



## HEALTH AND SAFETY POLICY STATEMENT

### Part 1 Butterfly Conservation's commitment to Safety

Butterfly Conservation is committed to ensuring that, so far as is reasonably practicable, all our activities are carried out in such a way as to safeguard the health, safety and welfare of anyone and everyone associated with or affected by them. We will work to provide a safe and healthy working environment for all our staff (whether full time or part time, permanent or temporary) and others (volunteers, visitors, contractors and members of the public).

All staff and volunteers will be made aware of the Health and Safety Policy. To help us achieve this commitment we require anyone covered by this policy to comply with all relevant aspects of it.

### Meeting this Commitment

We will work to meet this commitment by:

- identifying and assessing significant hazards to which these people will be exposed and arranging and introducing specific measures to eliminate or reduce the risks arising from them.
- continuing to build, adopt and review a body of safe and healthy working practices, safety precautions and accident prevention procedures.
- providing skilled supervision, relevant instructions and appropriate training in both health and safety, and job specific skills.
- providing a safe and healthy working environment, with suitable welfare and first-aid facilities.
- ensuring suitable arrangements are in place for employees who work remotely.
- consulting with staff when any new or changed safety procedures are being introduced or planned and encouraging staff to contribute their own ideas for such changes.
- ensuring that all volunteers, visitors and contractors comply with relevant health and safety requirements.
- promoting awareness of health and safety matters.
- collecting and analysing information on accidents, dangerous incidents and work-related ill-health and using the information to review working practices.
- keeping the policy under review and revising it when necessary.
- monitoring the implementation of the Health and Safety Policy.


## Our responsibilities

Butterfly Conservation recognises and fully accepts its legal obligations under the Health and Safety at Work etc Act 1974 and the Health and Safety at Work etc (Northern Ireland) Order 1978. Butterfly Conservation will aim to achieve 'best practice' in health and safety.

This statement is supported by notes on the organisation and arrangements for Health and Safety, Codes of Practice, Standard Risk Assessments and other information.

The organisation and arrangements for implementing the policy, and the responsibilities of key staff, are detailed in Part 2 of this document.

This statement should be read by, and made available to, all employees and volunteers who work for Butterfly Conservation.



Signed:  
Karen Goldie-Morrison  
*Chair of Council*

Date: 24 November 2021

Signed:   
Julie Williams  
*Chief Executive*

Date: 29 November 2021

Review Date: October 2022.

## **Part 2 Responsibilities for Health and Safety**

### **Council**

The Trustees have overall responsibility for Health and Safety. In particular they shall:

- ensure there is an effective Health and Safety policy.
- give full support to this policy and any person implementing it.
- ensure the necessary resources are made available.
- review the policy and the effectiveness of its implementation annually.
- set a good example on Health and Safety matters.

### **Chief Executive and Senior Leadership Team**

- shall ensure the policy is implemented.
- give guidance and support to the Health and Safety Officer.
- set a good example on Health and Safety matters.
- countersign all Standard Risk Assessments.

### **Health and Safety Officer**

The Health and Safety Officer is responsible for the execution of this policy. In particular, he or she will:

- keep up to date with legislation on Health and Safety.
- ensure risk assessments and guidance documents are regularly updated
- consult and communicate with all interested parties (staff, Trustees, Branches, volunteers, contractors and public) so enabling Butterfly Conservation to meet its legal responsibilities.
- ensure staff and key volunteers are fully aware of their obligations under this policy, are correctly trained and certified in all relevant areas and reviewed regularly.
- ensure inspections, fire precautions and all records and certificates are up to date.
- be responsible for insuring activities and liaising with our insurers.
- be responsible for first aid assessment.
- investigate, record and report all accidents and incidents.

## **Branch Health and Safety Co-ordinator**

This is a named individual in each branch who is:

- the main contact for the Health & Safety Officer in the Branch.
- responsible for disseminating Health and Safety information to Branch members.
- Responsible for reporting any Health and Safety issues back to Head Office.

\*Note that, dependent on the size of the branch, not all branches (currently only 4) have a designated co-ordinator. In the absence of a designated co-ordinator, the above roles will be undertaken by the branch chair.

## **Line Managers**

Line Managers should:

- ensure their staff read this Health and Safety policy.
- identify any training needs.
- follow day-to-day Health and Safety compliance.
- ensure additional hazards, accidents and near-misses are reported to the Health and Safety Officer.
- countersign specific Risk Assessments.
- set a good example on Health and Safety matters.

## **Branch Committee Members and others co-ordinating activities involving volunteers**

Each person who undertakes these roles should:

- ensure their volunteers read this Health and Safety policy.
- identify any training needs.
- follow day-to-day Health and Safety guidance.
- ensure additional hazards, accidents and near-misses are reported to the Branch Health and Safety Co-ordinator.
- countersign specific Risk Assessments for bespoke events that are not covered by our standard Risk Assessments.
- set a good example on Health and Safety matters.

## **All Employees**

All personnel have a legal obligation to take reasonable care of their own Health and Safety and that of others who may be affected by their actions eg. colleagues, contractors, visitors, members of the public. In particular they should:

- comply and co-operate with Butterfly Conservation procedures and Health and Safety rules.
- identify and report building and equipment defects, problems, and other concerns.
- report additional hazards, accidents and near misses to their line manager and the Health & Safety Officer.
- complete additional Specific Risk Assessments when and where necessary (with advice from Line Manager or Health & Safety Officer as necessary).
- not interfere with or misuse anything provided for their health, safety or welfare.
- use correctly all work items provided in accordance with their training and the instructions they receive to enable them to use items safely.
- not undertake any work for which they do not believe they have been properly trained.

## **All Volunteers**

All volunteers have a legal obligation to take reasonable care of their own Health and Safety and that of others who may be affected by their actions eg. other volunteers, contractors, visitors and other members of the public. In particular they should:

- comply and co-operate with Butterfly Conservation procedures and Health and Safety rules.
- identify and report property and equipment defects, problems and other concerns.
- report additional hazards, accidents and near misses to the appropriate Volunteer Manager (e.g. task leader, transect co-ordinator, reserve manager) or Branch Committee.
- complete additional Specific Risk Assessments when and where necessary (with advice from their appropriate Volunteer Manager or Branch Health and Safety Contact as necessary).
- not interfere with or misuse anything provided for their health, safety or welfare.
- use correctly all work items provided in accordance with their training and the instructions they receive to enable them to use items safely.
- not undertake any work for which they do not believe they have been properly trained.

## **Control and monitoring of the policy**

**Butterfly Conservation will set up systems to:**

- maintain control and lines of communication as demonstrated in the diagram below.
- inspect and check standards are being implemented and that management controls are working.
- ensure active volunteers are line-managed.
- ensure policy, guidelines and Risk Assessments are disseminated to all interested parties (via Sharepoint, e-mail news, meetings, committees and forums).
- report, record and analyse training, procedures and incidents.
- write and review Risk Assessments for all its activities.
- regularly review the Policy and its guidelines.

**Lines of governance, responsibilities and communication**

**Health and Safety Communication Tree**

