

Policy Ref:	CWT-15
Name:	Health and Safety Policy
Version:	2023 HS-v1
Approved by Board:	March 2023
For review by HSW and the Board	March 2024



Health and Safety Policy

Cumbria Wildlife Trust Ltd (the Trust) is strongly committed to safeguarding the health, safety and welfare of all its employees, volunteers and visitors as far as is reasonably possible whilst they are engaged in Trust activities or visiting the Trust's properties. Visitors to Trust sites are covered by the separate Visitor Health and Safety Policy.

For the purpose of this policy, the term 'employee' includes all paid staff, volunteers, researchers and contractors whilst undertaking activities at the request of the Trust. The Trust also strives to protect others who may be affected by such activities from hazards and risks to their health and safety.

The Trust's policy is to provide, as far as is reasonably practicable, a safe and healthy working environment, safe equipment, personal protective equipment and work systems for its employees; and to provide information, training and supervision to ensure this happens.

The Trust is committed to meeting the requirements of Health, Safety and Welfare legislation to improve the working environment, to ensure that the risks to health are reduced to the lowest possible level, and that an appropriate and safe place for work is provided.

The Health and Safety at Work Etc. Act (1974) is the primary legislation for Health and Safety and the wider legislative framework. The main relevant pieces of legislation include: The Management of Health and Safety at Work Regulations 1999; The Workplace (Health Safety and Welfare) Regulations 1992; The Provision and Use of Work Equipment Regulations 1998; The Manual Handling Operations 1992; Personal Protective Equipment at Work Regulations 1992 and The Health and Safety (Display Screen Equipment) Regulations 1992.

This policy statement is written to comply with these regulations. Failure to comply with Health and Safety Regulations may be a criminal offence and the employer and employee, may be liable to prosecution for their acts and omissions.

This Policy consists of 3 parts with two Annexes:

1. Part 1 sets out the Trust's General Policy Statement which must be brought to the attention of every employee.
2. Part 2 lists the organisational reporting structure and responsibilities.
3. Part 3 outlines the arrangements for implementing the Health & Safety Policy.

Annex 1 Health & Safety Codes of Practice

- Annex 2
- a) Fire Safety and Evacuation: Named persons and contact details
 - b) Cumbria Wildlife Trust Insurance details

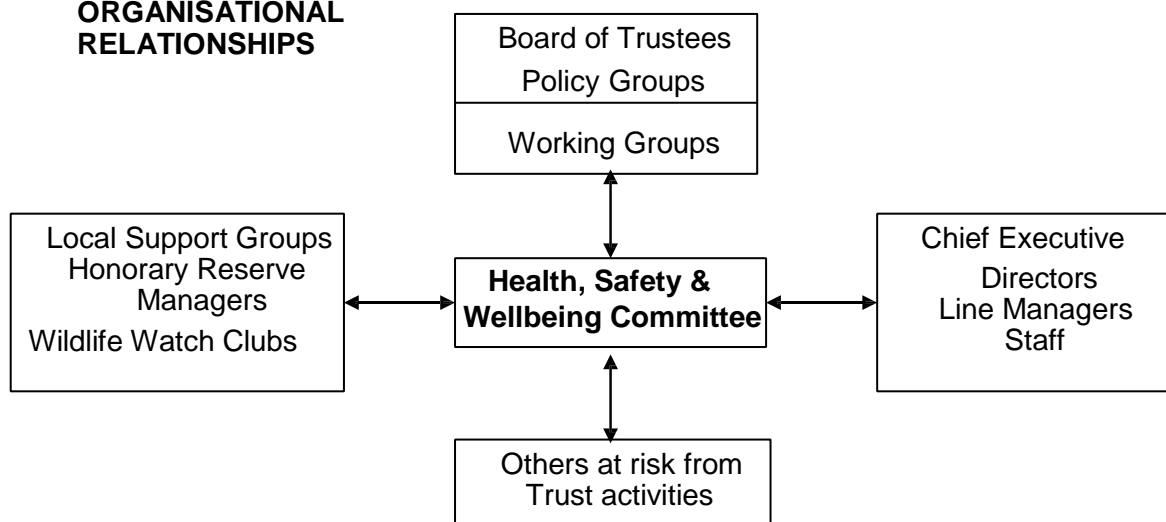
Questions concerning the Health & Safety Policy should be referred to the Chief Executive, the Health, Safety & Wellbeing Committee and/or the Head of Facilities and Digital.

PART 1 - GENERAL The POLICY STATEMENT

1. It is the policy of the Trust to protect the health and safety of employees at work and to establish and maintain the highest practical standards of safety and accident prevention.
2. The Trust regards the successful management of health and safety as an essential part of good business practice, and believes that the control of health and safety is as much a part of any Manager's or individual's responsibilities as is furthering the aims of the Trust.
3. The Trust regards the involvement and co-operation of employees at all levels as vital for the successful implementation of health and safety measures; this involvement may include taking part in safety inspections, attending safety committees or other activities.
4. It is the Trust's intention that there should be strict compliance with all relevant statutory regulations, guidance and codes of practice. In particular the Trust has agreed to:
 - 4.1 Appoint the CHIEF EXECUTIVE as the competent person to implement and secure compliance with this policy. The Chief Executive may delegate, in writing, certain responsibilities to other employees.
 - 4.2 Consult with employees through a Health, Safety and Wellbeing Committee and appoint at least one Trustee to represent the Board at that Committee.
 - 4.3 Ensure that suitable risk assessments are carried out for trust activities
 - 4.4 Provide and maintain safe working conditions
 - 4.5 Provide and maintain safe working equipment and methods of work
 - 4.6 Provide information, training, instruction and supervision to enable employees to perform their work safely and efficiently
 - 4.7 Make available free of charge, any protective clothing or equipment specifically required under health and safety regulations or as highlighted within the risk assessment
5. Each EMPLOYEE has a duty to co-operate in the operation of this policy by:
 - 5.1 Taking responsibility for their own health and safety and that of others who may be affected by their acts or omissions
 - 5.2 Using, and not interfering with, preventing or hindering the use of any protective equipment provided
 - 5.3 Adhering to Trust policies, systems, procedures, codes of practice and other requirements which have been agreed for securing a safe and healthy workplace
 - 5.4 Immediately reporting incidents or hazards that have led, may have led, or may lead to an injury or damage
 - 5.5 Assisting in the investigation of accidents and with the introduction of measures to prevent recurrences

Part 2 - ORGANISATION AND RESPONSIBILITIES

ORGANISATIONAL RELATIONSHIPS



RESPONSIBILITIES

6. Board of Trustees

The Trustees have ultimate responsibilities for Health and Safety within the Trust. They appoint a Trustee to represent them on the Health, Safety and Wellbeing Committee. The Board delegates aspects of the practical management of health and safety to the CHIEF EXECUTIVE.

7. The Chief Executive

As the appointed competent person, the Chief Executive, is responsible for ensuring that the Trust's Health and Safety Policy is put into practice.

8. Health, Safety & Wellbeing Committee

The Committee assists the Chief Executive in implementing Trust Policy and provides a forum for consultation with Trust employees (staff and volunteers) and for any issues to be raised, considered and resolved. The Committee comprises staff from a wide range of teams and job functions to bring the broadest possible range of expertise and experience to its business.

The Committee advises the Chief Executive and the Board on health and safety matters and investigates and reports on reportable accidents and occurrences. It meets on a quarterly basis and submits its minutes to the Board for approval.

A key role of the Committee is to monitor and scrutinise the Trust's overall performance on health, safety and wellbeing issues and report to the Chief Executive and/or the Board.

9. Employees (Staff, Volunteers, Researchers, Contractors)

All employees have a personal responsibility for their own safety and others affected by their actions and/or omissions, and to comply with Trust Policy.

Those employees who plan, lead, organise and control specific work activities (including events and other activities) are additionally responsible for assessing risk, complying with relevant Codes of Practice, and taking all reasonable care in reducing the risk of accidents and injury to staff, volunteers, researchers and others who may be affected.

PART 3 – POLICY IMPLEMENTATION

10. Strategy for Health and Safety

This Policy encourages employees to take ownership of health and safety matters, and to maintain their knowledge and interest; it also reminds them that control of health and safety is as much a part of their responsibilities as the running of activities and events. The Trust will implement the Policy by training employees to carry out risk assessments where appropriate, communicate any changes in policies and encourage employees to contribute to general health and safety.

11. Health & Safety Risk Assessment and Codes of Practice See Annex 1

The Trust will focus most attention on the activities that could present the most risk to people or cause serious harm.

The Trust, through the line management structure, will assess and evaluate the hazards and risks associated with its activities. A **hazard** is something that could cause harm to people, such as chemicals, electricity and working at height. A **risk** is the chance – however large or small – that a hazard could cause harm. **Individuals organising, leading and planning activities** are responsible for carrying out appropriate risk assessments and following their control measures for activities that could present a risk to people or cause serious harm.

The Trust will ensure separate detailed Codes of Practice for different activities are issued to comply with all appropriate statutory regulations and will be held electronically on the shared S drive. Current Codes of Practice can be accessed [here](#)

If there is any doubt about how to work in a particular situation, the assistance of the Line Manager, Health and Safety Officer or relevant Health & Safety Committee member should be obtained. Copies will also be held in the Reception at Plumgarths and can be inspected by any member of staff or the Board.

The Codes of Practice highlight safety points. They are not to be treated as a substitute for training, but aim to ensure that work situations take into account the health and safety of employees and provide practical guidelines for how work may safely be done.

Everyone involved in the Trust's activities must comply with the relevant risk assessments and Codes of Practice.

12. Instruction and Training

Best practice instruction and training in safe working methods and maintenance of these methods are regarded as vital and are amongst the responsibilities of the person in charge of an activity. The Trust's policy is that staff should receive the appropriate training to the appropriate level required for the tasks they are asked to perform.

Line Managers are responsible for ensuring that individuals are trained in the safe use of equipment and in carrying out risk assessments

13. Good Housekeeping

Good housekeeping is fundamental to an effective safety programme and everyone has a responsibility to keep workplaces safe. In buildings, gangways and fire exits must be kept clear at all times and toilets and kitchens clean. On sites, access routes must be kept clear of hazards.

Individuals have a responsibility to assist the Trust in ensuring good housekeeping and in promptly reporting any issues that they are unable to immediately address themselves.
of hazards.

14. Additional arrangements

The Trust will use a range of additional actions to help manage health and safety including the:

- Use signs to highlight risks.
- Provision of improved safety equipment, such as guards or additional personal protective equipment, including goggles, safety boots or high-visibility clothing
- Replacement of potentially hazardous chemicals with less harmful alternatives.
- Provision of improved lighting where required.
- Use of anti-slip flooring where necessary.
- Provision of first aid kits and other first aid equipment.
- Provision of a system of work for lone workers and any relevant equipment to help safeguard employees when working alone.

15. Consultation

Consultation and communication are considered to be a high priority within Cumbria Wildlife Trust. This is particularly so in the area of Health and Safety and the Trust encourages an open and timely dialogue on all health and safety issues, including the sharing of information and best practice. The Health, Safety and Wellbeing Committee is a key forum for communication but not the only mechanism to address issues. The Committee minutes are widely circulated.

Suggestions by employees on ways in which the safety of work or conditions may be improved are welcome and should be communicated through a member of the Committee and/or the line management structure of the Trust.

16. Review

This Policy and arrangements for its implementation will be reviewed each year, or sooner if made necessary due to new legislation. Codes of Practice will be reviewed as necessary or at least once every three years. New Codes of Practice will be prepared and issued whenever necessary.

17. Reporting Accidents and Dangerous occurrences via the ACCIDENT BOOK

Staff must report any accident, dangerous occurrences or near misses in the accident book and to the **Head of Facilities and Digital**.

The Head of Facilities and Digital is responsible for keeping the Accident Book up to date and reporting all accidents to the Health, Safety and Wellbeing Committee and Chief Executive.

The Head of Facilities and Digital is responsible for reporting appropriate accidents to the HSE.

REMEMBER

Every person has a duty to stop an activity if they consider that to continue would be unsafe and might compromise their own health and safety or that of any other person. Anyone with

a concern about health and safety problem in the workplace should raise and discuss it as soon as possible with their Line Manager, Local Support Group, Health and Safety Representative (or Secretary), Nature Reserve Manager or any Health, Safety and Wellbeing Committee member.

Annex 1: Cumbria Wildlife Trust Health & Safety Codes of Practice

Number	Title	Date Originated	Current CoP Approved	Due for Review
Preventing & Reporting Accidents				
1	Risk Assessment	Oct 2000	Jun 2022	2025
2	Fire Prevention	Jun 2001	Jun 2019	2025
3	Reporting Accidents & Dangerous Occurrences	Sep 2002	Jun 2022	2025
Safety in the Workplace				
4	Working Safely from Home	Nov 2008	Jun 2021	2024
5	Safety in the Office, Workshop and Buildings	Dec 2002	Jun 2021	2024
6	PPE at Work	Oct 2001	Sep 2022	2025
7	Lifting & Carrying	Oct 2001	Sep 2022	2025
8	COSHH	Sep 2003	Dec 2019	2025
Health & Wellbeing				
9	First Aid	Dec 2000	Jun 2021	2024
10	Stress Management	May 2009	Jul 2014	<i>Under review</i>
11	Occupational Health	Mar 2003	Mar 2020	2023
Fieldwork				
12	Practical Conservation	Oct 2001	Sep 2021	2024
13	Safety in Fieldwork	Mar 2003	Sep 2021	2024
14	Working with Contractors	Apr 1995	Dec 2021	2024
15	Working Alone in Safety	Mar 2002	Jun 2021	2024
16	Dealing with Aggression at Work	Mar 2017	Jun 2017	<i>Under review</i>
17	Avian Flu Outbreak	Mar 2021	Mar 2021	2024
Events				
18	Organising Events	Jun 2007	Dec 2021	2024
Vehicles & Equipment				
19	Safe Use of Trust Motor Vehicles	Mar 2003	Sep 2021	2024
20	Safe Use of Drones	Sep 2018	Mar 2020	2023
Safeguarding				
21	Safeguarding Children & Young People	Dec 2000	Sep 2022	<i>Under Review</i>
22	Safeguarding Adults at Risk	Dec 2000	Sep 2022	<i>Under Review</i>

a) Fire Safety and Evacuation and Contact details
b) Cumbria Wildlife Trust Insurance provider

a) FIRE SAFETY & EVACUATION

Code of Practice No.2 – Fire Prevention (including Evacuation Procedures)

This code details the Trusts fire alarm testing and evacuation procedures and can be accessed [here](#)

All employees should familiarise themselves with this code.

b) INSURANCE

The **Director of Finance & Resources** and **Facilities Manager** are responsible for ensuring the insurance is renewed each year.

The Trust's Certificate of Employer's Liability is available on the computer network in S:\Admin\Insurance and then the folder for the relevant year.

The Trust's insurance is currently provided by PIB Insurance Brokers

The Trust's insurance cover	Comprehensive
The Trust's insurance is for	Buildings, Public Liability, Employer Liability, Theft
The Trust's insurance brokers are	PIB Insurance Brokers Exeter House, Stanier Way, The Wyvern, Derby Derbyshire, DE21 6BF 0330 058 9863
The annual renewal date is	31st March