

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) and Mandy Pressland (Finance and Operational Support Officer)

Progress in the year

- 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, Finance and Operational Support Officer, Trails and Access Lead, Partnership and Fundraising Lead, Glorious Grasslands Programme Officer.
- Health and Safety Risk Assessments and Fire Risk Assessments are undertaken internally annually, both are due for review in November.
- 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.
- We continue to following current Government Guidance on Covid-19, and review as changes are announced.

Health and Safety Policy and Process

- The policy was reviewed in September by the Finance and Governance Sub-Committee, and recommended for Board adoption (*Appendix A*).
- Minor changes were made to the Process in respect of job title changes (Office Manager to Finance and Operational Support Officer) and monthly meeting team membership (*Appendix B*).

Accidents, Incidents and Near Misses (1 April 2021 to 31 March 2022)

- *Five accidents / injuries recorded:*
 - One reported under RIDDOR - Guided Warden Walk, member or the public slipped in muddy conditions resulting in a twisted knee and fractured wrist.
 - Voluntary Warden tripped while reading a map, swollen twisted ankle but did not require hospital visit. Warden has acknowledged they should have stopped to read the map rather than do so while walking.
 - Voluntary Wardens had thorn in arm while clearing blackthorn, arm was swollen and tender for a few days. Protective gloves and eye guards were being worn.
 - Two employees stung by wasps in office. Pest control were called out and dealt with two separate nests.

○ *Three Incidents*

- A member of the public was walking with a child along a wooded section on the Cotswold Way and a man exposed himself. Police attended but were unable to find the man. We have had a number of incidents over the last few years along this section, but more recently these have involved female walkers. We have been working with the Police, PROW and local council and landowners to try to resolve this matter, and following this incident a temporary signposted diversion has been put in place avoiding going through this section of the plantation and we are actively pursuing a permissive route to avoid this section of the Trail with a local landowner.
- Two roof leaks: Storm Barra resulted in water entering Fire Exit Turret Roof and down the stairs there. Main roof repairs resulted in rain entering the main office through the temporary protective sheeting the builders had put up. Both leaks were able to be dried out without damage.

○ *Near misses:*

- Seven occasions where main fire exit door for the building was found locked - Landlord has now resolved changing the deadlock to a thumb lock inside so door can always be opened.
- One occasion where a primary school pupil slipped while pond dipping and fell into the pond getting wet up to the waist. The child was immediately taken back to the building by a member of school staff, and sat by a fire to warm up and dry off.

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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