

# Health & Safety Policy

## Document Control

Document name	Health & Safety Policy
Original file path	N:\Filing\05. Policies & Procedures\5.5 H&S\5.5.1 Policy
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Document owner	Health & Safety Officer
Version	1.4
Date published	

## Policy Details

Review frequency	Annual
Previous review date	March 2019
Date of next review	March 2021
Approval level	Council
Date approved	12/3/20
Department	Estates & Conservation Delivery
Responsible Directorate(s)	Estates & Conservation Delivery
Responsible Trustee(s)	Tim Pinchen
Is this policy required to enable the Trust to meet statutory or legal requirements?	Yes
Committee(s) responsible for review	Health & Safety Committee
Committee(s) responsible for monitoring compliance	Health & Safety Committee

## Audit History

Version	Date	Summary of changes/updates	Revised by:
1.1	20/02/17	Addition of list of members of H&S Committee, reference to the HSE website for additional information , an updated reference to The Work at Height Regulations 2005 and amendment 2007 and a number of minor typing corrections.	John Durnell
1.2	19/02/18	Changes to the list of members of the H&S Committee, Change of name from Senior Management Team to Executive Board, clarified subsidiaries as 'wholly owned subsidiaries'. Under 6.2 Consultation with employees added 'and trade union representatives'. Under 6.9 Work equipment new section on noise and vibration. Updated facilities & IT to Business Resources Team	Nikki Bateman/John Durnell



1.3	15/02/19	Changes to the list of members of the H&S Committee. Under 5.1. Specific Responsibilities, H&S Officer report to the board quarterly change to biannually H&S Coordinator changed accident figures to the board to biannually from quarterly	Nikki Bateman
1.4	12/02/20	Changes to list of members of the H&S committee, remove name and put representatives from teams or area	Nikki Bateman

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## 1. Introduction

Health, Safety and Welfare legislation was introduced to improve the working environment, to ensure that the risks to health are reduced to the lowest possible level that is reasonably practicable and that a suitable and safe place for work is provided.

It is an employer's duty to protect the health, safety and welfare of their employees and other people who might be affected by their business. Employers must do whatever is reasonably practicable to achieve this.

Health and Safety at Work Act 1974 requires all employers employing 5 or more employees to write a health and safety policy. This is to include a general policy statement and the organisation and the arrangements necessary for carrying out the policy.

## 2. Policy scope

The purpose of this policy is to declare the overall intention of Hampshire & Isle of Wight Wildlife Trust and its wholly owned subsidiaries to ensure the health and safety and welfare of all its employees whilst engaged in Trust activities and to protect others against risks to health and safety in connection with such activities. For the purpose of this policy 'employee' includes all paid staff and volunteers whilst undertaking activities at the request of the Trust.

All employees must abide by the Trust's policy and the organisation and arrangements for implementing the policy, and must accept and carry out their individual responsibilities to ensure work is carried out in a safe manner. The Trust recognises that this safety policy cannot be successfully implemented without the active participation and commitment of all employees and volunteers and must be observed by all employees and volunteers at all times

All employees and volunteers of the Trust have a duty to ensure that they take reasonable care of their own health and safety and of other who may be affected by their acts or omissions at work.

## 3. Definition of key terms

- Employee – Refers to all paid staff and volunteers working on behalf of the Trust.
- Health & Safety Director – The Trustee with formal responsibility to oversee H&S matters on behalf of the Board of Trustees.
- Health and Safety Officer – The senior Officer with day to day responsibility for ensuring the Trust complies with its policies and procedures.
- Health and safety Coordinator – The Officer who coordinates much of the H&S delivery and supports and assists the H&S Officer to manage H&S on a day to day basis.
- The Organisation/Trust – Is the Hampshire & Isle of Wight Wildlife Trust and all of its wholly owned subsidiaries.
- Contractors – Are companies or individuals delivering services for the Trust but not directly employed by the Trust.

#### 4. General policy statement

Hampshire & Isle of Wight Wildlife Trust and all of its wholly owned subsidiaries is aware of its duties as an employer under the Health & Safety at Work Act 1974 and its policy is to ensure, so far as reasonably practicable, the health, safety and welfare of its staff and volunteers. The Trust will take all reasonably practicable steps to achieve this commitment, to comply with our statutory obligations and to promote a positive health and safety culture throughout the organisation. Similarly, the Trust recognises its duty to protect the health and safety of all visitors, including contractors and temporary workers, as well as any members of the public who might be affected by the Trust's operations.

Health and safety is an integral part of the Trust's activities and whilst the Board of Trustees takes overall responsibility, the Chief Executive, Executive Board, line managers, employees and others that are representing the Trust share the responsibility for implementing this policy.

The Trust recognises its duty, so far as is reasonably practicable:

- to provide adequate control of the health and safety risks arising from our work activities;
- to prevent accidents and cases of work related ill health;
- to provide information, instruction, and supervision for employees;
- to consult with our employees on matters affecting their health and safety;
- to ensure that all employees are competent to do their work, and to give them appropriate training;
- to provide and maintain safe plant and equipment;
- to ensure the safe handling and use of substances;
- to provide adequate and appropriate personal protective equipment;
- to actively manage and supervise health and safety at work;
- to have access to competent advice;
- to seek continuous improvement in our health and safety performance and management through regular (at least annual) review and revision of this policy;
- to provide the resources required to make this policy and our Health and Safety arrangements effective.

Signed

Date

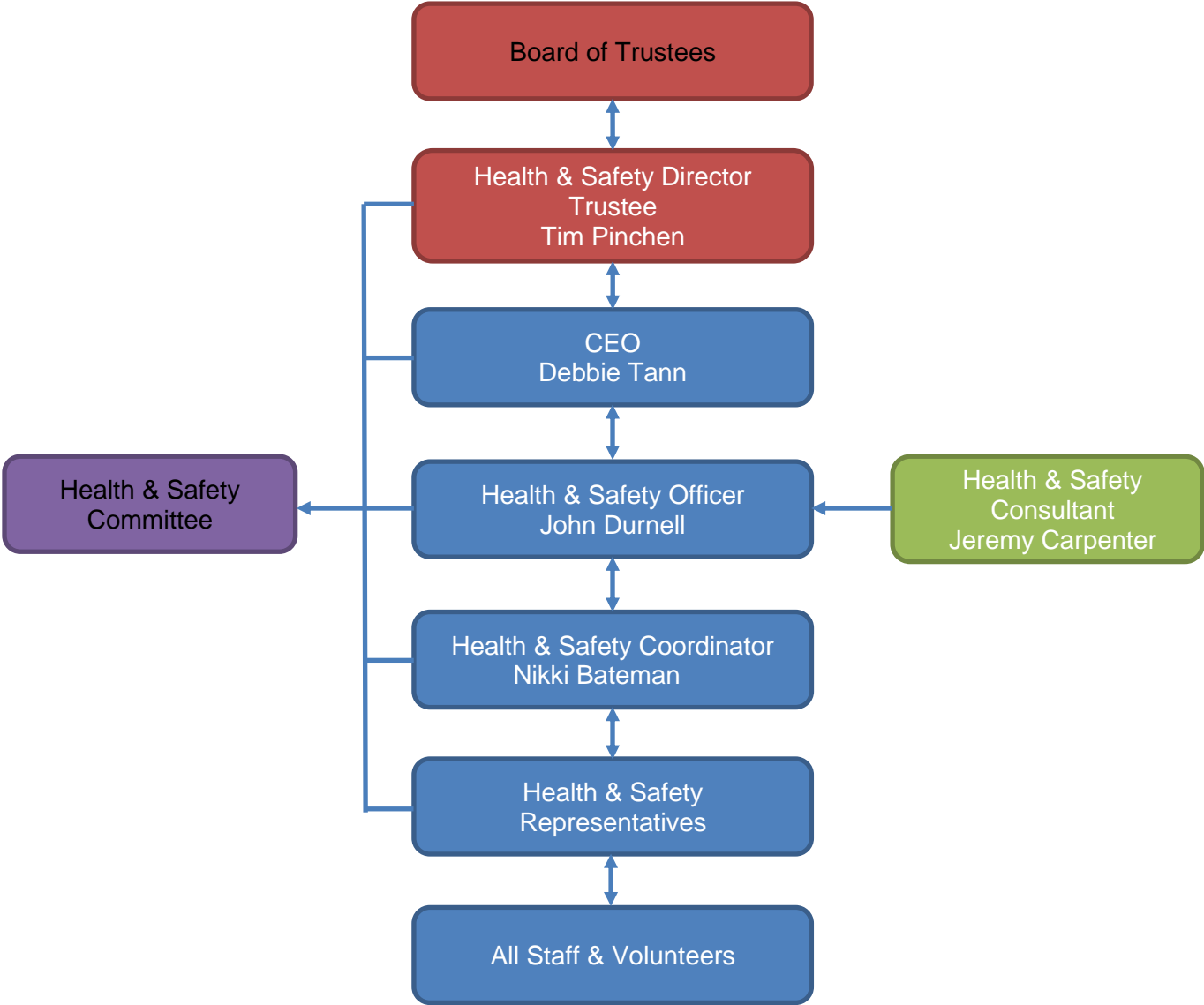
Debbie Tann – CEO

Signed

Date

Tim Pinchen – H&S Director

### 5. Organisation and Responsibilities



## 5.1. Specific Responsibilities

### Board of Trustees

The Board of Trustees have overall responsibility for health and safety with specific responsibilities to:

- ensure there is an effective and proportionate health and safety strategy and policy within the Trust;
- Appoint a Health & Safety Director;
- ensure there is sufficient resource available to allow for appropriate implementation of the health and safety policy;
- demonstrate visible leadership in health and safety by monitoring health and safety performance at Council meetings and ensure a review of health and safety performance is undertaken at least once a year;
- ensure that competent advice is accessed and followed;

The Board of Trustees delegates the responsibility for the operational leadership of health and safety matters to the Chief Executive.

### Health & Safety Director

The Health & Safety Director is responsible for overseeing health and safety on behalf of the Board with specific responsibilities to:

- Championing health and safety at Board level by keeping the Board up-to-date with their collective responsibilities;
- Be a member of the health and safety committee;
- Work with the Chief Executive and Health and Safety Officer to establish the Trusts health and safety strategy through:
  - Policy reviews to ensure they remain effective and relevant;
  - Input into the annual health and safety plan;
  - Assist in the review of incidents;

### Chief Executive

The Chief Executive has responsibility for ensuring the health and safety of all staff and volunteers, with specific responsibilities to:

- approve major health and safety policy decisions ;
- ensure adequate provision and availability of finances and other resources;
- ensure that annual Trust health and safety objectives are produced and effectively implemented;
- taking into account the health and safety implications of any planned changes to the business, e.g. new premises, structure or procedures;

The Chief Executive also shares the same responsibilities as the Executive Board, see below:

### **Executive Board**

The Executive Board has specific responsibilities to:

- ensure communication of health and safety policy, procedures and other related documentation within the Trust;
- ensure procedures are implemented and adopted by the Trust employees;
- demonstrate visible and active leadership in health and safety;
- take steps to integrate good health and safety management with business/operational decisions and ensure health and safety arrangements are adequately resourced and implemented;
- take steps to ensure the engagement of the work force in the promotion of health and safety;
- review incident investigation reports to ensure lessons are learnt and any changes implemented;
- report any health and safety concerns to the Chief Executive or Health & Safety Officer;
- Ensure that health and safety matters are prioritised in employees work programme;

### **Health & Safety Officer**

The Chief Executive delegates the day to day oversight of health and safety obligations to the Health and Safety Officer with specific responsibilities to:

- review, update and disseminate the Trust's health and safety policies, procedures, systems and advice on relevant health and safety legislation;
- Provide guidance and support to the Board, Chief Executive, Executive Board and staff and volunteers to enable the Trust to comply with statutory health and safety and environmental legislation and any other relevant information in delivering 'best practice' advice to staff and volunteers on health and safety policy and procedures;
- Establishing procedures to enable the appropriate management and communication of crisis, emergencies and disasters;
- Take steps to ensure risks are identified and risk assessments are carried out and safe working procedures are adopted;
- Carry out and review investigation of incidents;
- Making RIDDOR reports as required;
- Submit Biannual health and safety reports to The Board, Chief Executive and Executive Board via monthly Executive Team meetings

### **Health & Safety Coordinator**

The Health and Safety Coordinator assists the Health and Safety Officer with the day to day obligations of the Trust with specific responsibilities to:

- assist in reviewing, updating and disseminating the Trust's health and safety policies, procedures, systems and advice on relevant health and safety legislation;
- maintain an accident and incident reporting system, and present quarterly reports to the Health and Safety Committee, Executive Board and biannual reports to the Board;
- support and train staff in relevant areas e.g. initial induction, location of the accident book and first aid kits, work station assessments and risk assessments etc.;
- assist in the investigation of incidents;



- provide day to day advice and assistance to all staff;

### **Health & Safety Representatives**

The Health and Safety Representatives have specific responsibilities to:

- attend and contribute to health and safety committee on a quarterly basis;
- act as a conduit for information to and from their teams;
- to champion health and safety within their teams;

Health and Safety Representatives at outposted offices and education centres also have responsibilities to;

- carry out the day to day health and safety checks, e.g. testing the fire alarms;
- carry out an annual building inspection at an office/centre other than their own;

### **Health & Safety Committee**

The Health & Safety Committee meet quarterly and their specific duties include:

- considering the Trust's health and safety policy and procedures and making recommendations to The Board, including amendments to them, based on monitoring and review;
- considering the Trust's health and safety procedures and technical guidance and making recommendations to the Executive Board including amendments to them, based on monitoring and review;
- reviewing incident investigation reports and communicating findings to the Board;
- monitoring the Trust's health and safety performance in terms of audit reports and incident monitoring and reporting to the Board and the Executive Board;
- discuss concerns or issues relating to health and safety arising from staff and volunteers across the whole organisation;

### **Health and Safety Consultant**

A health and safety consultant is appointed:

- to act as an external competent person for the Trust;
- to offer advice and support to the Health and Safety officer, Health and Safety Coordinator and the health and safety committee as required;

## **5.2. General Responsibilities for all staff**

### **Line Managers**

All line managers within the Trust have a responsibility to:

- ensure that all staff in their care are aware of and adhere to the Trusts health and safety policy;
- ensure they possess the necessary knowledge and understanding to ensure that health and safety is considered in every aspect of their line management and their staff's work activities. If they do not, they must take appropriate training to acquire it;
- ensure that all staff joining the Trust complete a full health and safety induction and are adequately trained in the safety precautions necessary/observed when carrying out their work;
- ensure that risk assessments are carried out for any potentially hazardous activities in accordance with legal requirements, Trust policy, specific guidance and operational procedures and are reviewed annually or if there is a change in activity or if there is an accident or near miss;
- implementing safety measures and improvements whenever required
- ensure that all equipment for which their staff are responsible, and which are used on Trust business, are safe and regularly checked;
- ensure that adequate supplies of protective/safety clothing and equipment are made available;
- ensure only competent contractors are to be appointed and activities monitored. The person commissioning the contractor must ensure that they have evidence of competence, liability insurance, and suitable equipment for the task;
- ensure prompt intervention occurs if staff do not adhere to health and safety policy;

### **Employees/volunteers**

All employees of the Trust have a duty to ensure that they:

- take reasonable care of their own health and safety and of others who may be affected by their acts or omissions at work;
- familiarise themselves with the health and safety information relevant to their activity, role and level of responsibility;
- do not intentionally or recklessly interfere with or misuse anything provided in the interests of health, safety or welfare;
- comply with any instruction, information and training in accordance with the Trusts procedures and statutory obligations;
- know the emergency procedure for the location at which they are working;
- report all incidents, accidents, near misses, emergencies and crisis situations in accordance with the Trust procedures;
- co-operate at all times with their manager or supervisor to enable the Trust to meet its own legal duties, and must follow any instructions given by their manager or supervisor;
- report any defective equipment or hazardous situations arising in the course of their work to their manager or supervisor without delay - employees should also stop work if the nature of the defect or situation involves risk of serious injury to any person;
- do not work under the influence of alcohol or drugs;

## **6. Implementation of the Policy**

The following sections describe the arrangements that the Trust has in place to carry out its statutory health and safety duties.

### **6.1. Information, instruction and training**

The Trust will ensure separate detailed procedures and guidance are written to comply with all appropriate statutory regulations. These will be designed to inform and instruct employees of best practice. However they are not a substitute for training but aim to ensure that work situations take into account the health and safety of employees and provide practical guidelines for how work may safely be done.

The Trust will ensure the provision of appropriate initial health and safety information, instruction, advice and training for new employees and volunteers. Ongoing and refresher information and training will also be provided as necessary, particularly for new and potentially hazardous circumstances or work activities.

All managers with responsibility for other employees and/or volunteers will also ensure that individuals are trained sufficiently to be able to carry out their job safely.

### **6.2. Consultation with employees**

An important part of the Trusts implementation of the health and safety policy is communication and consultation with employees and trade union representatives. The Trust will ensure that the Health and Safety Committee will meet on a quarterly basis and will make sure that all staff are represented on the committee by appointing at least one representative from each team and a representative from each office and education centre. (The team and office representative may be the same person.) For further information see [www.hse.gov.uk/pubns/books/l146.htm](http://www.hse.gov.uk/pubns/books/l146.htm)

Concerns and suggestions from employees on matters relating to safety at work can be made through a representative on the committee or directly to the Health and Safety Officer or the Health and Safety Coordinator.

Committee Members:

Tim Pinchen (Trustee), John Durnell (H&S officer), Nikki Bateman (H&S Coordinator), and representatives from the following teams or areas:

Swanwick Lakes Centre, Testwood Lakes Centre, Blashford lakes Centre, Grazing team, Central reserves team, North reserves team, Solent & IOW team, HR, Facilities, Projects & Services, Fundraising & Marketing, Advocacy, Engagement

### **6.3. Hazard and Risk assessment**

The Trust's duty is to identify and record hazards at work, to assess the risk of accidents occurring, particularly in accordance with the Management of Health and Safety at Work Regulations 1999.

The Trust produces a set of generic risk assessments which covers the main tasks that the Trust carries out. Managers (supervisors) and employees are responsible for making sure

they are in possession of appropriate risk assessments that cover all the tasks/activities they are undertaking. These could either be tailored generic risk assessments or ones written from scratch, if the generic risk assessments are not available. Each site that the Trust works on also has its own site risk assessment. The site risk assessments are carried out by the officer who manages the site.

For further information see [Risk assessment procedure](#)

#### **6.4. Working environment**

Good housekeeping and sensible safety precautions are the foundation of the organisation's health and safety policy. Everyone must play their part in maintaining a clean and tidy working environment as clutter and untidiness increases the risk of trips, slips and falls and is also a fire risk. Staff must keep their workplace clear of all obstructions (e.g. open filing cabinets, trailing cables, paper, boxes and litter on floors, particularly walkways, etc.). All entrances and walkways will be kept clear; particularly fire exits and routes and any obstructions must be removed. Particular care will be taken to keep stairs and landings clear, and to ensure that lighting levels are adequate. Any spillages must be promptly and effectively cleared up and signage will be displayed when floors are wet.

#### **6.5. Signs and notices**

Statutory health and safety notices are displayed where appropriate including the "no smoking" sign, Health and Safety Law poster and the current Employers' Liability Compulsory Insurance certificate. Signage is also displayed to indicate fire escape routes and fire extinguisher locations, and to highlight particular hazards or precautions required.

#### **6.6. Emergency procedures**

##### **Fire Safety**

The Trust will carry out a fire risk assessment on all its premises and review them on an annual basis. The Trust will also ensure the provision and maintenance of appropriate firefighting equipment, warning systems, evacuation procedure, fire doors, signs, notices and all associated equipment, with appropriate records kept on file. The Trust will appoint and train fire marshals in each office.

For further information see [Fire safety procedure](#)

##### **First Aid**

The Trust will ensure that there are sufficient First Aid facilities and an adequate number of first aiders at all Trust premises and activities.

For further information see [First aid guidance](#)

##### **Accident reporting**

All accidents and potentially significant near accidents (near misses) must be reported and recorded on an accident form. All reports will be considered, investigated as necessary, and reviewed as appropriate. The Trust will also report any appropriate incidents (such as fatal accidents, major injuries, certain diseases, infections and conditions and dangerous occurrences) as required under the 'Reporting of Injuries, Diseases and Dangerous

Occurrences Regulations 2013' (RIDDOR), reporting such incidents to the Health and Safety Executive.

For further information see [Accident reporting procedure](#)

### **Serious Incident Procedure**

The Trust will ensure that it has procedures in place to deal with any serious incidents that occur.

For further information see [Serious Incident Procedure](#)

### **6.7. Occupational health**

The Trust will aim to anticipate and prevent any health problems which can be caused by the type of work undertaken. Where necessary the Trust will carry out health surveillance for potential occupational diseases. All employees are encouraged to report any health concerns which they feel are associated with or made worse by work.

For further information see [Occupational health, hygiene and health promotion guidance](#)

### **6.8. Control of Substances Hazardous to Health (COSHH)**

The Trust will ensure the identification and monitoring of any hazardous substances (usually only those with specific hazard warning labels), to assess the risks involved in their use and to take necessary precautions, in accordance with the 'Control of Substances Hazardous to Health Regulations 2002' (COSHH).

For further information see [COSHH procedure](#)

### **6.9. Work equipment**

The Trust will ensure that that all work equipment provided shall be suitable for the work intended and will be regularly maintained in accordance the Provision and Use of Work Equipment Regulations 1998. Employees should report defects to their line manager, at which point the equipment is repaired or replaced. Staff and volunteers should be instructed in the correct use of power tools, including the correct use of guards, where applicable.

### **Noise and Vibration**

The Trust will ensure that neither employees nor visitors will be subjected to excessive noise or body vibration. These hazards will be risk assessed by the Trust and controls including PPE instigated. Where appropriate the Trust will carry out health surveillance for noise and vibration.

### **Portable appliance testing (PAT)**

The Business Resources Team will ensure that all portable electrical equipment is regularly inspected and electrically tested, including electrically operated office equipment. Each item of equipment will be identified and labelled to indicate testing date. A written record must be maintained. Only a suitably qualified person will carry out any electrical work.

### **Display screen equipment (DSE)**

The Trust will ensure that the appropriate assessments and training is carried out for all DSE users as required by the Display Screen Equipment Regulation 2002 and encourage employees to take regular breaks away from their desk.

For future information see [Safety in Trust premises](#)

### **6.10. Working at height**

The Trust will ensure all employees working at height have had adequate training and are supplied with appropriate equipment in accordance with The Work at Height Regulations 2005 and amendment 2007.

For further information see [Working at height guidance](#)

### **6.11. Lone working**

Certain activities are not permitted for lone working for example chainsaw use and working in confined spaces. However due to the nature of the Trusts work eliminating lone working is not possible. To ensure the safety of the employees the Trust has put in place specific lone working procedures. Line managers must ensure that these arrangements are followed and that they are suitable for specific employees.

For further information see [Lone working procedure](#)

### **6.12. Manual handling**

The Trust will ensure all employees are trained in the correct lifting procedures and where possible provided with equipment to minimise lifting in accordance with the Manual Handling Operations Regulations 1992. Employees are encouraged to not lift more than they can safely carry and seek assistance for heavy or awkward loads. Employees are instructed to report to their managers any health concerns that may make manual handling less safe for them.

For further information see [Manual handling guidance](#)

### **6.13. Stress at work**

The Trust is committed to reducing the causes of stress for employees as far as are reasonable and practicable.

For further information see the [Stress at work policy](#)

### **6.14. New and expectant mothers**

The Trust will assess the risk to new and expectant mothers in accordance to the Management of Health and Safety at Work Regulations 1999. If risks cannot be avoided or reduced by other means, the Trust will make changes to working conditions or hours, offer suitable alternative work or, if that is not possible, offer the employee paid leave for as long as necessary to protect her health and safety or that of her child. Particular note shall be made of any relevant information provided by the staff member's medical advisors.

On receipt of notification that a staff member is either pregnant or a 'new' mother (that is a person who has given birth within the last six months or who is breastfeeding) their Line Manager shall write a risk assessment specific to the staff member's work. For further information see [www.hse.gov.uk/mothers/](http://www.hse.gov.uk/mothers/)

### **6.15. Children and vulnerable adults**

Risks to young people (under 18 years of age) will be assessed before starting any work or involvement, taking into account their inexperience, lack of awareness of risks and immaturity. A similar process should be undertaken for vulnerable adults, taking in to account any physical or mental issues which may affect their abilities.

The Trust is committed to protecting children and vulnerable adults from the unacceptable risk of abuse and to working closely with statutory agencies to achieve this. A Safeguarding and Child Protection Policy and procedures are in place.

For further information see the [Safeguarding and Child Protection Policy](#)

### **6.16. Contractors**

The Trust has a responsibility to inform contractors working on Trust land of all the significant risks relating to the work site. However any contractor working for the Trust in a paid capacity (including self-employed) must fulfil their own obligations and responsibilities to comply with all health and safety legislation for themselves, direct employees and sub-contractors. Contractors must also provide evidence of competency, public (and where applicable employer's), liability insurance, and all equipment used must be kept and maintained in a serviceable condition in accordance with the Provision and Use of Work Equipment Regulations 1998.

The Trust reserves the right to undertake additional inspections and audits to ensure safe working practice.

For further information see [Guidance for working with contractors](#)

## 7. Related guidance/procedures/forms

Further to the above arrangements the Trust has put in place the following guidance, procedure and policies.

[Stress at Work Policy](#)

[Safeguarding & Child Protection Policy](#)

[Accident reporting procedure](#)

[COSHH procedure](#)

[Fire safety procedure](#)

[Lone working procedure](#)

[Risk assessment procedure](#)

[Serious incident procedure](#)

[Asbestos guidance](#)

[Construction \(design and management\) guidance](#)

[First aid guidance](#)

[Home working guidance](#)

[Manual handling guidance](#)

[Occupational health, hygiene + health promotion guidance](#)

[Personal protective equipment guidance](#)

[Practical conservation guidance](#)

[Safety at Trust events guidance](#)

[Safety in fieldwork guidance](#)

[Safety in Trust premises](#)

[Tree management guidance](#)

[Use of work vehicles guidance](#)

[Water safety \(inland and marine\) guidance](#)

[Working at height guidance](#)

[Working with contractor's guidance](#)

[Working with livestock guidance](#)

If the hyperlinks are not working then these documents can also be found in 5.5.1 Policy in the central filing system.

## 8. Relevant legislation

**Primary legislation:** The Health and Safety at Work act 1974

**Other key legislation;**

The Construction (Design and Management) Regulations 2015

The Control of Substances Hazardous to Health (Amendment) Regulations 2003

The Health and Safety (First-Aid) Regulations 1981

The Lifting Operations and Lifting Equipment Regulations 1998

The Management of Health and Safety at Work Regulations 1999

The Manual Handling Operations Regulations 1992

The Personal Protective Equipment at Work Regulations 1992



The Provision and Use of Work Equipment Regulations 1998  
Regulatory Reform (Fire Safety) Order 2005  
The Work at Height Regulations 2005 and amendment 2007  
Health and Safety (Display Screen Equipment) Regulations 2002

## **9. Further information**

If you require further information contact the H&S Officer or H&S Coordinator.

Further information and advice can also be found on the HSE website.

## **10. Monitoring and compliance**

The Policy will be reviewed on an annual basis, or sooner if there are any incidents or legislation changes. A report will be submitted to the Board of Trustees twice a year with any updates and a summary of any incidents and accidents.

Any procedures or guidance accompanying this policy will be reviewed as necessary but this will be at least once a year.