

# **Herefordshire Wildlife Trust**

## **Health & Safety Procedures**

Final Version

March 2026

# Standard Health & Safety Procedures

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# 1. Fire Safety

## Definition:

Fire is any hazard relating to the combustion of any material, or emission of gasses of whatever type or for whatever reason that results in an adverse change in environmental conditions to the workplace.

Fire safety includes emergency evacuation procedures required for any reason.

Fire precautions relate to the buildings and surrounds of Queenswood Country Park, Bodenham Lake and other premises for which the Trust accepts H&S responsibility. Other locations where the Trust bases staff and activities but does not accept H&S responsibility are covered by the responsible organisation and the Trust will follow their guidance.

Fire hazards related to reserves and events etc. must be dealt with under relevant specific risk assessments

## Policy:

The Trust will maintain all fire prevention, fighting and evacuation procedures as recommended by the Regulatory Reform (Fire Safety) Order 2005 and in accordance with insurance requirements.

In order to achieve this the Trust will appoint and train suitable H&S responsible people who will report to the SMT.

## Requirement:

- The Trust will identify a Fire Champion who will be responsible for holding specific knowledge of fire safety procedures to support Line Managers and H&S responsible people.
- The Fire Champion is responsible for ensuring that:
- No staff, volunteers or visitors are left unaccompanied unless they have been inducted into the site emergency evacuation procedures. This will be recorded on their competencies if applicable.
- All fire detectors, alarms and extinguishers are maintained and checked as per requirements (service agreements), and that all fire escapes are clear and working.
- All responsible staff and volunteers are aware of their duties in the event of a fire, including introductory talks and emergency evacuation procedures for meetings and organised visits.
- Relevant fire safety exercises are completed at the correct time intervals.
- The Fire Champion should review the procedures in place and fire risk assessment annually, or with any significant change in the activities of the Trust.

## Method

At least once per month the Fire Champion should check that all of the requirements listed previously are present and correct and report back the SMT.

If at any time, the Fire Champion suspects a H&S hazard as defined previously they should undertake whatever actions they deem necessary to either remove the hazard, or protect all people from the hazard. Seeking specialist advice as appropriate.

## 2. Health, Hygiene and Welfare (HH&W)

### Definition

Welfare facilities are those that are necessary for the wellbeing of Trust staff, volunteers and visitors.

### Policy

Within its workplaces the Trust will provide and maintain all HH&W facilities as recommended by the Health and Safety Executive (HSE).\*

In order to achieve this, the Trust will appoint and train suitable responsible people who will report to the SMT.

Under its Equal Opportunities and Diversity Policy, HWT will ensure appropriate provision for staff and volunteers with protected characteristics, as set out in the Equalities Act 2010.

For peripatetic activities and events the Line Managers will be expected to assess suitable HH&W requirements and implement them;

The Trust will ensure that its staff is not regularly exceeding their working hours and that their working conditions are appropriate.

### Requirement

- Line Managers are responsible for ensuring that:
- Staff are not overburdened and that capacity issues are brought to SMT;
- Suitable and sufficient toilet and washing facilities are provided and are in full working order where recommended.
- Suitable drinking water and changing facilities (where appropriate) are supplied.
- There are suitable eating and rest areas for people to use during breaks.
- All staff and volunteers are working in safe and suitable workplaces, including space, lighting, ventilation, workstations and noise levels.
- That all staff and volunteers are aware of relevant welfare facilities and regulations.
- Changes in Trust activities and requirements are reviewed by the HH&W Rep, SMT and Line Managers.

### Method

The Trust will identify a HH&W Champion with specific knowledge of workplace hygiene to support Line Managers and H&S responsible people.

Problems with welfare facilities must be reported to the relevant manager, and all H&S responsible people will carry out regular checks.

The H&S Champion and HH&W Champion will monitor changes in regulations and report to the SMT.

When a Line Managers recognises an unreasonable risk, they should undertake whatever actions they deem necessary to either remove the hazard or protect all people from the risk.

On request the Trust will pay the cost for a standard eye test at NHS recommended intervals. In addition the Trust will either pay for glasses which are required solely for use whilst working on Display Screen Equipment on the basis of the cheapest available, or make a contribution of equal value for the upgrade of constant-user glasses.

Staff who are not on fixed hour contracts will be required to maintain a record of their working and volunteering hours in accordance with the EU Working Time Directive contained in The Working Time Regulations (1998).

\*<http://www.hse.gov.uk/pubns/indg293.pdf>

## 3. Lone Working

### Definition

Lone working is defined as any employee, volunteer or trainee of the Trust, or other person for whom the Trust accepts a level of responsibility, who is working by themselves without close or direct supervision (including home working), where there is a significant increase in the likelihood of an incident occurring, and/or where there would be an increased difficulty in obtaining help following an incident. Exceptions are where people are travelling between projects, commuting or attending meetings where they know other attendees.

### Policy

Wherever practicable lone working will be avoided, although home working may be required as part of the Trust's flexible working policy.

Apprentices, young people, trainees, and placements will not be allowed to undertake lone working until assessed by their Line Managers as competent to do so.

Lone working will not be permitted where site or activity risk assessments have identified risk associated with hazards such as isolation, water, heights, or confined spaces, dangerous or irresponsible people, or where competencies are not recorded.

Where lone working cannot be avoided agreed safe systems must be adhered to.

### Requirement

- All competency records will include a presumption against lone working or will record appropriate levels of lone working agreed between the staff member (volunteer or group) and their Line Managers.
- Competency assessments will include the reason lone working is required, what activities and sites the lone worker will be encountering, what safe systems have been put in place and what emergency procedures have been identified.
- Method
- Lone working will only be permitted after Line Managers have agreed risk assessments and competency records.
- Anybody undertaking lone working will carry a personal or Trust mobile phone and an emergency pack (first aid /thermal blanket/alarm) if appropriate to the activity.
- Anybody wishing to undertake lone working where a significant level of risk is identified must agree an emergency procedure, which includes a named competent person who has clear guidelines to follow in the event of a failure of the lone worker to report in at suitable periods. This need not be a member of Trust staff.



- Where routine lone working takes place in low risk environments (e.g. public parks, magazine delivery, etc) staff, volunteers and contractors will be expected to follow a set of guidelines developed with their Line Managers, which should revolve around having a buddy e.g. a spouse or equivalent.

## 4. Control of Substances Hazardous to Health (COSHH)

### Definition

Precautions relating to the purchase, transport, use, storage and disposal of chemicals and other substances potentially hazardous to health.

The identification and management of hazardous substances (such as dust) occurring in the work environment.

### Policy

The Trust will ensure all hazardous substances purchased or generated by HWT are transported, used, stored and disposed of securely and safely and that relevant staff and volunteers are trained in their safe usage.

In order to achieve this, the Trust will appoint and train suitable responsible people as COSHH champions, who will report to the SMT.(Senior Management Team)

Where possible any substances covered under COSHH will be substituted with substances without a potential hazard to health.

### Requirements

- Responsible people with the support of the COSHH Champion will carry out an annual audit of all chemicals used by or stored by HWT.
- All new product orders will be accompanied by a COSHH assessment, if any staff are in doubt as to the COSHH status of a product they must not make a purchase or purchase order.
- All relevant staff must complete COSHH assessments for all relevant substances.
- All relevant staff must carry out a spillage risk assessment of chemical storage (not near rain water drains etc.), and have an action plan in place in the event of spillage.
- All hazardous chemicals must be stored in a secure and clearly identifiable and signed location.
- All relevant staff must ensure all hazardous chemicals are disposed of according to COSHH guidelines.
- Personal Protective Equipment (PPE) to be supplied and used where applicable.
- All staff responsible for delivering or overseeing activities will consider environmental COSHH hazards as part of the planning of the activity.
- Nominated COSHH Champion will check on COSHHable substances and ensure safe storage, at least annually.
- All relevant staff and volunteers will be trained in the safe use of any COSHH products by a competent person.
- COSHH assessments must be prominently displayed where chemicals are stored.
- All COSHH assessments to be reviewed annually.

- Any unattended hazardous chemicals should be made safe by a competent person and reported to the relevant Line Managers and/or to SMT.
- COSHH champions to make a COSHH report to the SMT monthly.

## 5. Provision and Use of Equipment

### Definition

Equipment is any item that does not fall into one of the following categories:

Substances and materials covered under COSHH.

The fabric or fittings of any buildings

Equipment does include: hand and power tools\*, furniture, computers, photocopiers, first aid and emergency kits, dispensers, bins, microscopes, binoculars, fridges, cookers, microwaves, pens, pencils, paintbrushes, vehicles, temporary structures; this could go on forever but this non-exhaustive list should help people define whether what they are considering is equipment or not.

Provision is making available any item for use by any person for whom the Trust accepts responsibility.

\*Note: hand-held power tools are known to carry the risk to users of Hand Arm Vibration - the cause of significant ill health (painful and disabling disorders of the blood vessels, nerves and joints).

### Policy

The Trust will ensure that all equipment provided for use is:

Suitable for the intended use.

Safe for use, maintained in a safe condition, and where necessary inspected to ensure this remains the case.

Used only by people who have received adequate information, instruction and training, where appropriate.

Accompanied by suitable safety measures

And

All staff, trainees, key volunteers, and groups will be made aware of symptoms of HAVs and risk associated with power tool use, both during induction and in regular reviews with their line managers.

On request the Trust will pay the cost for a standard eye test at NHS recommended intervals.

In addition, the Trust will either pay for glasses which are required solely for use whilst working on Display Screen Equipment on the basis of the cheapest available, or make a contribution of equal value for the upgrade of constant-user glasses.

### Requirement

The Trust will maintain:

- The Trust will maintain a record of all H&S and maintenance checks, including Portable Electrical Appliance Testing and Hand Arm Vibration (HAV) records.

For equipment with the potential to cause HAV, staff will undertake an annual check of their published vibration against the HSE spreadsheet and confirm limits on vibration. Equipment will be identified as:

- Green – vibration will not exceed ELV under foreseeable conditions.
- Amber – vibration may exceed ELV but not LAV under foreseeable conditions.
- Red – it is foreseeable that the LAV may be exceeded if no controls are in place.

For Amber equipment staff and volunteers will be made aware of the ELV exposure time and be required not to exceed it in any given day and not to use other vibrating equipment on that day. Under exceptional conditions the Trust may allow the ELV to be exceeded but only where a specific decision (RA) is undertaken and records of exposure levels and exposure times will be kept. The LAV will not be exceeded.

Red equipment can only be used by staff and volunteers for a limited time each day (recommendation is 75% of the published time of LAV exposure). A record of exposure and trigger time will be kept.

H&S responsible people will include equipment checks within their routine workplace inspections.

All staff, trainees and volunteers will be trained, commensurate with their roles, to recognise hazards, including HAV symptoms, that may arise from faulty or incorrectly used equipment. The Trust will maintain an up-to-date record of all trained and competent users. A HAVS Q will be circulated to all staff (and volunteers using tools) at induction and annually thereafter (level 1 & 2 surveillance). Any person reporting positively against this questionnaire will initially be asked to consult their own GP, if necessary reasonable adjustments at work will be made on a case-by-case basis. Any users experiencing HAV symptoms between questionnaires should report this to their line managers immediately

- Where practicable in order to ensure that all equipment is suitable for its intended use:
- All tools will be purchased from a trade supplier
- All tools and equipment will meet the required British Safety Standard
- All protective equipment will be purchased from a supplier of health and safety equipment.
- Specialist equipment used for working with children will be purchased from an appropriate education supplies outlet.
- Where this is not possible due to the supply of goods in kind, second hand equipment, donations or for any other reason, permission will be sought from the Line Managers prior to making equipment available for use.
- It is the responsibility of the Chief Executive, working with SMT, to assess the level of investigation required. He/she may seek guidance from the H&S Advisor.

## **Method**

A named member of staff will arrange and organise portable electrical appliance testing, and maintenance of an appropriate recording system.

Line Managers will create a schedule and records of maintenance schedules for all relevant equipment under their responsibility.

Line Managers will check that equipment within their area of concern is maintained as per the maintenance schedules. However, legal responsibility for maintenance remains with the line management system.

Line managers will check that equipment likely to cause HAVs is subject to the required annual review and that any equipment shown to be high risk for HAV's is removed from use

Designated Fire Reps will ensure all fire safety equipment is tested and maintained.

Named staff or key volunteers will be responsible for the maintenance of equipment and training of other staff, trainees and volunteers in the safe use of equipment.

Where equipment is not associated with a named person (i.e. computers) responsibility reverts to the relevant Line Managers.

Line managers will undertake a review of the Health and Safety and Risk Assessment competency of their staff, at least annually and when new symptoms, issues or circumstances require an additional review.

The named champion will keep an up-to-date list of which volunteers are capable of using power tools

## 6. Health and Safety in the Workplace

### Definition

The workplace relates to the buildings and surrounds of Queenswood, plus any other sites that the Trust bases staff or volunteers.

### Policy

The Trust shall make sure that the workplace is a safe working environment for all staff, visitors and volunteers.

In order to achieve this, the Trust will appoint and train suitable responsible people who will report to the SMT.

### Requirement

- A named member of staff, or key volunteer, will be assigned responsibility for the safe maintenance of each main workplace.
- A named member of staff will be assigned responsibility for tree safety inspections at each of our Nature Reserves and will make routine checks on tree safety in accordance with HWT policy
- Named H&S reps for each building will make routine H&S checks of all areas of the workplace and report to the SMT.
- Line Managers will assist all staff within their area in the creation of Risk Assessments, COSHH management, competency records, training identification and Personal Protective Equipment.
- Method
- Line Managers will routinely check hazards throughout buildings and grounds and report to the SMT monthly.
- Line managers will ensure that relevant H&S checks, including tree inspections are carried out in accordance with our polices.
- Line Managers will communicate with all staff about accidents, near misses and any other H&S issues.
- If at any time, a Line Manager suspects an H&S hazard as defined previously he/she should undertake whatever actions they deem necessary to either remove the hazard, or protect all people from the hazard.
- Line Managers will routinely assess workplace safety with their staff and volunteers, including annual workstation assessment for offices

## 7. Manual Handling

### Definition

A person moving or lifting any object from one place to another without the use of fully automated equipment designed expressly for the purpose.

### Trust Policy

The Trust will not require any person to lift, or in any way handle any object that the person does not feel fully comfortable to lift.

The Trust will ensure that a procedure is in place to ensure that an individual has relevant training to evaluate and be competent in manual handling.

Where possible manual handling will be removed or reduced as far as practicable, it will be understood that many tasks are valued because of the exercise potential offered through manual handling tasks and these will be retained where appropriate.

### Requirement

- All Trust staff, trainees and volunteers must undertake manual handling training commensurate with their tasks, and this will be recorded in their competency record.
- All Line Managers will be trained in manual handling procedures and will help other members of staff, trainees and volunteers in risk assessing manual handling activities.
- Method
- All competency records will include manual handling assessments.
- All Line Managers area checks will include identification of handling risks; high storage, heavy or bulky products, unbalanced or difficult to grasp products, ground conditions etc and who is doing the handling.
- Where any items or activities are identified as posing a manual handling risk, alternatives will be sought.

## 8. Adults at Risk and Children (ARC)

### Definitions

Adults at Risk and Children (ARCs) are any person for whom the Trust has accepted responsibility, or where the Trust has provided opportunities for them to participate in an activity, who fall into the following categories:

Any adult deemed by law or a guardian as not totally capable of assuming responsibility for themselves.

Adults who are in receipt of a Regulated Activity e.g.:

health, personal or social care

assistance with household affairs

transportation due to age, illness or circumstance

Any child or young person from 0 – 18 (see requirements)

Regulated Activities are defined under Safeguarding Vulnerable Groups Act 2006 (SVG)<sup>1</sup>.

Regulated activities for adults, as defined by the Department of Health<sup>2</sup> mainly relate to personal care, health care, household support and transporting. HWT does not deliver Regulated Activities for adults. (HWT does transport vulnerable adults, but in the context of transporting groups of volunteers between our HQ to sites, not by virtue of their individual requirement for transport).

Regulated activities for children delivered by HWT are defined under SVG and the Protection of Freedoms Act 2012<sup>3</sup>. They involve teaching, training or instruction of children carried out frequently by the same person<sup>4</sup> (including virtual activities).

### Trust Policy

The Trust will maintain the following:

[HWT Safeguarding Adults at Risk Policy.pdf](#)

[HWT Safeguarding Children Policy.pdf](#)

The Trust will ensure that the Key Working Protocols are applied and kept updated. To achieve this, the SMT will designate a trained member of staff to act as a Safeguarding lead.

**Requirement**

The Trust will ensure that:

- All staff, key volunteers and volunteer groups are aware of who constitutes ARCs and what is expected of them regarding accepting responsibility for them.

**Method**

The reporting of any Safeguarding concerns will follow [the Safeguarding reporting procedures](#)

The Safeguarding Lead will keep the SMT informed of any changes in practice of safeguarding ARCs

## 9. Contractors

### Definition

Contractor means anyone brought in by the Trust to work in any area for which the Trust assumes some responsibility, who is not an employee, volunteer or visitor of the Trust.

### Trust Policy

All routine or call-out Contractors will be entered onto the Trusts contractors file on the T drive before they are allowed to start work for the Trust.

All contracts to be agreed using the Trust's standard Contract, which includes H&S information.

### Requirement

The Trust will alert all contractors to site-specific information, known site services and can provide site risk assessments upon request.

All contractors will lodge relevant documentation (insurance details, risk assessments, method statements, competency certificates, H&S record etc.) upon request with the Trust, who will save this information in a central location on the T drive for the purposes of recording due diligence with H&S when procuring.

All projects or work carried out by contractors will follow a safe system of work agreed by the contractor and the Trust.

Trust and contractor responsibilities will be agreed and clearly defined.

All staff, volunteers and groups will be made aware of their capacity to appoint contractors by their Line Manager; this will be recorded on competency records.

Work falling under the Construction Design and Management Regulations must be run past the Trust's H&S Advisor.

### Method

All contractors on the approved list who may be called out for immediate or emergency work will have pre-signed contracts, safe systems and risk assessments held at the Trust.

No contractor may send out a sub-contractor or member of staff who is not fully aware of the conditions described in that risk assessment.

All contractors undertaking single projects will work with a competent Project Officer, with the assistance of their Line Manager and/or H&S Champion if necessary, to create a risk assessment which identifies safe systems of work.

Where a competent member of staff is to supervise contractors directly at all times, records and written safe systems of work may not be required.

## 10. Dangerous and irresponsible People (DIP)

### Definition

Any person whose behaviour goes beyond that of the 'reasonable person' which as a result may put them or other people or property at risk. This may be because of dishonest or aggressive behaviour or purely through innocent stupidity or inability, possibly due to drugs (prescribed or non-prescribed) or alcohol.

This can also include dogs which pose a danger to staff by reason of not being under appropriate control or restraint.

### Trust Policy

The Trust will seek to provide an environment where people are safe from harm, in order to do this the Trust will carry out suitable risk assessments, based upon reasonable behaviour. However, as the Trust expands activities it has become apparent that it can no longer assume every person it interacts with will be sensible.

The Trust will ensure that all staff, trainees and volunteers are suitably trained to deal with DIP that they may be expected to encounter.

### Requirement

- Line Managers will ensure that:
- All staff, trainees and volunteers are aware of their likely level of contact with DIP and the baseline requirement for dealing with DIP. This will be recorded on competency forms together with required and achieved training where applicable.
- All risk assessments for sites, activities, groups and individual competencies will include DIP.
- Method
- RAs for activities and sites to include DIP.
- All incidents involving DIP are recorded either as accidents or near misses and will be reviewed to see if action is required, this will be recorded.
- Training will be reviewed and updated for staff, trainees, volunteers and groups during annual appraisal, due to a change in activity, or as the result of an incident.
- Situations that are identified that pose an unacceptable risk will be acted upon immediately.

## 11. First Aid

### Definition

- First aid precautions relate to all people, buildings and any activity or event for which the Trust accepts any responsibility.
- First aid is the procedure followed when someone is injured or becomes ill.

### Trust Policy

The Trust will ensure that a suitable number of people are trained in first aid at any event or activity where the Trust accepts any responsibility.

All people representing the Trust on their own (staffing the office, taking out volunteers) will be first aid trained.

The Trust will maintain all first aid procedures as recommended by the HSE.

### Requirement

The trust will ensure that:

- All first aid kits and equipment are maintained as per requirements.
- All responsible staff, trainees and volunteers are aware of their duties in the event of a first aid incident, including up to date training, refresher courses etc.
- Procedures are reviewed with any significant changes in activities of the Trust.
- Method
- Line Managers will ensure that responsible staff, key volunteers and groups have up to date and suitable training, are equipped with suitable and sufficient First Aid Equipment, and maintain up to date competency records.
- Line managers are required to try and establish whether volunteers have any specific medical condition and/ or health limitations with regards the activity in question.

## **12. Highways and Driving**

### **Definition**

Only vehicles registered for use on the public highway are covered by this policy

This includes any road going machine supplied by the Trust for the use by any member of staff, trainee or volunteers, or owned, rented or leased by a member of staff, trainee or volunteer and used while on Trust business.

The highway is considered any public route or private route routinely used for public access (such as car parks, drives etc).

Driving relates to any Trust staff or volunteers using any vehicle on a highway.

### **Trust Policy**

The Trust will administer all vehicle safety requirements (servicing, MOT, etc) for which it is responsible.

Trust vehicles will be maintained in line with Provision and use of Work Equipment Regulations 1998 requirements as defined on the vehicle checklist available in each vehicle, in order to meet the requirements of the Trust and those of the Road Traffic Act and Road Safety Act.

Any member of staff or volunteer using any vehicle on a highway shall ensure that they conform to all Trust requirements and the Road Traffic Act and Road Safety Act in accordance with their legal driving responsibility.

Where the Trust requires staff or volunteers to use their own vehicles all aspects of that use will conform to Road Traffic Law.

### **Requirement**

- All Trust staff and volunteers will be issued with the vehicles guidelines and will receive appropriate guidance before they can use any of the Trust vehicles.
- The Trust will assure itself of the competency and legality of any staff or volunteers using Trust vehicles before they permit their use.
- Any staff or trainee required to use their own vehicle while on Trust business must be fully licensed, insured (with business use stated on their policy) and competent to do so.

### **Method**

The Nature Reserves Manager will be identified as Vehicle Manager for the minibus and trucks, the Operations Manager will be responsible for the electric BMW and Minivan.

A designated member of staff will maintain a register of competent vehicle users and training competencies.

In order to drive the Trust minibus Staff (and authorised volunteers) must comply with the following:

Those with D1 on their licence by reason of gaining their driving licence prior to 1st January 1997, must undertake MIDAS or an equivalent training course

Those that do not have D1 on their licence will be required to take the full DVLA test to obtain this licence before they can drive a trust minibus vehicle (this will obviate the need for MIDAS certification)

Anyone driving the HWT minibus must undertake internal training to induct the driver on the Trust minibus and the law with regard to driving a registered coach.

A designated member of staff will maintain a record of MOTs, services and repairs for all vehicles.

All staff, trainees or volunteers driving as part of their work for the Trust are required to inform designated officers if there is any change in their circumstances that might affect their legal situation or level of competency when driving.

A named member of staff will retain responsibility for routine maintenance, repair and administration for each vehicle, including ensuring that weekly checks are undertaken and rectifying any defects identified.

It remains the responsibility of staff, trainees and volunteers using Trust vehicles to ensure that the vehicle is roadworthy before use.