

HEALTH & SAFETY POLICY AND ACTIVITY

Summary: to update the Board regarding Health and Safety activity

Recommendation: that the Board adopts the updated Health and Safety Policy

Report by: Andy Parsons (Chief Executive)

Progress in the year

1. Monthly meetings are undertaken to review any accidents, incidents or near misses and to identify areas for improvement across all areas of operation.
Team membership: Chief Executive, Access and Volunteer Lead, Partnerships Lead, Glorious Cotswold Grasslands Programme Officer.
2. Health and Safety Risk Assessments covering all areas of the operation are undertaken annually by the team.
3. All employees have received online General Health and Safety, Fire Safety, Driver Safety Awareness and Safeguarding training. This is provided as standard for all new employees as part of the induction programme.

Health and Safety Policy and Process

4. **The Board is asked to review, and if in agreement, adopt the updated Health and Safety Policy (*Appendix A*).**
5. The process document (*Appendix B*) has also been reviewed; no changes identified. This is for information only.

Accidents, Incidents and Near Misses (1 April 2023 to 31 March 2024)

6. *Eight accidents / injuries recorded:*
 - One reported under RIDDOR – the new Circuit of Bath Ranger severed their index finger artery and nerves when using secateurs to cut back branches along the path. They were familiar with using secateurs and will ensure that more attention is paid in future when using them. They attended hospital and were treated and have also attended a first aid course.
 - Two accidents recorded by the Everyone's Evenlode Team relating to children during activity sessions. One pupil from Wychwood School tripped in a puddle and mildly grazed their hands that were cleaned with an antiseptic wipe and no further action required. A Charlbury scout brushed their eye with the tip of a willow branch whilst making a willow bird feeder and the eye was bathed but no further action or treatment was required except to remind them to take care when handling the willow.
 - One accident involving two members of the public on a walk who, after climbing over a stile, hit their heads on a large overhanging branch. The Wardens hope to replace the stile with a gate or advise the landowner to cut the branch back if possible but the branch was very clear. No further action except to remind walkers to take care whilst climbing stiles and be aware of their surroundings. The walkers continued with no ill effects and completed the walk.

- One accident was reported by Glorious Grassland team as a volunteer cut their nose after a bramble that they were cutting bounced back into their face. The wound was cleaned and a plaster applied and they continued with the task.
- One accident involved a Warden who was hit by a side branch of a tree being felled. The Warden was bruised above the elbow and checked at A&E but no breaks were found and no further ill effects. In future the Wardens will use longer rope or clear another area to fell the tree in a different direction and take more care of side branches.
- There were two accidents relating to employees. One employee strained their back whilst moving boxes containing furniture for the office move. Employees needed to be made aware of manual handling and using lifting aids and extra care needed if moving heavier or longer items. The second employee experienced a severe allergic reaction when they entered the upstairs offices at Greystones due to the presence of nesting birds. The employee needed to take antihistamine and leave the premises and suffered ill effects for the remainder of the week. In future they wear a mask if entering the office and only work in the café area or other sites.

7. *One Incident:*

- There was one incident when the kettle at Greystones failed to turn off and boiled dry, causing the fire alarm to trigger. The kettle was PAT tested but still failed. However, the fire alarm was effective in alerting the staff member to the issue and a new kettle was purchased.

8. *Near misses:*

- No near misses reported but everyone encouraged to report these.

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.

Supporting Papers

- Appendix A – Health and Safety Policy
- Appendix B – Health and Safety Process

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