

## 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 and Fundraising Lead, Glorious Cotswold Grasslands Programme Officer.
2. Health and Safety Risk Assessments are undertaken internally annually. These have been completed recently following the move to Cotswold Business Centre, Greystones Farm and Robinswood Hill, and Fire Risk Assessments provided by Gloucestershire Wildlife Trust (GWT) and Cotswolds Business Centre have been reviewed. We are working with GWT on a few areas identified for improvement.
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 policy (*Appendix A*) was presented to the Finance and Governance Sub-Committee at its August meeting and they have recommended it to be adopted at this meeting of the Board
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 2022 to 31 March 2023)

6. *Five accidents / injuries recorded:*
  - One reported under RIDDOR - Guided Warden Walk, member of the public could not stop downward momentum on steep slope and collided with a large tree that caused her to flip over resulting in bruises to forearms, leg, rib and hip, and some cuts/scrapes to her forearms. Wardens have reviewed where they are stationed in future on steep slopes.
  - Duke of Edinburgh volunteer was hurt helping clear a woodland pathway when a dead limb snapped off and hit the persons knee, no first aid required. Volunteers reminded to not attempt to move trees/ wood that is thicker than their arm, or longer than 3m.
  - Glorious Cotswold Grasslands volunteer tripped while pulling out branches landing on blackthorn branch. Blackthorn entered back of leg and became infected. Injury recovered with antibiotic treatment.
  - Glorious Cotswold Grasslands employee was lifting full urn of boiling water from kitchen counter when lid split and spilled hot water down thigh. Clothing quickly removed and area treated with burns pack from first aid pack. Sore but no lasting skin damage. Urn disposed of and reminder sent out to team to make

sure they check urns, air tops and flasks before using, and to dispose of and replace if any do have signs of cracks or are leaking.

- Voluntary Warden felling a medium tree amongst a clump of other trees was hit above the elbow by a side of the trunk while retreating. Warden attended A&E as a precaution. X-ray showed no break and a stitch was put in the 1.5cm cut. Wardens had not calculated the height of the tree v length of the rope, possible direction of fall, and width of crown of the tree, and have reviewed their practice for this.

7. *One Incident:*

- A Member of the Board had an accident parking (foot slipped on accelerator) resulting in damage to their car, the car of a presenter at the Board Meeting and barrier fence. The CNL team present were quick to assist the Board Member, including one of our qualified first aiders and make sure no injuries had been sustained and help manage shock, and cordoning off the area.

8. *Near misses:*

- Concerns raised by PROW Officer - Stroud District West that some of the Wardens are forgetting to scan areas before digging holes. Reminder issued to all Work Party Co-ordinators.
- Detour on Everyone's Evenlode school walk due to high winds along muddy path had one child slip five times in a short space of time. No injuries. Process for detours to be reviewed to ensure muddy paths are avoided where practical.
- Swarm of wasps found in office server room; pest control attended.
- Flooding due to storms in rented barn, landlord contacted. Have since moved to different unit.
- Porchway/fire egress blocked by barrels for the Café, Landlord and Café Manager alerted and barrels removed.
- Recall notice received for faulty phone charges, electric shock risk. Recharges returned by team members who had received these, and were replaced.

***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

OCTOBER 2023