

## **COTSWOLDS CONSERVATION BOARD (CCB)**

*Please note – for the purposes of this policy, ‘people’ refers to employees, volunteers, trainees or anyone carrying out agreed work on behalf of them Board*

### **Health and Safety Policy**

This document constitutes CCB’s statement of general policy with respect to the health and safety at work of its employees, as required by Section 2(3) of the Health and Safety at Work etc. Act 1974. It applies to all its employees, volunteers, operations and premises and provides for the management of health and safety throughout the organisation.

This document should be read in conjunction with CCB’s Health and Safety Process, which describes arrangements for implementing this Policy. It is important to be aware that other documents such as health and safety procedures, training records and risk assessments form part of CCB’s health and safety arrangements.

This policy statement will be formally reviewed every year and may also be updated or amended at other times. It is signed by the Chief Executive.

This policy statement, and any significant revisions of it, will be brought to the attention of all CCB’s employees and to any other parties, such as volunteers and contractors, thought to require such information.

CCB fully accepts its responsibility for the health, safety and welfare of its people and the health and safety of others affected by its activities. CCB strives for best practice in all that it does and will fully comply with all laws, regulations and approved codes of practice in fulfilling its responsibility for providing a safe and healthy work place and working environment for all of its people where this is reasonably practicable.

In particular, CCB’s aims are to:

- encourage and facilitate employees at all levels to develop an awareness of health and safety as an integral part of their work;
- assess the risk to the health and safety of employees and others, e.g. volunteers and trainees, in connection with the conduct of CCB’s undertaking; and implement measures to mitigate risks identified to an acceptable level;
- develop an effective consultative mechanism between CCB and its employees on all health and safety matters that may affect them;
- ensure that persons who are not employed by CCB are not exposed to hazards arising from any of CCB’s operations and to ensure that premises, and plant in premises, which are under CCB’s control do not give rise to any hazards to those who use such places;
- give such information, instruction, training and supervision as is reasonably necessary for the establishment and maintenance of safe systems of work and safe places of work;
- provide a safety control framework (covering design, commissioning of work, its planning and execution) for all construction work where CCB is the client. CCB will ensure, where it is required by regulation, to assess all types of contractors, that, so far as is reasonably

practicable, they have the potential to maintain adequate levels of health and safety performance;

- provide and maintain safe plant and equipment;
- establish, document and maintain safe systems of work and ensure safe places of work;
- ensure the safe use, handling, storage and transport of articles and substances which are inherently or potentially hazardous to health;
- identify the measures needed to comply with the requirements of statutory provisions;
- provide adequate welfare facilities;
- regularly check that these aims are met.

CCB will allocate sufficient resources in terms of time and/or finance to enable the aims to be met. The aims will be subject to review and can be amended after consultation with employees.

Without detracting from the primary responsibility of managers and supervisors for ensuring safe conditions of work, CCB will nominate suitable persons from time to time to provide competent technical advice on health and safety matters where this is necessary to assist management in its task.

No safety policy is likely to be successful unless it actively involves employees themselves. CCB will therefore co-operate fully with employees and will provide them, where necessary, with sufficient facilities and training to implement this policy. A culture of health and safety awareness and action will be engendered and supported.

**ANDY PARSONS**

Chief Executive

Cotswolds Conservation Board