



Sandwich Bay Bird Observatory Trust

Guilford Road, Sandwich Bay, Sandwich, Kent, CT13 9PF

www.sbbot.org.uk sbbotmail@gmail.com 01304 617341

Registered
Charity
no. 289343

Health and Safety Policy

1. Health and Safety Policy

- 1.1 Purpose of Policy
- 1.2 Who is Responsible for Health & Safety?
- 1.3 Employer Responsibilities
- 1.4 Responsibilities of Staff and volunteers

2. Statement of General Policy and Arrangements for SBBOT

3. Security

4. Visitor Accommodation

- 4.1 Bedrooms
- 4.2 Shower Room

5. Kitchen and Shop

- 5.1 Refrigerators
- 5.2 Boiling Water Tap
- 5.3 Food Safety

6. Safeguarding Vulnerable Adults and Young Children

7. Conservation

8. Fire Prevention

9. Manual Handling

10. Chemical Hazards

11. First Aid

- 10.1 First Aid Training
- 10.2 First Aid Kit
- 10.3 Defibrillator

12. Accident and Near-miss Incident Reporting

- 11.1 Procedure of accident report
- 11.2 Staff and volunteer emergency contact files
- 11.3 Emergency telephone numbers, e.g. hospital, Dr's etc.
- 11.4 List of H&S information sources, eg. Websites

13. Risk Assessments

14. Maintenance Records

- 13.1 Vehicle Maintenance Checks
- 13.2 Tool and Machinery Maintenance Checks

15. Health and Safety Audits

Appendix 1 List of First Aiders

Appendix 2 List of Risk Assessments

1. Health and Safety Policy

1.1 Purpose of policy

Sandwich Bay Bird Observatory Trust (SBBOT) takes Health and Safety issues seriously and is committed to protecting the health and safety of our staff, volunteers, and all those attending our premises, and in so doing maintain the highest reasonably practicable standard of Health and Safety. This policy is intended to help SBBOT achieve this by clarifying who is responsible for health and safety matters, and what those responsibilities are.

This is a statement of policy only and does not form part of a contract of employment. This policy may be amended by SBBOT at any time in its absolute discretion.

1.2. Who is responsible for Health and Safety?

Achieving a healthy and safe workplace is a collective task shared between SBBOT, and its staff and volunteers. This policy, and the rules contained in it, apply to all staff and volunteers of SBBOT, irrespective of seniority, tenure and working hours. Specific responsibilities of staff and volunteers are set out in the section headed "Responsibilities of Staff and Volunteers" below. Visitors are expected to be responsible for their own health and safety.

1.3. Employer Responsibilities

SBBOT is responsible for: -

- a. Taking reasonable steps to safeguard the health and safety of staff, volunteers, and of people visiting the premises including internees and those on work experience.
- b. Identifying health and safety risks and finding ways to manage or overcome them.
- c. Providing a safe and healthy place of work, and safe entry and exit arrangements, including during an emergency situation.
- d. Providing and maintaining safe working areas, equipment and systems and, where necessary, appropriate protective clothing.
- e. Providing safe arrangements for the use, handling, storage and safe transport of articles and substances.
- f. Providing adequate information, instruction, training and supervision to enable all staff and volunteers to do their work safely, to avoid hazards, and to contribute positively to their own health and safety.
- g. Provide and maintain adequate first-aid facilities, insofar as these are under the control of the Observatory.
- h. Promoting effective communication and consultation between SBBOT and, staff and volunteers, concerning health and safety matters.
- i. Regularly monitoring and reviewing the management of health and safety at work, making any necessary changes, and bringing these to the attention of all staff and volunteers.

1.4. Responsibilities of Staff and Volunteers.

You must:

- a. Take care of your own health and safety and that of people who may be affected by what you do (or do not do).
- b. Co-operate with others on health and safety, and not interfere with, or misuse, anything provided for your health, safety or welfare.
- c. Follow the training you have received when using any materials or equipment the Trust has given you.
- d. Make yourself familiar with all emergency procedures and equipment on the premises, and report promptly to your line manager, the Warden or any officer of the Trust unsafe conditions or any situation that may compromise H&S.

2. Statement of General Policy and Arrangements for SBBOT

The Chairman of Sandwich Bay Bird Observatory Trust (currently Ken Chapman) has overall and final responsibility for H&S. Responsibility for putting this policy into practise is delegated to one of the trustees (currently Nigel Hefford)

3. Security

The front door, office and library are all to be secured by coded digital locks. The codes are to be changed annually, or whenever compromised.

4. Visitor Accommodation safety

4.1 Bedrooms

The rooms must be free, as far as practicable, of trip hazards and protruding shelves. Furniture and fitting must be stable. Hot water supplies must be set at a temperature that minimises the risk of scalding and minimises the risk of Legionella

4.2 Shower room

Shower cubicles must be fitted with anti-slip mats to minimise the risk of accidents. Hot water supplies must be set at a temperature that minimises both the risk of scalding, and Legionella. In addition, the shower head is to be cleaned monthly.

5. Kitchen and Shop

5.1 Refrigerators

All refrigerators are to have their temperatures recorded daily. Any found with temperatures above the operating range are to be taken out of service until repaired.

5.2 Boiling water tap

Instructions on its use, plus a hazard warning sign, are to be displayed nearby, and care taken in its use to prevent scalding.

5.3 Food Safety

Any food stored in refrigerators where the temperature fails to keep below upper operating limit should be disposed of.

All products for sale in the shop are to have their ingredients, that are unsuitable for those with allergies or food intolerances, logged in the Food Safety File kept in the shop. All shop volunteers are to be trained in the significance of allergens etc. in shop products.

6. Safeguarding Vulnerable Adults and Young Children

See **Safeguarding Vulnerable Adults and Young Children – Policy and Procedures**

7. Conservation

When a member of staff or volunteer is conducting ANY fieldwork, their location and estimated time of return should be written clearly on the white board in the office. A mobile phone/radio should be carried on the person and should be fully charged and switched on. Use any Personal Protective Equipment (PPE) provided. Before leaving the observatory stop to think if you have the correct safety equipment and appropriate clothing for the weather conditions (See Working Alone Risk Assessment).

8. Fire prevention

- a) As we offer accommodation, under the "Regulatory Reform Fire Safety Order" (came into force on 1st October 2006) we have a responsibility to carry out a Fire Risk Assessment. This should be carried out annually by a responsible person, and recorded.
- b) The building is fitted with a fire alarm system, and this, and any fire extinguishers, must be checked and signed off according to the following regime. The fire alarm must be self-checked monthly by the Field Centre Assistant. Any portable (battery) power source, along with its connections to the system, should be checked every three months, and a complete system check held every six months. All checks are to be recorded in the Fire prevention file.
- c) If the fire alarm is activated, members and visitors are to evacuate the building to the Fire Assembly Point at the back of the car park.
- d) Electrical equipment must be PAT checked annually and records kept on file.

9. Manual handling

To help prevent manual handling injuries, you should avoid such tasks as far as possible. However, where it is not possible to avoid handling a load, staff and volunteers must look at the risks of that task and put sensible health and safety measures in place to prevent and avoid injury. Risk assessments should consider the following: -

1. Reducing the amount of twisting, stooping and reaching
2. Avoiding lifting from floor level or above shoulder height
3. Adjusting storage areas to minimise the need to carry out such movements
4. Minimise carrying distances
5. Assessing the weight to be carried and whether the one can move the load safely or needs any help

10. Chemical Hazards

Any chemicals or housekeeping products that are hazardous must have a Control of Substances Hazardous to Health (COSHH) risk assessment carried out before use.

11. First Aid

11.1 First Aid Training

Full time staff must be a qualified First Aider. Volunteers should also be encouraged to become qualified. All must attend refresher courses as required. For current list of qualified First Aiders see end of document.

See Appendix 1 for current list of qualified First Aiders.

11.2 First Aid Kit

First Aid Kits are kept in several locations (see Appendix 1), and must be checked and restocked as necessary, after use and every three months, to ensure they contain all listed items. This should be recorded, and replaced items noted on the First Aid Kit record list kept in the Health and Safety maintenance folder.

11.3 Automated External Defibrillator (AED)

This is kept in the entrance to the building to be easily accessible to all without the need to know the door entry code. The single use electrode pads and batteries must be checked regularly to ensure they have not exceeded their use by dates. Staff are to be trained in its use.

12. Accident and Near-miss Incident Reporting

Accidents and ill health at work have to be reported under RIDDOR (Reporting of Injuries, Diseases and Dangerous Occurrences Regulations).

It is the policy of the Trust to identify and investigate accidents and near-miss incidents, their source and hence their underlying causes.

To enable this objective to be achieved it is imperative that all accidents and near-miss incidents, irrespective of the resulting injury, be reported according to the laid down procedures.

In order to avoid misunderstanding, the Trust deem an accident and near-miss to be defined thus: -

Accident: - "Any unplanned event that results in personnel injury or damage to property, plant or equipment.

Near-miss: - "an unplanned event which does not cause injury or damage, but could have done so." Examples include: items falling near to personnel, incidents involving vehicles and electrical short-circuits.

12.1 Procedure for recording an accident or near-miss incident.

A minor accident/injury should be treated immediately, or as soon as possible, by a member of staff or volunteer, who is First Aid Trained, using the SBBOT First Aid Kit. All treatment given and an explanation of the incident must be reported in the Accident Book kept in the Observatory First Aid Box located behind the shop counter. Recording of the incident must be carried out correctly ensuring that all the following are recorded: -

- The full name and address of the casualty
- How the incident occurred
- Report date, time and place of incident
- Description of how the casualty was injured
- Full explanation of the injury received e.g. thumb on left hand cut by saw.
- Who treated casualty
- What treatment was given
- Whether further treatment/action is needed.

12.2 Staff and volunteer emergency contact details.

Staff and volunteer's emergency contact names and phone numbers must be kept up to date. An up-to-date list of contact details are to be kept on file.

12.3 Emergency telephone numbers, e.g. hospital, Dr's etc.

For use in a serious emergency, all emergency service telephone numbers are to be displayed in the office, and next to the phone in shop, and are also advertised in the handbook for volunteers and in the accommodation block.

12.4 List of H&S information sources, e.g. Websites.

www.healthandsafety.co.uk
www.britishsafetycouncil.org
www.fireskills.gov.uk
www.lift-it-right.com
www.chubb.co.uk
www.tuf.com/protection.htm
www.tuf.com/clothing.htm
www.vscg.co.uk - (Visitor info)

13. Risk Assessments

Risk Assessments are filed in the Health and Safety Risk Assessment Folder and are to be checked annually as part of the Health Safety Audit.

See Appendix 2 for list of Assessments.

14. Maintenance

14.1 Vehicle Maintenance Checks

Observatory vehicles must be maintained regularly to comply with Health and Safety Regulations. Routine checks are to be carried out before use, and other maintenance checks to be carried out as required.

14.2 Machinery and Tool Maintenance Checks

Sheds are always to be kept locked and only members of staff and nominated volunteers are to have keys. All tools and machinery are to be serviced or inspected at least once a year. Between these services, if any equipment is found to be not working safely or effectively, staff must ensure it is serviced immediately.

Before using any tools or machinery, check to make sure it is in good working order (carry out pre-use checks - see relevant sheet in Health and Safety folder). Tools/equipment must be logged out, including date and initials, and logged back in when returned, reporting any damage or faults, and notifying immediately of the need for repairs, e.g. phoning for machine parts or for it to be serviced. (See Maintenance of Machinery Risk Assessment).

Relevant certificates and licences must be obtained before using machinery and equipment, e.g. chainsaw licence. (See Machinery Risk Assessment).

15. Health and Safety Audits

Health and Safety Audits are to be carried out annually by the Chairman of the Trust. All buildings and all areas of reserves must be covered, and potential hazards identified and recorded. Improvements or solutions to the hazards must be written along with the priority of importance of getting the job completed. An audit form must be completed and can be found in this Health and Safety folder or on the office computer. Before each audit is carried out the hazards identified in the previous audit must be checked to ensure that these hazards have been improved or removed.

Appendix 1

First Responder Certificate Holders

<u>Name</u>	<u>Date Achieved</u>	<u>For Renewal</u>
Peter Dean	12 th December 2016	December 2019
Mike Brimson	12 th December 2016	December 2019
Steffan Walton	11 th October 2018	October 2021
Rebecca Johnson	5 th December 2018	October 2021
Claire Ward	11 th October 2018	October 2021
Margaret Douet	11 th October 2018	October 2021
Lesley Lovelady	11 th October 2018	October 2021
Carole Ryan	11 th October 2018	October 2021
Ian Hunter	11 th October 2018	October 2021
Mike Briggs	11 th October 2018	October 2021
Jane Relton	11 th October 2018	October 2021
Bill Martin	11 th October 2018	October 2021
Nick Douet	11 th October 2018	October 2021
Yvonne Cutt	11 th October 2018	October 2021
Dave Ellingworth	11 th October 2018	October 2021

Contact Margate Ambulance Corps c/o Christine Reeves 01843 603174

Location of First Aid Kits

Shop
Ringing Room
Land Rover

Replacement items are kept in a labelled filing cabinet draw in the office.

Contents to be checked by Claire Ward.

Appendix 2

Risk Assessments

- 1.1 Bird Ringing
- 1.2 Census walks/Transects
- 1.3 Conference Talks
- 1.4 Guided Walks
- 1.5
- 1.6 Moth Trap
- 1.7 Office and Office Equipment
- 1.8 Pond Dipping
- 1.9 School Visits
- 1.10 Shop Work
- 1.11 Visitor Groups
- 1.12 Working Alone

- 2.1 Chainsaw
- 2.2 Fuel
- 2.3 Machinery Use
- 2.4 Maintenance of Small Machinery
- 2.5 Reserve Vehicles

- 3.1 Boardwalk Maintenance
- 3.2 Concreting
- 3.3 Controlled Burns
- 3.4 Coppicing and Clearing
- 3.5 COSHH
- 3.6 Fencing
- 3.7 Grass Cutting and raking
- 3.8 Hand Tools
- 3.9 Litter Picking
- 3.10 Manual handling
- 3.11 Poisonous Animals and Plants
- 3.12 Tip
- 3.13 Use of Ladders

Not Numbered: -

Moth Trap Risk assessment
Ringing Group Risk Assessment
Telegraph Pole