



Policy Name	Health & Safety Policy
Version	0.2
Name of originator/ author	Safety Committee
Approved by	Chris Phillips, Chairperson, Safety Committee
Review due	September 2023

1. The general provisions of the Health and Safety at Work etc Act 1974 impose a duty on all employers to ensure, as far as is reasonably practicable, the safety of their employees at work by maintaining safe plant, safe systems of work, and safe premises, and also by ensuring adequate instruction, training and supervision. The Trust is also bound by the Act to ensure the safety of all other persons, who (though not employees) may be affected by the Trust's work activities.
2. The Trust has established the Safety Committee, which reports to the Board of Trustees, with the responsibility to determine and monitor the health and safety management strategy and policies necessary for the Trust to discharge its legal obligations regarding health and safety.

The Safety Committee comprises at least one Trustee, who acts as Chairperson, the Chief Executive, and the Director of Operations. The Centre Operations Manager and the Head of Farming and Environmental Land Management attend (or send a delegate) in their capacity as Safety Officers for the Trust.

Operational Health and Safety responsibility is delegated to the Health and Safety Committee which comprises representatives with responsibility covering all areas and activities of Earth Trust. The Committee is chaired by the Director of Operations Manager.

3. The Act requires every employer to prepare a written statement of general policy with respect to the health and safety at work of his employees and the organisation and arrangements in force for carrying out that policy, and to bring the statement to the notice of all his employees. The Trust has adopted the following Statement of Health & Safety Policy, which reflects the fact that the Trust owns and manages green spaces



(through farming, forestry and water bodies), that is diverse in habitat and topography, and facilities (including footpaths, tracks and car parks) to support a large number of visitors and event attendees.

It is the policy of the Trust and responsibility of the Trustees, to adopt all reasonably practicable measures:

- a. to secure the health, safety and welfare of all employees at places of work under the Trust's control and elsewhere when performing their duties;
  - b. to guide visitors, volunteers and other persons who are lawfully on Trust land and premises in respect of safe access to minimise risk to their health or safety which might arise out of activities in those places. The Trust encourages play both indoors and outdoors including 'risky' play. For all activities risks are assessed and mitigated as far as possible;
  - c. to maintain safe plant, machinery and equipment and a safe and healthy place of work;
  - d. to commit to continuous improvement in the management of health and safety.
4. It is also the policy of the Trust to ensure that all its staff and volunteers are aware of their individual responsibility to exercise care in relation to themselves and those who work with them. To this end individuals are enjoined to:
- a. familiarise themselves with the Trust's Health & Safety Policy and any departmental or activity safety requirements;
  - b. take reasonable care that all procedures used are safely carried out, and seek expert advice in any case of doubt;
  - c. warn of any special or newly identified hazards in existing procedures or risks in new procedures about to be introduced;
  - d. report accidents, incidents and near misses promptly;
  - e. familiarise themselves with fire and emergency drills and escape routes.

Where self-employed persons or contractors and their employees carry out work on Trust land and premises, they must comply with standards of safe working contained in any regulations or codes of practice applicable to their operations, and in the Trust's safety rules.



5. Responsibility for the oversight of departmental or functional arrangements for health and safety is delegated to the relevant manager to ensure that they are functioning in accordance with the Trust's policies.
6. Departmental or functional managers are also responsible for the health, safety, and welfare of all persons who are lawfully in Earth Trust buildings or green spaces under their charge and are required to bring to the notice of all employees a written statement describing the organisation and arrangements for safety within their departments and areas under their remit.
7. Responsibility for implementing the Trust Health & Safety Policy rests with the Trustees. For operational health and safety matters the Chief Executive must ensure a suitably qualified senior member of staff assumes the role of Safety Officer.
8. This Policy supersedes all previous versions of the Trust Health & Safety Policy. It will be reviewed annually by the Safety Committee.