

Essex Wildlife Trust Health and Safety Policy

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V1	24/09/17	Alison Clayton	Major review of Health and safety Policy by the Trust Health and Safety Advisor
V1	12/12/17	Alison Clayton	Approved by the Access Health and Safety Committee and board
V2	19/12/18	Alison Clayton	Reviewed and updated and H&S committee
V2	22/12/19	Alison Clayton	Reviewed and updated to include Director of Operations and Senior Leadership Team. Update in qualifications for Electrical Testing NICEIC (i.e., 18 th edition qualified
V2	20/12/20:	Alison Clayton	Reviewed by Alison Clayton and included: Transferred to new template format
V2	20/11/21	Alison Clayton	Inclusion of 6.16 Playgrounds and Play Equipment - New section
V2	25/01/23	Alison Clayton	Inclusion of new Template and Branding

V3	20/09/2023	Alison Clayton	<ul style="list-style-type: none">• Review and a comprehensive rewrite of the Health and Safety Policy.• Considering the new management structure.• Revised operating procedures. Inclusion as an appendix for the Nature Nursery H&S Policy
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1. Policy Statement of intent:

- 1.1 This policy outlines Essex Wildlife Trust and its subsidiaries (the Trust) and the Board of Trustees commitment to high standards of Health and Safety. Although the Trust CEO has ultimate responsibility for implementing the policy, the day-to-day operational responsibility for the implementation of the Health & Safety policy will be delegated from the CEO to the Senior Leadership Team (SLT), with the CEO maintaining overall responsibility as organisational head.
- 1.2 SLT will delegate responsibility to the Operational Leadership Team (OLT) via their line management responsibilities.
- 1.3 All employees and volunteers have a personal responsibility for ensuring that they follow all health and safety guidance as part of this policy and recognise they have an important part to play in the success of this policy.
- 1.4 It is the policy of Essex Wildlife Trust to ensure that the duties placed upon it under its constitution and by its Board of Trustees and Senior Leadership Team (SLT), are carried out in ways which do not adversely affect the health and safety of any person. The Trust will protect the health and safety of employees and volunteers at work and establish and maintain the highest practical standards of safety and accident prevention. This policy extends to all subsidiaries in the Essex Wildlife Trust Group.
- 1.3 The Trust recognises that as an employer, it has legal obligations under the Health and Safety at Work Act 1974. The Trust will comply with its responsibilities under all other relevant health and safety legislation.
- 1.5 The Trust recognises its duty of care to its staff and volunteers and will aim to protect them from any risks to their health and safety as far as is reasonably practicable.

It will achieve this by:
 - a) Identifying and assessing risks to which staff, volunteers or visitors are likely to be exposed.
 - b) Introducing specific measures to minimise risks.
 - c) Adopting safe working practices.
 - d) Providing appropriate instruction, training, and supervision.
 - e) Checking that instructions and precautions are being followed.
- 1.6 Employees and Volunteers under section 7 of the Health and Safety at Work Act 1974 have a duty to follow all health and safety guidance and procedures. It is their responsibility to act in accordance with all safety procedures and in line with health and safety law and not to put themselves or others at risk.
- 1.5 The Trust will endeavour to ensure that all practicable measures are taken to minimise risks to its visitors on all properties, whether arising from its own activities or the features of the natural landscape in its care or from the visitors' own activities.
- 1.7 The Trust will endeavour to ensure that contractors undertake their work for the Trust in ways which do not create risks to themselves or the health and safety of Trust staff, volunteers, visitors, or contractors themselves.

- 1.8 The Trust will maintain systems which collect and record appropriate information on any accident or incident, reportable disease, dangerous occurrence or near miss event, and will ensure correct accident reporting procedures as required by law and statutory legislation. The Trust will take any remedial action to prevent any recurrence. The Trust will undertake investigations where any incident, injury, accident, disease, dangerous occurrence or near miss event warrants this.
- 1.9 The Trust will have appropriate ways of checking that precautions relating to health and safety are followed including appropriate audit and spot checks.
- 1.10 The Trust will facilitate means for employees and volunteers who are deemed at risk of occupational health exposure to be monitored and to have access to health surveillance monitoring.
- 1.11 The Trust will review performance relating to health and safety and will be open to internal and external audit where this is considered appropriate by the Board of Trustees or by the Risk and Compliance Committee.
- 1.12 This Statement of Intent should be read in conjunction with all parts of the Health and Safety Policy.

Andrey Impey - CEO of Essex Wildlife Trust

1. Introduction

This policy states the commitment of Essex Wildlife Trust Ltd and its subsidiaries (the Trust) to the health, safety and welfare of all employees, volunteers and visitors whilst engaged in Trust activities and to mitigate risks to health and safety in connection with those activities. For the purpose of this policy 'employee' includes all paid staff and those volunteering for the Trust and while undertaking activities at the request of the Trust.

The Trust's policy is to provide, as far as is reasonably practicable, a safe and healthy working environment, safe plant, and equipment. Providing safe work systems for its employees and to provide information, training, and supervision to ensure this happens.

Every member of SLT, OLT and each manager is responsible for implementing this policy within their directorate. All staff and volunteers **must** comply with the policy and co-operate with colleagues to achieve high standards of health and safety. Responsibilities of staff and volunteers are outlined in this document. Included are arrangements for health, safety, and procedures for ensuring our policy objectives are met.

This policy is a legal requirement under the Health and Safety at Work Act (HASAWA) 1974 and complies with this legislation.

Failure to comply with Health and Safety Regulations is a criminal offence and the employer and individual employee are liable to prosecution and fines for failure to comply with the Act. Failure to comply with safety requirements could also lead to internal disciplinary action.

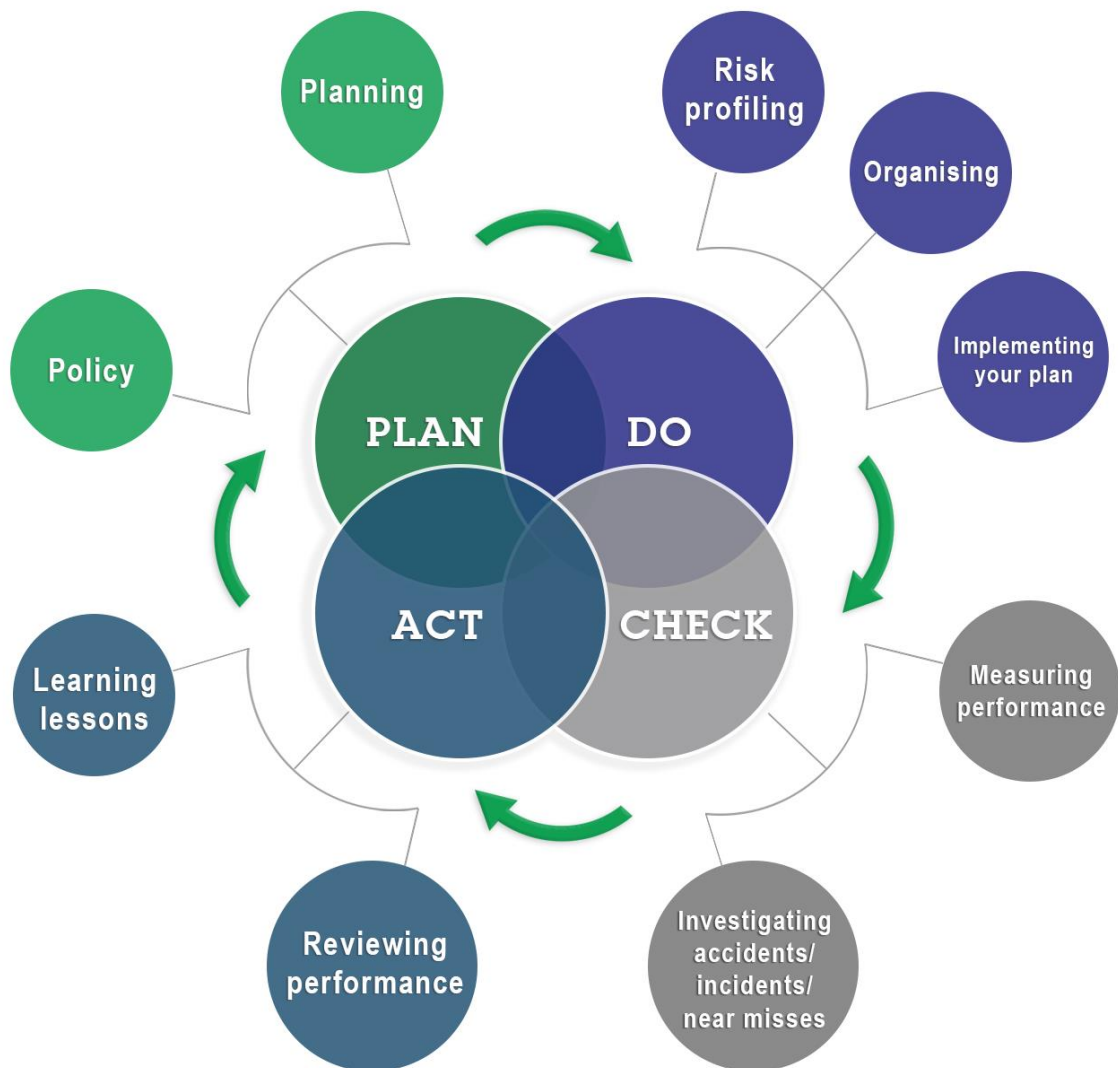
- Part 1:** The Policy Statement of Intent sets out the Trust's general policy statement which must be brought to the attention of every employee and volunteer as part of the induction process.
- Part 2:** The organisation of health and safety management.
- Part 3:** The arrangements for implementing this policy.
- Part 4:** Definitions
- Part 5:** Young Persons, Children and Vulnerable Persons Provision (Including nature Nursery)

Questions concerning this policy should be referred to the Trusts CEO, the Senior Leadership team, Conservation Health and Safety Working Group, or the Health & Safety Compliance Manager.

2. Organisation of Health and safety Management.

Organisation of Health and Safety Management

This section sets out the principal responsibilities for the management of Health and Safety within Essex Wildlife Trust.



The Trust Management Organisational Hierarchy Chart is available on Wildpoint and In **Appendix 1** in this policy.

Detailed responsibilities are prescribed in section **3 – Arrangements**.

3. Arrangements for implementing the policy.

3.1. Responsibilities of the Chief Executive Officer (CEO) and the Board of Trustees.

The CEO and the board of Trustees retain the overall responsibility for the implementation of this policy but day to day operational responsibility for the implementation of the policy will be delegated from the Chief Executive Officer (CEO) to the Senior Leadership Team (SLT) with the CEO maintaining overall responsibility as organisational head.

They will establish the importance of health and safety objectives in relation to the Trust's other strategic objectives. This responsibility will also be delegated to the OLT and Health and Safety Compliance Manager.

In Particular the CEO:

- Will ensure that the Board of Trustees, Committees or other governance groups, staff and volunteers are kept informed of the Trust's health and safety performance, and relevant health and safety matters relating to staff, volunteers, the public and contractors.
- Will, in conjunction with the Senior Leadership Team (SLT) the Risk and Compliance Committee and the Board of Trustees, set health and safety objectives and targets and monitor the Trust's progress towards their achievement.
- Will include as appropriate a section on the Trust's health and safety plans and performance within an Annual Report to the Board of Trustees.
- Will ensure that this policy is reviewed by the Board of Trustees and the Risk and Compliance Committee annually.
- Will ensure that risk assessments are completed, recorded, actioned, and shared with staff.
- Will ensure there are effective systems for communication and consultation with staff and safety representatives on health and safety matters.
- Will ensure that, where necessary, accidents or incidents are reported to the Health & Safety Executive (HSE) via the Health and Safety Compliance Manager in a timely manner and that such accidents or incidents are subject to an accident investigation procedure.
- Will ensure high standards of health and safety are demonstrated by the CEO and SLT.
- Will ensure that appropriate first aid provision is in place, including the training and appointment of sufficient first aiders, and that all staff are aware of the arrangements. This will include times when staff are present outside the normal hours of the Trusts operations. All necessary training will be supported by the organisation.
- Will ensure that Health and Safety matters which cannot be resolved operationally are raised with SLT and if necessary, the Board of Trustees.
- Will ensure through delegation that all plant and work equipment complies with regulations including the Provision and Use of Work Equipment (PUWER) and the Lifting Operations and Lifting Equipment Regulations 1998 (LOLER)

3.2. Health and Safety Responsibilities of the Senior Leadership Team (SLT).

- Ensure that all staff and volunteers who work with them are aware of the Trust's current Health and Safety Policy and procedures.
 - To lead by example at all times regarding safe practice and expect and encourage a culture of safety within their directorate.
 - Ensure a safe working environment as far as is reasonably practicable.
 - That there is appropriate Instruction, training and supervision for staff and volunteers within their directorate.
 - Ensure that any tools, equipment, vehicles or appliances are in good condition and appropriately maintained by their directorate.
 - Ensure employees and volunteers under their control are adequately trained, informed, instructed and supervised.
 - Ensure all accidents/incidents are recorded and reporting procedures are carried out in accordance with Trust's instructions.
 - Ensure that Risk Assessments are carried out within their directorate, and as and when required to delegate this to another member of staff or volunteer who is competent and capable of undertaking this responsibility.
 - Ensure there is appropriate first aid provision at all times.
 - Ensure the safety of visitors and contractors to their directorate or sites in ways which are reasonable and practicable.
 - To ensure where necessary and where identified via risk assessment that appropriate PPE is made available, used, and worn according to manufacturer's instructions.
 - To ensure that where staff or volunteers are organising work on others' land or in others' buildings - for example with events or with Living Landscape or Living Seas work - then similar audits and risk assessments are carried out and that, where necessary, the insurance of the Trust is checked to ensure it covers these activities.
 - To be aware of fire and emergency procedures.
- a. The Director of People and Culture- Human Resources
Is responsible for ensuring appropriate measures are in place to monitor workplace sickness levels. Where these monitoring systems indicate work-related ill health issues, the post-holder will bring these to the attention of the Health and Safety Compliance Manager and where necessary the Occupational Health provider for resolution or advice.
- b. The Director of Finance and Systems.
Is responsible for ensuring that purchasing systems consider health and safety issues and place responsibility on the purchaser to consider health and safety when planning the purchase of equipment, substances, articles, or services.
The Director of Finance and services has direct line management of The Health and Safety Compliance Manager

3.3. Responsibilities of the Operational Leadership Team (OLT), as line managers of the managers within their departments.

In particular they will:

- Ensure that all staff and volunteers who work with them are aware of the Trust's current health and safety procedures.
- To lead by example at all times regarding safe practice and expect and encourage a culture of safety within their directorate.
- That there is appropriate Instruction, training, and supervision.
- Ensure a safe working environment as far as is reasonably practicable.
- Ensure that any tools, plant and equipment, vehicles or appliances are in good condition and appropriately serviced and maintained.
- To ensure employees and volunteers under their control are adequately trained, informed, instructed, and supervised.
- To ensure all accidents/incidents are recorded and reporting procedures are carried out in accordance with Trust's instructions.
- To monitor/report on all matters pertaining to health and safety on their sites or in their buildings.
- To facilitate site audits, risk assessments, fire assessments and any other assessments on their site as and when required or to delegate this to another member of staff or volunteer who is competent and capable of undertaking this responsibility.
- To ensure through line management that they and all staff within their remit complete any safety logs or accumulative records.
- Ensure there is always appropriate first aid provision.
- Ensure the safety of visitors and of contractors in ways which are reasonable and practicable.
- Ensure where necessary and where identified via risk assessment that appropriate PPE is made available, maintained, and worn according to manufacturer's instructions.
- Ensure that where staff or volunteers are organising work on others' land or in others' buildings - for example with events or with Living Landscape, Rivers, or Living Seas work - then similar Audits and Risk Assessments are carried out and that, where necessary, the insurance of the Trust is checked to ensure it covers these activities.
- To be aware of fire and emergency procedures and ensure that these are reviewed regularly in accordance with Trust policy.

3.4. Responsibilities of Managers

Managers are responsible for the day-to-day health, safety, and wellbeing of those that are supervised by them.

In particular: they will:

- Managers must ensure that staff and volunteers receive a copy of all parts of this policy statement and subsequent amendments from the Health and Safety Compliance Manager via the Smart log notifications and should sign that they have received, read, and understood this. The confirmation will be sent to the Health and Safety Compliance Manager (H&SCM).
- Every manager has a duty of care, both for his/her own personal safety, and the safety of others who might be affected by his/her actions or omissions (for staff this duty of care is a statutory responsibility).

- Every manager has the responsibility to ensure that their staff or volunteers always have adequate training instruction and supervision
- Ensure that staff and volunteers only carry out tasks that they are trained, instructed and competent to undertake. To ensure through line management that they and all staff within their remit complete any safety logs or accumulative records.
- Should managers be made aware that staff or volunteers who come into contact with any defective equipment or hazardous situations arising in the course of their work, this must be reported to the H&SCM without delay - he/she should also stop the work if the nature of the defect or situation involves risk of serious injury to any person.
- Any defective plant or equipment must be reported, and the equipment taken out of use and marked as such until it can be repaired or replaced.
- If a staff member or volunteer encounters work being carried out by other Trust staff, or volunteers, or contractors on Trust property in an unsafe manner the Trust expects that they will report the circumstances immediately to the member of the Trust who is

3.5. Responsibilities of Staff and Volunteers

In particular they will:

- Ensure staff and volunteers will receive a copy of all parts of this policy and statement and subsequent amendments from the Health and Safety Compliance Manager (H&SCM) via Smart log or line manager. They should acknowledge that they have received this via Smartlog and that they have, read, and understood this. The confirmation will be sent to the H&SCM
- All staff and volunteers have a duty of care, both for his/her own personal safety, and the safety of others who might be affected by his/her actions or omissions (for staff and volunteers this duty of care is a statutory responsibility).
- Only operate plant and equipment that they have been trained to use in agreement with their line manager.
- They must use any Personal Protective Equipment (PPE) that is provided for their use as determined via risk assessment.
- They must not interfere with or adapt the PPE for use.
- Staff or volunteers come into contact with any defective equipment or hazardous situations arising in the course of work this must be reported to the manager or supervisor without delay - he/she should also stop work if the nature of the defect or situation involves risk of serious injury to any person.
- If a staff member or volunteer encounters work being carried out by other Trust staff, volunteers, or contractors on Trust property in an unsafe manner must be reported in the first instance to their line manager.

3.6 Responsibilities of the Health and Safety Compliance Manager.

The Health and Safety Compliance Manager reports directly to the Director of Finance and Systems

The Health and Safety Compliance Manager will:

- Ensure that the Trust is compliant with its legal obligations in respect to Health and Safety in accordance with the health and safety at Work Act 1974.
- Support the CEO, SLT, OLT, Managers, and individual members of staff and volunteers in achieving their responsibilities under statutory health and safety law and its instruments.
- Work in partnership with all stakeholders to embed a health and safety culture across the Trust.
- Undertake accident/incident investigation and prevention and make recommendations to the CEO and Risk and Compliance Committee, the Boards, the Conservation Health and Safety Working Group and the Management and Project Management committees.
- Identify health and safety training needs and arrange/undertake these as appropriate with the learning and development team.
- Assess the work environment on a regular basis and report any non-compliances and corrective actions to the health and safety working groups, the Nature Nursery Management Group and the Risk and Compliance Committee.
- Undertake proactive monitoring, prepare and co-ordinate H&S audits and monitor safety performance by internal audits. collating and reporting upon key performance indicators to the Risk and Compliance Committee, the SLT and OLT Groups and the respective Boards and associated health and safety working groups.
- Manage the accident and incident reporting system and review incident data to identify trends and any lessons that can be learned including RIDDOR reporting on behalf of the Trust.
- Review the Health & Safety Policy annually or immediately in the event of safety concerns or changes to working practice. Ensure that reviews of health and safety policies, arrangements and procedures are carried out regularly
- Monitor and ensure that departments are maintaining and servicing plant, equipment, and assets in a timely manner.
- Ensure new employees receive appropriate health and safety information, instruction and training including departmental safety procedures.

3.7. Responsibilities of the Risk Compliance Committee.

The Trust Risk and Compliance Committee has responsibility for overseeing all health and safety legislation as it relates to the work of the Trust. It is responsible for reviewing, revising, and monitoring the Health and Safety performance of the Trust on an annual basis and reports to the Trust board. The committee may be summoned to meet as and when deemed appropriate by the CEO or any of its members.

The Risk and Compliance Committee is an advisory body and reports to the Board of Trustees via its Chairperson.

The Risk and Compliance Committee is also responsible for ensuring effective communication via its Health and Safety Working groups and leading on embedding a culture of safety throughout the Trust.

3.8. The Conservation Health and Safety Working Group.

The Conservation Health and Safety Working Group will work in collaboration with the Health and Safety Compliance Manager.

They will:

- Have input into any policies and procedures from an operational and technical perspective in relation to their everyday working activities.
- They will manage and implement any changes to working practices or legislation through line management responsibility.
- Will enforce a safety culture and safe working practice and procedures through line management and governance responsibilities.
- They will ensure that all plant and equipment is inspected, maintained and held on the Trust Asset Register.
- They will raise any concerns related to health and safety and ensure that any corrective actions are managed and resolved in a timely manner.
- They will act and implement any corrective findings from investigations as a result of serious incident or injury.
- They will report to the Risk and Compliance Committee on outcomes and progress.
- They will input technical knowledge into our safe practices and procedures.
- They will ensure that regular audit, monitoring, and review of reserves takes place and any non-compliances resolved quickly and efficiently.

3.9. Management and Project Management Groups

The Trust has management groups for specialist areas within the Trust to ensure good practice and adherence to legislative and governance structures.

These groups will ensure that:

- They manage projects and activities to ensure that all planning and good working practice and legislation is adhered to as part of their work.
- They deal with any reports of incidents or injury appropriately through reporting procedures and implement any corrective actions as identified in any investigation reports.
- Meetings have time to consider and manage health and safety matters.
- Report any accidents or incidents or of ill health matters in regard to corrective actions arising from working practice.
- To monitor and review health and safety and working practice and implement any changes to legislation.

4. Definitions

4.1. Reporting of Accidents, Dangerous Disease, Dangerous Occurrence, and Incidents

Any accident, dangerous disease, dangerous occurrence, incident or near miss occurrence must be recorded and reported to the Health and Safety Compliance Manager via our Smartlog platform or by accident/Incident report form and sent electronically.

This is to ensure the Trust can fulfil its statutory obligations regarding Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR). If an electronic

report via Smartlog cannot be made a **FORM E** must be completed, and a signed copy sent to the Health and Safety Compliance Manager within 24 hours of the occurrence.

Monitoring and Review of Data

The Trust will review the data from these reports and report findings to the Risk and Compliance Committee and the Conservation Health and Safety Working Group where appropriate. They will look at trends and Risk to the Trust and they will action any corrective actions to resolve and ensure that there is no recurrence.

Staff and volunteers may be asked to take part in any investigations or provide information to the investigation.

4.2 Codes of Good Practice

The Trust maintains a Code of Good Practice (COGP) that is used as a safe code of working practice. It is reviewed regularly, and if working practice, as a result of a serious incident or accident or in case of change to legislation. This is provided electronically for all staff and volunteers on Wildpoint and Smartlog.

Staff and volunteers are expected to read this and must familiarise themselves with its contents. They will be asked to evidence that they have done so within induction/probation periods and regularly afterwards.

All staff are expected to follow the guidance within the Codes of Good Practice for their own safety and wellbeing and for the safety and wellbeing of others.

All staff and volunteers are expected to follow and comply with its instruction and safe practice as failure to do so may result in disciplinary action.

4.3. Insurance

The Trust holds an insurance policy, including employers (ELI) and public liability (PLI), professional negligence as well as insurance for its buildings and assets. Its insurers are also responsible for statutory inspections of its plant. The insurers have an interest in how the Trust manages health and safety risks. They carry out periodic surveys of Trust assets and buildings and may issue recommendations for improvements, both in terms of the physical construction of the premises and how they are operated, and the activities undertaken at the Trust. Insurers will expect that the circumstances surrounding accidents and incidents are investigated by the Trust as soon as possible after the event and that the investigation findings, and any other relevant information, are made available to them should a claim for compensation be brought against the Trust. Such insurance does not in any way reduce the obligation for any person to comply with this health and safety policy.

The Health and Safety at Work etc. Act 1974 does not in any way alter the general position regarding civil liability. Employer's liability insurance covers the Trust for its Legal Liability to employees for death, injury or disease arising out of the normal business of the Trust. Public liability insurance covers the Trust for its Legal Liability for damages in respect of accidental injury or ill health, and loss or damage to material property, happening in connection with the normal business of the Trust to non-employees such as students, visitors, and other members of the public.

4.4. Training

The Trust will ensure that all staff and volunteers are trained and instructed appropriately in work procedures or in the use of particular equipment or machinery. The need for specific training is outlined in the Codes of Good Practice booklet and within the mandatory training policy.

Mandatory health and safety training will be delivered via the Smartlog platform in accordance with the terms of the mandatory Training policy and the frequency of training expected.

Practical training will be delivered by external training providers and all training will be logged within the learning and development records.

When staff are allocated training, they will need to undertake this within the time scale that is specified and in accordance with our Mandatory training policy.

4.5. Compliance with the Health and Safety Policy

Staff, trainees, volunteers and/or contractors will ensure that all persons who are working on, or who are visiting sites will comply with this health and safety policy. If a person does not comply, he or she will be asked to leave the property or reserve.

All visitors to properties of the Trust, must have due regard to their own health and safety and that of other persons. Access to a Trust property may have to be restricted for various reasons and these restrictions must be observed.

4.6 All responsibilities in relation to health and safety of **ALL** employees and volunteers are explained in the diagram below.

It is important that all staff and volunteers understand their legal responsibilities and what they must do to meet them by:

What
everyone should
know and do

- Have an awareness of and comply with the Trust Health and Safety Policy and procedures specific to their work.
- Be familiar with fire and emergency arrangements, all risk assessments and method statements or safe operating procedures applicable to the work they are undertaking.
- Participate in all mandatory health and safety training or occupational health requirements. These will be identified as necessary by the Trust and their Directorate and/or line manager.
- This will be in accordance with their job role and to maintain competence for their role.
- A copy of this will be supplied with their contract at the start of their employment and at any time they are subject to changes to their job description.

How
everyone is
expected to
behave

- Take reasonable care of themselves and all others who may be affected by what they do or don't do.
- Do not place fellow employees or others in danger by their actions or interfere with or misuse anything, objects, structures or systems of work provided by the Trust in the interests of health and safety.
- Set a high personal standard and carry out activities in a manner consistent with the Trust values.
- If aware of any unsafe practice or condition, inform their line manager or the Health and Safety Compliance Manager.

When
working
everyone is
expected to

- Understand the risks of their work and comply with and follow risk assessments and method statements and safe operating procedures. Only engage in activities when competent to do so and seek advice if they do not feel competent to carry out their work.
- As soon as identified, tell their line manager of any arising unforeseen risks which do not have control measures in place.
- Avoid improvising and when identified, report any dangerous condition to their line manager or the Health and Safety Compliance Manager immediately.
- Obtain and use the correct tools/equipment for the work and don't use any that are unsafe or damaged.
- Where applicable, use and store personal protective equipment properly and, where guarding or other protective mechanisms are in place check they are secure and have not been tampered with before using the equipment.
- Always consider the safety of others who may be working in the same area or using the same or adjacent equipment.
- Report any accidents, incidents, symptoms of work-related ill health, near misses (that might have resulted in injury or damage), dangerous occurrence or dangerous condition (including inadequacies in health and safety procedures) in a timely manner and in accordance with Trust reporting arrangements and procedures.
- Ensure that they only use Trust equipment that has been adequately maintained and serviced on our sites and to report to their line manager any faulty plant or equipment.

Section 8 of the Health and Safety at Work Act 1974

4.7. Monitoring Performance

- The Conservation Health & Safety Working Group and the Risk and Compliance Committee in collaboration with the Health and Safety Compliance Manager will periodically organise a series of spot checks of sites, activities, and events to check that health and legislation, safety policies, procedures and guidance are being implemented.
- A spot check form devised for the purpose will be used. Unannounced spot checks may be undertaken by members of the working group Committee or the Health and Safety Compliance Manager. Should any member of the committee or any staff member observe any concerns regarding the performance of any staff or volunteer, or any exceptional performance in relation to this Health and Safety Policy they must report this to the Health and Safety Compliance Manager.
- The outcome of any spot check or investigation will be submitted as a report and recommendations for action included by the Health and Safety Compliance Manager and sent to the line manager and person concerned for action.
- The Health and Safety Compliance Manager will, where necessary, request that specific actions are undertaken in a timely manner as part of an action plan to ensure compliance with statutory Health and Safety law and best practice.

4.8. Auditing and Monitoring

The Trust will audit its health and safety provision on a regular basis. The Conservation Health and Safety Working Group and Risk and Compliance Committee will review the Trust Health and Safety policies, emergency planning procedures, and guidance, to ensure they are adequate, suitable, and sufficient. This could include internal and external audit.

Reviewing Performance.

The Risk and Compliance Committee and the Health and Safety Compliance Manager will review performance of the Trusts obligations against its Health and Safety Policy and other safety policies and procedures and associated metrics and make any recommendations to SLT or OLT and the Boards of Trustees as appropriate.

As a minimum, performance reviews will include:

- A comparison of performance with similar analysis from previous years, both within Essex Wildlife Trust and, where possible, other comparable organisations.
- Analysis, review, and improvements of all forms relating to health and safety, including how well these have been completed and recommend improvements to all such forms.
- A formal review of the 'Codes of Good Practice' (COGP) will take place every 3 years or when legislation or working practice changes. This will take place in collaboration with specialist knowledge areas for input. The COGP will have amendments made when deemed necessary or when working practice changes and updated on Wildpoint and Smartlog.

- Any comments that have been received, accidents, incidents and investigations that have occurred and any remedial or corrective actions taken.
- Regular reports to the Board of Trustees, including recommendations as to priorities, and then tracking work against those recommendations.

4.9. Display Screen Equipment and Workstation Assessment

The Health and Safety Display Screen Equipment (DSE) Regulations 1992 place specific requirements on employers with the aim of protecting workers from the health risks associated with DSE.

Any staff members who regularly use Display Screen Equipment (DSE) as a requirement of their employment will be deemed a user and will therefore be required to undergo a regular health and safety DSE and workstation assessment to prevent long term musculoskeletal injuries. They are also entitled to free eye tests and a contribution toward the cost of corrective glasses.

DSE users will undertake mandatory training and a DSE and workstation assessment to identify any hazards that may cause or contribute towards discomfort or injury. These assessments are completed initially with a self-assessment on Smartlog and reviewed by the Health and Safety Compliance Manager and team.

The training module will provide information, instruction and training and will help minimise any risks to health, safety, and welfare from the use of DSE equipment and where necessary a further workstation assessment will be undertaken by the Health and Safety Compliance Manager.

Where staff work from home for more than a temporary period or where their base location is home working then a full homeworking risk assessment must be undertaken by the employee and returned to the Health and Safety Compliance Manager.

4.10. Electrical Equipment

The Trust will conform with the Electricity at Work Regulations (1989)
<https://www.hse.gov.uk/pubns/priced/hsr25.pdf>

To ensure the safety of our staff, volunteers and premises the Trust will ensure that:

- The mains electrical circuitry in all our premises is tested in accordance with BS 7671 at least every five years with records kept by the Facilities Officer. These records will be held on the Smartlog platform.
- Electrical contractors are competent and working to the current standards set by the NICEIC (i.e., 18th edition qualified).
- Circuit breakers and other protective devices are fitted into the electrical system, where necessary.
- Portable electrical equipment (i.e., anything with a plug) will undergo regular visual inspection and annual electrical PAT testing.
- Staff and volunteers will undertake visual checks before any equipment is used and report any problems to the Facilities Officer.

- Personal items of electrical equipment are not permitted on our premises unless they have been PAT electrically tested and approval has been obtained from the Facilities Officer that they are compliant.
- Any electrical equipment brought into the organisation by prior agreement with the Facilities Officer must conform to BS EN quality standards.

4.11. Gas Safety Legislation and Gas Safety (management) Regulations 1996

In addition to the duties placed on employers and those in control of premises, under the health and safety at work Act 1974 and associate legislation, Legal duties relating to the Safe use of gas as a fuel in the workplace.

This states that there will be:

- Detailed records must be kept of any maintenance work carried out on gas pipe work
- Work carried out on appliances and flues.
- Regular inspection and maintenance of any gas appliances.
- Engineers must issue certificates for any work they carry out.
- Only registered gas safety engineers to carry out work on our equipment.

The Trust will ensure that they follow all gas safety legislation and guidance in relation to the workplace and any housing properties.

4.12. Fire/Emergencies

To ensure optimum standards of fire safety in accordance with the **Regulatory Reform (Fire Safety) Order (FSO) 2005**.The following is provided at all Trust premises:

- A fire risk assessment will be completed, reviewed, and updated annually. The Health and Safety Compliance Manager will oversee this for each Trust property.
- Implementation of any necessary preventive and protective measures on the basis of the prescribed principles of fire prevention
- Fire alarm and detection equipment is put into place where appropriate.
- Firefighting equipment is installed and serviced annually.
- The fire alarm systems are maintained and serviced by a specialist contractor.
- All staff are trained in fire safety arrangements which includes actions to take in the event of a fire. This will be undertaken on induction or when working from other trust premises that differ from their own base.
- Fire Marshalls are appointed and trained to coordinate an emergency.
- Fire Safety signs are displayed. Staff members should be aware of the location of fire exits and assembly points and should never block any fire exit doors or passageways at any time.
- Fire extinguishers are located at convenient places throughout premises. Their positions are clearly indicated by signs. These are regularly maintained.
- Fire Safety notices are displayed around the premises; these should be read and understood.

- Records are kept of regular testing of fire alarms, emergency lighting, smoke detectors and inspections of fire doors.
- Fire drills are conducted at least three times annually to reinforce these instructions and records of fire drills are kept in the fire register.
- Evacuation procedures include arrangements for disabled or less able staff, volunteers, or visitors. Personal Emergency Evacuation Plans (PEEPS) will be devised for those who require additional assistance in evacuation.

Bomb Warnings.

If you receive a warning about a bomb, try to find out from the caller:

- The approximate location of the bomb and likely time of detonation.
- Whether the police and fire brigade have been notified
- This procedure must be followed even if a hoax is suspected.

Try to RECORD EXACTLY WHAT IS SAID:

- Notify the Police immediately on 999.
- DO NOT SOUND THE FIRE ALARM but evacuate the building taking into consideration any information from the bomb warning.
- Assemble in the at the Fire assembly point or furthest point from the building. unless the bomb warning implies otherwise.

Protests.

If there is a protest of a large or small group of people in relation to our aims and objectives This must be reported to your line manager who will report this to a member of SLT or OLT for further advice.

Threats of Violence.

If there is a violent situation at one of our buildings that compromises the safety of our staff or volunteers.

- Staff must get themselves to a place of safety as defined in their emergency plan and call the emergency services.
- A safe word must be established to convey the seriousness of the situation to each other and not raising the awareness of the suspect.
- This safe word must be communicated to all persons as part of the emergency training and procedure.

4.13. First Aid

The Health and Safety (First Aid) Regulations 1981 require employers to provide adequate and appropriate equipment, facilities, and personnel to ensure their employees receive immediate attention if they are injured or taken ill at work.

First Aid is the initial management of any injury or illness suffered at work. It **does not include** administering tablets or medicines.

The Trust is responsible for providing a competent level of training for staff and to ensure that the trainer is fully competent in providing training that is of a good quality and that has a level of accreditation.

The Trust maintains its standards as laid out within the First Aid Regulations.

The purpose is for the first aider to maintain life and/or prevent deterioration in an emergency until professional help is available. The Trust will ensure there are sufficient first aid trained personnel and equipment throughout the organisation and taking into account its diverse working activities to deal with a first-aid emergency.

Names of qualified First Aiders will be kept updated and posted on Wildpoint. Details of qualified first aiders at Abbots Hall Farm and within the Nature Discovery Centres will be in clear sight.

- All Staff at the Nature Nursery on our Abbots Hall Farm site will be qualified First aiders (QFAs) will have an appropriate paediatric first aider qualification.
- All staff undertaking educational activities within our wider learning will have an appropriate paediatric first aider qualification.
- The location of first aid boxes / equipment will be outlined on Wildpoint for each location.
- Sufficient numbers of First aiders will be trained to the appropriate qualification level and have regular refresher training every three years with an accredited trainer.
- Locations that have defibrillators, will have staff trained in their use.

First Aid Kits

The Trust provides first aid kits and replacement materials and will ensure an appropriate number of staff and volunteers are trained to the level required.

All first aid boxes will be checked on a monthly basis for missing or expired items and will conform to the requirements for first aid boxes contained within the First Aid Policy.

4.14. Manual Handling Operations.

Staff and volunteers are provided with Manual Handling training in compliance with the manual handling operations guidance and the **Manual Handling Operations Regulations 1992 (as amended) (MHOR)**

Staff will undertake training every 2 years in manual handling operations.

- Where manual handling cannot be eliminated, activities that involve risk will be preceded by completion of a risk assessment so that suitable safety measures are put in place.
- Training will be given to all staff that undertake manual handling activities.

4.15. Auditing and Monitoring.

The Trust will audit its Health and Safety provision on a regular basis. The Health and Safety Working Group and Risk and Compliance Committee will review the Trust Health

and Safety policies, emergency planning procedures, and guidance, to ensure they are adequate, suitable, and sufficient. This could include internal and external audit.

4.16. Playgrounds and Play Equipment

All Trust playgrounds and play equipment **MUST** conform to EN1176 Playground Equipment quality standards before installation takes place. Installation of playground equipment must be made by a competent contractor.

A health and safety check to sign off the playground will be undertaken by the Health and Safety Compliance Manager on completion of the work.

To ensure the continued safety of the play equipment:

- a. Daily and weekly checks will be undertaken by staff and be recorded on an inspection log.
- b. All staff undertaking daily, and weekly inspections will be competent to do so and will be provided with adequate training and instruction.
- c. A maintenance contract will be implemented with regular checks by a competent person.
- d. Yearly annual inspections will be undertaken by the Royal Society for the Prevention of Accidents (RoSPA) by an accredited inspector who will provide a report on any non-conformities or deterioration.
- e. Any resultant actions identified in the report will be undertaken in a timely manner.

4.17. Managing Vibration at Work including Hand Arm Vibration.

The Trust takes its responsibilities under the **Control of Vibration at Work Regulations (2005)** seriously to mitigate the risk to staff and volunteers ensuring that they do not suffer over exposure when using equipment that has the potential to cause damage from hand-arm vibration.

The Trust will ensure that it reduces the risks from vibration, that are reasonably practicable by maintaining and servicing of equipment to ensure that complies with the manufacturer's manual and guidance.

Each item of handheld powered machinery is tagged to ensure that the users comply with the recommended trigger time for each piece of equipment.

The Trust has in place a **Managing Vibration at Work policy** and procedure which all staff and volunteers are expected to follow. This can be found on Wildpoint and on Smartlog.

Wherever there is exposure to hand-arm vibration, above the exposure action value (EAV), we will look for alternative processes, equipment and/or working methods which would eliminate or reduce exposure.

The Trust expects that each employee who operates equipment that could potentially put them at risk of exposure to hand arm vibration, keeps a daily and weekly record. This is monitored by their line manager at regular meetings where review will take place to monitor this exposure.

Historical assessment will take place as part of the preemployment process on candidate being offered a position.

Health Surveillance

- All staff will have a health surveillance screening **Tier 1** assessment on joining the Trust. The Trust reserves the right to ask for further medical assurance from an Occupational Health (OH) practitioner if it deems that the candidate will be joining with any suspected condition or impairment to their wrist or upper limb/arm function.
- There will be a **Tier 2** Annual monitoring questionnaire to all staff. This will be monitored and if necessary, a referral to an OH practitioner.
- If a further referral to a specialist is required, this will be considered a **Tier 3**
- If from the outcome of a **Tier 3** consultation further specialist input is needed this will be a **Tier 4** referral.

The Managing Vibration at Work Policy is available on Wildpoint and Smartlog.

4.18. Plant and Equipment

- All purchase of plant and equipment will be undertaken in line with The Provision and Use of Work Equipment Regulations (PUWER) 1998 Provision and Use of Work Equipment Regulations 1998 (PUWER) <https://www.hse.gov.uk/work-equipment-machinery/puwer.htm>

All plant and equipment will be serviced regularly in line with the manufacturers guidance and the frequency of servicing and maintenance will be undertaken in accordance with Trust policy and procedure.

- All plant and equipment will be used in accordance with trust and manufacturers guidance. All persons using plant or equipment will be trained in its use and all users must only use equipment that they have had formal instruction and training in the safe use of the plant or equipment.
- Plant that falls under the Lifting Operations and Lifting Equipment Regulations 1998 (LOLER)- <https://www.hse.gov.uk/work-equipment-machinery/lofer.htm>. Will be inspected in accordance with Trust guidance and presented for our insurers annual inspections when required.
- It is the responsibility of all staff and volunteers to visually inspect the item of equipment before use to establish that it is fit for use and record use on a log where appropriate. They are expected to use any equipment that is unsafe, and they will mark this as out of action. They will communicate this to their line manager or supervisor who will make arrangements for it to be repaired or taken out of action.

Staff and volunteers must not interfere or adapt any equipment for any other use other than that it is designed for.

4.19. Control of Substances Hazardous to Health (COSHH).

COSHH is the law that requires employers to control substances that are hazardous to health. You can prevent or reduce workers exposure to hazardous substances by:

- Finding out what the health hazards that workers are likely to be exposed to by using the product in accordance with the manufacturers safety data sheet (MSDS).
- Deciding how to prevent harm to health by controlling the risks by carrying out a risk assessment.
- Deciding if we can eliminate the risk by cessation of the activity or if not ensuring that we provide sufficient and adequate PPE as a last resort to prevent occupational harm.

4.20. Contractors.

Under the Health and Safety at Work Act 1974, organisations that use contractors have a legal duty to ensure the health, safety, and welfare of anyone visiting its premises, including contractors

Contractors are the responsibility of the person that is engaging them for work on any Trust site and as such must be supervised while on Trust premises.

All contractors must be competent to carry out the specified work. They must provide evidence of sufficient insurance coverage and produce risk assessments and method statements (RAMS) prior to undertaking any work on our sites

The person engaging contractors is responsible for checking their ability to carry out the work that is required. This would be in the form of formal training, experience and skills that the contractor has obtained.

Staff engaging contractors are responsible for them whilst visiting site and must be available for supervision purposes and to check that the site has been left clear and safe and that work has been carried out to an acceptable standard before their departure.

4.21. Asbestos.

The Trust will carry out Asbestos surveys if and when Asbestos may be suspected. Asbestos is a naturally occurring fibrous silicate mineral. There are six types, all of which are composed of long and thin fibrous crystals, each fibre being composed of many microscopic "fibrils" that can be released into the atmosphere by abrasion and other processes.

The duty to manage asbestos is included in the Control of Asbestos Regulations 2012. The duty requires the Trust to manage the risk from asbestos by:

- Finding out if there is asbestos in Trust premises (or assessing if Asbestos Containing Materials (ACMS) are liable to be present and making a presumption that materials contain asbestos, unless you have robust evidence that they do not), its location and what condition it is in.
- Making and keeping an up-to-date record of the location and condition of the ACMs or presumed ACMs in Trust premises.
- Assessing the risk from the material.
- Preparing a plan that sets out in detail how you are going to manage the risk from this material
- Taking the steps needed to manage the plan.
- Reviewing and monitoring the plan and the arrangements.

- The Trust will provide information via an Asbestos Register of the location and condition of the material to anyone who is liable to work on or disturb it.
- Anyone who has information on the whereabouts of Asbestos in our premises is required to make this information available to us as the duty holder
- The Trust will establish the location and type of asbestos when it is reported and where possible manage this by isolating it or by safe removal by a licensed contractor.
- All staff and volunteers with comply with the Asbestos policy.

Any staff member finding suspected Asbestos must contact the Health and Safety Compliance manager for further advice.

4.22. Events, Talks and Walks

The leader or organiser of an event, walk, talk, activity, educational course, or working party is responsible for implementing this policy for that event. They are responsible for the arrangements around that event and must complete the appropriate event planning documentation which is available on Wildpoint. This will be reviewed by the Health and Safety Compliance Manager before the event commences. In addition, they will ensure that there is:

- Information insurance coverage and guidance recommended obtained from our insurers.
- A risk assessment.
- A plan of the event.
- They appoint appropriate staff/volunteers for the event.
- Sufficient First Aid measures in place.
- Any contractor to site needs to present copies of their Public Liability Insurance.
- Any catering contractors have their risk assessments and food hygiene arrangements in place.
- Other contractors submit risk assessments and where necessary method statements.

4.23. Legionella.

Legionellosis is a collective term for diseases caused by legionella bacteria including the most serious Legionnaires' disease, as well as the similar but less serious conditions of Pontiac fever and Lochgoilhead fever. Legionnaires' disease is a potentially fatal form of pneumonia, and everyone is susceptible to infection. The Trust will follow all required practice in relation to The HSE document L8 Approved Code of Practice and guidance on regulations

<https://www.hse.gov.uk/pubns/priced/l8.pdf>

We will do this by:

- Completing risk assessments every 2 years
- Only employ a competent contractor to carry out testing.
- Train all staff responsible for buildings in the management of legionella
- Flush all water systems weekly and keep records.
- Test water systems every six months for legionella bacterium.
- Sanitise and flush systems annually.
- Ensure that any non-compliances or evidence of the bacterium found are actioned and resolved.

4.24 Animals

The Trust has several herds of cattle and sheep. All staff that manage animals will do so in line with all good practice and in accordance with the training and instruction that they have received.

- They will handle all animals according to the recognised good practice and Trust guidance around keeping animals.
- They will inform the relevant authorities in case of outbreak of reportable infection and or disease.
- Follow all Trust guidance on transporting animals to other sites
- No person must be in stalls with animals or guide more than one animal at a time.

Medicines for animals.

All Trust premises that store animal medicines must ensure that they are:

- Kept in a secure, lockable medicine's cabinet that is clearly labelled.
- An inventory of the medicines is kept and if necessary, a COSHH risk assessment carried out.
- Ensure that only named persons have access to medicines.
- Do not dispense any medicines from their original packaging.
- Must not give treatments that they are not trained and instructed to deliver.
- Dispose of the Medicines according to the manufacturers data sheet.
- Wear PPE if it is specified on the manufacturers data sheet.
- No medicines must be handled by expectant/nursing mothers unless deemed safe after Risk assessment
- Expectant and nursing mothers are subject to a risk assessment to ensure and eliminate the risk of contracting zoonotic disease as part of their work around animals.

4.25. Expectant and Nursing Mothers

The [Management of Health and Safety at Work Regulations 1999](#) (MHSWR) implement the health and safety requirements of the [Pregnant Workers Directive](#) (92/85/EEC) into UK law.

The specific health and safety requirements relating to pregnant workers and new mothers are mainly contained in regulations 16 to 18.

The Trust will:

- Comply with all requirements under [regulation 16](#) that requires employers to manage the risks to women of a childbearing age, pregnant workers, and new mothers.
- Comply with all aspects of [regulation 17](#) which covers advice from a doctor or midwife if night work will affect the health of pregnant workers and new mothers
- Comply to all parts of [regulation 18](#) that explains employers' duties once notified a worker is pregnant, has given birth in the last 6 months or is breastfeeding.
- It is the duty of all expectant mothers to inform their employer as soon as they suspect or have confirmation of pregnancy. This is so that provision can be made, and their activities risk assessed to ensure their safety at all times.

5. Essex Wildlife Trust Children, Young People and Vulnerable Persons Provision

5.1. Introduction.

The nature of the Trust's work means that extra care needs to be taken regarding the health and safety of children, young people (this means anyone under the minimum school leaving age of 18 MSLA), vulnerable adults and expectant and new mothers.

The 14–25-year-old age group are in the highest risk group due to experience, maturity as well as physical ability. These groups require special consideration

When carrying out risk assessments, and, if volunteering, on work experience or employed, will require more training, support, and close supervision.

5.2. Relevant Legislation.

The Management of the Health and Safety at Work Regulations (MHSWR) 1999 requires risk assessments to be carried out, taking particular note of vulnerable or inexperienced groups of individuals.

Young people are specifically cited as an example requiring particular note. Young people includes employees and students less than 18 years of age. The Trust employs young people under 18 but will more often accept them as part of a work experience scheme approved by a local authority or the governing body of a school.

Whilst on work experience placements children have the temporary legal status and rights of employees for insurance purposes. Details of this can be accessed at <https://www.hse.gov.uk/young-workers/employer/work-experience.htm>

5.3. Risk Assessment.

Before young people or vulnerable adults start work a written risk assessment must be carried out, considering the following factors:

- Type and layout of the workplace and the workstation.
- Form, range and use of work equipment and the way in which it is handled in line with local authority conditions and exclusions.
- Organisation of the work, processes, or activities that the young person will undertake.
- Through Risk Assessment, it should be taken into consideration the level of maturity, physical ability, and experience of that individual; for example, using handling techniques or in pacing work according to capability and ensuring that the pace of such work allows sufficient recovery time.
- Nature, degree, and duration of exposure to physical, biological, and chemical agents.

- Young people and vulnerable adults are generally at no greater risk from physical agents than adults, and compliance with relevant Trust policies and procedures will satisfy the legislative requirements.
- There is enhanced risk to young adults or vulnerable people from exposure to hazardous substances and as such the risks must be considered before offering a placement or work.
- Young persons with specific special learning conditions, neuro diverse conditions, taking prescription medication or specific physical needs that make them susceptible to risk will need to have a thorough risk assessment undertaken and approved by their guardian before work experience or work can start. It may be necessary to consider their personal care plan so that they can be accommodated with a supervising or accompanying adult.

Awareness of Support Needs.

Assumptions must not be made about a young or vulnerable person's ability to cope with different situations, some of which they may not have experienced before and may be challenging for the young person. Lack of experience and training may make them less able to identify potentially higher risk situations or equip them with the means of dealing with them appropriately. Those with a specific statement or disability may need further provision while attending the workplace.

Young adults and vulnerable persons will/must, be supervised closely at all times to ensure they are aware of the risks associated with certain tasks.

5.4. Provision of information.

All staff, including young people and vulnerable adults, must be informed about any risks to their health and safety, as well as the preventative and protective measures to be implemented to control them. Information must also be provided about any emergency procedures or action to be taken in the event of serious and imminent danger. If a safety management plan is required, this should be written in readiness. A copy of the written risk assessment will also be required. In addition to the young people themselves, the parents or those with parental responsibility for those young people must be given information about any risks and control measures identified in the risk assessment. If this relates to work experience, the organiser may assist with the provision of relevant safety information to the parent, carer, or guardian, usually by means of the risk assessment.

5.5. Training, Instruction and Supervision.

Information is not enough in itself to ensure that young people and vulnerable adults fully appreciate the risks associated with the tasks they may undertake. Proper instruction is essential, and the performance of the work must be monitored carefully to ensure that the young worker has fully understood any instructions that are given, as well as to alert the supervisor to emerging problems. The scope of training will vary with the individual and associated task. It must be tailored, and paced, according to their needs.

Effective supervision will help to monitor the effectiveness of the training received and help assess whether the young person feels confident undertaking tasks to a level where they

can work safely without putting themselves, or others, at risk. The young person must be closely supervised at all times and lone working is prohibited.

5.6. Young People and Children Visiting Trust Premises.

This policy covers, young people or vulnerable adults who are on Trust premises for work experience, volunteering, education, or planned events, and where their activities are managed in accordance with such activities.

However, children may also be present on the premises for a number of other reasons not directly related to work. For example:

- For access, along with other members of the public to reserves or centres.
- During open days and other promotional events.
- Where they take part in Nature Nursery, pre-school or afterschool events or drop off days

The Trust undertakes, as far as is reasonably practicable, to ensure that all its premises are low risk to children, young people, and vulnerable persons. It is mandatory that children will be accompanied by an adult at all times while on our premises

For drop off day's children will be brought to site by parents/guardians and must be supervised by them until the session starts. They will then be supervised by educational staff in accordance with suitable recognised adult to child ratios. These sessions are subject to a risk assessment process.

In general, the Trust does not expect or recognise that children of employees will be taken into the workplace unless it is an organised event that has been appropriately risk assessed.

The Trust will also consider other relevant policies as part of the risk assessment process, such as the Safeguarding Policy and procedure.

Appropriate advice will be given to the afterschool delivery staff, event organisers or educational staff in schools for after school clubs on the suitability of the space, facilities, and general arrangements in the proposed location.

Final approval for setting up such an arrangement will be contingent on provision of a robust risk assessment and suitable plans for dealing with any emergency during the event.

5.7. Supervision.

Children must always be accompanied by an appropriate adult while on Trust premises and on no account should they be permitted with unsupervised access on any of the Trust sites.

5.8. Emergency Procedures.

All persons under the age of 18 years of age on site in the event of an emergency must be accompanied by their supervising adult(s) to the muster point and their presence be accounted for. It is the responsibility of the supervising adult to evacuate the child. Planning

should take account of the limited mobility of persons with disabilities and the possible need of assistance in the event of an emergency situation arising.

5.9. Nature Nursey at Abbotts Hall Farm.

The Nature Nursery has its own Health and Safety Policy and as such it is incorporated into the main policy and sits alongside the policies and procedures that are specific to an early year's educational setting. This is for the specific reason that it can be sent to parents as part of the Nursery paperwork.

Ofsted inspectors can also be presented with this section in relation to the specific operation of the Nursery. Therefore, for this Health and Safety Policy the Nature Nursery Health and Safety Policy is as an appendix to the main policy, please see Appendix 2.

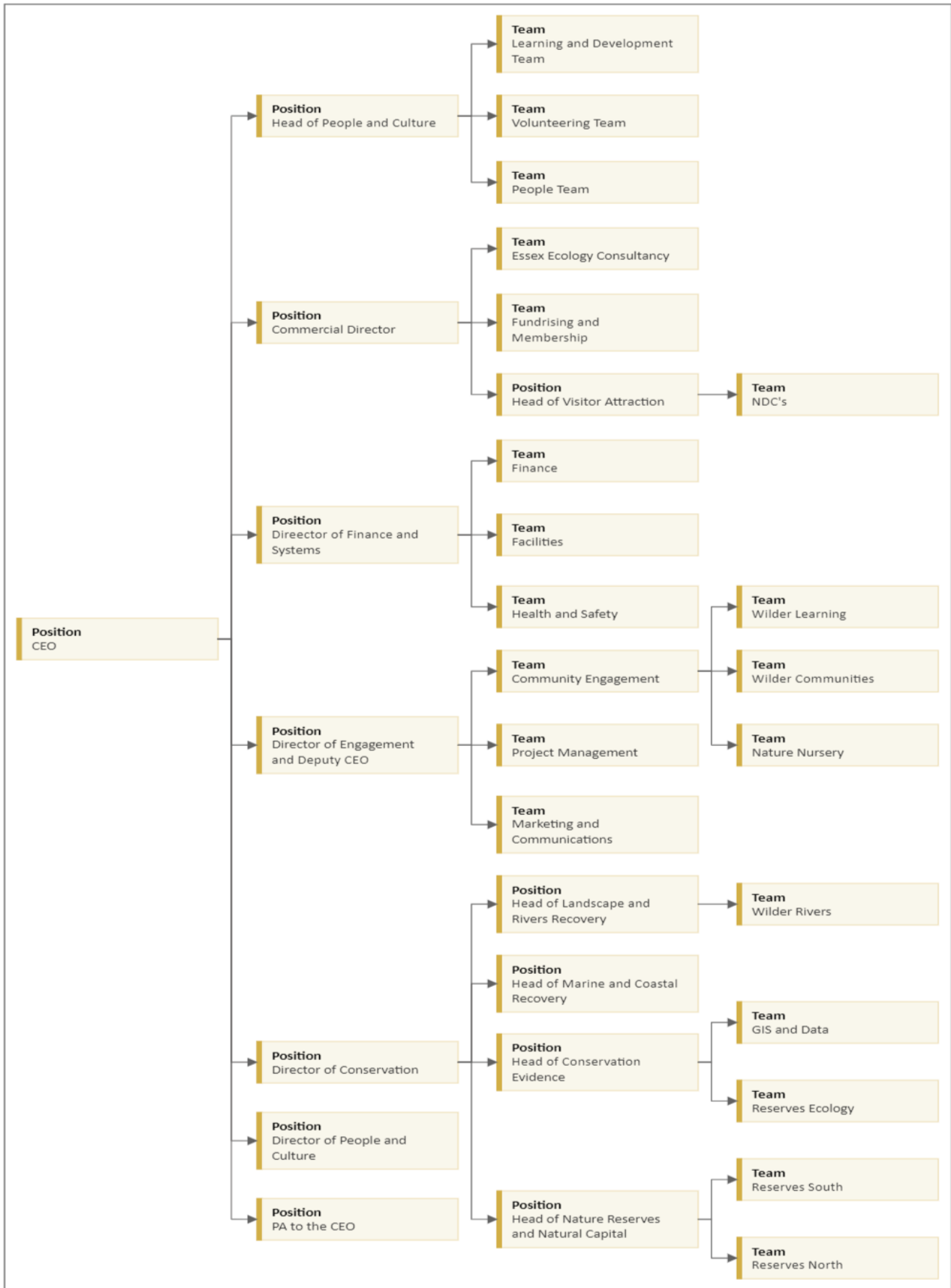
Staff and volunteers of the nursery adhere to this Essex Wildlife Trust policy in relation to their employment but recognise the particulars of the Nature Nursery Policy and its procedures in relation to young children.

References and further reading

- The Health and Safety at Work Act (HASAWA)1974-
<https://www.hse.gov.uk/legislation/hswa.htm>
- The Workplace Health and Safety Welfare regulations
<https://www.hse.gov.uk/pubns/indg244.htm>
- RIDDOR - Reporting of Injuries, Diseases and Dangerous Occurrence regulation -
<https://www.hse.gov.uk/pubns/indg453.htm>
- The Health and Safety (First Aid) Regulations 1981
<https://www.hse.gov.uk/pubns/books/l74.htm>
- The Manual Handling Operations 1992 <https://www.hse.gov.uk/pubns/books/l23.htm>
- Lifting Operations and Lifting Equipment Regulations 1998 (LOLER)-
<https://www.hse.gov.uk/work-equipment-machinery/loler.htm>
- Provision and Use of Work Equipment Regulations 1998 (PUWER)
<https://www.hse.gov.uk/work-equipment-machinery/puwer.htm>
- The Health and Safety (Display Screen Equipment) Regulations <https://www.hse.gov.uk/msd/dse/>
- Electricity at Work Regulations (1989) <https://www.hse.gov.uk/pubns/priced/hsr25.pdf>
- Control of Substances Hazardous to Health (COSHH) <https://www.hse.gov.uk/coshh/>
- Gas Safety (Installation and Use) Regulations 1998 (GSIUR)
<https://www.hse.gov.uk/pubns/books/l56.htm>
- Young people at work <https://www.hse.gov.uk/young-workers/employer/work-experience.htm>
- Approved Code of Practice and guidance on regulations
<https://www.hse.gov.uk/pubns/priced/l8.pdf>
- Protecting pregnant workers and new mothers.
<https://www.hse.gov.uk/mothers/employer/workplace-safety-law.htm>

Overall Revision Record	
Date	
31/12/13:	major review of Health & Safety Policy by John Hall
16/02/15:	minor amendments by CEO
13/01/16:	CEO and Access Health and Safety Committee reviewed and agreed policy.
24/09/17	Major review of Health and safety Policy by the Trust Health and Safety Advisor
12/12/17	Approved by the Access Health and Safety Committee
12/12/17	Approved by the Essex Wildlife Trust Board
19/12/18	Reviewed and updated by Alison Clayton.
22/12/19	Reviewed and updated to include Director of Operations and Senior Leadership Team. Update in qualifications for Electrical Testing NICEIC (i.e., 18 th edition qualified)
20/12/20:	Reviewed by Alison Clayton and included: Transferred to new template format.
20/11/21	Inclusion of 6.16 Playgrounds and Play Equipment - New section
25/01/23	Inclusion of new template
20/09/2023	<ul style="list-style-type: none"> • Review and a comprehensive rewrite of the Health and Safety Policy. • Considering the new management structure. • Revised operating procedures. • Inclusion as an appendix for the Nature Nursery H&S Policy.
Please Note:	

Appendix 1. Organisational Chart.



Appendix 2

Essex Wildlife Trust Nature Nursery Health and Safety Policy

Author	Alison Clayton Health and Safety Compliance Manager
Date	December 2020
Version	Version 1
Approved by	
Approval Date	
Next review date	December 2023

6. Introduction

- 6.1. We will meet all the requirements set out in the Essex Wildlife Trust Health and Safety policy and actively promote the safety and health of our Nature Nursery staff, pupils, and any visitors to the site as an equal objective to our other Nursery School objectives.
- 6.2. The Nature Nursery as part of Essex Wildlife Trust will adopt a planned and systematic approach to the Trust health and safety management standards through this policy
- 6.3. Planning for health and safety within our Nature Nursery School
- 6.4. Provide an environment in which Nursery staff can carry out their tasks without fear of intimidation, harassment, violence, or the negative aspects of stress.
- 6.5. Assess and control risks to all Nursery school staff children and visitors.
- 6.6. Monitor accident and incident trends throughout the Nursery School and to inform the health and safety compliance manager of any occurrences. To follow Accident incident and near miss reporting procedures and the Nursery School improvement plan.
- 6.7. Monitor our performance against any Nursery School, strategic or improvement plans.
- 6.8. A copy of this policy will be given to all Nursery staff and placed prominently in an area accessible to all staff.

7. Scope

- 7.1. The Nature Nursery staff, children and visitors or anyone that comes into contact with the Essex Wildlife Trust Nature Nursery as part of their daily activities.
- 7.2. This policy must be read in conjunction with the Essex Wildlife Trust health and Safety policy

8. Purpose of Policy

3.1 This document details the organisation and arrangements required to maintain and continuously improve our Nature Nursery health and safety management system.

The Aim of the Policy is to:

- Ensure that all reasonably practical steps are taken to ensure the health, safety and welfare of all persons using the premises.
- Ensure that all reasonably practical steps are taken to ensure the health and safety of staff, children and other supervising adults participating in off-site visits.
- Establish and maintain safe working practices and procedures amongst staff and children.
- Make arrangements for ensuring safety and absence of risks to health in connection with the use, handling, storage and transport of articles and substances.
- Develop safety awareness amongst staff, children, and other supervising adults.
- Formulate and implement effective procedures for use in the event of fire and other emergencies.

9. Policy Statement

4.1 To meet their responsibilities the Trust CEO and the trustees will pay particular attention to:

- The auspices of the Health and Safety at Work Act 1974
- The safety of plant equipment, buildings, and safe systems of work.
- Safe arrangements for the use, handling, storage and transport of articles and substances.
- Provide appropriate information, instruction, training, and supervision to assist all staff, children, and visitors to avoid hazards and to contribute positively to their own health and safety whilst on Nursery School premises.
- A safe workplace and safe access and egress.
- A healthy working environment.
- Procedures for fire evacuation, first aid cover and other emergency situations.
- Monitor and review safety arrangements are subject to change.
- Carry out risk assessments to mitigate risk.

4.2 Arrangements

The responsibilities and duties for the management of health and safety within the scope of this policy are allocated as follows:

The Nursery Manager will ensure:

- All parts of the premises, plant, and equipment for which the trust have responsibility for purchase and/or repair, are regularly inspected and maintained in safe working order.
- Goods purchased comply with necessary safety standards and are purchase from a reputable source and that all purchased equipment is safely installed by a competent person.
- Any unsafe items which are reported to the health and safety compliance manager or the facilities manager and any item which constitutes a health and safety hazard is taken out of use.
- Staff and volunteers organising and taking part in visits or journeys and have the necessary knowledge, experience, and skills so that they will be aware of, and have made arrangements to deal with, any risks involved.
- Working arrangements are agreed with contractors working on the premises and are closely monitored to ensure that the working practices do not endanger the health and/or safety of employees, children or other persons working on the premises.
- Awareness and co-operation amongst staff with regard to health and safety matters is actively encouraged.

4.3. The CEO and Nature Nursery Management Committee will ensure:

- The Trusts' Health & Safety Policies and good practices are observed and acted upon.
- A Nursery health and safety policy is produced, and that the policy is regularly reviewed.
- All Trust safety policies will be brought to the notice of all employees.
- Health and safety obligations are properly considered, and provision made for meeting those obligations.
- The Nursery School's staffing structure appropriately reflects the responsibilities for carrying out the arrangements for health and safety.
- Health and safety issues concerning the Nursery School are identified and appropriate action taken.
- Regular safety reports are provided by the Nursery Manager so that safety arrangements can be monitored and evaluated.

4.4. Staff holding posts of responsibility.

Staff holding posts of special responsibility, such as the Deputy Nursery Manager are responsible to the Nursery Manager for the implementation of the health & safety policy within their area of work. To fulfil their responsibilities, they will assist the Nursery Manager in:

- In the monitoring of health and safety by inspecting their area on a regular basis to ensure that safety measures are being maintained and safe working practices are being followed by staff and pupils, and for making any necessary changes in practices and procedures.
- By informing their staff of any hazards to health and safety they are likely to meet in the course of their work and ensure that they have the necessary information, instruction, and training to carry out their duties without risk to health or safety.

- By ensuring that staff and pupils are aware of emergency procedures, which should be regularly reviewed.
- By ensuring that adequate supervision is always maintained.
- By ensuring that all equipment is regularly inspected and maintained in safe working order and that any defective equipment is removed from use immediately.
- First aid and medication procedures are followed.
- Fire arrangements in place

4.5. Nursery Staff

Staff timetabled to be in charge of groups have the following responsibility to assist the Nursery Manager.

- To ensure the safety of children in the Nature Nursery whilst in their charge.
- To be aware of and to adopt safety measures within their own areas.
- To follow safe working procedures, protective clothing, guards, etc. where necessary and ensure they are used as defined through risk assessment.
- To make recommendations to the Nursery manager regarding the safety of equipment or tools, in particular any equipment or machinery that is dangerous.
- To be aware of emergency procedures in respect of fire, first aid, accident etc. and to carry them out.
- To follow safe working procedures personally so as not to cause injury or ill health to others.
- To report any health and safety concerns to the Nursery Manager

4.6. Outings or Visits - Outside the Nursery Perimeter

All staff will follow off-site visit procedure protocols and must be aware of their responsibilities.

The Nursery manager will:

- Ensure that staff involved in educational visits are aware of their responsibilities regarding the off-site visits policy and have ready access to it.
- Only the Nursey Manager will authorise all off-site visits.

4.7. General Responsibilities.

All employees have a general duty under the Health and Safety at Work Act 1974 to:

- Take reasonable care of their own safety and that of other persons.
- Co-operate with the employer on health and safety matters to enable the employer to carry out their own responsibilities successfully.
- To use correctly any equipment provided for his/her safety.
- Report any defective equipment to his/her supervisor or other appropriate person, i.e., Health and Safety Compliance Manager.
- Report accidents or dangerous occurrences at the earliest possible opportunity.
- Be familiar with and always observe all safety policies and procedures.
- Take reasonable precautions to ensure the safety of all persons in their charge for Health and Safety.
- The attention of staff is drawn to the Codes of Good Practice. These should be read in conjunction with the instructions and information contained in this safety policy and all general policies within the nursery.

4.8. Communication

All Nursery systems and procedures will be held electronically and on hard copy and made accessible to staff members.

4.9. Competence

The Nature Nursery Manager and the Health and Safety Compliance Manager will provide health and safety guidance to cover the areas of:

- Induction, identification of health and safety training needs and the provision and of health and safety training.
- Nursery School staff members will continually develop their own competence through Continued Professional Development (CPD) activities including health and safety training on induction, refresher training and specific training where necessary, e.g., risk assessment techniques.
- Planning & prioritising, setting standards for nursery school for health & safety
- Nursery school health and safety planning will be part of our Nursery School improvement planning process.
- Planning will be carried out at regular intervals and will involve objective setting, identification of expected outcomes and allocation of resources.

4.10. Risk Assessments.

Specific risk assessments will be carried out by the Nursery Manager and staff in accordance with Early Years provision and the Trust arrangements, e.g., manual handling, fire, hazardous substances, display screen equipment etc.

4.11. Active Monitoring

Our Nursery School management team will oversee active monitoring to include workplace inspections in accordance with early years and trust arrangements.

4.12. Reactive Monitoring

The Nursery School manager will oversee reactive monitoring in conjunction with the Health and Safety Compliance Manager to include accidents, near misses and hazard reports in accordance with Essex Wildlife Trust arrangements.

- The Nursery Manager will send this data to the Health and Safety Compliance Manager who will formally report on these to the Health and Safety Committee and the board of trustees.
- The Health and Safety Compliance Manager will work with the Nursery Manager to establish any root causation analysis and ensure that preventative measures are put in place to mitigate further occurrences.

4.13. Review of Health & Safety Performance

- Performance indicators used for the review of health and safety performance will include identification of areas where risk controls are inadequate or absent, the extent of achievement of specific health and safety objectives and an analysis of accident and ill-health data.
- The Nursery School health & safety performance will be reviewed by the Nursery School management team and the Health and Safety Compliance

Manager quarterly and reported to the Senior Leadership Team and the board of trustees.

4.14. Audit and Inspection of Health & Safety Performance

- Health and safety audit and inspection will be carried out on a regular basis by the Health and Safety Compliance Manager and the Nursery Manager.
- Actions from audits will be resolved in a timely manner as identified by an audit action plan where necessary.
- Audits and audit actions will be reported to the Nature Nursery Management Committee.

10. Definitions

5.1 The Health and Safety at Work Act (HASAWA)1974

5.2 The workplace (Health, Safety and Welfare) regulations 1992

5.3 RIDDOR - Reporting of Injuries, Diseases and Dangerous Occurrence regulation 2013

11. Appendices

Relevant Policy Documents

- Accident/Incident Policy
- First Aid Policy
- Food Hygiene Policy
- Toileting and Nappy Changing policy
- Medication Policy (must be approved by the board)
- Outings/Visits policy
- Substance policy
- Missing Child Policy
- Managing Children who are sick policy.

Review of Policy:

This policy will be reviewed annually or in case of change in working practice or legislation.

Review Date	Adjustments / Inclusions/Exclusions	Name of person reviewing document