

SCOTTISH BADGERS HEALTH AND SAFETY POLICY

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1. GENERAL STATEMENT

Scottish Badgers Health and Safety Policy Statement

Health and Safety at Work etc. Act 1974

Our statement of general policy is:

- to provide adequate control of the health and safety risks arising from our activities
- to consult with our employees, contractors and volunteers on matters affecting their health and safety
- to provide and maintain safe equipment
- to ensure safe handling and use of substances
- to provide information, instruction and supervision for employees, contractors and volunteers
- to ensure all employees, contractors and volunteers are competent to do the tasks that we ask them to undertake, and to give them adequate training
- to prevent accidents and cases of work-related ill health
- to maintain safe and healthy working conditions
- to review and revise this policy as necessary at regular intervals.

Signed:..... (Chair)

Date:.....

Review date:.....

2. RESPONSIBILITIES AND ARRANGEMENTS FOR HEALTH & SAFETY MANAGEMENT

2.1 The Trustees

- 2.1.1 The Health and Safety at Work Act 1974 places a statutory duty on all employers to ensure, so far as is reasonably practicable, the safety, health and welfare of all its employees at work and other people who may be affected by their activities, e.g. users, contractors, volunteers, members of the public.
- 2.1.2 The Trustees have overall and final responsibility for health and safety matters within Scottish Badgers, and for ensuring that health and safety legislation is complied with.
- 2.1.3 The Trustees will periodically review the operation of their health and safety policy, and will ensure:
- Employees, contractors and volunteers as appropriate receive sufficient information, training and supervision on health and safety matters
 - a risk assessment is undertaken and the results written up and made available to all employees
 - accidents are investigated, recorded and reported to the Trustees
 - there are arrangements in place to monitor the maintenance of premises and equipment
 - there are adequate arrangements to liaise and co-operate on health and safety matters with other agencies (Forestry Commission, S.S.P.C.A. Police forces etc).
- 2.1.4 Day-to-day responsibility for ensuring this policy is put into practice is delegated to: **Eddie Palmer** (the Health and Safety Officer).

2.2 All Employees and Volunteers

- 2.2.1 All employees, contractors and volunteers should:
- co-operate with the Trustees on health and safety matters
 - not interfere with anything provided to safeguard their health and safety
 - take reasonable care of their own health and safety
 - report all health and safety concerns to an appropriate person (as detailed in this policy statement).

2.3 Risk Assessment

- 2.3.1 The Trustees will ensure that a risk assessment will be carried out by a competent person in accordance with the 1992 Management of Health and Safety at Work Regulations and the Approved Code of Practice (ACOP). This risk assessment will be written up, and be made available to all staff.
- 2.3.2 The written risk assessment will be reviewed and updated annually to ensure it covers all employees, contractors and volunteers against all risks, and to ensure that any action identified as needed in the risk assessment has been carried out. The risk assessment will also be updated every time that there is a major change in working practices. The risk assessment will cover all employees, contractors and volunteers of Scottish Badgers, wherever they may be based, and will cover all aspects of their work.

2.4 Training

- 2.4.1 Scottish Badgers will ensure that new employees, contractors and volunteers receive information on health and safety as part of their induction.

- 2.4.2 Scottish Badgers will organise training for employees, contractors and volunteers on health and safety matters as appropriate, including: general health and safety training, first aid, manual handling, fire safety, risk assessment, dealing with violent incidents. Scottish Badgers will also organise training for appropriate use of equipment, and any special training needed to ensure safe systems of work.
- 2.4.3 If employees, contractors and volunteers consider they have health and safety training needs they should inform the Trustees.

3. BUILDINGS

- 3.1 Scottish Badgers will use buildings for meetings and events which have appropriate fire and safety policies and equipment and will ensure that all attendees are made aware of same.
- 3.2 Scottish Badgers will ensure that any buildings used are fit for purpose and that the factors listed in section 4 (Good Housekeeping) are checked.

4. GOOD HOUSEKEEPING WITHIN BUILDINGS USED FOR EVENTS

4.1 Aisles & Gangways

Aisles & gangways must be kept clear from obstructions and under no circumstances must items be stacked immediately in front of or obstructing fire doors, fire exits, fire alarms or fire equipment.

4.2 Smoking

Smoking will not be allowed by law in most buildings that Scottish Badgers might use for events.

4.3 Overcrowding

Scottish Badgers will avoid unhealthy and overcrowded conditions and will ensure that any legal restrictions on numbers are adhered to.

4.4 Ventilation

Scottish Badgers will endeavour to ensure that any buildings used for events are well ventilated.

4.5 Temperature

Scottish Badgers will ensure that a minimum temperature of 16⁰C is maintained in any part of a building that they use for public meetings. Efforts will be made so far as is reasonably practical to ensure the temperature does not rise to an uncomfortable level.

4.6 Lighting

Scottish Badgers will ensure that adequate lighting is provided. If lights are found to be out of order, the fault will be reported to the responsible person as soon as practicable.

4.7 Noise

Scottish Badgers will endeavour to ensure that noise at meetings is kept to as low a level as is practicable.

4.8 Electrical Equipment

- 4.8.1 No wires must be left trailing across floors
- 4.8.2 Broken, ineffective or damaged electrical equipment must be reported. Staff should use electrical equipment in accordance with instructions.

5. WELFARE ARRANGEMENTS

5.1 Hours of Work

Employees, contractors and volunteers should not work excessively long hours, and should take adequate breaks for meals and rest as appropriate.

6. PERSONAL SAFETY

6.1 GENERAL SECURITY

6.1.0 It is in the nature of the organisation's work that employees, contractors or volunteers may, on occasions, find themselves in potentially dangerous situations whilst on Scottish Badgers business. The following policy is concerned to minimise this risk.

6.2 LONE WORKING

6.2.1 Employees, contractors or volunteers who are going to be working alone should ensure that a responsible person knows where they will be, how long for, how they can be contacted and what action to take if they do not return.

6.2.2 If in the course of a trip plans change significantly, this should be communicated to the responsible person.

6.2.3 Employees, contractors and volunteers should be invited to make clear who they wish to be informed in the event of an emergency and how they can normally be contacted.

6.2.4 Employees, contractors and volunteers should be encouraged to register for the emergency SMS service at <http://www.emergencysms.org.uk/>

6.3 HOLDING OR CARRYING MONEY OR VALUABLES FOR THE ORGANISATION

6.3.1 Under no circumstances should employees, contractors or volunteers put themselves at risk on account of the property of Scottish Badgers. If money or property is demanded with threats it should be handed over.

6.4 PERSONAL AWARENESS:

There are lots of things we already do that keep us safe, but becoming more aware of our surroundings puts us in control of our environment. The following steps are recommended to all staff as being helpful.

6.5 WHILST OUT AND ABOUT:

Trust your intuition and listen to your feelings. If you sense something is wrong, it probably is. Acting on intuition may prevent an aggressive situation.

Be prepared. Do you know whom to contact and what to do if a difficult situation arises?

Be observant. Notice everything around you. This will make you more aware of your surroundings and help you escape if you need to.

Assess potential risks. Avoid dangerous short cuts, walk facing the traffic and think about where you park your car.

Look confident. "Walking tall" and being aware of your surroundings deters assailants.

Never stay in a situation where you think you may be at risk. If you feel uncomfortable or at risk leave immediately.

Be aware of personal space - yours and others. Encroaching on other peoples personal space can make them aggressive. If other people are too close to you and making you uncomfortable, ask for more space or move away.

Think about what you are wearing. Can you run if you need to?

6.6 IN DEALING WITH AGGRESSION

If you find yourself in an aggressive situation, what can you do?

Try to stay calm if someone is starting to get angry. Your body language, voice and response can help to defuse a situation. Take a deep breath, keep your voice on an even keel, and try to help.

Offer an angry person a range of options from which they can choose the one they prefer. They will find it difficult to stay angry.

Do not be aggressive back - this is how anger can escalate into violence.

Get on the same level as the aggressor. If they are standing so should you. It makes you feel less vulnerable and makes it easier for you to get away or fetch help if necessary.

Keep your balance and keep your distance.

Do not touch someone who is angry.

Don't let your escape route be blocked.

Keep yourself between an escape route and an aggressor so you can still get away.

If the situation is dangerous, then get away as fast as you can. Never remain alone with an actively violent person.

If you cannot get away, then scream or use the SMS text system to summon help.

6.7 REPORTING AND RECORDING

6.7.4 All incidents of aggression or violence should be reported to the Trustees and recorded in the accident book.

6.7.5 The Trustees have a responsibility to provide a safe working environment. Employees, contractors or volunteers should report any current or potential situation at work which is a threat to personal safety. A serious incident, even if it results in no physical harm, may cause feelings of fear, panic or despair which can carry on long afterwards. The Trustees recognise this and will be disposed to provide whatever support, counselling or time off work that or which seems appropriate.

7. HOMEWORKING

7.1.1 When Employees or contractors are carrying out work for Scottish Badgers at home all health and safety rules and guidance in this policy apply in the same way that they do in the workplace.

7.1.2 It is the responsibility of the employees or contractor to ensure that their home working environment and equipment used in the home is safe. A risk assessment in accordance with the guidance given in this policy should be carried out.

8. VISUAL DISPLAY EQUIPMENT

8.1 General

8.1.1 It is the policy of Scottish Badgers to comply with the law as set out in the Health and Safety (Display Screen Equipment) Regulations 1992.

8.2 Nature and Organisation of Work

8.2.1 Employees or contractors will take regular breaks (at least 10 minutes away for every hour at the screen). Short frequent breaks are more satisfactory than occasional longer breaks.

8.6 WRULDS/RSI

Work Related Upper Limb Disorders (also known as Repetitive Strain Injury) are often associated with keyboard work. Employees and, contractors should contribute to their own safety and welfare by:

- avoiding sitting in the same position for long periods
- adjusting equipment and furniture to appropriate and comfortable positions
- taking regular rest breaks from VDU work (at least 10 minutes away from the screen in every hour) by doing some other work.

9.0 Accidents and Emergencies

9.1.1 All Employees, contractors and volunteers must report all incidents which resulted or nearly resulted in personal injury to themselves or others, to the Health & Safety Officer and make sure the accident is recorded in the Accident Book.

9.1.2 The Health & Safety Officer will ensure that personal details of individual(s) will be stored separately from the Accident Book in a secure location to comply with the Data Protection Act 1998.

9.1.3 It is the responsibility of the Health & Safety Officer to ensure that any necessary follow-up action is taken to reduce the risk of the accident or near accident recurring.

9.1.4 The Health & Safety Officer is responsible for reporting incidents which come within the Reporting of Injuries, Diseases & Dangerous Occurrences Regulations (RIDDOR), to the appropriate body. RIDDOR covers the following incidents:

- (a) fatal accidents
- (b) major injury accidents/conditions
- (c) dangerous occurrences
- (d) accidents causing more than 3 days' incapacity from work
- (e) certain work-related diseases.

10. HAZARDOUS SUBSTANCES (COSHH)

10.1 General Statement

10.1.1. Under the 1992 COSHH (Control of Substances Hazardous to Health) Regulations employers have a duty to make an assessment of the risks related to hazardous substances e.g. chemicals, noxious fumes etc. In accordance with the Approved Code of Practice this assessment will be carried out and written down by a nominated competent person.

10.1.2 The person responsible for carrying out this assessment will be the Health and Safety Officer

10.1.3 Following this assessment, in accordance with the Approved Code of Practice (ACOP) the Health and Safety Officer will:

- In the first instance take action to remove any hazardous substances.
- If this is not possible, action shall be taken to find a substitute for the hazardous substance.
- If this is not possible, such substances shall be enclosed within a safe environment.
- If none of the above is possible, protective equipment will be issued to ensure the safety of staff.

10.2 **Monitoring**

10.2.1 If for any reason an employees, contractors or volunteer has been exposed to a possibly hazardous substance, levels of exposure will be monitored.

10.2.2 At all times levels of ill-health related to exposure to hazardous substances at work will be monitored.

10.3 **Removal, Substitution, enclosure and Protection**

All employees, contractors and volunteers shall avoid using hazardous substances at all times if at all possible. Where substitute materials are available they should be used (e.g. water based markers, correction fluid, etc). If there is no way of avoiding such use, staff and volunteers must use the substance in an enclosed, ventilated environment away from other workers, and use proper protective equipment which shall be made available.

11. **LIFTING AND HANDLING**

11.1 Employees, contractors and volunteers of Scottish Badgers should avoid manual lifting where at all possible. However, employees may occasionally be required to manually lift and handle loads. Correct manual lifting and handling reduces the effort required and prevents strain and risk of injury.

11.2 Employees, contractors and volunteers should not put themselves at risk by attempting to lift heavy loads which could be taken apart or divided into smaller quantities. The assistance of others should always be sought for moving large quantities or for lifting heavy and awkward loads. When lifting is done by a team, instructions should be given by one person only.

11.3 Any employee, contractor or volunteer feeling a strain should stop immediately and record the incident in the Accident Book.

11.4 Aids to reduce the risk of injury (e.g. trolleys) must always be used if available.

12. **STRESS MANAGEMENT**

12.1 Scottish Badgers will do all it can to eradicate problems relating to stress at work. In particular it will:

- ensure close employee and contractor involvement, particularly during periods of change

- give opportunities for employees and contractors to contribute in the planning and organisation of their own jobs
 - ensure employees, contractors and volunteers have work targets that are stretching but reasonable
 - implement effective policies and procedures for dealing with bullying and any form of harassment
 - encourage good communications between employees, contractors, volunteers and the Trustees
 - promote the maintenance of a supportive culture within the organisation
 - where appropriate take into consideration employee's and contractor's personal situation/and any problems at home
 - ensure employees, contractors and volunteers avoid working long and unsocial hours.
- 12.2 Scottish Badgers will ensure as far as practicable that its policies, working practices and conditions of employment support its commitment to the above.
- 12.3 Employees, contractors and volunteers should ensure that they do not work in a way that could cause them to suffer an increase of stress, nor cause an increase of stress on others.
- 12.4 Employees, contractors and volunteers must respect other members of staff, and ensure that interpersonal conflict is avoided or dealt with sensibly.
- 12.5 Employees, contractors and volunteers must not make unrealistic demands on others by increasing others' workload.

13 WORKING WITH OTHER ORGANISATIONS

13.1 When employees, contractors and volunteers of Scottish Badgers are working with other organisations who have specific Health and Safety policies and procedures they should treat them as if they were part of Scottish Badgers policy.

13.2 The organisations with whom Scottish Badgers staff and volunteers are likely to work and which have specialised Health and Safety policies include:

- a) Forestry Commission
- b) S.S.P.C.A.
- c) S.A.S.A.
- d) Police Forces
- e) Network Rail
- f) MoD
- g) British Waterways

The above list is not exhaustive.

13.3 When leading public events Scottish Badgers employees, contractors and volunteers should ensure that they are competent and, if necessary, suitably qualified for the role they plan to undertake. Particular care should be taken when events involve walking at high altitude, on steep ground or far from roads. Thought should be given to including first aid provision in circumstances where assistance may be substantially delayed.

14. RISK ASSESSMENT

1. What is a Risk Assessment?

Risk assessment helps you protect your workers and everyone using your organisation. It helps you focus on the risks that really matter, the ones with potential to cause harm. A risk assessment is, as the Health and Safety Executive (HSE) describe: "a careful examination of what, in your work, could cause harm to people.... the aim is to make sure that no one gets hurt or becomes ill".