

Calvert Trust Exmoor (CTE) Health & Safety Policy

Contents

Introduction	3
Health and Safety Policy Statement	4
Organisation and Responsibilities	5
Overall Responsibility	5
Areas of Responsibility	5
All Employees	5
General Arrangements for Health & Safety	6
Training	6
Accident Procedures	6
First Aid	6
General Fire Safety	8
Visitors, including Contractors	9
Risk Assessment	10
Good Practice Guides	10
Vulnerable Employees	10
Work Equipment	10
Personal Protective Equipment (PPE)	10
Employee Welfare	11
Health and Safety Policy Reviews	12
Instructions for Review and Amendment	13

Introduction

The Health & Safety at Work etc. Act 1974 requires all organisations employing more than 5 people to have a written Health & Safety Policy.

The document in this section is personalised to your organisation following our detailed discussions.

You are asked to read the document through to ensure that it precisely meets your circumstances. Any errors or inaccuracies will be corrected on notification or on the annual inspection.

The document must be made known to your employees and a separate copy is supplied just for this purpose.

This is an **ACTIVE DOCUMENT** and will, therefore, be thoroughly reviewed and, where assessed necessary, re-issued on an annual basis for the term of the Programme. Reviews are recorded on the Health and Safety Policy Review form at the end of this document.

Health and Safety Policy Statement

Calvert Trust Exmoor (CTE) recognises the importance of health and safety as an integral part of the way we run the business.

We are committed to ensuring the health, safety and welfare of our employees, so far as is reasonably practicable, and recognise that the effective management of health and safety is part of our overall business performance. We also fully accept our responsibility for other persons such as customers, contractors and visitors who may be affected by our activities.

The objectives of the Policy are to ensure that our statutory obligations are met, but these are regarded as minimum standards to be exceeded wherever possible. We will continually strive to improve our management of workplace risks.

It is CTE's policy to, so far as is reasonably practicable:

- Provide adequate control of the health and safety risks arising from our work activities in so far as they affect our employees, our customers and others with whom we may come into contact
- Consult with our employees on matters affecting their health and safety
- Carry out risk assessments of all relevant workplace activities, with records kept of these risk assessments where the risks are assessed as significant
- Ensure adequate controls are implemented and performance monitoring takes place on a regular basis
- Ensure there is a written safeguarding policy in place and adequate arrangements for the supervision of children and vulnerable adults
- Ensure that only qualified and experienced staff supervise potentially hazardous activities
- Ensure all employees are competent to do their tasks, and to give them adequate training where appropriate
- Prevent accidents and cases of work-related ill health
- Maintain safe and healthy working conditions
- Inform employees of their responsibilities under the Health & Safety at Work etc. Act 1974
- Review and revise this policy as necessary at regular intervals.

Signed: *Peter Maggs*

Name: Peter Maggs (Chair of Trustees)

Date: October 22

Organisation and Responsibilities

Overall Accountability and Responsibility

Overall and ultimate accountability for health and safety in Calvert Trust Exmoor rests with the Board of Trustees, with day to day responsibility for the application of this policy delegated to:

Peter Maggs, Chair of Trustees.

Who is also responsible for this policy and arrangements actually being carried out at these premises.

In the event of absence or unavailability that responsibility will be assumed by:

Andrew Laming, Centre Director and Chief Financial Officer.

Areas of Responsibility

The following employees are responsible for safety in their named particular areas as follows:

- Activities Manager.
- Estate Manager.
- Income Generation and Communications Manager.
- Catering Supervisor
- Housekeeping Supervisor
- Maintenance Supervisor

All Employees

All employees have the responsibility to co-operate with management to achieve a healthy and safe workplace and to take reasonable care of themselves, of others whether colleagues or visitors to our premises or passengers on our vehicles, and of equipment with which they work, or which is provided for their protection. Failure to abide by this responsibility, which is a specific provision to the Health and Safety at Work etc. Act 1974, may lead to disciplinary procedures.

Whenever an employee becomes aware of a health or safety problem, whether they are able to put it right themselves or not, they must report this immediately to the appropriate person named above.

Management acknowledges that its health and safety objectives can only be successfully met with the contribution of all its employees. Consultation between management and employees is therefore encouraged.

General Arrangements for Health & Safety

Training

CTE's policy is to employ skilled and/or competent staff who fully understand the hazards associated with the area they are expected to work in. Where a safety training need arises, the situation will be reviewed on its merits and appropriate action taken. For example:

- All new employees will be given a Safety Induction.

Accident Procedures

All accidents, incidents and health and safety concerns which occur at CTE are to be reported, recorded and investigated. Failure to do so will be investigated and may result in formal disciplinary procedures.

Definitions:

- **Incident:** An event or condition that does not cause harm but has the potential to do so.
- **Accident:** An undesired event that results in injury and/or property damage.
- **A Concern.** A potential health and safety risk/hazard identified by a member of staff or a guest.

Accident/Incidents to staff. The Incident and Accident Book is kept in Reception and is accessible at all times. The report sheets are kept by the Estate Manager in a file in one place.

Any person who sustains an injury through an accident or who has any occupation related ill-health must make an entry in the Accident Book and bring this to the attention of the Estate Manager. If unable to do so personally then another member of staff is to make the entry.

Whenever an entry is made in the Accident/Incident Book an investigation is to take place. This investigation is to be conducted as directed by the Centre Director or the stand-in senior manager, using the Accident Report Sheets. The written record of the investigation will be kept by the Facilities Manager and may be referred to should further investigation or litigation ensue.

Accidents/Incidents to Guests. The procedure for recording and investigating accidents to guests is similar to that for staff. The exception is the use of the Accident Book. Any guest/visitor having an accident should report the facts to a responsible member of staff, i.e. the Duty Instructor, Activities Manager or Reception staff whichever is appropriate at the time. The member of staff responsible is then to ensure that an Accident or Incident Form is completed and passed to Estate Manager who in turn will ensure it is passed to any other appropriate manager including the Centre Director.

Concerns. Any health and safety related concerns raised by staff (full time, part-time, volunteers) or guests are to be recorded and passed to the Centre Director for investigation.

Other Reporting. Other accidents/incidents which are to be reported and investigated include:

- Any incident in which person is recovered from the water after having got into difficulties.
- Any incident in which a rescue mission is initiated.
- Any case of electric shock (see below).
- Any case in which a Calvert Trust vehicle is involved in a vehicle damage case, or injury to a passenger or third party.

Recording and Investigation. The Estate Manager will keep a central record of all Incident and Accident forms and issue monthly stats for all staff to see. The Centre Director will also sign all forms to ensure an investigation has taken place by the appropriate Senior Manager.

Notifiable Workplace Accidents, Occupational Diseases and Specified Dangerous Occurrences.

In accordance with Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR), certain serious workplace accidents, occupational diseases and specified dangerous occurrences are “notifiable” to the Enforcing Authority. Examples include:

- Death.
- Specified injuries to workers, including
 - Fractures – other than to fingers, thumbs, toes.
 - Amputations.
 - Any injury likely to lead to permanent loss of sight or reduction in sight.
 - Burns covering more than 10% of whole body.
 - Any loss of consciousness caused by head injury or asphyxia.
 - Any crush injury to the head or torso and causing damage to the brain or internal organs.
 - Any degree of scalping requiring hospital treatment.
 - Any injury arising from working in an enclosed space, which leads to hypothermia or heat induced illness and/or requires resuscitation or admittance to hospital for more than 24 hours.
- Over-seven-day incapacitation of a worker.
- Over-three-day incapacitation – must be recorded but not reported where they result in a worker being incapacitated for more than three consecutive days (and less than seven).
- Non-fatal accidents to non-workers (e.g. members of the public, guests)
- Dangerous occurrences e.g. failure of lifting equipment, pressure systems, explosions and fire.
- Certain occupational diseases.

In the case of the CTE, the Enforcing Authority is the Environmental Health Authority, Civic Centre, Barnstaple, North Devon, EX31 1EA. Tel No: 01271 388870.

Notification is to be made using HSE form F2508 (available online). Copies of this form are kept in the main office. Once completed the form should be photocopied. The original is then sent to the Enforcing Authority within 10 days and the duplicate, pinned together with the internal Accident Report Form should be kept in the Accident Record File kept centrally as directed by the Centre Director. Detailed guidance is available on the HSE, RIDDOR pages - <http://www.hse.gov.uk/riddor/index.htm>

Electric Shock. In addition to the requirements set out above, in the event of the following:

- Injury or loss of life arising from any electrical case, installation or other work;
- Dangerous occurrence which could have caused personal injury or loss of life arising from any electrical cables, installation or other work;
- a loss of life arising from any Calvert Trust electrical appliance and installation where ever it may be;

then Western Power Distribution should be notified on 0800 365 900.

Violence in the Work Place. All incidents of violence are to be reported and recorded and immediately brought to the attention of the Centre Director.

First Aid

Appropriate staff are required to complete formal First Aid training and, as appropriate, formal refresher training.

First Aid boxes. The Estate Manager is responsible for maintaining the First Aid boxes. These are located at:

Activities Office	Activities Workshop	Archery	Boathouse
Duty Room	Pool Side	Plant Room	Kitchen
Reception	Sluice Room	Sports Hall	Stables
Workshop	Discovery Centre	Bush Craft	

Contents of First Aid boxes. The contents of first aid boxes are to comply with BS 8599-1

Travelling First Aid kits. As above.

First Aid kits in minibuses. As above.

Records of First Aid given. A record of any first aid applied is to be kept with the relevant Accident and/or Incident Book/Form.

Hepatitis B. Some guests/visitors will be from high risk groups. All blood and blood-contaminated materials are to be treated with care. Any incidents which may lead to cross infection are to be recorded.

General Fire Safety

Fire is an ever present hazard to all commercial and industrial undertakings. Management is aware of The Regulatory Reform (Fire Safety) Order 2005 and its provisions and, therefore, makes every effort to reduce the risk of fire and consequent injury to our employees and visitors, particularly by:

- Formal Risk Assessment.
- Regular site walk arounds.
- Promoting good standards of housekeeping inside and outside the premises.

Note: references to staff included trainees, apprentices, volunteers

- Treating flammable and waste materials with care.
- Ensuring our No Smoking restrictions are strictly adhered to.

Management has provided well signed means of escape together with plentiful, well deployed and maintained fire extinguishing appliances.

All employees are requested to respect these arrangements, to keep fire exits clear of obstruction and not to misuse extinguishers.

All conditions which affect the effectiveness of fire safety in respect of personnel or property should be reported to the Maintenance Supervisor and/or the Estate Manager.

All employees should be aware of our Emergency Evacuation Procedures. In the event of a fire, or similar emergency, the Alert will be given through the sounding of the alarm. Employees are expected to evacuate immediately and congregate at the fire assembly point.

A Fire Safety Plan has also been compiled to better assist our Compliance with the Fire Safety Order.

The Centre's appointed Fire Safety Manager is the Maintenance Supervisor.

Fire Doors. All fire doors so marked **must** be kept shut at all times (unless fitted with a specific fire door automatic release mechanism) in order that a fire will be contained. It is an offence to deliberately block open a fire door in an unoccupied office, other than for temporary reasons of safety (e.g. securing a door in order that something large and/ or heavy can be safely moved through it).

- **Fire Extinguishers.** The maintenance and servicing of fire extinguishers is the responsibility of the Fire Safety Manager (Maintenance Supervisor) independent inspections are conducted by AFS – organised by Estate Manager. Any discharged extinguishers must be notified to the Centre Director and Estate Manager. All staff should be aware of the locations of fire extinguishers, but should only be used by staff who received appropriate training. It is a criminal offence to discharge a fire extinguisher, other than to fight a fire.
- **Fire Alarms.** Fire Alarms –Centre, Stables and Watersmeet are to be tested every Friday and a record kept.

Training. Fire training and evacuation procedures will be covered annually as part of the staff training programme and a record of attendance kept. Additional training will be run as and when required. The Estate Manager will keep a record of Fire Practices. All staff are required to be familiar with the fire procedures which are kept at Reception.

Guests

The guests will be appropriately briefed by the responsible member of staff on all necessary aspects relating to their safety on and around the site upon arrival or at the welcome talk and as necessary during and as part of the relevant activity.

Visitors, including Contractors

Various people visit our premises from time to time. To avoid the risk of injury to visitors from our activities and to our employees from theirs, CTE will ensure that:

Visitors;

- Are not allowed to wander unattended around the premises unless they are fully familiar with the site.
- Are assisted in the event of a fire alarm activation or other similar emergency.

Contractors and their employees;

- Understand CTE's safety and emergency arrangements.
- Are aware of any hazards relating to the area they are working in, and generally in the premises.
- Are supervised, as required, to ensure that they conduct their activities in a reasonable and safe manner, particularly when working at height.

Note: references to staff included trainees, apprentices, volunteers

Management will also assess the competency of contractors where appropriate, e.g. in respect of the obligations imposed by the Construction (Design & Management) Regulations 2015.

Employees should be particularly aware of any disabled visitors on the premises and be prepared to assist them in the event of an emergency.

Risk Assessment

Management acknowledges that the safety hazards our employees and visitors face are best assessed through formal Risk Assessment, in accordance with the Management of Health & Safety at Work (and other) Regulations 1999 and other associated H&S regulations. An appropriate assessment programme has therefore been put in place and consequently the arrangements for controlling particular hazards may be amended from time to time.

Our risk assessments programme includes both activities and premises hazards

Standard Operating Procedures/Good Practice Guides

Significant findings from the Risk Assessments will be recorded in writing and, where appropriate, relevant, written Standard Operating Procedures or Good Practice Guides will be produced, which will be designed to enable us to put in place safe systems of work, which employees will be expected to abide by where relevant.

Vulnerable Employees

From time to time CTE may employ persons who are possibly more at risk of injury or ill health than might normally be the case. Such persons include:

- Expectant mothers.
- Disabled persons.
- Young persons, i.e. 17 years of age and under.

In these cases suitable and sufficient risk assessments will be conducted at the time and appropriate risk reduction methods will be introduced.

Work Equipment

Management recognises that in any business dangers can arise from use of work equipment. These can include trapping, entanglement, impact, contact with moving parts or ejection of materials.

Management is aware of the Provision and Use of Work Equipment Regulations (PUWER) 1998, The Lifting Operations and Lifting Equipment Regulations (LOLER) 1998 and the Pressure Systems Safety Regulations, 2000 (PSSR) and their provisions and will, therefore, take all reasonable precautions to ensure work equipment provided is suitable for its purposes, inspected (including statutory inspections), maintained and, where appropriate, adequately guarded. Instruction and training will be provided to employees on the safe use of work equipment and under no circumstances should an employee use any work equipment for which they have not been authorised.

Employees are individually instructed not to remove, adjust or modify any guard and to report faults or damage immediately to the Estate Manager.

Management also recognises that, from time to time, work equipment may need to be cleaned, adjusted or repaired. Accordingly, specific procedures have been introduced wherever a potential safety risk has been identified.

New machinery and equipment will be sourced from reputable suppliers and every effort will be made to ensure that it complies with appropriate safety standards.

Personal Protective Equipment (PPE)

Where it is not possible to eliminate hazards to the person by any other reasonable practicable means, then employees will be issued with suitable PPE and clothing, in accordance with the Personal Protective Equipment at Work Regulations 1992. Where PPE has been issued it shall be properly used whenever the employee is at risk from the hazard(s) for which it has been provided.

Management provides certain PPE free and expects employees whilst at work to use and look after it. Employees will be informed of jobs or areas where specific protection is required. Areas will be defined by notices where special protection is mandatory, e.g. spectacles, ear defenders etc.

Employees must take reasonable care of PPE provided and to report any loss or defect. Employees may also be asked to sign for PPE issued and should be prepared to do so. The following PPE is provided free of charge:

- Safety boots.
- High visibility clothing.
- Forestry helmets and ear defenders

If an employee is ever in any doubt as to whether they should be wearing PPE and/or the PPE is suitable, they are instructed to ask their immediate supervisor or manager and, in any event, management will periodically risk assess the adequacy of existing arrangements.

Employee Welfare

In accordance with the Workplace (Health, Safety and Welfare) Regulations 1992 management will do all that it can to ensure and maintain:

- A healthy and safe working environment for all.
- Good standards of housekeeping and cleanliness.
- Safe buildings, fixtures and equipment.
- Clean, adequate and appropriate amenities.

Management is also aware of the potential effects of stress on the safety of its employees and therefore attempts to ensure that:

- Wherever possible jobs and tasks include variation and interest.
- Employees are always clearly informed just what is expected of them.
- Good employee relationships, collaborative working and attitudes are encouraged and bullying will not be tolerated.
- Individual responsibilities are always within the capabilities of employees.
- Adequate control measures have been put in place and are monitored to ensure workplace and equipment safety.
- Consultation, communication and input between management and staff is fully encouraged.

If an employee ever feels that they have any difficulties or problems in this area they are asked to communicate with their immediate supervisor or manager.

Instructions for Review and Amendment

The risk assessments should be kept under review at all times. A review may be prompted by a change in work routines or processes, new equipment or chemicals being provided, a change to the building or furniture, comments or complaints received, an accident or near miss occurring or any new information becoming available.

If any significant risks are identified that are not adequately included in the document then they should be added or amended as appropriate. These minor amendments can be carried out as handwritten alterations to the document. Where any further action has been identified as necessary, make sure that a person has been identified for following up this action and a reasonable date for action to be completed by entered on the form. The actions will be checked by as part of the routine monitoring. Any reviews and amendments should be recorded on the "Risk Assessment Review" table.

More formal reviews of the risk assessment will be conducted at least every 2 years.

At the formal review, the assessment should be examined to confirm that it is still suitable and sufficiently records the identified risks and their precautions. If any alterations are made to the assessment then record it on the "Risk Assessment Review" table. Where any further action has been identified as necessary, make sure that a person has been identified for following up this action and a reasonable date for action to be completed by entered on the form. The actions will be checked as part of the routine monitoring.

If no amendments are necessary, the review should also be recorded on the "Risk Assessment Review" table as no amendments made.