



# HEALTH & SAFETY POLICY

## Contact details

### Health & Safety Manager

Cath Seymour, Co-CEO/Operations Director  
01970 636909, [projectmanager@tircoed.org.uk](mailto:projectmanager@tircoed.org.uk)

### Health & Safety Deputy Manager

Gayle Atherfold-Dudley, Powys Co-ordinator  
01597 821689, [powys@tircoed.org.uk](mailto:powys@tircoed.org.uk)

**Tir Coed is committed to reviewing this policy every two years, or in the following circumstances:**

- changes in legislation and/or government guidance
- any other significant change or event
- when the board of trustees deem it necessary

**Original policy adopted by Trustees: 25.10.2011**

**Previous version approved by the Trustees 27.11.2019**

Current review date: <b>2<sup>nd</sup> February 2022</b>	
On behalf of the Board of Trustees	Signed: _____ Position: _____
	Signed: _____ Position: _____
Next scheduled review date: <b>February 2024</b>	

Our Policies are intended to supplement good judgement; their spirit should be respected as well as their wording.

## POLICY STATEMENT

### Acknowledgement

At Tir Coed we value our staff and the people we work with. We are committed to creating safe and healthy working environments, and ensuring that all our activities are carried out in such a way as to safeguard the health, safety and welfare of anyone and everyone associated with them.

### The purpose of the policy:

- To provide a sound framework for the safe delivery of our activities, communicating and signposting clear systems.
- To help protect, improve and sustain the health and wellbeing of our employees, ensuring conditions that enable a proper performance of their duties.
- To help protect, improve and sustain the health and wellbeing of our participants, trainees and volunteers, and provide safe and effective learning opportunities.
- To communicate our aim to achieve “best working practice” in health and safety, not simply legal compliance with appropriate statutory obligations.

### We recognise that:

- Under the [Health and Safety at Work etc. Act 1974](#), we have a duty to protect the health, safety and welfare of employees and others who are (or may be) affected by their activities, as far as is reasonably practicable, and we are committed to taking measures to ensuring this safety.
- Under the [The Construction \(Design and Management\) Regulations 2015 \(CDM\)](#) when construction projects last longer than 30 days AND have more than 20 workers, working simultaneously at any one point OR exceed 500 persons, we have a duty to notify the HSE and to ensure that a CDM Coordinator and a Principle Contractor have been appointed.
- Levels of responsibility vary throughout any organisation, and clarity on specific responsibilities is essential; as such, site folders will be compiled for each of the sites in which we regularly work, with guidelines for use. These clarify everyone’s specific roles and responsibilities and how Tir Coed expects work to be organised. This Policy Statement will be available for reference in each site folder and we will ensure that all staff, contracted service providers and volunteers are aware of it through the management chain.
- Different organisations will have varying operational practices; we will however require those organisations working for, or with us, to have in place and to implement suitable and sufficient health and safety procedures and to co-operate with us in ensuring we can continue to meet our commitment.

### The policy applies to:

- All participants, trainees, volunteers, students, freelance service providers, staff, trustees and anyone working with or for Tir Coed
- All areas of Tir Coed activity and delivery

## POLICY STATEMENT

Tir Coed is a charity that connects people with land (Tir) and woods (Coed), delivering learning and wellbeing programmes outdoors across rural counties in mid and west Wales.

Our Mission is to unlock the potential of land and woods to provide community facilities, educational and health activities, and to create job opportunities for disadvantaged individuals in rural Wales, whilst aiming to make a positive lasting change.

### **Our Commitment:**

- To identify and assess hazards associated with any and all of our activities, and arrange and introduce specific measures to eliminate or reduce the risks arising from them.
- To continue to build, adopt and review a body of safe and healthy working practices, safety precautions and accident prevention procedures.
- To provide sufficient skilled supervision, relevant instructions and appropriate training to all levels, in both health and safety, and job specific skills.
- To check the competency of contracted Service Providers, based on previous experience and training.
- To provide a safe and healthy working environment, with suitable welfare and first aid facilities.
- To provide and maintain safe tools and equipment.
- To ensure safe handling, storage and use of substances.
- To consult with staff when any new or changed safety procedures are being introduced or planned and encourage staff to contribute their own ideas for such changes.
- To report, collect and analyse information on accidents, dangerous incidents, near misses and potential health and safety improvements and use this information to review working practices.
- To convene a quarterly health and safety review meeting to analyse reported information, consider updated external guidelines, and review internal health and safety processes.
- To keep health and safety as a standing agenda item in structured staff and board meetings.

### **Useful links / info**

The Health and Safety at Work etc. Act 1974

Also referred to as HSWA, the HSW Act, the 1974 Act or HASAWA.

[www.legislation.gov.uk/ukpga/1974/37/contents](http://www.legislation.gov.uk/ukpga/1974/37/contents)

The Construction (Design and Management) Regulations 2015

[www.legislation.gov.uk/uksi/2015/51/contents](http://www.legislation.gov.uk/uksi/2015/51/contents)

The Tir Coed Health & Safety Policy Statement should be considered alongside the following:

### Associated documents

- Tir Coed Organisational Statement - This sets out who is responsible and describes the general roles and responsibilities of staff and volunteers with regard to health and safety.
- Tir Coed Implementation Statement - Sets out in brief how certain major areas of health and safety practice are dealt with.

### Associated policies

- Lone Working
- Home Working

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**Organisational Statement**  
and  
**Implementation Statement**

Separate Documents

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## ORGANISATIONAL STATEMENT

The organisational statement sets out who is responsible for various Health and Safety related duties and describes the general roles and responsibilities of staff and volunteers with regard to health and safety. To help Tir Coed achieve its commitments outlined in the Health and Safety Policy Statement, we require anyone covered in it to comply with all relevant aspects of it.

### Organisation

Within the Tir Coed staff structure the following health and safety responsibilities apply:

#### Board of Trustees:

Health and Safety is a standing agenda item at all trustee meetings and serious health and safety incidents (requiring medical attention and that have an impact on a person's health of 3+ days) are reported to the Tir Coed Board of Trustees for discussion and further action if appropriate. It is the role and responsibility of the Board to ensure that the Health and Safety Policy Statement is reviewed at suitable intervals to ensure it meets the internal and external requirements. This will be no less frequent than every three years. The Management Regulations (MHSWR) require Tir Coed to appoint one or more competent persons to aid them in meeting their health and safety obligations. The Board may nominate one of its members or a senior staff member to take responsibility for health and safety and they are called the **Health & Safety Manager**. The Board has nominated the CEO to take this role.

#### The Health & Safety Manager, Ffion Farnell (cover, Teresa Walters) will:

- Draft, develop and update Policy, Codes of Practice and other health and safety information on behalf of Tir Coed.
- Ensure that Tir Coed staff and the Board are kept up to date with relevant legislation (including responding to directives and protocols from Welsh Government in the event of a pandemic), maintaining a resource of health and safety publications, new and revised Codes of Practice and information for use throughout Tir Coed.
- Facilitate a central advice service to Tir Coed personnel on health and safety matters.
- Work with staff to monitor Tir Coed's implementation of the policy.
- Advise staff on necessary skills, training and budgetary provision to ensure continued compliance with legal requirements.
- Lead investigations into serious accidents, dangerous incidents or complaints about safety on Tir Coed activities, and make recommendations for changes to work practices if appropriate.
- Ensure health and safety issues are addressed at Management Board meetings.
- Undertake training, as deemed necessary, to enable them to perform these duties.
- Seek advice, when deemed necessary, from competent external advisors
- Ensure that this Policy is reviewed when appropriate, and the organisation and arrangements are reviewed, no less than annually, with any necessary amendments being made.

**Chair of Trustees:**

Within Tir Coed the **Chair** has overall *responsibility* for the implementation of the Health and Safety Policy and oversees the implementation of this policy across Tir Coed activities. They will:

- Ensure a specific Health and Safety Contact is nominated and recorded in each premises used by Tir Coed (whose role is identified later).

These are currently:

Aberystwyth Office:

Ffion Farnell, CEO (cover during leave Teresa Walters)

Elan Office:

Charlotte Harley, Elan Valley Trust

**Management Team:**

Across the whole of Tir Coed, responsibility for *implementation* of this policy lies with the line management system. Within their sphere of control managers will:

- Ensure all activities are planned and undertaken in a safe and healthy manner
- Ensure breaches of protocol, potential hazards, reportable accidents, dangerous occurrences, near misses and potential health and safety improvements are investigated
- Ensure health and safety is a regular item in team meetings
- Review, monitor and evaluate health and safety arrangements and progress in health and safety matters on a quarterly basis, and inform the Board of Trustees on health and safety performance at least annually
- Ensure that all new employees are given job-specific Health & Safety induction training and that this training is recorded in staff training records
- Ensure the provision of information, instruction, and training in safe practices for staff and volunteers under their management
- Ensure that Staff follow lone working procedures (ref: *Lone Working Policy*) and home working procedures (ref: *Home Working Policy*)
- Ensure investigation into health, safety and welfare complaints relating to the people under their management
- Inform the Health and Safety Manager and/or Chair of Trustees any inability to meet these responsibilities.

**Coordinators and Delivery Staff:**

Have responsibility for ensuring the premises, activities, equipment and people under their authority meet and work to this policy. They will:

- Ensure that suitable and sufficient risk assessments and method statements are undertaken and that controls are actioned for all activities (including specific protocols covering pandemics - ref: *relevant procedural documents*), hazardous substances and premises under their control and management
- Ensure potential major hazards, reportable accidents, dangerous occurrences, near misses and potential health and safety improvements are recorded in report format and (anonymised) on the shared electronic Health & Safety Register
- Ensure that operations under their control are carried out in accordance with Tir Coed health and safety procedures

- Ensure that all tools and equipment used on activities meet health & safety standards and are correctly maintained
- Ensure that managers are advised of the health and safety performance of the projects and activities under their control
- Ensure that COSHH assessments are carried out where relevant
- Ensure all staff, contracted service providers, volunteers and project participants have access to, implement, or comply with, the health and safety instructions, pandemic protocols and information provided, and which is relevant to their work
- Ensure that contracted Service Providers have signed Tir Coed's Health & Safety checklist as part of their work contract
- Ensure investigation of major accidents and dangerous incidents occurring in their sphere of control
- Ensure investigation into health, safety and welfare complaints relating to the people involved in their projects
- Ensure sufficient resources are allowed to enable service providers and projects to meet their health and safety responsibilities
- Inform their Line Manager of any inability to meet these responsibilities.

### **Health and Safety Contacts**

Every premises occupied by Tir Coed personnel, whether salaried or voluntary, has at least one nominated and recorded Health and Safety Contact. Their role is:

- To monitor health and safety practice within/for their specific premises and activities
- To ensure that an emergency fire procedure is in place, escape routes are kept clear and fire extinguishers are maintained on an annual basis
- To ensure that any specific protocols relating to pandemics are clearly in place in premises and during activities, and that these are complied with by anyone visiting or working with or for Tir Coed or participating in any Tir Coed activities
- To display the Health & Safety Law poster at every Tir Coed office and regularly used site along with other specific guidance and protocols as required
- To report any concerns to their line manager, recommending or carrying out any corrective action needed
- To ensure that the office or team's Health and Safety Manual is kept up to date, and that any new health and safety information or instructions are available to everyone within their office.

### **Everyone**

Staff, contracted Service Providers, learners and volunteers have the responsibility:

- To protect their own and colleagues' health and safety
- To inform managers of any inability to do so, and of any unsafe equipment or practices
- To operate in accordance with Tir Coed's safety procedures and practices (including any specific pandemic protocols as required)
- Not to interfere with anything provided for their health and safety
- Not to undertake tasks for which training, instruction or authorisation has not been given
- Not to use any power tools which require certification and for which Tir Coed is not covered by insurance
- To cease work in any situation which poses a serious or imminent threat to their health and safety.





## IMPLEMENTATION STATEMENT

The implementation statement sets out organisational arrangements established to manage major areas of health and safety practices.

### Codes of Practice

The implementation of the Policy Statement is supported by appropriate internal Codes of Practice and other documents to detail safe practice and legal obligations. All staff are instructed to familiarise themselves on a regular basis with those codes relevant to their work.

The Health & Safety Manager is responsible for issuing new and updating existing Codes of Practice. It is a line management responsibility to ensure that all staff, learners and volunteers are aware of the content and take the appropriate actions as detailed in the Codes of Practice.

Every office where Tir Coed personnel are based has a Health and Safety Manual, where a copy of the Policy and associated Codes of Practice are kept. All new staff, contracted Service Providers and Volunteer Officers have this manual drawn to their attention as part of their induction. A list of current Codes of Practice is kept at the front of the relevant section of the manual, which is updated when each revision to the manual is produced.

### First Aid

It is the responsibility of the Tir Coed managers, through operational staff, to ensure there are sufficient First Aid kits, accident forms and suitably trained people available and accessible on all practical projects, and in any other directly managed activity.

### Dangerous Occurrences, Accidents and Cases of Disease

The most senior person in charge of a site is responsible for reporting dangerous occurrences, accidents and/or cases of disease, under the Reporting of Injuries, Diseases or Dangerous Occurrences Regulations (RIDDOR) 1995; please refer to **Appendix 1 - Tir Coed "Accident Report Procedure"**.

All accidents requiring first aid are recorded on the accident database and stored in the Accident File immediately following completion of an Accident Report Form.

In line with the RIDDOR 1995 regulations changing in 2013 an absence over 7 days is reported and 3 day absences are recorded.

Any changes to Tir Coed policy or agreed safe systems of work may be initiated by any staff member, volunteer, trustee or participant via the Health and Safety Manager or Health and Safety Review Group, and will be and shared via the line management system.

### Hazards and Risk Assessment

A specific requirement under Management of Health and Safety at Work Regulations (MHSWR) is that of identifying hazards present within the work activities, and assessing and reducing risks associated with them. It is one of the most significant ways in which Tir Coed can meet its objectives. Tir Coed has produced generic risk assessments for common work activities (including in electronic format) and these are modified to take account of local conditions. This procedure is explained by the Tir Coed Health & Safety

Booklet and includes assessing areas of work where no generic risk assessment is available.

Specific risk assessments and protocols have been created and implemented as a result of the recent Covid-19 pandemic (Ref: risk assessments and procedural documents). These detail measures to prevent transmission and give guidance to staff and participants. These are regularly reviewed and updated as required in line with directives and guidance from Welsh Government.

In case of any future pandemics this process will be replicated to ensure compliance at every level.

Additionally, all staff, freelancers, volunteers and participants are encouraged to participate in dynamic risk assessing, to keep continuously aware of potential hazards or improvements and to record any observations on a SEA (Safety and Environmental Awareness) Card, copies of which should be held in the site folder.

The particular needs of children and young people will be assessed when they are working with Tir Coed, and where appropriate the results of this assessment are shared with Support Workers & parents or guardians (as detailed in MHSWR). It is the responsibility of the Health and Safety Manager, to review the content and scope of the generic assessments. A fully completed risk assessment takes account of all other assessments indicated as appropriate by Manual Handling Operations Regulations, Provision and Use of Work Equipment Regulations, the Control of Substances Hazardous to Health Regulations (COSHH), Personal Protective Equipment at Work Regulations and Noise at Work Regulations.

An individual risk assessment is carried out for any staff or volunteer that presents an additional risk e.g. a predisposed physical or mental health issue, expectant mothers etc. and reasonable controls will be identified with the individual where appropriate and communicated to staff working directly with them.

### **Safety and Welfare on Practical Projects**

All Tir Coed practical projects and activities have a designated leader responsible for the safety and welfare of volunteers and participants. Instruction in safe use of tools and working practices is given and compliance monitored throughout the work. All necessary tools, equipment and personal protective equipment are provided. Facilities for the provision of hot drinks and fresh drinking water are provided where reasonably practicable. Facilities for the washing and sanitising of hands is available where reasonably practicable, but at all active sites during a pandemic to comply with specific protocols. Temporary shelters and toilet facilities will also be available on sites where reasonable practicable.

Where powered equipment is required, suitable competent people are selected to operate such equipment. Where equipment is not detailed in existing procedural documents, managers must utilise the principles of risk assessment to decide on suitable control measures.

Appropriate personal protective equipment will be provided for tasks carried out as part of activities, this will be checked, stored and maintained ensuring it is fit for purpose and in good condition.

### **Occupational Health**

Tir Coed recognises the importance of protecting and promoting the physical and mental health of its employees. Tir Coed assesses employees' fitness for the work they do through the line management process and works together with them to both identify activities which would put them at risk and to ensure do not undertake such activities.

### **Lone Working**

Tir Coed staff sometimes have to work alone in remote areas. To ensure safety whilst lone working all staff must carry a mobile phone when out of the office and be aware of whether there is signal at the individual sites they attend. All staff must keep an up to date record of their whereabouts through their calendar or the line management system. If a member of staff is lone-working in a place without mobile signal, they should give details of location(s) and expected completion time to an agreed member of their team and on completion inform that person that they have returned safely. (Further guidance - ref: *Lone Working Policy*).

### **Consultation with Employees**

Tir Coed fulfils the requirements of the Health and Safety (Consultation with Employees) Regulations by consulting with all staff and ensuring that a wide range of views are represented before any new or changed code of practice is issued. This is supported by the Health and Safety Review Group, who are drawn from staff working at all levels within the organisation. ALL staff have access to health and safety information via cloud storage and changes are confirmed via established communication channels (*see Communications Diagram*). Delivery staff can discuss Health & Safety issues with their line manager at Team Meetings, or more frequently, by phone, email, or by making an appointment to meet. Line managers will support delivery staff:

- To implement and review Codes of Practice
- To assist with the communication of health and safety issues within their sphere of operations
- To identify key issues affecting health and safety and make recommendations on how these might be addressed
- To express and gather views before any Code of Practice is issued.

### **Internal Audit/Monitoring**

The Health and Safety Contact in each location has a responsibility to:

- Monitor the implementation of the Health and Safety Policy within their specific premises
- Advise their line manager on any remedial action necessary to comply with this Policy. Any major difficulties in meeting health and safety standards that may have a wider implication should also be reported to the Health and Safety Manager
- Oversee the implementation of agreed action.

The Health and Safety Review Group has a responsibility to:

- Convene a quarterly review meeting

- Analyse reported information, consider updated external health and safety guidelines (including directives from Welsh Government in relation to pandemic protocols) and review internal health and safety processes
- Communicate monitoring information and recommendations to managers, trustees and staff.

### Training

It is the responsibility of all line managers to ensure any training required for their staff in health and safety matters, risk assessment, etc. is appropriately identified and provided. The Health and Safety Manager will work to identify any organisational training needed to improve health and safety performance, and to initiate training to meet those needs.

Training in job related skills and activities will be provided for all staff and volunteers to a plan drawn up with their line managers. This includes induction to the Health and Safety Policy and its implementation locally, and any safety information appropriate to their work.

### Working with Vulnerable Groups

Tir Coed recognises that some groups are more at risk from its activities than others. All risk assessments take into account the nature of the group of people undertaking the activity and will list any extra measures needed to adequately control those risks. All staff working with vulnerable young people and adults will have the appropriate training, and our safeguarding policy and procedures are introduced to new staff as part of their induction.

### Placement with Other Organisations

Tir Coed has programmes, on occasion, that rely on placing volunteers or learners with other organisations for work experience or training purposes. In the case of direct placement by Tir Coed (rather than placement via a third body) these organisations will be checked to ensure they offer a safe placement to minimum standards. Any organisation which does not meet the standard initially, or falls below it during the period of placement, will be expected to improve or face having the placement withdrawn.



## ACCIDENT REPORT PROCEDURE

**All accidents, incidents and work-related ill-health must be recorded on Tir Coed's Accident Report Form.** These include:

- Accidents to Tir Coed staff, tutors/leaders including minor injuries
- Accidents involving third parties, i.e. participants, volunteers, support workers from partnership organisations, visitors, trustees etc.
- Dangerous occurrences such as fires
- Work-related ill-health

RIDDOR (1995) Regulations require Tir Coed to notify the Health and Safety Executive (HSE) of certain types of incidents. Tir Coed's Health & Safety Manager must be notified immediately of the following:

**Major Injuries** including:

- fractures, other than to fingers, thumbs and toes
- amputation
- dislocation of the shoulder, hip, knee or spine
- loss of sight (temporary or permanent)
- chemical or hot metal burn to the eye or any penetrating injury to the eye
- injury resulting from an electric shock or electrical burn leading to unconsciousness, or requiring resuscitation or admittance to hospital for more than 24 hours
- any other injury: leading to hypothermia, heat-induced illness or unconsciousness; or requiring resuscitation; or requiring admittance to hospital for more than 24 hours
- death

**3-Day Injuries**

- Any accident or incident, connected with or arising out of a work activity, resulting in a person being away from or unable to resume their normal work for more than 3 days.

**Dangerous occurrences** (*see HSE Guidelines*)

**Reportable Diseases** (*see HSE guidelines*)

- Specified diseases associated with certain work activities, or exposure to certain substances.

**Other incidents reportable internally**

- Violence or threatening behaviour which does not lead to serious physical harm
- Incidents relating to serious distress or mental health crisis, which require referral to other services

**If there is any doubt about what should be reported contact Tir Coed's Health & Safety Manager.**

**Managers should ensure that the Board of Trustees is informed of major injuries (3 day+), occurrences, diseases and incidents.**

**Please note:** All Accident Report Forms should be returned to Tir Coed Office and stored in the Accident File after delivery staff have entered the details onto Tir Coed's electronic Health and Safety Register.