



# Health and Safety Policy

**Issue Date:** October 2024

**Review date:** October 2025

*Butterfly Conservation reserves the right to review and amend this policy as appropriate.*

# HEALTH AND SAFETY POLICY

## 1. Our Statement of Intent and Commitment to Safety

At Butterfly Conservation, we are committed to ensuring that, so far as is reasonably practicable, all activities are conducted in a manner that safeguards the health, safety, and welfare of everyone involved. We aim to provide a safe and healthy working environment for all staff (whether full-time, part-time, permanent, or temporary) and others, including volunteers, visitors, contractors, and members of the public.

Butterfly Conservation fully recognises and 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. We are committed to achieving high standards of Health and Safety, striving for 'best practice' wherever possible.

This Health and Safety Policy is supported by guidelines and documentation, including Codes of Practice, Standard Risk Assessments, and other resources. Together, these provide a comprehensive approach to managing Health and Safety. All staff and volunteers are expected to read, understand, and adhere to this policy, utilising the resources available.

The organisation and arrangements for implementing this policy, and the responsibilities of key staff and volunteers, are detailed in Part 4 of this document.

## 2. Our Safety Vision

Our vision is to be a leading example of safety within the environmental sector, creating a safe, inclusive working environment where everyone feels supported. Butterfly Conservation is dedicated to promoting a culture of safety in which all staff, volunteers, and stakeholders are empowered to contribute to our shared safety goals; we are committed to ensuring that everyone goes home safe. Health and Safety is the responsibility of everyone in the organisation.

## 3. Meeting Our Safety Commitments

To achieve our safety vision Butterfly Conservation will:

1. **Identify and Control Hazards:** Proactively identify and assess hazards and establish measures to eliminate or reduce risks to acceptable levels. Everyone must take responsibility for recognising and addressing hazards in their area of work.
2. **Adopt Safe Working Practices:** Establish and regularly review safe working practices, safety precautions, and accident prevention procedures. Every individual is expected to follow these practices consistently and report any unsafe conditions.
3. **Provide Training and Support:** Ensure skilled supervision, relevant training, and clear instructions on Health and Safety matters. Staff and volunteers are required to engage in training and seek guidance whenever unsure about safety practices.
4. **Maintain a Safe Working Environment:** Ensure that workspaces are safe and healthy, with adequate welfare and first-aid provisions available. Everyone must assess their work areas for potential hazards and report any risks that could affect Health and Safety.
5. **Ensure Remote Worker Safety:** Implement suitable arrangements to support staff and volunteers working remotely or in the field. Remote workers must follow specific safety guidelines and check in regularly for safety updates.
6. **Engage and Consult with Employees and Volunteers:** Actively involve staff and volunteers in the planning and improvement of health and safety procedures and encourage them to

contribute ideas. Everyone is expected to actively participate in safety discussions and share concerns or suggestions for improvement.

7. **Promote Awareness of Health and Safety:** Increase awareness of Health and Safety matters across all levels of the organisation through ongoing communication and training. Health and Safety is the collective responsibility of all members of the organisation.
8. **Monitor and Review Health and Safety Performance:** Collect and analyse information on incidents, and near-misses, and use this data to continuously improve safety practices. Staff and volunteers must report near-misses and incidents immediately and contribute to safety reviews.
9. **Establish Clear Reporting and Compliance Mechanisms:** Ensure that hazards, incidents, and near-misses are reported promptly, thoroughly documented, and acted upon as appropriate. Everyone is required to report any hazards, incidents, or near-misses and cooperate with investigations to prevent future occurrences.

#### **4. Responsibilities for Health and Safety**

##### **Council**

The Trustees hold overall responsibility for Health and Safety at Butterfly Conservation. Their specific duties include:

- Ensuring that an effective Health and Safety Policy is in place and supporting its implementation.
- Ensure necessary resources to support Health and Safety initiatives are made available.
- Reviewing the policy and endorsing any necessary changes on an annual basis.
- Setting a positive example regarding Health and Safety matters.

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

The Chief Executive and Senior Leadership Team are responsible for ensuring that Health and Safety policies are fully implemented, providing guidance and support to the Health and Safety Officer, and setting a positive example in Health and Safety matters. They are also required to countersign all Codes of Practice and Standard Risk Assessments to ensure compliance and adherence to safety protocols.

##### **Health and Safety Officer**

The Health and Safety Officer is responsible for the day-to-day execution of this policy, specifically:

- Staying informed of changes in Health and Safety legislation and ensuring that any relevant updates are incorporated into the policy.
- Regularly reviewing risk assessments and other guidance documents.
- Communicating Health and Safety updates to trustees, staff, branches, volunteers, contractors, and the public.
- Ensuring that staff and key volunteers are fully informed of their obligations under this policy and sign a declaration confirming that they have read and understood it.
- Ensuring that all necessary training is provided and certifications are obtained by staff and key volunteers, with regular refreshers in place to ensure compliance.
- Conducting and documenting incident investigations and follow-up actions as well as overseeing first aid assessments.
- Ensuring that activities are properly insured and fire precautions are in place.

##### **Line Managers (staff)**

Line Managers are responsible for:

- Ensuring that their team members read and understand this Health and Safety Policy. Acts as the primary point of contact with the Health and Safety Officer.
- Identifying any training needs related to Health and Safety.
- Monitoring compliance and reporting incidents or hazards to the Health and Safety Officer.
- Countersigning specific risk assessments relevant to their teams. Copies to be sent to the Health and Safety Officer.
- Setting a positive example regarding Health and Safety matters.

### **Branch Health and Safety Co-ordinator (volunteers)**

Each Branch has a designated Health and Safety Coordinator who is responsible for:

- Ensuring that their committee members read and understand this Health and Safety Policy. Acts as the primary point of contact with the Health and Safety Officer.
- Shares and communicate Health and Safety information with Branch members.
- Identifying any training needs related to Health and Safety.
- Monitoring compliance and reporting incidents or hazards to the Health and Safety Officer.
- Countersigning specific risk assessments relevant to their activities. Copies to be sent to the Health and Safety Officer.
- Setting a positive example regarding Health and Safety matters.

If a Branch does not have a designated coordinator, the Branch Chair assumes these responsibilities.

### **Staff Activity Leaders and Volunteer Activity Leaders**

Staff Activity Leaders and Volunteer Activity Leaders are responsible for:

- Following the specific Code of Practice associated with the activity and undertaking a Risk Assessment days prior.
- Ensuring specific Risk Assessments for bespoke activities not covered by standard assessments are countersigned by the Line Manager or Branch Health and Safety Coordinator.
- Ensuring all volunteers and/or staff involved in activities read and follow the Health and Safety Policy, Code of Practice and Risk Assessment associated with the activity.
- Identifying any specific Health and Safety training needs among volunteers and/or staff, including first aiders.
- Reporting additional hazards, incidents, or near-misses to either their Line Manager or the Branch Health and Safety Coordinator.
- Contacting the Health and Safety Officer directly in the absence of these contacts for urgent issues.
- Setting a positive example regarding Health and Safety matters.

### **All Employees**

Every individual involved with Butterfly Conservation has a legal obligation to take reasonable care of their own Health and Safety and that of others who may be affected by their actions (colleagues or volunteers, contractors, visitors, members of the public). Specifically, they should:

- Complete mandatory Health & Safety induction training as required.
- Follow all Butterfly Conservation procedures and Health and Safety rules.
- Do not interfere with or misuse equipment or procedures provided for health, safety, or welfare.
- Report building or equipment defects, hazards, incidents, and near-misses to their Line Manager or Activity Leaders.
- Complete any necessary Specific Risk Assessments for tasks that carry additional risk to standard templates. Send to Line Manager to countersign.

- Ensure that to undertake only those tasks for which adequate training has been completed.
- Use all work items correctly, following training and instructions to ensure safe equipment use.

## All Volunteers

Every individual involved with Butterfly Conservation has a legal obligation to take reasonable care of their own Health and Safety and that of others who may be affected by their actions (staff or volunteers, contractors, visitors, members of the public). Specifically, they should:

- Complete mandatory Health & Safety induction training as required.
- Follow all Butterfly Conservation procedures and Health and Safety rules.
- Do not interfere with or misuse equipment or procedures provided for health, safety, or welfare.
- Report equipment defects, hazards, incidents, and near-misses to Branch H&S Coordinator or Activity Leader (staff or volunteers).
- Complete any necessary Specific Risk Assessments for tasks that carry additional risk to standard templates. Send to Activity Leader to review.
- Ensure that to undertake only those tasks for which adequate training has been completed.
- Use all equipment correctly, following training and instructions to ensure safe equipment use.

## 5. Control and Monitoring of the Health and Safety Policy

Butterfly Conservation will establish and maintain robust systems to monitor and improve Health and Safety across the organisation. These include:

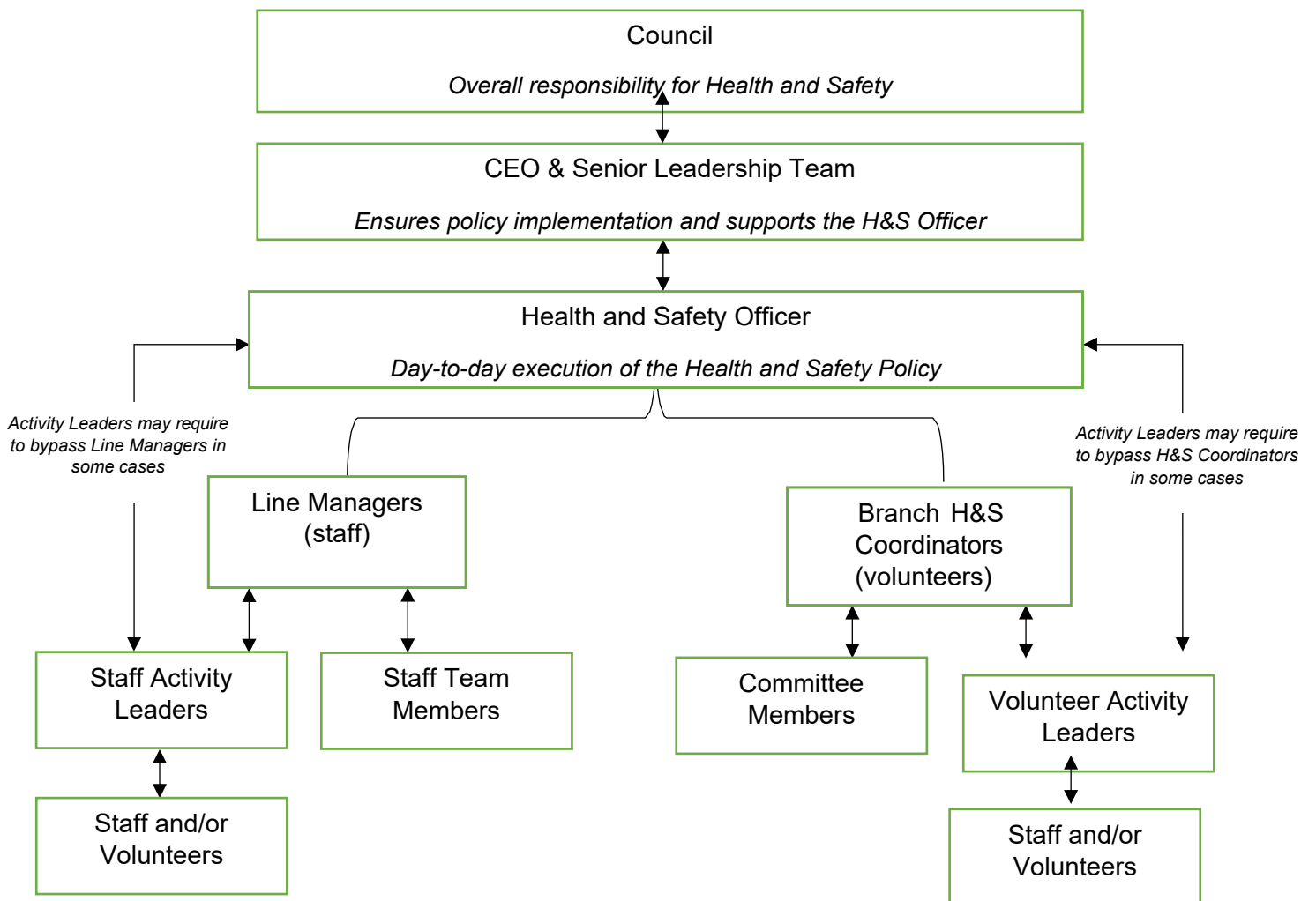
- **Regular Reviews and Updates:** Reviewing the Health and Safety Policy and resources annually, or as needed, based on feedback, incident data, and legislative requirements.
- **Clear Communication Pathways:** Following the defined structure for reporting and communicating Health and Safety matters, as illustrated in the Health and Safety Communication Tree.
- **Health and Safety Support for Staff and Volunteers:** Ensuring consistent management, support, and oversight of Health and Safety practices for both staff and active volunteers.
- **Accessible Policy and Guidelines:** Making the Health and Safety Policy and guidelines accessible through SharePoint, Assemble, email/newsletter updates, and regular meetings.
- **Incident and Training Documentation:** Recording and analysing information on incidents, near-misses, training records, maintenance logs and procedure updates to ensure continuous improvement.

## 6. Lines of Governance, Responsibilities and Communication

The following Health and Safety Communication Tree visually represents the lines of governance, responsibilities, and communication channels within Butterfly Conservation:

## Health and Safety Communication Tree

Health and Safety is everyone's responsibility at Butterfly Conservation.



**Signatures and Approval**

Signed:

Date: 20 December 2024



Martin Spray Chair of Council

Signed:

Date: 20 December 2024



Julie Williams Chief Executive

**Approved by Council:** 4 December 2024

**Next review:** October 2025