



Manx
Wildlife Trust
Treisht Bea-Feie
Vannin

Health and Safety Handbook

PART A Policy

Updated May 2024

Preface

Manx Wildlife Trust (MWT) manages an office in Peel, Nature Discovery Centres (NDC's), a classroom (Field Studies Centre) at Ardwhallan, several Nature Reserves and land managed on behalf of other organisations. Staff and volunteers also work at other locations on a temporary basis e.g., doing ecological surveys and consultancy, delivering education and events and assisting others. MWT has a duty of care to staff and volunteers, and to members of the public visiting MWT property and events.

It is imperative that steps are taken to minimise risks which may lead to any accidents and the ongoing health and wellbeing of those who interact with us

Staff and volunteers have a responsibility to look after themselves and consider the safety of others, who may be affected by their actions.

Manx Wildlife Trust has a responsibility to provide a safe working environment for all.

This policy is designed to inform, promote and manage safe working practices throughout Manx Wildlife Trust.

Thank you.



Leigh Morris
Chief Executive Officer

Contents

Preface

Distribution of Handbook

PART A - MWT Health and Safety Policy Statement

- 1. General Policy Statement**
- 2. Responsibilities**
- 3. Lines of responsibility**
 - 3.1 Induction and Training
 - 3.2 General
 - 3.3 MWT Office/HQ
 - 3.4 Nature Reserves
 - 3.5 Nature Discovery Centres and Gift Shop
 - 3.6 Non-MWT land and premises
- 4. Inspections and reporting actual and potential problems**
- 5. Contract work**
- 6. Risk policy and statement**
 - 6.1 Risk Policy Purpose
 - 6.2 Risk Policy Objectives
 - 6.3 Risk Policy Statement
- 7. Reporting and Investigation**
 - 7.1 Accidents and incidents
 - 7.2 Definitions
 - 7.3 Statutory reporting of injuries, diseases and dangerous occurrences (RIDDOR)

Reference copies are held at MWT Office, 7-8 Market Place, Peel.

Please help Manx Wildlife Trust to ensure the safety of people who work with and for it.

Suggestions for improvements to this policy should be sent to:

The Chief Executive Officer
Manx Wildlife Trust
7-8 Market Place
Peel
Isle of Man
IM5 1AB

Tel: 01624 844432

Email: enquiries@mwt.im

PART A – MWT Health and Safety Policy Statement

1. General Policy Statement

- 1.1 MWT recognises that the law requires a written Health and Safety Policy Statement (the Statement) for all firms of five or more persons, reviewable periodically. The Statement and any subsequent amendments should be brought to the attention of all employees. Failure to comply with the Act or any regulations made under it is a criminal offence and the employer or even employee is liable to be prosecuted.
- 1.2 MWT accepts its responsibility to make a suitable and sufficient assessment of the risks to health and safety and welfare at work of its paid staff and its volunteers; and to keep them informed about health and safety.
- 1.3 The policy applies to ‘persons at work’ e.g., an employee, a self-employed person, a person receiving training for employment or a person working in a voluntary capacity. The policy will also apply to a person or company on contract to MWT, and to visitors.
- 1.4 MWT’s policy is to provide, as far as is reasonably practicable, a safe and healthy working environment with safe equipment and work systems for its staff and volunteers, whilst providing information, training, and supervision to ensure this happens.
- 1.5 This policy will be reviewed annually to take into account changes in the law and changes in the size and nature of MWT.

Signed



Title CEO

Date December 2022

Next Review Date December 2023

2. Responsibilities

2.1 MWT has a duty under the legislative framework provided by the Health and Safety at Work etc. Act 1974 and The Management of Health and Safety at Work Regulations 2003, as applied on the Isle of Man, to ensure, so far as is reasonably practicable, its employees' health, safety, and welfare at work. More specifically, these duties include:

- Making the workplace safe and without risks to health.
- Keeping dust, fumes, and noise under control.
- Ensuring articles and substances are transported, stored, and used safely.
- Providing adequate welfare facilities.
- Providing personnel with information, instruction, training, and supervision necessary for their health and safety.
- Protecting persons other than employees from risks at work.
- Controlling dangerous substances (explosive, toxic or highly flammable) in terms of their acquisition and use.
- Controlling emissions into the atmosphere from the workplace.

2.2 MWT must also:

- Provide free, any protective clothing or equipment specifically required under health and safety regulations.
- Report certain injuries, diseases, and dangerous occurrences to the relevant enforcing authority. See **Appendix 1**.
- Provide adequate first aid facilities.
- Take precautions against fire, provide adequate means of escape, and means of fighting fire.
- Provide adequate lighting, heating, and ventilation.
- Provide a clean, not overcrowded workplace, maintain washing and toilet facilities, provide accommodation for clothing, and supply clean fresh drinking water.
- Ensure that the floors, steps, stairs, ladders, passages, and gangways are well constructed and maintained and not obstructed.
- Take special precautions before allowing employees to enter and work in a confined space.
- Ensure that employees do not have to lift, carry, or move any load so heavy that it is likely to injure them.
- Ensure that all equipment and machinery is properly maintained and safe, and guard securely all dangerous parts of machines.
- See that employees are properly trained and given adequate supervision before using machinery.
- Give employees suitable eye protection or protective equipment for certain jobs.
- Take proper precautions to prevent employees being exposed to substances which may damage their health.
- Take precautions against danger from electrical equipment and radiation.
- No personal data other than that which is legitimate and in line with MWT GDPR policy (See MWT GDPR policy held on the server) should be collected. All personal data will be deleted once any legitimate purpose for which it was collected is completed.
- Permission must be sought before taking any photographs of people and there are specific additional controls where children are present. See MWT Safeguarding policy.

2.3 Employees' and volunteers' duties include:

- Taking responsible care for your own health and safety and that of others who may be affected by what you do or do not do.
- Co-operation and adherence with your employer on health and safety policy and guidelines.
- Informing your employer of any shortcomings in the health and safety arrangements, even when no immediate danger exists.
- Not interfering with or misusing anything provided for your health, safety, or welfare.
- Using correctly, all work items provided by your employer, in accordance with your training and the instructions you receive to enable you to use items safely.
- Not to undertake any work for which you do not believe you have been properly trained.
- Volunteers must be asked to declare any medical condition/s which may affect their ability to perform a task or relevant in an emergency e.g., allergies.
- Volunteers must provide an emergency contact number.

3. Lines of responsibility

3.1 Induction and Training

All employees will be issued with a copy of the Health and Safety Handbook by their line manager at their induction and they will be asked to sign a form to confirm that they have received, read, and will abide by it. Completed forms will be kept on MWT server.

MWT must ensure that its employees are provided with adequate health and safety training. This training shall be reviewed periodically and repeated if necessary and shall take place during office hours. If it is necessary to arrange training outside an employee's normal hours, this should be treated as an extension of time at work.

3.2 General

The ultimate responsibility for Health and Safety lies with MWT's Council which has delegated operations (but not responsibility) to the CEO.

MWT's Health and Safety Officer is the CEO, and he/ she has overall responsibility for health and safety. He/she will ensure that any changes in policy or rules are issued to all and that the policies are updated with the appropriate involvement of other staff.

All line managers must ensure that those they supervise are fully conversant with, and abide by the Health and Safety Policy, both in buildings and the field.

All staff have a duty to those who they direct or supervise, whether staff or volunteers to ensure that the health and safety policy on a site or in a building are adhered to.

The CEO will hold an annual review with staff and a Trustee invited to attend, concerning health and safety matters.

3.3 MWT Office /HQ

Responsibility for Health and Safety in MWT's office building is the direct responsibility of the CEO, with authority delegated to the Administrator to implement safe working practices and carry out health and safety management.

3.4 Nature Reserves

It is the responsibility of the CEO to ensure that the Health and Safety policy is adhered to on MWT nature reserves, with authority delegated to the Reserves Manager and he/she will report in writing on all matters relevant to health, including the results of safety inspections, to the MWT CEO.

3.5 Nature Discovery Centres and Gift Shop

It is the responsibility of the CEO (who is also the Managing Director of Wildlife Ltd.) to ensure that the Health and Safety policy is adhered to in MWT Nature Discovery Centres and Gift Shop in Peel, with authority delegated to the Engagement Manager. He/she will report in writing on all matters relevant to health, including the results of safety inspections, to the MWT CEO.

3.6 Non-MWT land and premises

When MWT has responsibility for the management of land they do not own but it is signed over to MWT on a long-term management lease, e.g., community sites, partner sites, delivery of external services, or a MWT group organising activities such as an event at Poyll Dooey. This policy still applies in all such cases and the person responsible remains the CEO, with delegated authority given to the staff member who is managing that project or activity.

With regards to Ecology Vannin Consultancy work, the risk assessment, which will be completed by the Ecologist must include any known risks highlighted by the client/landowner. It is assumed that initial conversations with the client will raise any risks associated with that job.

4. Inspections and reporting actual and potential problems.

Regular Health and Safety inspections should be made by the staff responsible for specific areas/operations, using a methodology, and on a timescale agreed with the CEO (more frequently if urgency requires).

The CEO will report any matters of concern to the MWT Council at least annually, with a summary of all health and safety reports recorded that year.

There is a duty for all employees to report (in writing) any matters relating to existing practices or procedures which might give rise to risks to the health and safety of any person, to highlight the issue and potentially to suggest possible improvements to existing practices. Reports must be made to the CEO by email.

Any queries relating to health and safety for activities, sites or buildings must in the first instance be referred to the member of staff responsible for that activity, site or building, copying in the CEO as required.

5.Contract Work

All those working on contracts for MWT, including fixed-term contract staff on practical work, must abide by this Health and Safety Policy. When contracts are issued, they must include a requirement to adhere to the policy. Contract workers must be informed of any special occupational qualifications or skills required to carry out the work safely not obvious from the contract brief. Basic information on job demands and risks must be supplied to the contractor at an early stage to help select those most suitable to carry out the work. Health and Safety is the responsibility of MWT on site and it must be monitored.

6. Risk Policy and Statement

6.1 Risk Policy Purpose

This policy stands as a formal acknowledgement that the Trustees of MWT are committed to maintaining a strong risk management framework. The aim is to ensure that MWT makes every effort to manage risk appropriately by maximising potential opportunities whilst minimising the adverse effects of risks.

This policy should be used to support the internal control systems of MWT, enabling MWT to respond to operational, strategic, and financial risks regardless of whether they are internally or externally driven.

6.2 Risk policy objectives

- To confirm and communicate MWT's commitment to risk management.
- To establish a consistent framework and protocol for determining, mitigating, and managing of risks.
- To assign accountability to Trustees, CEO staff and volunteers for risks within their control and provide a structured process for risk to be considered, reported, and acted upon throughout the organisation.

6.3 Risk policy statement

Sound risk management is integral to both good operational management and good governance. MWT have a nominated Trustee who is responsible for oversight on the Risk Register.

Risk management should form an integral part of MWT's decision making and be incorporated within strategic and operational planning.

Risk assessment will be conducted on all activities and projects to ensure they are in line with MWT's objectives, vision, and mission. **In protecting and enhancing our environment our prime consideration must be to minimise the impact on Manx habitats and wildlife of any of our activities.**

Any risks will be identified, analysed, and reported at an appropriate level.

A risk register covering key strategic risks will be maintained and updated at least once a year and more frequently where risks are known to be volatile. This will be carried out by the nominated Trustee, in conjunction with the CEO.

More detailed operational risk register(s) may be maintained by senior staff, where this is

considered appropriate, taking account of the impact of potential risk and the cost benefit of the exercise to individual areas, activities and staff/volunteers.

All necessary staff and volunteers will be provided with adequate training on risk assessments and their role and responsibilities in implementing these.

The Risk Register is a standard item for MWT Council meetings, which take place quarterly.

7. Reporting and investigating

7.1 Accidents and incidents

All First Aid Kits must include an Accident Book and must be taken to any MWT activity. All accidents must be recorded using the accident form in the Accident Book. All health and safety incidents and 'near misses' must be recorded using the incident form. The accident books will be collected and reviewed as part of the annual review. Full accident books (i.e., all forms used up) must be kept for 3 years. If the accident is notifiable under RIDDOR legislation this is a major accident (See **Appendix 1**) and the CEO must be informed immediately by telephone.

7.2 Definitions

An accident is unexpected, unanticipated, and usually results in physical injuries and sometimes property damage. An incident is similar to an accident, but no injuries or individual damage are involved. Incidents have 2 categories.

- **Near miss** is an event that doesn't result in harm but has the potential to cause it. It is a recordable incident and must be investigated and recorded.
- **Dangerous occurrence** is a set of circumstances that could cause injury or ill health and meets the required criteria for reporting under RIDDOR (see **Appendix 1**).

7.3 Statutory reporting of injuries, diseases and dangerous occurrences (RIDDOR)

Under health and safety legislation, there are certain accidents, diseases and incidents that must be reported to the Health and Safety Executive (HSE), under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR). Failure to report is a serious offence and could lead to a prison term. The CEO (or the Deputy CEO if the CEO is not available) must be informed immediately by telephone if you need to report a serious accident/incident. The list of accidents, diseases and incidents that must be reported are set out on the HSE website (<http://www.hse.gov.uk/riddor/reportable-incidents.htm>, link to IoM one). It is the responsibility of the CEO (or the Deputy CEO if the CEO is not available) to then inform RIDDOR.

