

## Health & Safety Policy (HS\_P1)

<b>Document version:</b>	V2
<b>Policy owner:</b>	Head of Business Support
<b>Next policy review date:</b>	January 2027
<b>Approved by HMWT Council on:</b> 7 February 2013 (meeting C/240)	
<b>Signed:</b>	
<b>Print name:</b>	Mike Master
<b>Position:</b>	Chairman
<b>Reviewed:</b>	January 2022
<b>Amendments:</b>	General review and update

### Policy

1. Herts and Middlesex Wildlife Trust ('the Trust') is aware of its duties as an employer under the Health & Safety at Work Act etc.1974 and its policy is to ensure, so far as reasonably practicable, the health, safety and welfare of its staff volunteers. The Trust will take all reasonably practicable steps to achieve this commitment, to comply with our statutory obligations and to promote a positive health and safety culture throughout our organisation. Similarly, the Trust recognises its duty to protect the health and safety of all visitors, including contractors and temporary workers, as well as any members of the public who might be affected by the Trust's operations.
2. Health and safety is an integral part of the Trust's activities, and while the Chief Executive takes overall day-to-day responsibility, the Board of Trustees, Heads of Departments, line managers, employees and others that are representing the Trust share the responsibility for implementing this policy.
3. The Trust will provide a safe and healthy working environment for staff and volunteers with the objective of minimising the risk of injury or ill-health. The Trust will pay particular attention to:
  - Undertaking risk assessments in order to review the health and safety of our activities and premises and implementing safe systems of work as a result
  - Providing and maintaining machinery, equipment and work systems which are as safe as reasonably possible to use and without risk to health

- Making arrangements for ensuring safety and absence of health risks for the use, handling, storage and transport of livestock, goods, materials and substances
  - Providing necessary information, instruction, training and supervision needed to minimise health and safety risks
  - Maintaining arrangements for emergency response, including fire and first aid.
  - Investigating accidents, incidents, near misses and incidences of work-related ill health.
  - Consulting with staff on matters affecting their health and safety.
4. The Trust will take steps to check the competence of any contractor before their services are engaged and will ensure that third parties are provided with appropriate information on entering its premises and in relation to its work activities.
  5. The Trust will maintain a health and safety database on its server which will give details of Trust policies, codes of practice, risk assessments and safe working procedures.
  6. Any accidents, incidents or near misses involving a member of staff, volunteer, visitor or other person which occur on Trust premises or sites and are related to a Trust work activity, must be recorded on the Trust's Accident / Incident Form. They are to be promptly investigated in accordance with the accident / incident reporting procedure to ensure lessons are learnt and to prevent a re-occurrence. Cases of work-related ill health are recorded as part of the Trust's HR record-keeping procedures. The Trust will ensure it complies with the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) 2013.
  7. The Trust will ensure effective mechanisms are in place for the proactive monitoring of safety systems and control measures through appropriate monitoring and inspection programmes. The Trust will also ensure suitable Health Surveillance is in place as identified by risk assessment.
  8. The Trust will ensure robust arrangements are in place for managing wellbeing as outlined in our Mental Health and Wellbeing Policy.

## Responsibilities

9. Responsibility for implementing the Trust's Health and Safety Policy lies with the Council of Management (Trustees who are Company Directors). They will have due regard for the Institute of Directors (IoD) / HSE Guidance: Leading health and safety at work - Leadership actions for directors and board members.
10. Day to day responsibility for health and safety management is delegated to the Chief Executive. They will provide leadership to ensure good standards of health and safety performance.
11. The Senior Leadership Team / Heads of Departments are ultimately responsible for ensuring the implementation of the Trust's Health and Safety Policy, systems and procedures under their areas of control.
12. All managers are responsible for ensuring that activities carried out under their control are conducted safely and in accordance with relevant safety legislation, safety policies and their

local procedures. Some of these responsibilities may be delegated to supervisors or other competent staff, as appropriate. Delegation does not remove responsibility.

13. The Trust has a dedicated Health and Safety Manager who reports to the Head of Business Support. The Health and Safety Manager acts as the Trust's "Competent Person" as required under Regulation 7 of the Management of Health and Safety at Work Regulations 1999. The Chief Executive will be advised by the Trust's Health & Safety Manager and the Health, Safety and Personnel Committee, consisting of staff and Trustees appointed by Council.
14. Health and safety at work is also the responsibility of staff and volunteers. It is the duty of each individual to take reasonable care of their own and other people's health, safety and welfare and to report any situation which may pose a threat to the wellbeing of themselves or of any other person. They must not recklessly interfere with or misuse any equipment or systems intended for ensuring health and safety.
15. If an employee or volunteer is unsure how to perform a certain task or feels it would be dangerous to perform a specific job or use specific equipment, then it is the employee's / volunteer's duty to report this as soon as possible to their line manager, their health and safety representative or the Health and Safety Manager. Alternatively, an employee may, if they prefer, invoke the Trust's formal grievance procedure. A volunteer may make a written complaint. Employees and volunteers can invoke the Trust Whistleblowing Policy if they reasonably believe that underhand or illegal practices are taking place. The Trust will protect them from victimisation, harassment or bullying occasioned as a result of the disclosure.
16. This policy will be drawn to the attention of all new employees as part of their induction. It is the duty of each employee to familiarise themselves with and implement Trust procedures and to report any perceived shortcomings in the arrangements.
17. Disciplinary action under the Trust's disciplinary procedures may be taken against any employee who fails to perform their duties under health and safety legislation. Depending on the seriousness of the offence, it may amount to potential gross misconduct rendering the employee liable to summary dismissal.