

General Health and Safety Policy Statement

- 1.1** Amphibian and Reptile Conservation ('The Trust') aims to ensure the health, safety and welfare at work of all employees, including temporary and voluntary staff and contractors who work on our behalf, and others who may use our site or who are affected by our activities.
- 1.2** The Trust is therefore committed to:
- Following advice of the Health and Safety Executive and requirements of any legislation
 - Seeing that employees contractors and volunteers carry out their duties in a manner which is safe and healthy
 - Maintaining a healthy working environment for employees contractors and volunteers
 - Building a culture that automatically considers Health and Safety issues within the organisation
- 1.3** The Trust requires all employees, contractors and volunteers to comply with this policy and expects them to play an active part in developing safe and healthy working practice.
- 1.4** Health and Safety will be considered in business/management decisions and must be borne in mind by employees and volunteers as they go about their work. All activities will be conducted with the appropriate safeguards against exposing the general public and other people to risks to their general health and safety.
- 1.5** The Trust recognises its responsibilities towards providing and managing systems that allow safe and healthy working practices and for ensuring as far as is possible that these can be, and are, carried out. These include:
- Providing necessary resources to allowing the implementation of the policy.
 - Seeing appropriate assessments are taken by staff, volunteers and contractors of risk and where necessary advising employees, contractors and volunteers of precautions and/or preventions to any potential health hazards.
 - Providing codes of practice to employees and volunteers.
 - Advising employees and volunteers of precautions and/or prevention of any potential health hazards.
 - Providing information, instructions and supervision, and encouraging attendance at necessary training courses, to enable all employees to contribute positively to Health and Safety at Work.
 - Ensuring that sufficient numbers of employees are trained in First Aid.
 - Ensuring that Trust vehicles, electrical equipment, power tools and work appliances are properly maintained, safe and do not endanger health.
 - Advising employees that they can only drive Trust vehicles or use equipment if they are appropriately trained and licensed and if they are in a fit condition to do so.
 - The appointment of Health and Safety Officers and defining roles of staff.
 - Seeing the appropriate and efficient reporting of accidents, injuries and dangerous occurrences are carried out.
- 1.6** Whilst the overall responsibility for health and safety policy rests with the Board of Trustees, the day-to-day responsibility for all aspects of health and safety within the Trust rests with the Director. The designated Health and Safety Officers provide advice to the Trust and the staff and develop systems to ensure that the policy can be carried out effectively.
- 1.7** In carrying out their activities whilst working for the Trust, each and every individual employee, contractor and volunteer has responsibility for contributing to their own safety, health and welfare and to that of others.
- 1.8** Employees, volunteers and contractors must use all equipment in accordance with their training and operating instructions, and must inform the Task Leader/Safety Officer, if they become aware of any danger or shortcoming in protection arrangements. Employees, volunteers and contractors must not interfere with Health and Safety equipment. Any damage to such equipment must be reported or rectified immediately as appropriate.

AMPHIBIAN AND REPTILE CONSERVATION



Lone Working Procedures

The aim of these Lone Working Procedures is to ensure that there is always someone who knows where you are working so that you can be located and/or contacted in the event of an emergency. It applies to all staff or others working for or on behalf of ARC (volunteers, etc). ARC strongly advises you to follow these procedures, but it is up to you to use them appropriately and responsibly.

- The Lone Working Procedures need to be applied to situations where a person is working alone. Lone Working should only take place if you are confident that you are safe and able to work alone.
- An assessment should be made of whether Lone Working is appropriate. Can the risks be minimised if more than one person is involved? Is the scope of the work such that it should not (or must not) be undertaken on your own? The task needs to be assessed against our approach to undertaking Risk Assessments.
- For all Lone Working, a 'Buddy System' needs to be in operation, whereby a Buddy is nominated and informed of:
 1. Location(s) of Lone Working (changes in itinerary need to be reported to the Buddy).
 2. Reporting-in times or estimated time of arrival (the frequency of reporting-in should be determined on the basis of risk and changes of location).
 3. Contact details.
 4. Travel/ vehicle details (particularly important in the event of requiring emergency assistance)
 5. The Emergency Procedure in the event of not calling in.
- This information may most usefully be supplied to the Buddy on a Lone Working Form (see overleaf). This form is designed to help in the event of an emergency. Please photocopy this as many times as you need.
- Any changes in itinerary should be communicated to the Buddy; this may require leaving messages on answerphones or mobile phones (Buddies should check for messages before implementing Emergency Procedures). A third party may also be used to convey a message.
- The Lone Worker will be responsible for phoning ('reporting in') on time. Take account of the possibility of poor mobile phone reception, phones being lost or damaged, phone batteries running out, or that your Buddy may be driving or doing some other activity that prevents them from using the mobile phone. A contingency must be in place for such events.

In the event of the Lone Worker not 'reporting in', the Buddy should go through the following Emergency Procedures:

- Between half an hour and an hour after the due 'reporting-in' time, the Buddy should call the Lone Worker on the number(s) given. If there is no response, they should leave a phone message with the time of the call, and state that the Lone Worker is overdue for reporting in.
- Repeat this after 15 minutes, and a third time up to one hour after the due reporting-in time. This will give the Lone Worker one hour after the deadline to respond. If there is still no response then the Buddy should exhaust all other options before calling the emergency services.
- If still unable to contact or locate the Lone Worker, the Buddy should call the local police (use 999 only if you are sure there is an emergency, though it is better to err on the side of caution). The police should be advised of the Lone Working procedure, the areas being visited, travel details, any known risks, reporting in times and any contact details; and they should leave a contact number should further information be required.
- If any other emergency services are involved, the Buddy should also advise them of the details provided by the Lone Worker, notably the areas being visited, travel details, any known risks, reporting-in times and contact details.

Note: Mobile phones should not be used while driving or undertaking certain activities.

AMPHIBIAN AND REPTILE CONSERVATION



Lone Working form

This form can be completed to help your 'Buddy' in the event of needing to implement the Emergency Procedures, or if information needs to be given to the emergency services. The Emergency Procedures are outlined on the preceding sheet. Please ensure that your Buddy is familiar with them. You may also find it useful to keep a copy for yourself. ***In the event of failure to report in by the specified times, follow the procedures on the preceding sheet.***

Name of Lone Worker:	
Contact details of Lone Worker:	
Mobile phone	Overnight accommodation etc (if relevant)
Other contact	
Name of Buddy:	Contact details of Buddy:
Date(s) of Lone Working:	
Area(s) of lone working (details and grid references if possible):	
Travel/ vehicle details (including car registration number)	
Known risks to inform the emergency services if the emergency procedures are implemented:	
Reporting-in time(s):	

AMPHIBIAN AND REPTILE CONSERVATION

Generic Risk Assessment for Working Outdoors (Use to make your own risk assessments)

	Hazard	Risk	Persons affected	Controls	Probability
1	Adders	Poisoning, allergic reaction, paralysis	Staff, contractors, volunteers, site users	Never attempt to pick up adders unless trained and equipped to do so. Take care to look at ground when kneeling or placing hands on ground. Wear stout boots. Take extra care when lifting refugia or other debris.	Moderate, Low in winter
2	Assault	Physical injury, sexual assault	Staff, contractors, volunteers, site users	Try to defuse any potentially confrontational situations. If possible walk away. Contact police if unsure or feel threatened. Apply ARC lone working procedures.	Low
3	Biological/ stings and bites	Diseases, allergic reaction	Staff, contractors, volunteers, site users	Wear long trousers and long sleeved tops to limit tick bites. Wash hands before eating. If known allergy to stings take appropriate medication on site. If feeling unwell after a site visit seek medical attention.	Moderate
4	Cold	Hypothermia	Staff, contractors, volunteers	Wear appropriate clothing.	Low/ Moderate in winter
5	Concealed holes/ ditches	Physical injury, ankle injuries	Staff, contractors, volunteers, site users	Take care when walking through areas of deep habitat or areas where there is poor footing visibility. Avoid areas of poor footing visibility is possible.	High
6	Dogs	Bites, lacerations, disease	Staff, contractors, volunteers, site users	Be wary of dogs off leads. Disinfect any bites and seek medical attention.	Moderate
7	Estuarine soft sand/ mud	Quicksand, slipping	Staff, contractors, volunteers, site users	Take care with footing when walking on slippery mud. Use a stick or similar to probe area being walked. Do not walk out onto estuary alone.	Moderate
8	Exposure to sun	Sun burn	Staff, contractors, volunteers	Where appropriate sunscreen. Avoid midday sun if possible.	High
9	Fire fighting	Burning, death, smoke inhalation	Staff	Do not tackle fire unless safe to do so, call emergency services. Follow ARC fire procedures.	High
10	Hazardous waste/ fly tipping	Cuts, lacerations, chemical burns, infection	Staff	Wear gloves when handling waste. If unsure of contents of containers or if known to be hazardous contact emergency services.	Moderate

	Hazard	Risk	Persons affected	Controls	Probability
11	Heat and difficult terrain	Exhaustion, dehydration	Staff, contractors, volunteers	Walking difficult terrain will cause extra fatigue in hot weather. Do not rush and drink plenty of water.	Low
12	Military Ordnance	Physical injury, loss of limbs	Staff, contractors, volunteers	Do not pick up any unknown objects. Take care when walking off paths. Avoid getting too close to any fire. Liaise with MOD if unsure or if doing sand management.	High in military areas
13	Motorcycles / horses being ridden recklessly	Physical injury through collision	Staff, contractors, volunteers, site users	Always be alert when walking in areas of poor visibility that may be used by horses or motorbikes.	Low
14	Old and partially buried structures (e.g. buried fences)	Tripping, ankle injuries	Staff, contractors, volunteers	Take care when footing is not clearly visible. Look for signs nearby of structures e.g. partially collapsed fence.	Moderate
15	Ponds / deep water	Drowning	Staff, contractors, volunteers, site users	Take care when near water bodies. Do not lone work near water bodies.	Moderate
16	Sharp grasses and thorny bushes	Eye injuries, cuts, lacerations, infection	Staff, contractors, volunteers, site users	Do not bend down or kneel in areas of Sharp sea grass or other sharp plants. Disinfect any lacerations or punctures	Moderate
17	Sharp objects (e.g. tins)	Cuts, lacerations, infection	Staff, volunteers	Take care when picking up any potentially sharp objects. Where gloves if appropriate or desired.	High
18	Shooting	Physical injury	Staff, contractors, volunteers, site users	Do not approach any person suspected of carrying a weapon, contact police. If there is shooting allowed on site establish where and when shooting will take place and avoid.	Low
19	Steep slopes/ unstable ground	Physical injury, trips, ankle injuries	Staff, contractors, volunteers, site users	Try to avoid climbing steep slopes. Take care with footing.	Moderate
20	Stock	Physical injury, trampling	Staff, contractors, volunteers, grazier	Be aware of stock behaviour, if in doubt leave site. Do not take dogs on site.	Moderate
21	Tides	Becoming cut off from dry land leading to possible drowning	Staff, contractors, volunteers	Always be aware of tide times, carry a tide timetable if working in an area that may be affected by tides. Allow plenty of time to reach shore. Do not venture out onto a tidal area once the tide is coming in.	Moderate

Please act responsibly and safely, and carry out risk assessments to pre-empt accidents. We advise you to operate a 'buddy system' when working alone, so others know your whereabouts and expected return times, with arrangements for emergencies.