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1. Scope

This is the health & safety policy for Devon Wildlife Trust (DWT) and its associated subsidiary Devon Wildlife Enterprises Ltd (DWE) – 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 conservation work, Advisory work and commercial services.

For ease of reading, this policy uses the collective term *Employees* which in this context refers to:

- All paid employees
- Trustees,
- Volunteers
- Trainees.

Safety arrangements for volunteers, Trustees and event attendees are the responsibility of the DWT employees organising the activity in which they are present.

The policy is written in accordance with section 2(3) of the **Health & Safety at Work Act 1974** and references other associated legislation throughout.

2. Statement of Intent

DWT is committed to providing safe working conditions for all employees. We believe that everyone has the right to conduct their work without fear of injury or occupational ill health and to enable this, we regard effective health & safety management as an organisational priority.

We take all reasonably practicable steps to embed a positive and inclusive safety culture in everything that we do.

Our primary intention is to provide a working environment in which accidents are not expected to occur, and we consult with employees 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 and 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 and safety at work,
- Prevent accidents and the causes of work-related ill health,
- 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 Senior Leadership Team are firmly committed to meeting these objectives and ensure that those working on our behalf are competent, adequately resourced and fully supported to uphold these policy aims.

3. Responsibilities for health & safety

3.1 DWT aims to provide the safest possible environment in which our employees can work without fear of harm. 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 a combined Health, Safety and Environmental Management System which is certified to the ISO14001 and ISO45001 standards. This management system sets out clearly, our goals, aims and procedures for managing safety across the Trust.

3.2 We believe that employees should have rewarding and worthwhile jobs and have the freedom and confidence to raise health & safety concerns if they arise. 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. For this policy to be successful, and to create and maintain an environment in which accidents are not expected to happen, DWT expects all staff to cooperate with these policy aims at all times. Every employee has a specific role to play, as detailed in the following table:

Health & Safety Policy

ref: ISO45001:2018(e)



Board of Trustees	– Ensure DWT's ongoing compliance with health & safety legislation – Ensure that suitable and sufficient programme of risk management exists across the Trust – Delegate the arrangements for ongoing safety management to the people named below and throughout this policy – Review DWT's health & safety arrangements by attending the Health & Safety Committee
Chief Executive	– Responsible for ensuring adequate arrangements for the health & safety of all employees – Approval of major health & safety decisions – Ensure adequate provision and availability of the resources and finances needed to manage safety effectively – Ensure that annual health & safety objectives are identified – Ensure that health & safety considerations are factored into any planned business changes or developments
Senior Leadership Team	– Communicate this policy and all other related documentation within their directorates – Demonstrate visible and active health & safety leadership. – Take steps to integrate good safety management and ensure adequate knowledge and resources are provided – Take an active role in reviewing safety performance in their directorate – Report any safety concerns to the Chief Executive and the Facilities Manager
Managers, Team Leaders and Line Managers	– Demonstrate visible and active health & safety leadership and always lead by example – Actively monitor the safety performance of their teams, through spot checks, site visits and employee consultations – Identify safety training needs – Ensure that safety matters are prioritised in work programmes, team meetings and 1:2:1 meetings – Report any significant safety concerns to their Director and the Facilities Manager

Facilities Manager	– Acts as the <i>Competent Person</i> appointed to manage health & safety arrangements – Review, update and disseminate all DWT safety policies, procedures and guidance – Provide guidance and support to the Senior Leadership Team on health & safety matters – Provide daily support and guidance to employees, enabling them to comply with safety legislation – Implement and monitor accident and near miss recording systems and carry out investigations where required – Report certain incidents in accordance with the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR), and act as liaison with a range of statutory bodies and emergency services in the event of a serious incident – Chairs the Health & Safety Committee
All Employees	– Required to take reasonable care of their own health & safety and that of others who may be affected by their work, – Required to inform their Line Manager or the Facilities Manager, of any danger to health & safety posed by a work activity – Required to uphold all 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. New employees then receive specific safety information and training relating to their role and the office they will be based at. This is delivered by their Line Manager or other competent individual in their first week of full employment.

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.

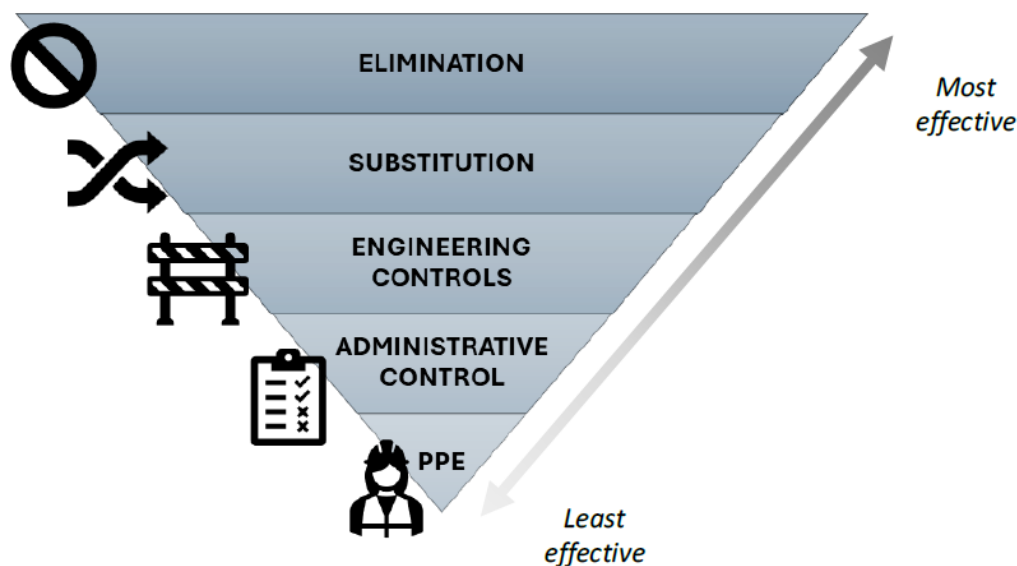
4.4 All Managers with responsibility for other employees and/or volunteers shall insure that individuals are adequately trained to carry out their roles safely and arrange for additional training where required.

5. Identifying hazards and minimising workplace risk

5.1 All activities which can foreseeably present a hazard to participants (or 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** and identifies foreseeable causes of injury or illness (the *hazards*), the likelihood that someone could be harmed by the hazard (the *risk*) and the actions needed to eliminate the risk or to reduce it to an acceptable level (the *controls*)

5.3 All risk assessments must be created to follow the principles of the *Hierarchy of Control*, which states the order of efficacy and preference when identifying a control measure. This is illustrated as follows:



5.4 When identifying control measures, the risk assessor seeks to eliminate a hazard completely. If not possible, the risk assessor seeks to identify less hazardous alternatives. If neither approach is effective, engineering controls (which separate people from hazards) or administrative controls (where safety signage, safe systems of work or training are provided) are specified. PPE is only used as control measure when none of the other options fully control the risk.

5.5 DWT expects all risk assessments to be *suitable and sufficient*. This means that the assessment should prioritise significant risks and ignore trivial ones and that the level of planning and detail involved should be proportionate to the complexity of the task and the level of risk.

5.6 The risk assessment must be written and recorded, and its findings shared with any participant who may be affected by the contents.

5.7 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.

5.8 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 likely hazards are identified and that specified control measures are adequate and effective.

5.9 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.

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 hand arm vibration, whole body vibration, hearing loss or damage, 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 surveillance appointments 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. 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 surveillance appointments are managed by the Facilities Team and are normally arranged on an annual basis unless the findings of a risk assessment or previous occupational health 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), we 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.*

7.6 DWT maintains a central pool of basic supportive equipment for office and home workers following a DSE self-assessment. This includes (but is not limited to) forearm support, wrist support, footrest and monitor stand. Where more specific individual requests for supportive equipment are made, the employee should discuss these with their Line Manager to identify how this will be funded.

Where the results of DSE self-assessment suggest specialised supportive equipment is required on medical grounds (including standing desks or specialist operator chairs), DWT will provide the required items on receipt of a letter from a GP or similar, confirming that treatment is being sought for a musculoskeletal condition.

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 and

maintaining effective lighting, storage and refuse collections. All staff are responsible for maintaining good housekeeping standards, 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.

8.4 Those named in Section B (Annexe 1) of this policy, have daily responsibility for ensuring that good housekeeping standards are maintained, that offices remain accessible to all, and that all daily / weekly fire safety duties are carried out (specifically ensuring that fire exit doors can be opened and remain accessible every day and that fire or smoke alarms are tested at least weekly). Actions can be delegated to competent individuals where required. Where there are any discrepancies or issues encountered with the housekeeping, presentation or with any fire safety issue, a report must be made to the Operations Officer immediately.

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 Fire safety signs are provided at all DWT properties. These are standardised to ensure that from any place within a building, where direct sight of an exit is not possible, and doubt might exist as to its position, a directional sign (or series of signs) exists.

The suitability of fire exit signage is reviewed at the fire risk assessment (see below). The specification of directional signage is taken from the definitions as set out in BS 5499-4:2013 part 4 (Code of practice for escape route signing)

9.3 Safety signs which do not meet the conventions shown in 9.1 and 9.2 above should not be used.

9.4 DWT branding or house style can be used in conjunction with a safety sign provided any branding does not distract or confuse the sign in any way. Where a DWT branded sign (or any custom-made sign) is used, only the pictograms listed in Schedule 1 of the **Health & Safety (Signs and Signals) Regulations** (or minor variations thereof provided that they do not affect the message that the sign conveys) can be used, but these should be approved by the Facilities Manager first.

9.5 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. This ensures there are fire safety procedures in place and that 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.

10.2 All systems used in the detection and fighting of fire are serviced regularly by a specialist contractor. Weekly alarm tests are carried out by the persons listed in Section B (Annexe 1) of this policy, and records maintained.

10.3 A range of emergency plans are written to govern the actions to be taken in the event of a serious incident. They are reviewed regularly to ensure they remain relevant.

10.4 Fire drills are carried out at each DWT office at least once every 6 months and the results are recorded. Fire drills are arranged by the persons listed in Section B (Annexe 1) of this policy.

11. Accident and near miss 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 where an accident or near miss occurs, an email must be sent to the Facilities Manager within 48 hours of the incident occurring detailing the cause of the incident, identifying the injured parties and details of the injury.

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 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 training courses are 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 depending on the findings of the site risk assessment. Holders of the EFAW qualification are responsible for monitoring the supplies in a first aid box and should liaise with the Operations Officer if any stock levels need replenishing.

11.6 Near misses (defined as *an event not causing harm, but with the potential to do so*) must 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 with any employees or volunteers who witnessed or were involved in the accident and/or their line manager.

12.3 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 and an investigation report prepared.

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 always cooperate, and the Director of People and Facilities Manager will act as the primary liaison.

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 meets 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 and HR Managers.

13.6 Hybrid workers normally spend 60% of their working month, working from home. This may make it harder to identify any hybrid worker who is suffering with welfare issues. For this reason, DWT Line Managers are expected to maintain regular contact with any direct reports who are hybrid workers. Hybrid workers are also expected to meet with their line managers in person at least bi-monthly and to attend an in-person team meeting at least quarterly. This ensures a continuity of face-to-face communication and care so that welfare levels can be maintained.

14. New and expectant mothers

14.1 DWT assesses 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 meets with the Facilities Manager to go through the details of their role and identify any potential hazards. A risk assessment and risk report is then created in consultation with the employee. Where risk is identified that cannot be avoided or reduced, we 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 and that of their unborn child.

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

15. Children and vulnerable adults

15.1 Risks to young persons (those under 18 years of age) are assessed before starting work or volunteering. This assessment focuses 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 explains these commitments in detail.

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 employees, from hazards arising from the work they are undertaking on our behalf. These hazards (and the controls proposed by the contractor) must 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. DWT expects the contractor to provide their risk assessment and other supporting information **before** work commences.

17. Health & safety training

17.1 DWT ensures that all employees carrying out work on our behalf, have received appropriate training to allow them to conduct such work with competency and at no undue risk to themselves or others.

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

17.3 In some areas, we 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 provides adequate training to employees through the consultation process.

17.5 Some roles require re-training at pre-determined intervals. This includes First Aid training, chainsaw use and tractor driving. In each instance, DWT states in individual guidance notes what these intervals shall be.

18. Personal Protective Equipment (PPE)

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.

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

18.3 PPE is provided solely for an 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 give preference to collective protection rather than individual protection.

18.5 Employees who use PPE are responsible for the safe storage, inspection 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 DWT only selects equipment for use in the workplace that is suitable for the task and is provided with appropriate instruction for the user.

19.2 All work equipment purchased by DWT should conform to the appropriate standards (CE, BS EN, UKCA, 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 including tools, vehicles and ladders should be regularly inspected by the user to ensure that they remain safe and in a suitable condition.

19.5 Equipment provided for lifting (including winches, strops, hoists and passenger lifts) require inspections by a competent person or by a specialist consultant under the **Lifting Operations and Lifting Equipment Regulations 1998 (LOLER)**. In these instances, the Operations Officer arranges for inspection and ensures that maintenance records are kept.

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

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

19.8 Where guards are fitted to any work equipment, the user is expected 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.

19.9 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 is subject to regular testing (PAT) at a frequency determined by risk assessment. Fixed electrical testing takes place at an interval no longer than 5 years. Further information on this can be found in the electrical safety chapter of DWT's health & safety manual.

19.10 Asbestos containing materials (ACM) are present at Cricklepit Mill, Cookworthy, Woodah Farm and Meeth Quarry. DWT closely manages the safety of ACM at these sites in the following way:

- All sites have been surveyed by a licenced Asbestos Surveyor. Surveys are reviewed over time to ensure they remain appropriate and effective
- All known instances of ACM are clearly labelled
- The condition of ACM is monitored at each DWT site by an annual inspection carried out by the Facilities Manager
- All locations of known ACM are mapped out on site asbestos management plans and risk assessments
- Contractors and maintenance employees working at any site where ACM may be present, are provided with the management plans and a site induction
- Emergency procedures and rescue kit are provided at each site, should ACM be accidentally disturbed
- Loose ACM is removed for disposal, and any presumed ACM is assumed to contain asbestos until sampling proves otherwise.

19.11 All sites have a Legionella risk assessment prepared by a specialist contractor. Water outlets are flushed regularly at each site and water temperature tested. Showers are disinfected monthly. Records are kept.

20. Agriculture and forestry

20.1 Agriculture and forestry activities comprise a significant proportion of DWT's work. These industries are also statistically some of the highest risk in the UK and so comprise an area in which we have formulated the most stringent controls.

20.2 Our approach to managing safety in agriculture and forestry reflects the broad requirements of the **Provision and Use of Work Equipment Regulations 1998 (PUWER)**, in that:

20.3 All work equipment is selected and maintained to ensure it is and remains suitable for its intended purpose and will not be used for purposed it was designed to undertake.

20.4 All work equipment is maintained and serviced in accordance with the manufacturer's requirements and/or any statutory requirements. This is to ensure it remains in an efficient state and good working order. Service and maintenance records must be updated whenever any maintenance, inspection or repair is carried out and these are regularly inspected.

20.5 Sites which operate agricultural, or forestry equipment are subject to regular formal inspections. These are normally carried out by the Director of Nature Recovery, Director of People, Facilities Manager, Team Manager and the site competent person. These inspections include (but are not limited to) an inspection of risk assessments and maintenance records, training records, a site tour and workshop inspection and an inspection of equipment chosen at random. Inspection records and improvement action plans are generated following an inspection.

20.6 All users of individual equipment are trained to a standard that enables them to operate machinery safely. Where necessary, re training or refresher training is also provided. Staff who have not received adequate training are not permitted to use agriculture or forestry equipment.

20.7 It is the responsibility of equipment operators to ensure that all required guards are fitted before, during and after operation. If a guard is not fitted or is damaged, the equipment must not be used, and it must be reported to the competent person for repair.

20.8 All equipment must be maintained in a manner in which the required safety signage and markings remain visible at all times.

21. Work at height

21.1 Work at height means work in any place where if a person were to fall, they are liable to suffer personal injury. There is no minimum height.

21.2 Work at height is avoided where possible by using the principles of the hierarchy of control

21.3 Where work at height cannot be avoided, the activity must be properly planned, supervised, risk assessed and carried out by competent people. The level and detail of planning is commensurate with the level of risk.

21.4 When work at height takes place, collective protection (ie guard rails, Mobile Elevated Work Platforms, Scaffolding) should be preferred over personal protective equipment.

21.5 Where the risk of a person falling still remains, measures should be taken to minimise the distance and or consequence of the fall.

21.6 Ladders can be used for low risk, short duration work but a risk assessment and ladder inspection must be carried out before work takes place. Only the correct type of ladder should be used for the task and should always be adequately secured and used only by competent people.

22. Driving and vehicle use

22.1 Driving is one of the most hazardous activities we undertake. It is also the most commonly undertaken activity with the majority of staff driving some form of vehicle at some point in their work.

22.2 For this reason, DWT has a separate Driving at Work Policy which must be followed at all times without exception.

23. Legal Requirements

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

24. Health & Safety Committee

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

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

24.3 The committee comprises a cross section of Managers, Officers, members of the Leadership Team 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.

24.4 Following each Committee meeting, the Facilities Manager updates all other Managers on key messages to be cascaded to their teams.

25. Setting objectives

25.1 DWT's Health, safety and environmental management system is committed to continual improvement.

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

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

26. Continual improvement

26.1 DWT's Health, safety and environmental 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.

26.2 We use feedback to ensure that the management system continually improves.

27. Breaches

27.1 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.

27.2 For this reason, any wilful breach of this policy is regarded as a disciplinary matter.

Annexe 1 – roles and responsibilities

Section A - Safety Management Roles:	Name
Chief Executive	Nick Bruce White
Director of People	Louise Sullivan
Facilities Manager	Stuart Hodgkiss
Section B - Persons with site responsibility	Name
Responsible Person – Crickelpit Mill	Lisa Benton
Responsible Person – Alden's Court (DWC)	Li-Li Williams
Responsible Person – Woodah Farm	Edric Hopkinson
Responsible Person – Cookworthy	Vassillis Kitidis
Responsible Person – Meeth Quarry	Steve Threlkeld
Responsible Person – Wembury Marine Centre	Coral Smith
Section C - Safety Representatives	Name
Representatives of Employee Safety	Lisa Benton, Steve Hussey
Section D - 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:



Date: 21st May 2024

Nick Bruce-White
Chief Executive
Devon Wildlife Trust