**Cotswolds Conservation Board**

**Health & Safety Policy**

1. The Cotswolds Conservation Board is an independent statutory body that works to conserve and enhance the natural beauty of the Cotswolds AONB and to increase understanding and enjoyment of its special qualities. In delivering these two purposes it seeks to foster the social and economic well-being of local communities.

2. The Board was established by Parliamentary Order in 2004. It has 37 members drawn from local authorities, parish councils and appointments made by the Department for Environment, Food and Rural Affairs. A staff team of around 15 is based at Northleach, supported by 300+ voluntary wardens working throughout the AONB.

3. The Cotswolds Conservation Board commits to operating in accordance with the Health and Safety at Work Act 1974 and all applicable regulations made under the Act. It is the management’s responsibility that everything reasonably practicable is done to prevent personal injury in the processes of work, including the operation of all plant, machinery and equipment, and to maintain a safe and healthy place of work. Equally, it is the duty of every employee, course participant and all volunteers to take reasonable care for the health and safety of themselves and of other persons who may be affected by their actions at work and to co-operate with the employer to enable statutory duties or requirements to be fulfilled.

4. The management will review and update this policy on an annual basis or if there are any major changes in the workplace to ensure it continues to meet business requirements and legislation. To support this policy and Cotswolds Conservation Board’s overall health and safety management system, specific health and safety statements and guidance notes will be produced that will demonstrate compliance with the statutory duties placed on Cotswolds Conservation Board. These documents will be reviewed on a regular basis to take into account legal requirements and best practice guidance.

**Annex:** Statement of general policy and arrangements for Cotswolds Conservation Board

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| **This is the statement of general policy and arrangements for Cotswolds Conservation Board** | | |
| **Martin Lane – Director**  Overall and final responsibility for health and safety. | | |
| Individual managers, staff, contracted trainers and volunteers have day-to-day responsibility for ensuring this policy is put into practice. | | |
| Statement of general policy | Responsibility of | Action/Arrangements |
| Prevent accidents and cases of work-related ill health by managing the health and safety risks in the workplace.  Monitor the overall performance of the organisation’s health & safety management system. | Director and individual managers | Relevant risk assessments completed and actions arising out of those assessments implemented. Provide safe systems of work.  (Risk assessments reviewed after an accident or when working habits or conditions change.) |
| Provide clear instructions and information, and adequate training, to ensure employees, course participants and volunteers are competent to do their work. | Line managers and those responsible for volunteers or training courses:  Land Management Officer  Business Planning & Project Development Officer  Office Manager  Grasslands Project Officer  Volunteer Co-ordinator  Rural Skills Officer  Contracted trainers | Staff, course participants and volunteers given necessary health and safety induction and provided with appropriate training and personal protective equipment. Ensure that suitable arrangements are in place to cover employees engaged in work remote from the Board’s office. |
| Engage and consult with employees and volunteers on day-to-day health and safety conditions | Director and individual managers  Land Management Officer  Business Planning & Project Development Officer  Grasslands Project Officer  Office Manager | Staff consulted on health and safety matters as they arise but any issues also formally considered at regular monthly management team meetings or sooner if required. |
| Implement emergency procedures – evacuation in case of fire or other significant incident.  Fire Risk Assessment of the premises to be carried out | Office Manager  Finance & Office Administrator | Escape routes well signed and kept clear at all times. Evacuation plans are tested at least yearly and updated as necessary.  Fire Risk Assessment to be reviewed and updated regularly. |
| Maintain safe and healthy working conditions, good housekeeping, provide and maintain plant, equipment and machinery, and ensure safe storage/use of substances | Land Management Officer  Business Planning & Project Development Officer  Rural Skills Officer  Volunteer Coordinator  Grasslands Project Officer  Office Manager  Finance & Officer Administrator | Toilets, washing facilities and drinking water provided. System in place for routine inspections and testing of equipment and machinery and for ensuring that action is promptly taken to address any defects. |
| Ensure that robust Health and Safety arrangements exist in their areas of responsibility. | Everyone in a line management or supervisory position | Ensure that all staff receive clear instructions and information, and adequate training. Risk Assessments and Safe Systems of Work to be updated and reviewed regularly, and accessible for all staff.  Report and investigate all incidents and near misses as required. |
| Familiarise themselves with the contents of policies and procedures that relate to their work.  Attend any specific health and safety training required to enable them to carry out their job safely.  Provide relevant documentations as required with regard to matters of health and safety, including insurance and competency certificates. | All staff | Read and understand policy and guidance notes and meet the standards required whilst carrying out their work activities.  Draw attention to any health and safety hazards or deficiencies to an appropriate person. |
| Responsible person for fire safety and emergency procedures: Office Manager  Fire wardens: Office Manager and Finance & Officer Administrator  First aiders in Board’s offices: Business Planning & Project Development Officer and Rural Skills Officer | | |
| Signed: | Name: | Date: |