓ I do not undertake lone working where the task risk assessment prohibits it
- ✓ My buddy knows who I am meeting before I attend a field meeting alone

## Rule 7 HAZARD AWARENESS



- ✓ I undertake my 20-20-5 checks
  - ✓ If conditions are changing, I carry out a dynamic risk assessment
  - ✓ I suspend work if conditions are no longer safe
  - ✓ I stop the job if a colleague is at risk
- 

## Rule 8 DRIVING



- ✓ I undertake and record daily vehicle checks
- ✓ I obey speed limits at all times
- ✓ I always give way to pedestrians
- ✓ I never travel in the load area of a vehicle

## Rule 9 WORKING AT HEIGHT



- ✓ I use a work platform rather than a ladder whenever possible
  - ✓ I always secure my ladder before using it
  - ✓ I always maintain three points of contact
  - ✓ I do not work alone when using a ladder
- 

## Rule 10 WORKING NEAR/ ON WATER



- ✓ I always know the tide times when working near tidal water
- ✓ I never enter water alone
- ✓ I only wear chest waders when absolutely required
- ✓ I have safety equipment available and use it if required

## Rule 11 BODY MECHANICS AND TOOLS



- ✓ I handle and use tools safely
  - ✓ I never lift loads heavier than my personal capability
  - ✓ I always use good manual handling techniques
  - ✓ I amend or suspend my work if I am carrying an injury
- 

## Rule 12 OTHER HIGH-RISK SITUATIONS



- ✓ I do not work under the influence of drugs or alcohol
- ✓ I do not bring ignition sources close to fuels
- ✓ I only smoke in designated areas
- ✓ I hold the handrail when using stairs

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# **20-20-5** for 2025



Every  
**20** minutes



I take  
**20** seconds  
to check for  
hazards within



**5** metres