



HEALTH AND SAFETY AT WORK POLICY

Approved April 2002

Revised January 2011

Updated November 2017

1. GENERAL POLICY STATEMENT

The Derbyshire Wildlife Trust (hereafter known as the Trust) recognises that the law requires a written Health and Safety Policy Statement for all firms of five or more persons, reviewable periodically. The Statement and any subsequent amendments shall be brought to the attention of all employees. Failure to comply with the Act or any regulations made under it is a criminal offence and the employer or even employee is liable to be prosecuted.

The Trust accepts its responsibility to make a suitable and sufficient assessment of the risks to health and safety and welfare at work of its paid staff, volunteers and visitors; and to keep them informed about health and safety.

The policy applies to 'persons at work', e.g. an employee, a self-employed person, a person receiving training for employment, a person working in a voluntary capacity, or a person or company working under contract to the Trust.

The purpose of this Policy Statement and associated Codes of Practice is to achieve, as far as is reasonably practicable, a safe and healthy working environment with safe equipment and work systems for employees and volunteers working for the Trust.

This policy, together with associated procedures and codes of practice, shall be reviewed annually to take into account changes in the law and changes in the circumstances of the Trust or its operations.

2. RESPONSIBILITIES

The Trust has a duty under Section 2(3) of the Health and Safety at Work Act 1974 to ensure, so far as is reasonably practicable, its employees' health, safety and welfare at work. More specifically, these duties include:

- Making the workplace safe and without risks to health.
- Keeping dust, fumes and noise under control.
- Ensuring articles and substances are transported, stored and used safely.
- Providing adequate welfare facilities.
- Providing personnel with information, instruction, training and supervision necessary for their health and safety.
- Protecting persons other than employees from risks at work.
- Controlling dangerous substances (explosive, toxic or highly flammable) in terms of their acquisition and use.
- Controlling emissions into the atmosphere from the workplace.

The Trust must also:

- Provide free, any protective clothing, suitable eye and ear protection or protective equipment specifically required under health and safety regulations.
- Report certain injuries, diseases and dangerous occurrences to the enforcing authority.
- Provide adequate first aid facilities.
- Take precautions against fire; provide adequate means of escape and means of fighting fire.
- Provide adequate lighting, heating and ventilation.
- Provide a clean, not overcrowded workplace; maintain and keep washing and toilet facilities; provide accommodation for clothing and supply clean fresh drinking water.
- Ensure that the floors, steps, stairs, ladders, passages and gangways are well constructed and maintained and not obstructed.
- Take special precautions before allowing employees to enter and work in a confined space.
- Ensure that employees do not have to lift, carry or move any load so heavy that it is likely to injure them.
- Ensure that all equipment and machinery is properly maintained and safe, and guard securely all dangerous parts of machines.
- See that employees, especially young people, are properly training or under adequate supervision before using dangerous machinery.
- Take proper precautions against danger from electrical equipment and radiation.

Employees' and volunteers' duties include:

- Taking responsible care for your own health and safety and that of others who may be affected by what you do or do not do

- Co-operating with your employer on health and safety; Informing the employer of any shortcomings in the health and safety arrangements, even when no immediate danger exists.
- Not interfering with or misusing anything provided for your health, safety or welfare.
- Using correctly all work items provided by their employer, in accordance with training and instructions received to enable them to use items safely.
- Not undertaking any work for which you believe you have not been properly trained.

3. ORGANISATION AND ARRANGEMENTS FOR POLICY IMPLEMENTATION

3.1 Lines of Responsibility

General

Overall responsibility for health and safety lies with the Trust's Board, with the responsibility for implementation delegated to the Chief Executive as the Trust's Health and Safety Officer. The Chief Executive will ensure that employees and volunteers are informed of the policy and of any subsequent amendments; that they receive adequate training and appropriate information for the work they are required to do and that they are involved in the preparation and amendment of policy and procedures as appropriate.

Trust Offices

The Head of HR & Support Services is responsible for health and safety matters relating to the Trust offices.

Tool Stores

The Reserves Manager is responsible for health and safety matters relating to tool stores (it is recognised that some of the individual items stored there might be the responsibility of non-reserves staff).

Trust Reserves

The Reserves Manager is responsible for health and safety matters relating to Trust reserves (including events held on reserves and guided walks on reserves led by Trust staff or volunteers) and for reporting in writing to the Chief Executive on all relevant matters, including the results of safety inspections. (But see section below relating to education activities on reserves).

Implementation of health and safety policy and practice on reserves is the responsibility of:

- i. the reserves team staff member responsible for that reserve or in charge of the activity on a specific day, or, in their absence,
- ii. the volunteer reserve manager or working party leader present and in charge on the day at the location involved, or

- iii. the Trust staff member present and in charge of activities on the day at the location involved, or
- iv. the Local Group representative present and in charge on the day at the location involved

Community Engagement Activities

The Community Engagement Development Manager is responsible for health and safety matters in respect of Trust activities based at the Whistlestop Centre (Block B) and at Carsington Water and any other sites where this work is carried out and also for reporting in writing to the Chief Executive on all relevant matters, including the results of safety inspections.

Responsibility for health and safety in respect of activities for children on Trust reserves which are led by Community Engagement staff or Watch Group leaders, is the joint responsibility of the Community Engagement Development Manager and the Reserves Manager.

Implementation of health and safety policy and practice in any Community Engagement activity session at the Whistlestop Centre, Carsington Water or any other location is the responsibility of the most senior member of the Community Engagement staff present at the location involved, or the volunteer in charge where there is no paid staff member involved.

Whistlestop Centre and the Wildlife Discovery Room at Carsington Water

The Community Engagement Development Manager is responsible for health and safety policy in respect of Whistlestop Centre (block B) building, land and activities and the Wildlife Discovery Room at Carsington Water and Trust activities.

Implementation of health and safety policy and practice in connection with such resources and activities is the responsibility of the staff member in charge on the day.

Retail outlets and Visitor Centres

The Retail Development Manager is responsible for health and safety matters in respect of all retail outlets and visitor centres, their land and related trust activities. Implementation of health and safety policies on a day to day basis during trading hours is the responsibility of the manager / sales assistant or appropriately trained volunteer on the day.

Fundraising/Promotional Activities and Events

The Business Development Manager is responsible for health and safety in respect of such activities and events, including Local Group activities or events (but excluding activities or events on Trust reserves).

Implementation of health and safety policy and practice is the responsibility of the staff member or volunteer present and in charge of the activity or event on the day at

the location involved. Except that *implementation* of health and safety policy and practice at indoor meetings, guided walks, or other outdoor events organised by Local Members Groups (including walks or activities on Trust reserves at which no Reserves Staff member is present) is the responsibility of the Local Group person present and in charge on the day at the location involved.

Other Activities by Trust staff or volunteers at locations not owned or managed by the Trust

The team manager for the staff or volunteers involved in a specific project or work area is responsible for health and safety relating to activities by Trust staff or volunteers on land not in the ownership or management of the Trust (eg a community group helping with the conservation management of a roadside verge or a community wildlife garden; as part of an agreed Trust project; surveys of, or advisory visits to, Wildlife Sites; education sessions at schools; Watch Group meetings). Information on the health and safety requirements of the site owner/manager shall be obtained and their policy and procedures complied with as a minimum. Where Trust health and safety procedures offer a higher level of protection, Trust procedures should be followed (eg, number of supervisors required for groups of children).

Implementation of health and safety policy and practice is the responsibility of the person in charge of the work on that day.

3.2 Risk Assessments

Preparation of risk assessments is an essential element in implementing this Policy. An assessment must always be carried out prior to commencing any activity or event. General or generic risk assessments for sites (eg Trust premises or nature reserves) or activities (eg surveys, education sessions, or conservation management tasks such as use of chainsaws) may be used but must always be checked prior to commencing the activity or event.

3.3 Training and Induction

All employees and volunteers shall be informed of the Trust's Health and Safety at Work Policy as part of their induction training, and any Procedures or Codes of Practice which are likely to be relevant to their job shall be brought to their attention.

Employees and volunteers shall be provided with adequate initial health and safety information and training as part of their induction training, and additional information and training provided subsequently if it becomes likely that they might incur new or increased risks in the course of their work. Health and Safety information and training needs shall be reviewed periodically and repeated if necessary. If it is necessary to arrange training outside an employee's normal hours, this should be treated as an extension of time at work, with equivalent TOIL allowed.

3.4 Contractors

All contractors, including self-employed individuals, are required to abide by this Policy and the contract document shall include a statement to this effect. Contractors are required to carry out their own risk assessments and to provide a copy to the Trust.

3.5 Volunteers

Volunteers shall be treated as staff employees from the point of view of health and safety at work matters and shall be informed of any special qualifications or skills required to carry out the work safely.

3.6 Inspections and Reporting

Nominated persons (as set out in Section 3.1) shall make **regular checks (at least once a year) to ensure** that the policy is being implemented in accordance with legal requirements and good practice and that the use of unsafe equipment or practices does not take place.

Incident and annual reports shall be made by nominated persons to the Health and Safety Officer (the Chief Executive) who will provide a report to the Board as part of the annual review.

All employees and volunteers have a duty to give a written report to their line manager about any matters relating to practices or procedures, which they believe might give rise to risks to the health and safety at work of any person, and to suggest possible improvements to existing practices.