

HEALTH AND SAFETY ACTIVITY – SUMMARY REPORT 2019/20

Summary: To update the Executive Committee regarding Health and Safety activity during 2019/20

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Recommendation: That the Executive Committee notes the progress to date

PROGRESS TO DATE

The team have made progress as follows:

- **Health and Safety Representative Team** – a new H&S team meet monthly to review any accidents, incidents or near misses and to identify areas for improvement across all areas of operation. Team membership: Chief Executive, Office Manager, Trails Access and Volunteer Officer, Rural Skills Officer and Glorious Grasslands Project Assistant.
- **Health & Safety Risk Assessment** – was undertaken by the Office Manager, a number of action points were identified and we have been working to address these, including H&S training; lone worker policy; fire equipment testing and drills; electrical safety testing. The condition of the premises are a challenge, with the roof above the server room in need of repair with a temporary emergency covering put in place late September following serious flooding. Budget has been allocated for 2020/21 to progress repairs to this. There are also ongoing leak and damp issues with the roof at the front of the building that were identified in the initial survey undertaken as part of the original lease negotiations with the landlord.
- **Fire Risk Assessment** – an independent consultant has carried out a detailed risk assessment of the Northleach office accommodation. The overall rating was ‘tolerable’ and the Office Manager has been prioritising the improvements that have been identified within the Board’s remit. So far we have had an independent consultant undertake a fire door inspection and as a result installed an additional fire door between the kitchen and toilets; shielded the fuse box with fire line plasterboard in the storage cupboard; and made general safety improvements to some of the existing fire doors. Budget has been allocated for 2020/21 to progress other works identified.
- **Health and Safety Policy** – a new policy and process has been written and is being presented at the May Executive. This involved full employee and volunteer collaboration to ensure buy-in and understanding.

- **Risk Assessments** – templates across all business areas have been reviewed and standardised.
- **Individual Policies** – a Lone Working policy has been written, with employee and volunteer input, and will be presented at the September Executive. A new Safeguarding policy has been drafted and will be presented at the September Executive. Other policies will be updated as required.
- **Training** – joined the British Safety Council which has given our employees access to online training modules at a total cost of £100, along with H&S updates and guidance. The modules include: general health and safety; fire safety; DSE; driver awareness; GDPR. Additionally Mandy Pressland and Della Morris undertook online Fire Warden training, and Edward Bonn and Simon Smith renewed their First Aider Certificates.
- **COVID 19** – 13th March CCB Coronavirus Position Statement and Action Plan issued. 23rd March Government lockdown announced. All employees now working remotely, with one employee attending the office Monday-Thursday, alternating weekly with the Chief Executive for skeleton coverage. Cleaning requirements reviewed to provide a deep clean Thursday evening, allowing 72 hours between employee changeovers. Rural Skills courses and Voluntary work were ceased. Glorious Cotswolds Grasslands team are still undertaking site visits and field based work, but following Government safety guidelines. Chief Executive supported by Office Manager are keeping up-to-date with Government guidelines and reviewing action plan on ongoing basis.

Accidents, Incidents and Near Misses

- *1 accident:* This did not necessitate reporting under RIDDOR. Volunteer warden's personal vehicle slid while transporting tools along a wet track, no one was injured but there was some damage to the vehicle.
- *6 roof leak incidents:* two major leaks above the server room (temporary repair was put in place late September); two in the Agency area during withdrawal talks; two in the main upstairs office. All were reported to the landlord.
- *2 break-in incidents:* one at The Old Prison during withdrawal talks, CCB offices were not affected but lead was stolen from prison cell roof; one attempt to break in at Calmsden Barn but nothing taken.
- *1 incident for Rural Skills:* Horse taken poorly with case of colic during a logging course laid down and rolled. The horse was treated by a vet and recovered, no one was injured during the incident. Risk assessment and insurance has been reviewed for courses going forward involving animals.

- *Other minor incidents:* mice in the office; local business illegally dumping waste in a skip; fraudulent withdrawal of £20 using Rural Skills Officers bank card.
- *7 near misses:* including failure of other tenant to lock main front door to building; fire door being locked when building occupied; landlord attempting to replace water and CO2 extinguishers in confined common areas with dry powder

Accident - Any unplanned, unforeseen, or unexpected event resulting in injury, infection, disease, or death, as well as loss of property or damage to the environment.

Incident - Any unexpected event that results in property damage, but does not result in an injury or illness

Near Misses - Any unintentional incident that could have caused damage, injury or death but was narrowly avoided.

MAY 2020