



Herefordshire
Wildlife Trust

Health

Herefordshire Wildlife Trust

Health & Safety Policy

Live Version

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HEALTH & SAFETY POLICY STATEMENT

Herefordshire Wildlife Trust (The Trust) is a safety-conscious organisation, which sets itself high standards for the well-being of its employees, contractors, volunteers and visitors. It encourages ownership of health and safety by all of its employees, contractors, volunteers, visitors and anyone else affected by its activities. Our objective is to minimise harm to and enhance the wellbeing of people through effective health and safety risk management.

The Trust will:

- Comply with relevant legislation,
- Provide sufficient resources, information, instruction, training and supervision necessary to meet our commitment to our staff and volunteers,
Seek continually to improve our performance, keeping our staff, volunteers and any other people affected by our work or undertakings safe and well.

To this end:

- The Trustees have ultimate responsibility in ensuring that the Trust's legal obligations in respect of H&S are met and are seen as an organisational priority, to be implemented at a high standard.
- Everyone with management responsibility will ensure that significant risks in their workplaces are assessed, controlled and regularly reviewed so that the likelihood of harm to employees and others affected by our activities is minimised.
- The Trust requires employees and volunteers to take ownership of their responsibilities.
- Contractors and suppliers will be required to carry out their activities to The Trust's health and safety standards.

This policy and the way it is operated will be reviewed at least annually or more often if the nature or scope of health and safety risk ranges significantly.

Signed	Chair	Date
Signed	Chief Executive	Date

Responsibilities

The Trust has a duty under the Health and Safety at Work Act 1974 (HASWA) to protect the health, safety and welfare of its employees and other people who might be affected by its business. Employers, staff and volunteers must do whatever is reasonably practicable to achieve this.

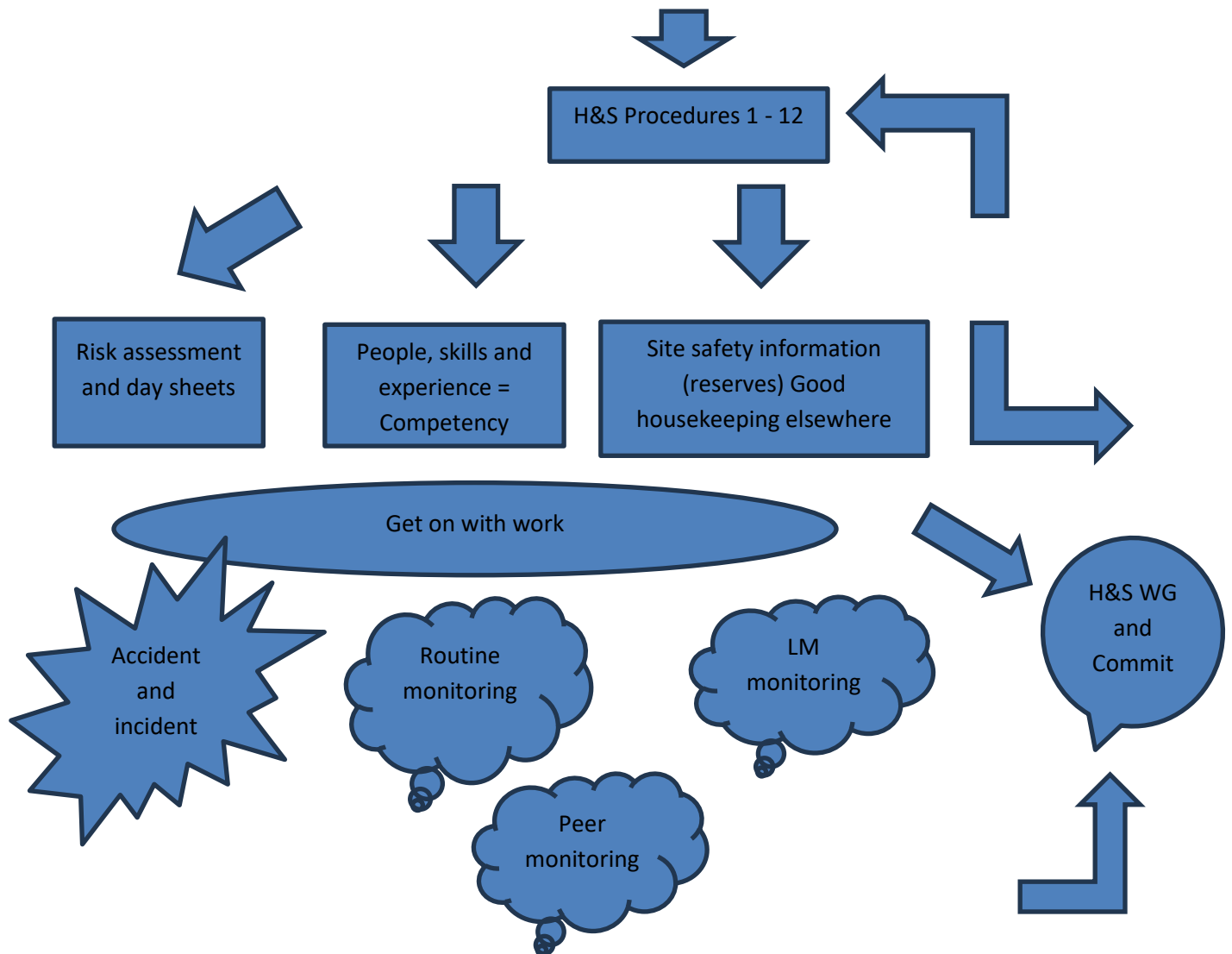
Overall responsibility lies with the Trust’s Board of Trustees (BoT) who have delegated it to the Chief Executive. Trust Senior Managers and other responsible people (Champions) are charged with implementing the Trust’s Health and Safety Policy and reporting to the Chief Executive.

Job Title/ Person responsible/champion	Location and responsibility
Chief Executive	Overall responsibility and link to the Board.
Head of Commercial	Fire Safety – Fire risk assessments and safety checks
Head of Commercial	QW (Tannery Offices)
Head of Commercial	QW Cafe
Head of Commercial	QW playground and sculpture trail.
Head of Commercial	QW Yurt
Head of Commercial	QW Jubilee Building
Head of Commercial	QW public areas (visitor centre, toilets, car park and surrounds)
Head of Commercial	Hereford & Ledbury Charity Shops
Head of Nature Recovery	QW Woodland Office
Nature Reserves Manager	All Nature reserves
Nature Reserves Manager	QW Yard, Workshop
Commercial	Birches Classroom & Biodigester
Nature Reserves Manager	Dutch Barn & Yard & Carpark

Job Title/ Person responsible/champion	Location and responsibility
Head of Nature Recovery	Storage containers
Nature Reserves Manager	COSHH & PUWER
Volunteers	Education and events
Commercial Events	Commercial events
Head of Nature Recovery	Bungalow
Designated Safeguarding Lead	Safeguarding
Nature Reserves Manager	Site Vehicles: Truck and Minibus Checks Maintenance, MOTs
Operations Manager	Vehicles: BMW & Minivan: Checks Registration of Vehicles Services & MOT, Driver license checks
Nature Reserves Manager	Self-led volunteer work parties
Operations Manager	H&S Coordination First Aid administration PAT testing
Operations & Finance Manager	Insurance
Operations Manager	RIDDOR reporter
Designated Safeguarding Trustee	H&S Trustee Lead
Health & Safety Consultant	H&S Advisor

The coordination of the health and safety of all Trust property will be delivered through the Health and Safety Working Group, which meets every month and a H&S Committee which meets quarterly and comprises of the senior management team for H&S with the support of our external H&S Advisor (Keith Tomkins).

Organisation H&S POLICY



Organisation / Arrangements

Trust areas of risk

As part of our overarching risk management the Trust has identified a range of '**general areas of risk**' representing the most significant areas of risk and offering the opportunity to incorporate a wide range of legal responsibilities. These areas of risk are:

1. Fire, emergency evacuation procedures and DSEAR
2. First aid
3. The workplace
4. Hygiene and welfare

5. Control of substances hazardous to health
6. Provision and use of work equipment
7. Manual Handling
8. Lone Working
9. Children and vulnerable adults
10. Contractors
11. Dealing with unreasonable behaviour
12. Highways and driving

The Trust has created a suite of procedures outlining:

- What these areas of risk are – **Definition**
- The general approach the Trust takes in respect of this risk area – **Policy**
- What the Trust expects in the way of risk management – **Requirement**
- Outline for how the area of risk should be managed – **Method**

Risk Assessment

Definition

A risk assessment (RA) is a considered examination of what could cause harm to people or property in order to weigh up whether enough precautions are in place to prevent harm. The aim is to make sure that no one gets hurt or becomes ill.

Policy

The Trust recognises RAs as the tool by which it identifies and acts upon hazards to any people it accepts a level of responsibility for. RAs are not in themselves a protection from harm but methodologies by which LRWT staff and volunteers plan for safe places and activities. All people and places for whom the Trust accepts a degree of responsibility will be considered through this process. This H&S policy constitutes the first level of our RA process.

Requirement

All workplaces (Trust properties) will have a **Fire Risk Assessment** which will include general emergency evacuation procedures. The procedures required, together with **good housekeeping** to manage mundane hazards, will constitute workplace risk assessments.

Each department will create at least one **generic activity Risk Assessment** covering the 'general areas of risk' identified in this policy. These generic assessments will be supported by additional assessments covering specific areas of work, which are Safe Operating Procedures.

Generic activity RAs may require daily **dynamic assessments** (day sheets) to either confirm the generic assessment is suitable or record the additional precautions put in place. Day sheets will also allow Supervisors to confirm relevant matters such as: weather conditions are suitable; participants are sufficiently equipped; and have received suitable instruction. A day sheet is not required for routine activities but should be considered when anything is out of the 'run of the mill' for any supervising staff member they may also be requested by a Line Manager where they feel it is needed.

Self-led volunteer groups will be required to complete day sheets in order to record their compliance to the Trusts H&S management system.

All sites for which the Trust accepts responsibility will have **site safety information** supported by safety audits and tree safety plans, high level visitor sites, such as **Queenswood**, have additional emergency plans to protect the public. Accepting all sites will have a range of mundane hazards which do not require recording (and are not advised to the general public), site safety information will identify specific hazards which our workers or others need to be aware of together with emergency procedures, nearest facilities, instructions for locating and accessing site, and other relevant specific information.

All **contractors** will work to site and task RAs agreed with the Trust.

An organised event where the Trust expects a greater than usual number of visitors, which involves more than one generically assessed activity, and/or involves other organisations participating, will require a stand-alone **Event Risk Assessment**.

Method

All staff and volunteers will be trained in generating and following RAs commensurate with their roles

Risk Assessments and Events will be standing agenda items at every H&S Committee meeting, where issues relating to RAs can be discussed.

All generic risk assessments and site risk safety information will be reviewed by the relevant Responsible Person annually or as a result of a significant incident or change in legislation.

All generic risk assessments will address and mitigate each 'general area of risk' identified in this Policy and described in the H&S Procedures

Monitoring & Reporting

The Trust has a range of feedback processes in place:

I. Accident and incident reporting by all staff and key Volunteers (reactive)

An unplanned incident which results in actual loss through injury, material damage or environmental degradation, or had the potential to cause such loss.

Trust Policy

The Trust shall investigate all significant accidents with an aim to ensuring they do not happen again. We will also monitor reported minor accidents and incidents in order to adapt our work practices for continual improvement.

Requirement

The Trust will notify the H&S Executive as required under **RIDDOR**

The H&S Committee will record all incidents resulting in lost time or light duties in excess of three consecutive days for paid staff (social security legislation)

The Trust H&S Responsible People will report on all trigger-level accidents and incidents to the H&S working group using : Company Controls & Risk Proof (trigger levels for each area of responsibility will be defined in generic risk assessments).

Method

The Trust Chief Executive and all Trust Line Managers are aware of their duties under RIDDOR and will follow the procedures under these regulations.

In the event of any accident or near-miss (RIDDOR notifiable or not) any Line Manager may request an Accident Investigation and Report be undertaken. It is the responsibility of the Chief Executive to assess the level of investigation required. They may seek guidance from the H&S Working Group before deciding.

Where accidents are to be investigated this will be managed by a sub-group consisting of the Chief Executive, The direct Line Manager responsible for the person injured or area of loss, and an appointed investigating/reporting officer (normally a Responsible Person or person with suitable work process knowledge).

One-to-one interviews with staff, volunteers or other people involved in the incident will be conducted by a Senior Manager or a single nominated deputy alone, not an interview panel.

The final report will be submitted to BoT and an edited report will be circulated throughout the Wildlife Trust

II. Routine monitoring of workplaces and staff by responsible people

Trust Policy

The Trust will gather records from across all areas of work confirming that workplaces are safe and managed in line with our policy.

Requirement

Responsible people are required to submit records of routine monitoring of the workplace and staff they are responsible for prior to each H&S Working Group meeting. The Working Group will, in turn, report to the H&SC on a periodic basis.

Method

There is a standardised recording form Office Check list, the format of which is broken down into the 'general areas of risk' in line with the H&S Policy and includes both workplace and staff. Notes are provided to help completion. Responsible people should not be shy of entering N/A in boxes where they have no responsibility, for instance if you have no building management responsibility you do not need to undertake a review of fire safety.

III. Routine monitoring of reserves infrastructure and tree safety

Trust Policy

The Trust will conduct regular monitoring of all Reserves according to their usage with regular tree inspections to ensure that they are safe and managed in line with our policy.

Requirement

All staff will carry out monitoring visits on reserves periodically according to the reserve's usage. This routine monitoring will inspect the condition of the site and remedial work that is required.

- Reserves site with infrastructure / timber framed buildings - Monthly
- Medium use reserves - Every six month
- Low use reserves a walk over once per year - Annual
- Tree inspections in line with our Tree Hazard management regime

Method

There is standard recording form for the monitoring of monthly reserve sites with infrastructure, this will detail and map items to be inspected. The completed monitoring will be recorded into a reporting checklist table of all sites which will be reported to the H&S Committee quarterly.

Trees inspections will be recorded with the Tree Hazard survey form in line with the Tree Hazard Management Regime.

IV. Active monitoring of sites and activities by Line Managers

Trust Policy

The provision of risk assessments, information, training, routine and reactive monitoring go a long way to deliver an excellent H&S Management System. However, the direct dynamic monitoring of our work within the Line Management reporting system is one of the most proactive methods for ensuring that working practices are safe and confirming the competence of our supervising staff and volunteers.

Requirement

All Line Managers will carry out proactive, dynamic monitoring assessments for every staff member and volunteer (group) who work without direct supervision and/or supervise others. These assessments may be carried out by surprise visits or pre-arranged reviews.

All staff and key volunteers must be assessed:

- Prior to taking on unsupervised or supervisory tasks, confirming Job Description induction training is complete
- Annually
- As a result of a significant change of job role
- Where an incident has occurred or been reported that indicates a review is required.

Method

There is a standardised recording form, the format of which is broken down into the 'general areas of risk' in line with the H&S Policy. It is worth noting that while, it is an advantage, a monitoring Line Manager does not necessarily need to be fully trained and competent in specific areas of the work being carried out. For instance, it is not essential that a pesticide application monitoring activity need only be monitored by a certified pesticide user. Our 'general areas of risk' process together with information supplied by the participants should allow for robust assessment.

IV a. Active Peer Group Monitoring

There are five senior managers (Finance, Operations, Commercial, Nature Recovery, Nature Action)

Each of these will review one activity from a separate department twice per year creating a total of 12 additional peer reviewed assessments. These may be less technically informed but the ability to ask questions to elicit responses from the supervisor of the event being reviewed can be invaluable.

Department Undertaking the review	1st Review assessment	Report	2nd Review assessment	Report
Nature Action:	Commercial Cafe	Q1	Nature Recovery	Q2
Nature Recovery:	Nature Action	Q2	Commercial Shops	Q4
Commercial:	Nature Action	Q1	Nature Recovery	Q3
CEO:	1 x Nature Recovery	Q1	Commercial Cafe	Q4
Operations:	Commercial VC	Q3	Nature Action	Q4
Finance	1 x Nature Action	Q2	Operations	Q3

V. Competency and training recognition and recording

Trust Policy

It is the ability and competence of our staff and volunteers which allows the Trust to carry out its work in a safe manner and we will support our staff and volunteers through resources, training and recognition of competency so they can continue to do so. We will recognise the skills and competence of our staff and key volunteers and record this as part of our H&S management system.

Requirement

Staff and key volunteers will work with their Line Managers to record training and competence commensurate with their job role on the Trust's HR system, Breathe.

Specialist volunteers not directly managed by staff, and autonomous volunteer groups, will have their competency, training and experience recorded in a parallel system managed by the relevant Responsible Person.

Method

There are six routes where staff training, competence and experience can be captured.

- a) Induction –what induction and training do all staff need? For instance, basic manual handling, what to do if there is a fire etc.

- b) Health & Safety will feature in all Job descriptions / specifications with essential and desirable skills and experience recorded to Breathe HR
- c) Use of equipment – Under PUWER we are required to keep a record of trained / inducted people for equipment. This can range from gazebos to tractors. Some seem obvious but others are not, so fill this in as you identify it. Remember ladders, driving and trailers.
- d) PDR – As part of the Professional Development Review process, Line Managers and staff (or key volunteers) will review existing records, update them and identify future training needs.
- e) Risk assessments – where RAs have created additional training this can also be captured.
- f) Additional – when a staff member or key volunteer brings additional experience or training not required but potentially advantageous to record it.

VI. Training competence and experience can be gained / assessed through various methodologies:

- Certification or licence – driving on the road, pesticides, chainsaws, first aid, etc.
- Uncertificated external – e.g. I HASCO
- In-house training – it is perfectly acceptable to train people in-house; we do it all the time. But it needs recording.
- Competence - Identify level or methodology of confirming competence, for instance when engaging contractors (what level)

VII. Calendar of centralised H&S related information

Month	Check
FEB	Fire, emergency evacuation procedures and DSEAR All responsible people to review their Fire, emergency procedures and DSEAR provision. Confirm records are maintained and sufficient.
MARCH	Control of substances hazardous to health, full audit of all Professional Products, including records and written COSHH assessments are in place and up to date. Insurance renewal. PAT testing
APRIL	Provision and use of work equipment, HAVs Hand Arm Vibration awareness and response, health monitoring of annual checks. LOLER.
MAY	Health and Hygiene, tick awareness and response.
JUNE	Review Workplace, workstation suitability assessments including home working locations. Building electrical safety certification
JULY	
AUG	Contractors, checks and review of safe systems and insurance cover of all routine contractors (cleaners, graziers etc.).
SEPT	Highways and driving licence checks
OCT	Review all site risk assessment and supporting documents
NOV	Review and refresh all generic and site risk assessments, together with associate supporting procedures.
DEC	Review of H&S Policy Fire extinguisher/Alarm service testing

Trust Policy

The Trust will maintain a record of safety and health compliance.

Requirement

There are a range of procedural, insurance-compliant, and legal checks and monitoring which need to be carried out to help the Trust maintain an excellent monitoring system. These will be held and managed centrally by the administrative staff. Reporting forms will be stored centrally either by physical copy, online through SharePoint, Risk Proof and Company controls

Method

Routinely, Support Services will initiate a call to all managers, staff and key volunteers requiring them to confirm that specific health or safety processes or checks are in place:

The H&S Working Group (WG)

Monthly Meetings Agenda (WG)

1. Review Previous Actions
2. Action points for the H&S Committee
3. Review Incident reports from Company controls/Risk Proof
4. Review Monitoring reports
5. AOB

The H&S Committee (H&SC)

The Trust has formed a H&S Committee (H&SC) to fulfil several important roles in respect of Health and Safety Management. It is made up from a range of individuals from across the Trust and will contain:

- The Chief Executive or dedicated deputy
- Previously identified responsible people
- Any members of staff or key volunteers co-opted permanently owing to the experience they bring, or over a short period if carrying out a relevant 'start finish' piece of work.
- Any other individuals offering external support or advice when required.

The Committee has been set up to ensure the delivery of H&S requirements across the organisation and, by doing so, support and inform BoT in respect of Health and Safety.

The Committee will:

- Act as a repository for positive H&S reports (monitoring and positive incidents).
- Review and monitor incident and accident reports and facilitate investigations on behalf of BoT
- Make and record H&S decisions where applicable.
- Report annual reviews outcomes to BoT
- BoT will decide upon and record H&S-related decisions which fall outside the remit of the Working Group (a decision of the CEO or deputy)

H&S Committee Agenda

1. Apologies from H&SC members - *Where H&S responsible people cannot attend a meeting, they will still be expected to provide routine monitoring reports. Where unavailability is prolonged, a deputy will be required.*
2. Previous meeting notes – *These need not be full minutes but should be fair and complete*
3. Action points completed from previous meeting - Each H&SC meeting will result in the generation of several action points that someone is charged with undertaking. Action points will be updated at the beginning of each H&SC meeting.
 - 3a. Action points created and addressed by the H&S Working Group
4. Accident and near-miss reporting – *These should be discussed with a view to considering:*

- *Is it acceptable? If not, do we want to investigate or can we issue advice in respect of change in behaviour?*
 - *Is this a simple “these things happen”? If so, consider any trends that may be arising.*
 - *What response should be sent to others (and define who)?*
5. Routine workplace monitoring by responsible people
 6. Routine monitoring of Reserves by responsible people
 7. Dynamic monitoring reports
 8. Risk assessments, any new assessments undertaken or upcoming events.
 9. Competency and training record update - *Any new starters, significant changes in job roles or new requirements*
 10. Wellbeing, workplace stress and morale - *note this is an ‘general area of risk’ but owing to its sensitive nature written reports are not expected*
 11. Dealing with unacceptable behaviour / Behavioural Change - *Associated with stress but an additional agenda item.*
 12. Any Other Business
 13. Action Points *Re-assign action points that were identified during the WG meeting.*
 14. Date of Next Meeting