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How disseminated?	<i>Employees, Volunteer and contractor inductions. Available to external organisations on request</i>
Who is responsible for dissemination and updates?	<i>Facilities Manager has responsibility for writing, reviewing and updating the policy as part of the Occupational Health & Safety Management System (OHSMS). Team Managers are responsible for disseminating the policy contents to their teams. Those employees responsible for volunteers and contractors are responsible for disseminating the policy to these audiences</i>
Related Policies and Guidance	<u>Legionella Guidance</u> <u>Lone Working guidance note</u> <u>Lyme disease guidance note</u> <u>Manual Handling guidance note</u> <u>PPE guidance note</u> <u>Risk Assessment guidance note</u> <u>COSHH guidance note</u> <u>Accident Reporting guidance</u> <u>Asbestos guidance note</u> <u>Driving for work guidance note</u> <u>DSE Guidance note</u> <u>Electricity at work guidance note</u> <u>Safeguarding Policy</u> <u>Fire safety guidance note</u> <u>Noise and vibration guidance</u> <u>PUWER guidance note</u> <u>Managing safety guidance note</u>

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1. Scope

This is the Health & Safety policy statement of Devon Wildlife Trust (DWT) and its associated subsidiaries Devon Wildlife Services (DWS) and Devon Wildlife Enterprises (DWE) – all referred to collectively as **DWT** in this policy unless otherwise stated. The policy covers all areas of the organisation's activities including (but not limited to) office based activity, visitor centres, public events, staff working at home, volunteer groups, community engagement, education, surveying, practical work and commercial services.

For ease of reading, the use of the term "*Employees*" refers to all paid staff, trustees, volunteers and trainees. Safety arrangements for volunteers, Trustees and event attendees are made by DWT staff.

The policy is prepared in accordance with section 2(3) of the **Health & Safety at Work Act 1974** and references the **Management of Health & Safety at Work Regulations 1999**, the **Control of Substances Hazardous to Health Regulations 2002**, the **Health & Safety (Consultation with Employees) Regulations 1996**, the **Provision and use of Workplace Equipment Regulations 1998**, the **Workplace (Health, Safety and Welfare) Regulations 1992** and the **Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013**.

2. Policy Statement

DWT is committed to providing safe working conditions for all staff. We believe that everyone has the right to conduct their work without fear of injury or ill health and to enable this, we regard effective health & safety management as an organisational priority and will take all reasonably practicable steps to embed a positive and inclusive safety culture.

By Managing Health & Safety in the workplace at the highest level, DWT aims to provide a working environment where accidents are not expected to occur and we will consult with staff to achieve this aim. Our general statement of intent is to:

- Ensure, so far as is reasonably practicable, the health, safety and welfare of employees and anyone affected by their acts or omissions
- Consult with employees on matters affecting their health & safety
- Maintain safe plant and equipment
- Provide information, instruction and supervision of employees
- Ensure the safe handling and use of substances
- Ensure that all employees are competent to do their tasks by giving them adequate training
- Commit to the continual improvement of the management of health & safety at work
- Prevent accidents and cases of work related ill health (both mental and physical)
- Comply with current legislation and other requirements relevant to our work

- Maintain safe and healthy working conditions
- Review and revise this policy as necessary and at regular intervals

DWT's Leadership Team are firmly committed to meeting these objectives and will ensure that those working on it's behalf are competent, adequately resourced and fully supported to uphold these policy aims.

3. Introduction

- 3.1. DWT aims to provide the safest possible environment in which our employees can work. We believe that every employee has the right to come to work in the knowledge that their personal safety and wellbeing is given the highest priority. To achieve this, we have invested considerable resources in the development of an Occupational Health & Safety Management System (OHSMS) which is certified to the ISO45001 standard. This management system sets out clearly, our goals, aims and procedures for managing safety across the Trust.
- 3.2. DWT believes that employees should have rewarding and worthwhile jobs and have the freedom and confidence to raise health & safety concerns where appropriate. To do this, employees need to be trusted, empowered, and actively listened to by those with whom they work and interact. DWT employees are treated with respect at work, and are given the tools, training, and support to work safely, with opportunities to develop and progress.
- 3.3. The management of health & safety is a collective duty shared by *all* employees. Each person has a specific role to play, and this is detailed in the following table:

Chief Executive	<ul style="list-style-type: none"> Responsible for ensuring the health & safety of all staff and volunteers Approval of major health & safety policy decisions Ensures the adequate provision and availability of the resources and finances required to manage safety effectively Ensures that annual health & safety objectives are identified and implemented Ensures that health & safety considerations are factored into any planned business changes or developments
Leadership Team	<ul style="list-style-type: none"> Communicate this health & safety policy and all other related documentation within their directorates Demonstrate visible and active health & safety leadership Take steps to integrate good health & safety management within their directorates and ensure that adequate knowledge and resources are provided Take an active role in reviewing safety performance within their directorate Report any safety concerns to the Chief Executive and/or Facilities Manager
Managers/ Team Leaders	<ul style="list-style-type: none"> Demonstrate visible and active health & safety leadership Actively monitor the safety performance of their teams by carrying out spot checks, site visits and consultations with staff Reviewing accident and near miss investigations Identify training needs and report these to the Facilities Manager Ensure that health & safety matters are prioritised in work programmes and discussed in team meetings Report and significant safety concerns within their teams to their Director and/or the Facilities Manager
Facilities Manager	<ul style="list-style-type: none"> Acts as the '<i>Competent person</i>' appointed to manage Health & Safety arrangements Reviewing, updating and disseminating all DWT health & safety policies, procedures and guidance documents Provides guidance and support to the Leadership team on all health & safety matters Provides daily support and guidance to staff and managers, enabling them to comply with a range of health & safety legislation Implements and monitors accident and near miss recording system and carries out accident and near miss investigations Completes RIDDOR reports as required and liaison with a range of statutory bodies and emergency services in the event of a serious incident Reports on safety performance to the Leadership team Chair of health & safety committee.
All employees	<ul style="list-style-type: none"> Required to take reasonable care of their own health and safety and that of other people who may be affected by their work Required to inform their employer of any danger to health and safety posed by a work activity Required to uphold any health & safety arrangements put in place by DWT

4. Implementation

- 4.1 As part of the management arrangements, DWT has created a suite of detailed procedures and guidance notes, written to comply with statutory safety requirements. These notes explain how we manage safety in key areas and together form the DWT health & Safety manual.
- 4.2 All new employees receive a Health & Safety induction in the first week of their employment. This is normally delivered by the Facilities Manager and includes practical information on fire safety and the contents of this Health & Safety policy.
- 4.3 All staff can access competent Health & Safety advice from the Facilities Manager, and ongoing and refresher information and training is provided as necessary.
- 4.4 All Managers with responsibility for other employees and/or volunteers shall insure that individuals are adequately trained to carry out their roles safely and will arrange for additional training where required.

5. Identifying hazards and minimising workplace risk

- 5.1 - All activities which can foreseeably present a hazard to participants (or those non-participants who may be inadvertently affected by that hazard or activity) must be formally assessed by means of a risk assessment.
- 5.2 - A risk assessment is a legal requirement under the **Management of Health & Safety at Work Regulations 1999**.
- 5.3 - The purpose of a risk assessment is to identify foreseeable hazards and to specify control measures that reduce them to a safe or acceptable level.
- 5.4 - The risk assessment must be written and recorded, and its findings shared with any participant who may be affected by the contents. Identified hazards are controlled by considering who could be harmed and how, and then control measures specified.
- 5.5 Risk assessments can be written from scratch or an existing risk assessment can be adapted, provided that the contents are reviewed and amended to reflect the actual hazards and conditions in each activity. Simply changing the date or preliminary details is not acceptable. This ensures all risk assessments remain suitable, sufficient and effective.
- 5.6 - Risk assessments should only be carried out by competent individuals. Those carrying out a risk assessment are required to be familiar with the task and any operational or environmental hazards that it may present. This ensures that the specified control measures are adequate and effective.

5.7 - Risk assessments are reviewed to ensure their ongoing suitability. These reviews are carried out regularly, after any change in process or equipment or following any incident that may indicate that control measures were not adequate.

Further information on risk assessment can be found [here](#)

6. Consultation

6.1 – DWT embraces a culture in which employees are encouraged to raise any safety concerns in a supportive atmosphere that welcomes feedback on how safety performance can be continually improved.

6.2 – To facilitate this, and to allow managers better communication with teams over matters affecting their safety, Representatives of Employee Safety are appointed and available to all staff.

6.3 – In accordance with the **Health and Safety (Consultation with Employees) Regulations 1996**, DWT safety reps are elected from the general workforce by the employees they will be representing. This ensures that employees are comfortable with the person who will be representing them.

6.4 – DWT recognises that any change to physical working conditions, working practices, substances or equipment may introduce new hazards into the workplace. When this happens, we will consult on these new hazards with the employees that may be affected to ensure that managers and employees work together to best identify the most appropriate and effective control measures. This consultation may be conducted either directly or through the appropriate safety rep.

6.5 – DWT believes that by consulting with employees, a healthier and more inclusive safety culture will be fostered. This culture is one in which employees have a sense of ownership through the contributions they have made. Employees should always feel able to input into matters affecting the safety of their work environment, practices, knowledge and training.

6.6 – Safety representatives are invited to sit on the Health & Safety Committee.

7. Occupational Health Arrangements

7.1 – Given the nature of our work, some DWT employees will be subjected to environments and work practices that may place them at additional risk from long term health conditions. These include (but are not limited to) conditions relating to vibration and hearing, exposure to certain chemicals and work with asbestos or lead.

7.2 – To ensure that the risk of exposure to our employees remains at an acceptable level, DWT provides occupational health screening to the employees it has identified as being potentially at risk.

7.3 – Occupational Health provision is offered to appropriate employees via the services of a registered Occupational Health Provider. These employees may opt to use their own provider if they prefer but, in these instances, that provider **must** be able to share the findings of their appointment with DWT.

7.4 – Occupational health appointments are managed by the Facilities Team and are normally arranged on an annual basis unless the findings of a risk assessment or previous appointment indicate a greater frequency is required.

7.5 – DWT will reimburse the cost of an eye test for any employee who uses display screen equipment for a significant amount of time (defined as daily for periods of an hour or more). Where the findings of an eye test specify the need for special corrective glasses, specifically required for reading a display screen (as opposed to normal glasses used for anything else – long sight, short sight, driving etc) DWT will pay up to £50 for a basic frame and single vision lenses. Note that this provision only applies where the prescription is solely for display screen use.

8. Working environment






8.1 - Good housekeeping in offices, workshops and stores is a cornerstone of effective safety management.

8.2 - The Facilities Team takes the lead in ensuring that all work environments are adequately resourced in terms of establishing cleaning contracts, maintaining effective lighting, storage and refuse collections, but all staff are responsible for maintaining good housekeeping especially where not doing so would increase the risk of trips, slips or fires.

8.3 - To ensure that all working environments remain accessible, particular attention must be given to preventing the accumulation of rubbish, trailing cables and obstructed walkways as these are particularly hazardous for those with visual impairments or mobility issues.

9. Signs and notices

9.1 - Any safety signs used within DWT buildings or on DWT reserves, must comply with the statutory requirements made under the **Health & Safety (signs and signals) Regulations 1996**. Broadly, they should reflect the classification types listed in BS EN7010:2012 in that:

Type	Appearance	Example
Fire evacuation and safe condition signs	Green background with white pictogram. Usually square or rectangular	
Fire equipment sign	Red background with white pictogram. Usually square or rectangular	
Mandatory action sign	Blue background with white pictogram. Circular	
Prohibition sign	White background with a red border and diagonal line through. Black pictogram. Circular	
Warning sign	Yellow background with black pictogram. Triangular	

9.2 - Safety signs which do not meet the conventions shown above should not be used. DWT branding or house style could be used in conjunction with a safety sign provided any branding does not distract or confuse the sign in any way.

9.3 - Safety signs should never be used as a substitute for more effective control measures because they do not remove a hazard, they only warn of its presence.

10. Fire, emergency and evacuation procedures

10.1 – DWT conducts an annual fire risk assessment at each premises it occupies. The Trust ensures there is adequate provision and maintenance of sufficient firefighting equipment, warning systems, evacuation procedures, fire doors, signs, notices and all associated equipment at each site. All systems used in the detection of fire are tested regularly and records maintained.

10.2 – Each DWT site has its own individual emergency plan, detailing arrangements to made in the event of fire, flood, security threat and other emergency situations. This is reviewed regularly to ensure it remains relevant.

11. Accident and Injury reporting

11.1 – Any injury that occurs in the workplace must be recorded. Records are used to identify trends in accidents related to certain premises, equipment, or practices. Where patterns are identified, additional or improved control measures will be put in place.

11.2 – A simple accident reporting procedure requires that on completion of an accident record, it must be sent to the Facilities Manager within 48 hours of the accident occurring. If the Facilities Manager is not at work, the record must be sent to the Director of Resources within the same timescale.

11.3 – Some accidents will fall under the **Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR)**. Using the procedure detailed in 11.2, the Facilities Manager (or named cover) will assess the details of the accident against the RIDDOR criteria and if required, make a report to the Health & Safety Executive (HSE) within the stated timescale.

11.4 – DWT provides a range of qualified First Aiders across its sites and events. These will be trained either to the First Aid at Work (FAW) level or to the Emergency First Aid at Work (EFAW) level, depending on individual risk assessments. The need for first aid training is identified by team managers and is arranged by the Facilities Team.

11.5 – Each DWT office is equipped with a fully stocked first aid kit – the contents of which will vary due to the findings of the site risk assessment. Holders of the EFAW qualification should liaise with the Facilities Officer to ensure these always remain adequately stocked.

11.6 – Near misses should be reported in the same way as accidents, as detailed in section 11.2 above.

12. Accident investigation

12.1 – In some instances, the circumstances around, or the consequences of an accident or near miss will require further investigation.

12.2 – Accident investigations are carried out by the Facilities Manager on receipt of an accident report as in 11.2. The investigation may be carried out in conjunction with employees or volunteers who may have been involved.

12.3 – In all but the most extreme cases, an accident investigation will normally involve an inspection of the accident location, interviewing witnesses, review of CCTV footage (if available) and an analysis of both the immediate and root causes. Additional controls will be specified to ensure that the accident is not repeated.

12.4 – Where the accident leads to a significant injury, a more robust investigation will take place. This will involve preserving the scene of the accident, formally interviewing witnesses independently, recording the scene through photographs and sampling and in some cases closing the site until it can be confirmed as safe. This type of investigation may be carried out in conjunction with, or solely by, officials from HSE, Environmental Health, Police or Fire and Rescue Service. In these instances, DWT will cooperate at all times.

13. Welfare & Stress

13.1 – DWT is committed to providing workplaces that meet the requirements of the **Workplace (Health, Safety and Welfare) Regulations 1992**.

13.2 – In broad terms, this means that properties provided by DWT for work purposes will meet the requirements in terms of adequate layout, lighting, ventilation, temperature, cleanliness, natural daylight, sanitary conveniences, rest areas, pedestrian access routes, access to drinking water and protection from falling objects.

13.3 – DWT understands that workplaces which do not meet these requirements have the potential for physical harm and may also be detrimental to the mental welfare of employees. For these reasons, we aim to maintain the highest standards in our workplaces.

13.4 – DWT recognises that along with workplace standards; other contributory factors associated with workload, working relationships and workplace expectations and demands, can have a negative impact on mental wellbeing.

13.5 – To support and promote mental wellbeing, all employees are provided with access to the Employee Assistance Programme (EAP) which provides a range of counselling and support options. DWT also provides Mental Health First Aiders (MHFA) who are appointed to assist a member of staff who may be experiencing a mental health issue. Details of MHFA are published in individual offices and are also available from the Facilities Manager.

14. New and expectant mothers

14.1 - The Trust will assess the occupational risk to new and expectant mothers in accordance with the **Management of Health & Safety at Work Regulations 1999**.

14.2 - When we are informed that an employee is pregnant, the employee will meet with the Facilities Manager to go through the details of their role and identify any potential hazards. A risk assessment will then be created in consultation with the employee. Where risk is identified that cannot be avoided or reduced, the Trust will make changes to working conditions or hours, offer suitable alternative work or where these are not possible, offer the employee paid leave for as long as necessary to protect their health & safety or that of their unborn child.

14.3 - The risk assessment process is confidential between the employee and the Facilities Manager, and the results will only be shared between the employee's Manager and the HR Manager.

15. Children and vulnerable adults

15.1 - Risks to young persons (those under 18 years of age) will be assessed before starting work or volunteering. This assessment will focus on their inexperience and lack of awareness of workplace risks. A similar process should be undertaken for vulnerable adults, taking into account any physical or mental issues that could affect their abilities or hazard perception.

15.2 - DWT is committed to protecting children and vulnerable adults from the unacceptable risk of abuse. Our safeguarding policy can be found [here](#)

16. Contractors

16.1 - DWT has a responsibility to ensure that all contractors engaged to work in our properties or on our land, are made aware of any significant risks arising from known site hazards. This is done by providing the contractor with a risk assessment before work commences.

16.2 - We expect any contractor working in the capacity described above, to take necessary steps to safeguard their own employees, sub-contractors, members of the public and DWT staff, from hazards arising from the work they are undertaking. These hazards (and the controls proposed by the contractor) should be detailed on a risk assessment provided to us before the contracted work takes place.

16.3 - DWT expects contractors to provide evidence of competency and suitable insurance and to only use equipment that is kept and maintained in a serviceable condition.

17. Health & Safety training

17.1 - DWT will ensure that all employees carrying out works on our behalf, have received appropriate training to allow them to conduct such work at no undue risk to themselves or others.

17.2 – Where specific safety training or knowledge is required, we will ensure that this has been provided before the employee conducts the work.

17.3 – In some areas, we will engage external agencies to provide training to our employees – this would normally be where specialist knowledge is required (i.e. First Aid, Chainsaw use etc).

17.4 – Wherever new equipment, practices or products are implemented in the workplace, DWT will provide adequate training to employees through the consultation process.

17.5 – Some roles will require re-training at pre-determined intervals. This includes First Aid training; Chainsaw use and Tractor driving. In each instance, DWT will state in individual guidance notes what these intervals shall be.

18. Personal protective Equipment

18.1 – DWT understands that PPE can be used as an effective control measure but only if there is no other way of making a hazard safe. To this end, the hierarchy of control is used to prioritise the identification of control measures.

18.2 – Where PPE must be used, DWT will ensure that our employees are provided with the most appropriate option and that the PPE meets the required industry standards.

18.3 – PPE will be provided for the individual, ensuring that it fits correctly, is appropriate for the task, is maintained correctly and provides the necessary level of protection.

18.4 – Where possible, when identifying PPE, we will give preference to collective protection rather than individual protection.

18.5 – Employees who use PPE are responsible for the safe storage and maintenance of that equipment and are expected to report any damaged or unsuitable equipment immediately.

19. Work equipment – Provision, use, testing and inspection

19.1 – Where equipment is provided for use in the workplace, DWT will ensure it is suitable, adequately maintained and provided with appropriate instruction for the user.

19.2 – All work equipment purchased by DWT should conform to the appropriate standards (CE, BS EN, ISO etc) This applies to both new and second-hand equipment.

19.3 – All work equipment must only be used for the purposes and conditions for which it was originally intended. Work equipment must always be used in accordance with the manufacturer's instructions.

19.4 – Work equipment should be regularly inspected by the user to ensure that it is safe and in a suitable condition. Some equipment will require inspections by a competent person or by a specialist consultant. In these instances, we will arrange for inspection and will ensure that maintenance records are kept.

19.5 – Anyone using workplace equipment will be given adequate training and information before use.

19.6 – For agricultural and forestry equipment, nominated competent persons are appointed to oversee the maintenance arrangements and to be responsible for record keeping.

19.7 – Where guards are fitted to any work equipment, it is the user's responsibility to ensure that they are always in place before, during and after use. If a user notices that a guard is missing or is not operating as expected, they must stop using the equipment immediately and notify their manager.

19.8 – Electrical work equipment is subject to additional safety inspections. Users are required to conduct regular visual inspections (at least every 6 months) to ensure there is no visible damage to power cables or equipment casing. Portable electrical equipment will be subject to regular testing at a frequency determined by risk assessment. Fixed electrical testing will take place at an interval no longer than 5 years. Further information on this can be found in DWT's guidance note on Electrical Safety.

20. Legal requirements

20.1 – DWT will comply with all current Health & Safety legislation and other standards relevant to its work. We will continually monitor and update our practices to comply with changes in legislation.

21. Health & Safety Committee

21.1 – DWT appoints a committee to preside over significant decisions relating to the management of Health & Safety.

21.2 – The committee meets quarterly in January, April, July, and October and is chaired by the Facilities Manager.

21.3 – The committee comprises a cross section of Managers, Officers, and Representatives of Employee Safety; all of whom are on the committee due to their knowledge and experience of health & safety. A Trustee also sits on the committee.

22. Setting objectives

22.1 – DWT's safety management system is committed to continual improvement.

22.2 – To ensure this, annual objectives are set focusing on the reduction of accidents, compliance with statutory requirements and the maintenance of safe workplace.

22.3 – Objectives are expressed in a manner that is specific, measurable, achievable and timebound. This allows for effective monitoring and reporting.

23. Continual improvement

23.1 –DWT's safety management system is set up to provide a safe work environment and is committed to continual improvement. This is achieved by constantly raising the level of Health & Safety awareness and performance across the organisation.

23.2 – We use feedback to ensure that its management system continually improves.

24. Breaches

24.1 – This policy exists to ensure the safety and welfare of all DWT employees and those who may be affected by their actions. It also ensures that the organisation remains compliant with its statutory obligations.

24.2 – For this reason, any wilful breach of this policy will be regarded as a disciplinary matter.

Appendix 1 – roles and responsibilities

Role	Name
Chief Executive	Harry Barton
Director of Corporate and Commercial	Louise Ysart
Facilities Manager	Stuart Hodgkiss
Persons with site responsibility	Name
Responsible Person – Crickelpit Mill	Vacant
Responsible Person – Alden's Court (DBRC)	Ian Egerton
Responsible Person – Alden's Court (DWC)	Li-Li Williams
Responsible Person – Woodah Farm	Edric Hopkinson
Responsible Person – Cookworthy	Tim Dart
Responsible Person – Meeth Quarry	Steve Threlkeld
Responsible Person – Wembury Marine Centre	Coral Smith
Safety Representatives	Name
Representatives of Employee Safety	Lisa Benton, Steve Hussey
Competent Persons	Name
Competent Person – General Health & Safety	Stuart Hodgkiss
Competent Person – Agricultural equipment (Woodah)	Edric Hopkinson
Competent Person – Agricultural equipment (Cookworthy)	Simon Tomasso
Competent Person – Agricultural equipment (Meeth)	Steve Threlkeld



Signed.....

Harry Barton

Chief Executive

End.