



COTSWOLDS CONSERVATION BOARD (CCB)

Health and Safety Process

1. ORGANISATION AND ARRANGEMENTS

CCB has overall responsibility for developing, regularly reviewing and implementing this H&S policy and process. The Board Members of CCB must guide and direct CCB so as to ensure that this responsibility is met in full. It is accepted that a clear commitment to carry out the policy is required of the Board of CCB, its Chief Executive, employees and volunteers if the aims of the policy are to be met. That commitment is given. CCB will employ consultant safety experts or other 'competent persons' as necessary to advise on any technical or legal matter beyond its competence or capacity. The Health and Safety Policy statement establishes in general terms CCB's commitment to the health, safety and welfare of employees and others. This document clarifies the organisation of the safety systems and the arrangements for documenting and managing the system.

2. The Chief Executive

The Chief Executive shall be accountable for the overall control of CCB's safety systems and coordination of the activities so far as is necessary for the efficient management of the health and safety function.

3. The Office Manager

The Office Manager is responsible for the implementation of the policy using, wherever appropriate, the various policies and procedures as they relate to health and safety.

4. Line Managers

Line Managers will:

- Ensure that a safety culture is supported and taken seriously;
- be directly responsible for the establishment and operation of the health and safety management within their area of responsibility and take a broader responsibility where it is in the interests of health and safety to do so;
- Ensure that any risks within their area of responsibility have been properly assessed and that appropriate measures are in place to mitigate any risks identified;
- Support the Office Manager to plan and revise as necessary any supplementary policy statements and additional safety procedures for safe working;
- Ensure that the responsibilities for health, safety and welfare are properly assigned, accepted and understood by all employees and volunteers and that they are fulfilled;
- Implement safety training and re-training as appropriate;
- Ensure that all employees and volunteers are fully aware of their own responsibilities for accident prevention and safe working and welfare conditions;
- Arrange that at all levels of management and supervision their team is trained to appreciate any hazards inherent in their particular job and the importance of consultation with employees;

- Ensure that all personnel, plant, equipment and workplaces conform to the requirements of current health and safety legislation and that any tests or examinations are carried out in a timely manner;
- When carrying out large developments will engage CDM contractors to ensure that its health and safety policy is implemented by building contractors and their employees;
- Ensure all records are prepared and collated in a 'controlled document' system;

5. Consultation

The Health and Safety team will hold regular (minimum monthly) meetings to focus on 'reactive' and 'proactive' health and safety management measures.

The core team will be:

- Chief Executive
- Office Manager
- Access and Volunteer Lead
- Rural Skills Officer
- Glorious Grasslands project team member

These meetings will;

- Review accident, near miss and incident reports, identifying where further investigation or reporting is required. (reactive)
- Identify improvement measures and ensure CCB continues to meet best practice in health and safety management. (proactive)

All employees of CCB are invited to attend the meetings and will be regularly consulted on actions and decisions relating to health and safety in the workplace.

6. All Employees

It shall be the duty of every employee while at work: -

- to take reasonable care for the health and safety of themselves and of other persons who may be affected by their acts or omissions at work;
- and
- As regards any duty or requirement imposed on the employer with respect to health and safety compliance, the employee will co-operate with the employer so far as is necessary to enable that duty or requirement to be performed correctly or complied with.

All employees must therefore:

- make themselves familiar with CCB's Health and Safety Policy, relevant safety process and procedures and conform to the health and safety programme at all times;
- Ensure that any activities they are engaged in have been properly risk assessed and that any identified mitigation is implemented
- observe all safety rules and safe-working procedures at all times;
- make full use of the safety equipment and protective clothing provided for specific work operations;
- conform to all safety instructions given by the Managers or others with a responsibility for health and safety;
- report all accidents, hazardous occurrences and near misses to the Office Manager and log them in S:\HEALTH & SAFETY\ACCIDENTS & INCIDENTS whether or not persons are injured or any damage was caused, as soon as possible after the event;
- Not attempt to deface or misuse anything provided for safety.

Note: under the Employment Rights Act 1996, employees have the statutory right not to suffer any detriment or be dismissed for taking certain types of health and safety related action, including health and safety duties, leaving the workplace because of serious and imminent danger or taking appropriate steps to protect themselves.

7. Volunteers

Volunteers must conduct their activities in accordance with the requirements of all current health and safety legislation, British Standards, Approved Codes of Practice and Health and Safety Executive guidance. The Board will support the volunteers by providing training, guidance, PPE and equipment where appropriate to ensure, as far as reasonably practicable, their activities are conducted safely.

8. Contractors, Sub-contractors and self-employed persons

Contractors, Sub-contractors and self-employed persons must conduct their activities in accordance with the requirements of all current health and safety legislation, British Standards, Approved Codes of Practice and Health and Safety Executive guidance.

All contractors must provide evidence of their organisation's Safety Policy, organisation, arrangements and insurance to the relevant CCB manager. Where necessary, the Chief Executive and Office Manager will be asked to comment on a contractor's suitability. From time to time contractors' safety performance will be monitored.

9. Competent Persons

CCB will ensure there are competent person(s) able to assist in complying with all relevant legal requirements.

10. New Safety Procedures

New processes and procedures will be subject to consultation with relevant employees before becoming part of the CCB's health and safety management systems. Safety procedures will be openly available to everyone and will be stored in - S:\HEALTH & SAFETY and on the Wardens section of the website. Failure to comply with published safety procedures may be regarded as gross misconduct and may result in disciplinary action.