

HEALTH AND SAFETY POLICY

Learning through Landscapes Trust
Learning through Landscapes Ltd



1. GENERAL STATEMENT

The Learning through Landscapes Trust (LtL) recognises its responsibility to ensure that appropriate precautions are taken to provide safe and healthy working conditions for all employees and customers, which comply with the statutory requirements laid down in the Health and Safety at Work etc. Act 1974 and a moral responsibility to do so.

LtL also recognises the duty of care we have towards our customers, both adult and children, in undertaking our daily work towards the charitable aims of the organisation.

LtL believes that risks can be taken in many ways - physically, socially and emotionally for example.

LtL recognises that no environment or activity is risk free.

LtL recognises that (particularly) sessions involving play and outdoor learning will require Dynamic Risk Benefit Assessments, undertaken within the existing Policies and Risk Benefit Assessments.

LtL will, in so far as is reasonably practicable, pay particular attention to:

- a) The provision and maintenance of plant and systems of work that reduce risks to an acceptable level;
- b) Arrangements for ensuring safety and an acceptable level of risk to health in connection with the use, handling, storage and transport of articles and substances;
- c) The provision of such information, instruction, training and supervision to help ensure the health and safety at work of all employees and customers (where there is a duty of care);
- d) The control of the place of work, maintaining it in a safe condition, and the provision and maintenance of means of access and egress that are safe and without unacceptable risk;
- e) The maintenance of work environment for all employees that is safe and without unacceptable risk to health and is adequate as regards arrangements for their welfare at work.

LtL will endeavor to conform so far as is reasonably practicable, to additions to the Health and Safety at Work etc Act 1974, i.e. appropriate current Regulations and Approved Codes of Practice issued by the Health and Safety Commission and Guidance Notes from the Health and Safety Executive. In particular the following:

(i) Approved Codes of Practice

- Management of Health and Safety at Work Regulations 1999
- Workplace (Health, Safety and Welfare) Regulations 1992

(ii) Guidance on Regulations

- Provision and Use of Work Equipment Regulations 1992
- Manual Handling Operations Regulations 1992
- Personal Protective Equipment at Work Regulations 1992
- Health and Safety (Display Screen Equipment) Regulations 1992
- Play Safety Forum – Managing Risk in Play Provision (2014)
- School Trips and Outdoor Learning Activities – Health and Safety Executive (2011)
- Sensible Health and Safety Management in Schools – Health and Safety Executive (2014)

(iii) Benefits of taking risks

Within these guidelines and company policies, LtL is also aware of the potential benefits to staff and customers through experiencing acceptable risks.

Evidence confirms that for all children, risk taking has many positive developmental benefits that are physical, cognitive and social. We also know that if we do not provide positive risk experiences, children will seek risk experiences elsewhere.

With this in mind, and with HSE guidance, we will use Risk Benefit Assessments (RBA's) at all times. Our RBA's will look at a range of real benefits to the participants. Benefits attributed to an activity may often be long term and beyond the immediate nature of the activity and risk being assessed.

(iv) Dynamic Risk Benefit

LtL will encourage all adults and children to choose what level of risk they find acceptable, within their capabilities. All choices over risk for our customers will be made within LtL's Risk Benefit Assessments and our staffs' dynamic risk benefit assessments.

(v) Striking the right balance

It is a challenge to balance the risks that our staff and customers experience, with the benefits. Through these policy statements and our core Risk Benefit Assessments, we aim to do that.

Striking the right balance **means that:**

- We focus on real risks when planning activities
- Our staff understand their roles in managing safety, and are supported and equipped to do so.
- The real risks are managed during our work and activities.
- Learning opportunities are experienced to the full and productivity is high.
- We review our risk management regularly and openly share our findings with staff and participants.

Striking the right balance **does not mean** that:

- every aspect of our work and activities is set out in copious paperwork that acts as a security blanket for us.
- detailed risk assessment and recording procedures aimed at higher-risk adventure activities are used when planning lower-risk activities.
- One-off or unusual incidents prevent future activities

Catastrophic

Death, permanent injury, life changing injury, multiple injuries, some zoonosis or infections.

Major Consequence

Generally requires hospital treatment and/or more than three days absence and/or emotional recovery.

Moderate Consequence

Does not require hospital treatment, but requires three days or more absence or physical recovery period. Some minor infections or zoonosis.

Minor Consequence

Minor injury requiring simple first aid and/or comforting, but return to activity shortly.

Insignificant Consequence

Minor physical injury not requiring first aid and/or minimal impact on mental state and/or impact social relationships, return to activity immediately.

- Mistakes and accidents will not happen.
- All risks must be eliminated.

WHAT RISKS ARE ACCEPTABLE?

In trying to focus on the most serious risks, it is helpful to think in terms of consequence (see below). This helps prioritise where control measures need to be taken, while allowing children to experience positive risk taking, and staff to undertake duties. We aim to manage the level of risk so that our staff and clients are not exposed to unacceptable risks.

- Insignificant consequences are to be accepted.
- Minor and Moderate consequences should be recorded, and action taken should the consequences appear too regularly or increase in consequence.
- Major and Catastrophic consequences are unacceptable, and will be recorded and action taken immediately to prevent future occurrences.

(Taken from IOSH and HSE guidance)

2.0 ORGANISATION AND MANAGEMENT RESPONSIBILITIES

LtL accepts ultimate responsibility for safety in LtL and will provide adequate resources to maintain this.

The persons responsible for day to day health and safety matters are:

Chief Executive Officer – Carley Sefton

Sarah Knott - Winchester

Matt Robinson - Scotland

The Health and Safety Officers are responsible for liaison between LtL and employees on safety matters with regard to legislative changes relating to health and safety and for coordinating accident reporting and investigation.

They are also responsible for promoting a safe and sensible attitude towards health and safety.

They will:

- a) Ensure existing and new employees are suitably trained and understand health and safety issues relevant to their job and working environment and are aware of, understand and comply with the Health and Safety Policy and practices of LtL.
- b) Train staff in safe working practices and encourage a positive contribution from them;
- c) Ensure working practices are carried out with regard for the safety of all involved, and review these practices regularly;
- d) Inspect areas to ensure safety and efficiency with regard to lighting, fire alarms, fire fighting equipment, escape routes, passageways, workstations, equipment, floor covering exposed cables etc.
- e) Review equipment and work systems with regard for health and safety and report to the CEO of LtL accordingly.
- f) Protect lone workers by following HSE guidelines and LtL Lone Working policy <http://www.hse.gov.uk/pubns/indg73.pdf>

3.0 EMPLOYEES RESPONSIBILITIES

- a) Employees must do everything they can to prevent serious injury to themselves, their fellow employees and others affected by their actions or omissions at work. They are required to comply with the policy of LtL on health and safety and to follow correct procedures and report incidents to their health and safety officer or Director whether or not they result in injury or damage.
- b) No individual shall intentionally or recklessly misuse anything provided in the interests of health and safety or in pursuance of any aspects of health and safety law.
- c) Employees are encouraged to refer any health and safety improvements and suggestions to their Health and Safety Officer or Line Manager for consideration.
- d) Temporary employees are also required to comply with the policy of LtL on health and safety.
- e) Any employee involved in an accident during working hours would report it to their Health and Safety Officer or Line Manager immediately, however minor it seems.

4.0 ACCIDENTS/INCIDENTS/REPORTINGS

- a) In the event of an accident the Health and Safety Officer will take control and in the event of an injury occurring, will ensure that a first aider (if present) renders first aid and an 'appointed person' alerts the emergency services if necessary.
- b) All accidents or near misses must be recorded via the correct form, to be filed in the accident book. Accidents, incidents and near misses will be investigated and, where appropriate, learning disseminated to all staff'
- c) The first aider or 'appointed' person will regularly check the contents of the first aid box in each office to ensure that it contains the requisite number of official first aid items.
- d) Delivery staff will also be suitably first aid trained, and where appropriate, carry with them a simple first aid kit.
- e) Any employees who remove items from any first aid box or kit must notify the first aider or 'appointed person'.
- f) The Health and Safety Officer will be responsible for monitoring first aid incidents and near misses, with the intention of avoiding regular incidents or unacceptable risks.
- g) The Health and Safety Officer will be responsible in accordance with The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 for ensuring that the correct reporting procedure is adhered to and the appropriate Enforcing Authority is notified accordingly.

5.0 EMPLOYERS LIABILITY CERTIFICATE

LtL undertakes to be insured and display a current certificate as required by the Employers Liability (Compulsory Insurance) General (Amendment) Regulations 1994

6.0 GRIEVANCE AND DISCIPLINE

Should an employee have a grievance relating to any health and safety issue, they should follow the grievance procedure laid down in their Contract of Employment.

Any employee who fails to comply with the instructions outlined in this Health and Safety Policy, or who acts in such a way as to put themselves, others or Companies property at risk, will be subject to disciplinary action as per LtL Disciplinary Procedure.

7.0 COMMITMENT AND REVIEW MECHANISM

Employers and employees must by law comply with the Health and Safety at Work etc Act 1974 so as to ensure their own safety and that of visitors, customers, clients, contractors etc. To this end LtL undertakes in so far as is reasonably practicable to amend and update its

- Health and Safety Policy
- Risk Benefit Assessments and Control Measures in place
- Play Policy
- Lone Working Policy
- Homeworking Policy

as and when necessary upon which employees will be required to sign every Policy and Risk Benefit Assessment to confirm their awareness of and compliance with them.

Our Policy(s) and Risk Benefit Assessments will be available for scrutiny by any member of staff, permanent or temporary, and by our customers. The mechanism for this is:

- a. Each office will have a folder containing all Policies and Risk Benefit Assessments.
- b. Each member of staff working outside of the office will have available for inspection or reference a folder containing all Policies and Risk Benefit Assessments.
- c. Our Policies and Risk Benefit Assessments will be available on our website for download.

Signed:

Name (please print)

Job Title:

Date: