

STEYNING DOWNLAND SCHEME

Health and Safety

Our statement of general policy is:

- to provide adequate assessment and control of the health & safety risks arising from the management and use of our land, and the activities of our employees, volunteers and visitors
- to consult with the Trustees, the Steering Group, our employees and volunteers on matters affecting their health & safety, and that of visitors
- to provide and maintain safe equipment, and to provide protective clothing
- to ensure safe handling and use of substances
- to provide information, instruction and supervision for employees, volunteers and visitors
- to ensure all employees and volunteers are competent to do their tasks and to give them adequate training
- to seek to prevent accidents and work related ill-health
- to maintain safe and (so far as practicable) healthy working conditions
- to keep up-to-date with changes in law and best practice regarding health & safety issues affecting the Scheme
- to review and revise this policy annually

Responsibilities

Overall and final responsibility for health & safety is that of the Chair of Trustees. Day-to-day responsibility for ensuring this policy is put into practice is delegated to the Project Manager.

For each event that happens on the Scheme site, the Project Manager will designate health and safety responsibility to a nominated person, noted on the risk assessment form.

All employees and volunteers have to

- co-operate with activity leaders on health & safety matters
- not interfere with, and follow any instructions with regard to, anything provided to safeguard their health & safety
- take reasonable care of their own and other people's health & safety
- report all health & safety concerns to an appropriate person (as detailed in this policy statement).

Health & safety risks arising from our activities

Risk assessment will be undertaken by the nominated person for each activity. The findings of the risk assessment will be reported to the Project Manager before the activity takes place.

Each person above will be responsible for ensuring the action required is implemented.

Our assessments will be reviewed every year or when the work activity changes, whichever is soonest.

Arrangements

Consultation with employees

Health & safety will be a regular agenda item at the Steering Group and the Trustees meetings and the Policy will be brought to the attention of, and significant changes to it will be discussed with, employees, the Steering Group and the Trustees.

Safe tools and equipment and protective clothing

The Scheme owns hand and power tools for conservation and related management tasks. These are the responsibility of the nominated person in charge of the group using the tools, usually the Ranger Co-ordinator, or otherwise a person to whom he or she has delegated responsibility. Instruction will be given to employees and volunteers on the safe use of these tools by the nominated person. In the case of power tools, all users will be required to have completed certification or training appropriate to the equipment being used, in accordance with any relevant Health and Safety Executive advice. Where employees, volunteers or other organisations use their tools or equipment on the Scheme site, they will be responsible for the safety of the use of their tools, equipment and of their employees and volunteers. [NOTE: THIS REQUIREMENT TO BE COMMUNICATED TO SUCH PERSONS IN ADVANCE]

Safe handling and use of substances

When hazardous substances are brought on to the Scheme site by other organisations such as the National Park Authority or the Wiston Estate, these will be required to notify the Project Manager in advance and use their own Health & Safety policies and insurance. [NOTE: THIS REQUIREMENT TO BE COMMUNICATED TO SUCH PERSONS IN ADVANCE]

Scheme employees and volunteers will not usually be required to handle substances covered by the Control of Substances Hazardous to Health (COSHH) Regulations. Where this is deemed necessary in order to carry out the work needed, guidance and direction will be sought from the holder of an appropriate *Certificate of Competence In Safe Use of Pesticides* (chemical ticket holder). Employees and volunteers will only use COSHH substances that are

suitable for domestic use, so the presence of a chemical ticket holder is not a requirement, and will not use chemicals without appropriate personal protective equipment. However, where possible, a chemical ticket holder will be present during the work, and will always give direction to the volunteer co-ordinator prior to chemical usage.

Risk assessments will be carried out and reported to the Project Manager prior to usage.

Every use of a COSHH substance by volunteers will be recorded on paper with dosage, time, location, purpose and any other relevant details.

Assessments will be reviewed every year or when the work activity changes, whichever is soonest.

(see <http://www.hse.gov.uk/coshh/index.htm> for guidance on the *Control of Substances Hazardous to Health Regulations 2002*)

Information, instruction and supervision

The health & safety law poster is displayed by Wiston Estate at the registered office.

Health & safety advice is available from the Wiston Estate Health and Safety Adviser, details of whom are kept at the registered office.

Health and safety information will be given at the beginning of each activity by the lead person for the activity, noted on the risk assessment form.

Competency for tasks and training

This health and safety policy will be included in induction training for all employees and volunteers.

Where specific training is needed it will be identified, arranged and monitored by the Project Manager.

Accidents, first aid and work related ill health

At the registered office, there is a first aid kit provided by the Wiston Estate. A first aid kit is made available to event leaders at outdoor events. The appointed Estate first aiders are: Robert Mitchell and Toby Askew. External Groups which use the site are expected to provide their own First Aid kit.

All accidents and cases of work related ill health are to be recorded in the Scheme accident book. The book is kept at the registered office.

The Project Manager is responsible for reporting accidents, diseases and dangerous occurrences to the enforcing authority by

Telephone: 0845 300 9923

Internet: <http://www.hse.gov.uk/riddor/>

By Fax: 0845 300 9924

By post to: Incident Contact Centre, Caerphilly Business Park, Caerphilly, CF83 3GG

Insurance

The Scheme will ensure that all relevant insurance, including employer's liability and public liability insurance, will at all times be in place and kept up to date.

Monitoring

To check the working conditions, and make sure safe working practices are being followed, the Project Manager will ensure that there is a report of any specific incidents to the next Trustees meeting, and do an annual review.

The Chair is responsible for investigating work-related cases of sickness absence.

The Chair is responsible for acting on any investigation findings to seek to prevent a recurrence.

Fire and emergency

The Wiston Estate is responsible for the fire and emergency procedures at the registered office.

The Scheme should aim, and warn all third parties with whom it deals in relation to events or activities on the site, to keep the access point and track from Mouse Lane (up Nightingale Lane) free of obstructions at all times

Site Users

The risks of the public and dogs co-existing with adders and cows, and the risks of MTB users both to themselves and to others using footpaths and bridleways should be documented alongside the risks of volunteers working with power tools.”

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