

Health and Safety Policies (February 2021)

Our statement of General Policy is:

- To provide adequate control of the health and safety risks arising from our work activities; by appropriate assessment
- To consult with our employees and volunteers on matters affecting their health and safety;
- To provide and maintain safe offices, workplace and equipment;
- To provide information, instruction and supervision for employees and volunteers;
- To ensure all employees and volunteers are competent to do their tasks, and to give them adequate training;
- To prevent accidents and cases of work related ill health;
- To maintain safe and healthy working conditions; and
- To review and revise this policy as necessary at regular interval

Responsibilities

This is the general statement and arrangements for The Wilderness Trust's Health & Safety Policy. Overall responsibility for health and safety is that of The Trustee Board.

The Wilderness Trust is aware of and will comply with its duty as an employer under health and safety legislation to ensure, so far as is reasonably practicable the health, safety and welfare at work of all its employees, volunteers and visitors.

Overall and final responsibility for health and safety is that of:

Name: **Fran Blockley**
Position: **Chairman**

The health and safety responsible and line managers will ensure this policy is put into practice, including information through line management.

They will ensure all staff are aware of the following Health and Safety requirements:

- To co-operate with supervisors and managers on health and safety matters;
- Not to interfere with anything provided to safeguard their health and safety;
- To take reasonable care of their own health and safety; and
- To report all health and safety concerns to an appropriate person through line management

They will be responsible for:

- Ensuring that all necessary risk assessments are undertaken
- Reporting all necessary findings of risk assessments being undertaken
- Ensuring action is taken to remove/control risks
- Ensuring risk assessment procedures are reviewed annually or when the work activity changes, whichever is soonest

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Information, Instruction and supervision

The Health and Safety Law poster is displayed in the workplace and the Health and Safety Policy (and related policies) are available in the Policies Folder.

Health and safety advice is available from the Chairman and line managers.

Health and Safety Induction

All employees and volunteers will be given health and safety information during their induction. This will cover basics such as fire safety and role specific health and safety training/information. We will also provide health and safety training if risks change.

The health and safety responsible and line managers will ensure that appropriate Health and Safety Induction training is provided for all employees and volunteers and job specific health and safety training is provided.

They will ensure that appropriate Health & Safety Training is identified, arranged and monitored through line management supervision.

They are responsible for reporting accidents, diseases and dangerous occurrences to the enforcing authority (HSE or local authority).

First aid boxes are located in all working place or within easy access.

The accident book at the Hanging Garden office must be used for the recording of incidents/accidents/near misses/work-related ill health for all staff and volunteer from any of The Wilderness Trust's offices if there is not a separate book available in a working place.

Any accident requiring medical attention (within 24 hours of injury occurring) must be reported in writing and submitted within 3 working days, or as soon as possible.

Please include details of witnesses present.

Monitoring

We actively monitor our activities and operational practice.

The health and safety responsible and line managers will be responsible for checking working conditions, and ensuring that safe working practices are being followed

- Are responsible for investigating accidents
- Are responsible for investigating work-related causes of sickness absences
- Are responsible for acting on investigation findings to prevent a recurrence
- Are responsible for reporting near misses and spot checks

Emergency procedures –fire and evacuation

Emergency procedures and instructions are the responsibility of the Landlords of the Wilderness trust workplaces. The Landlords are responsible for ensuring:

- Fire risk assessment is undertaken and implemented
- Escape routes are checked
- Fire extinguishers are maintained and checked
- Alarms are tested by
- Emergency evacuation will be tested at least annually

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Risk assessments for workplaces must include reference to the above involving checking with Landlords that these procedures are in place.

Safety at events organised by The Wilderness Trust

At any event or activity organised by/on behalf of The Wilderness Trust, all health and safety regulations should be observed; it is the duty of the organisers to do so. NB: Some of these responsibilities may be delegated to a third party in which case these agencies should assist in the completion of an Activity Risk Assessment.

- It is the responsibility of the event organiser to ensure that the event is organised in a safe manner and that a risk assessment is carried out and recorded in writing.
- The event shall be organised in accordance with health and safety legislation and all who have (to any extent) control of the premises or site of the event are responsible for ensuring that:
- Everything reasonably practical is done to ensure the health, safety and welfare of those attending and that they conduct themselves so that they do not put themselves or anyone else at risk

First Aid Kit -a first aid kit will be taken to, or available at, each event.

The event organiser must always be aware of the nearest available telephone and the nearest hospital with accident and emergency facilities. These details should be written down and kept with the first aid kit.

Accident procedure - the event organiser and his/her assistants should have a procedure in place in case of an accident. This would include summoning assistance, guiding emergency vehicles from the nearest public road, etc.

The event organiser should ensure:

- safe access to and egress from the site
- safe movement of all vehicles connected with the event
- kitchen space is used safely
- safe use of electrical equipment particularly securing trailing leads
- proper toilet and washing facilities are available appropriate for the number of people attending
- That there is adequate insurance covering the event and if applicable insurers are informed and have confirmed that there is adequate cover.

Failure to comply

The maintenance of satisfactory standards of Health and Safety is a legal requirement for all employers and employees.

If, for any reason, employees fail to carry out reasonable instructions in relation to Health and Safety or if rules are not followed, disciplinary action may be taken against them.

The Wilderness Trust wishes to ensure that all staff are aware that they are all involved in preventing accidents and ill health in the workplace. Safety involves

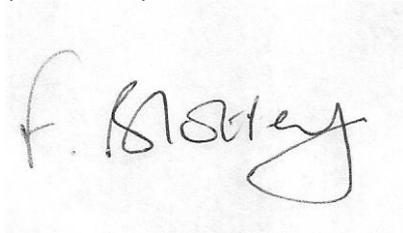
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everybody and requires the full co-operation of all managers, employees, and volunteers.

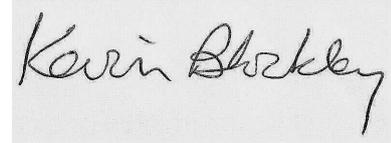
Signed on behalf of the Wilderness Trust:

Date: 14/02/2021

*Frances Blockley (Chair)
(Treasurer)*

A handwritten signature in black ink on a light-colored background. The signature is written in a cursive style and appears to read 'F. Blockley'.

Dr Kevin Blockley

A handwritten signature in black ink on a light-colored background. The signature is written in a cursive style and appears to read 'Kevin Blockley'.