

## Health and Safety Policy Statement

### **Policy statement**

The Policy describes our commitment to health & safety, who is responsible, and the arrangements for implementation.

### **Why is this policy necessary?**

To meet our legal obligations, to set health and safety standards, and to make a clear statement about who is responsible for health and safety across the organisation.

### **How will compliance with the policy be monitored?**

The Health & Safety Committee will take a lead in monitoring and reviewing the detail of our health and safety arrangements. The Board of Trustees will appoint a lead member who will report to the Board on a regular basis.

### **What additional documentation supports this policy?**

Health & Safety Codes of Practice (COPs). There are currently 33 COPs covering everything from Chainsaw Use, Food Handling, Stress at Work to Working with Animals and much more.

### **This Policy was approved by trustees on:**

Presented to Board for approval in January 2017

### **When will the policy be reviewed?**

3 years time or earlier if necessary

## **Berkshire Buckinghamshire & Oxfordshire Wildlife Trust Health and Safety Policy Statement**

### **Statement of commitment**

BBOWT regard the management of Health and Safety as a key priority.

We are committed to

- Preventing accidents and cases of work-related ill health by managing health and safety risks in the workplace and across all of our sites
- Providing clear instructions and information and training to ensure employees (including volunteers) are competent to do their work
- Monitoring and reviewing performance to improve working practice and working conditions where necessary
- Engaging and consulting with employees on day-to-day health and safety conditions
- Implementing emergency procedures in cases of significant incidents
- Maintaining safe and healthy working conditions, provide and maintain buildings, equipment and machinery and ensure safe storage of substances.

### **Who is responsible?**

#### Board of Trustees

The Board will

- Approve and support the Health & Safety Policy
- Receive regular reports on health and safety including reports on breaches, incidents and other notifiable events
- Ensure resources are made available for health & safety related activities
- Review and amend where required the Health & Safety Policy every three years or earlier if necessary
- Nominate one of its members to take a lead responsibility for Health and Safety.

#### Chief Executive

The Chief Executive will

- Take overall responsibility for Health and Safety
- Oversee the implementation of this policy across the Trust
- Inform and advise the Board of Trustees of the Health and Safety performance of the Trust
- Set and monitor objectives and targets for health and safety

#### Health & Safety Committee

The Health & Safety Committee will take a lead role in monitoring and reviewing the detail of our health and safety arrangements and ensuring compliance with all relevant H&S legislation. The Committee will be chaired by the Director of Operations and meet quarterly. Membership will include senior Directors and Leadership Team members together with a cross section of managerial and operational staff. The 'lead Trustee' for Health & Safety will attend on an annual basis and receive all committee papers.

## Line Managers

All managers within the organisation have responsibility for ensuring the premises, activities and people under their authority comply with this policy. They will:

- ensure all staff and key volunteers have access to, implement and comply with the health and safety instructions and information provided
- ensure all staff and key volunteers have access to appropriate training to fulfil their responsibilities.
- investigate, according to the agreed procedures, any accidents and/or dangerous incidents occurring within their sphere of control
- investigate health, safety and welfare complaints relating to the people under their management
- ensure the views of their staff are communicated to the Health and Safety Committee

## All staff including volunteers

All staff including volunteers have a responsibility to

- Understand and follow agreed Health & Safety practice
- Take reasonable care to protect their own and colleagues' health and safety
- Co-operate with managers in the execution of their responsibilities
- Report all accidents and incidents or matters of concern (for example unsafe equipment or practices)
- Not interfere with or misuse anything provided to support health and safety

## **Health & Safety Arrangements**

### Codes of Practice

The Health & Safety Committee will ensure that detailed Health & Safety standards are documented in a series of 'Codes of Practice'. They will ensure that the Codes of Practice are available and supported in all work settings, and that the Codes are reviewed and updated on a regular basis following appropriate consultation.

### Information

This policy together with the Codes of Practice will be distributed to all departments and be available on the Trust computer network and the volunteer section of the website in order to provide information and guidance.

# BBOWT POLICY

Berkshire  
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Oxfordshire



Proper signage will be displayed at all sites to support the Health & Safety Policy and highlight potential risks.

## Training

It is each line manager's responsibility to ensure any training required in health and safety matters is provided. The Health and Safety Committee will identify any organisation-wide training that is needed to improve Health and Safety performance, and will initiate training to meet those needs.

## Reporting

All accidents and incidents should be reported to the site supervisor or manager and all accidents and incidents should be recorded in the accident book. There is a legal requirement to report certain incidents under the 'Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR) regulations to the Health & Safety Executive (HSE) and the BBOWT Code of Practice 2 details the procedures to follow.