



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 key 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
- 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

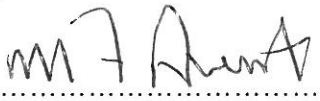
This statement is supported by notes on the organisation and arrangements for health and safety, Codes of Practice, Standard Risk Assessments and other information.

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 key volunteers who work for Butterfly Conservation.

This Policy Statement has been approved by Butterfly Conservation Council on

25 July 2009

Signed  Maurice Avent
Chair of Council

Signed  Martin Warren
Chief Executive

Part 2. Organisation of 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
- shall give full support to this policy and any person implementing it
- shall ensure the necessary resources are made available
- shall review the policy and the effectiveness of its implementation annually
- set a good example on Health and Safety matters.

Chief Executive and Senior Management 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
- 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, risk assessments and records are up-to-date
- ensure fire precautions are in place
- be responsible for insuring activities
- be responsible for first aid assessment

- investigate, record and report all accidents and incidents.

Line managers/volunteer task leaders/Branch committees/volunteer reserve managers

- ensure their staff/volunteers 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; countersign specific Risk Assessments
- set a good example on Health and Safety matters.

All employees and volunteers

All personnel have a legal obligation to take reasonable care of their own Health and Safety and for that of others who may be affected by their actions eg colleagues, contractors, visitors. 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 H&S officer
- complete additional Specific Risk Assessments when and where necessary (with advice from Line Manager or H&S 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.

Branch Health and Safety forum

A small group of volunteers including the Health and Safety Officer which:-

- acts as a facilitator and a listening group to the Branches
- helps interpret and draft guidelines to the Branches

Branch Health and Safety co-ordinator

A named individual in each branch who is:-

- the main contact for the Forum in the Branch
- responsible for disseminating Health and Safety information to Branch members.

Control and monitoring of the policy

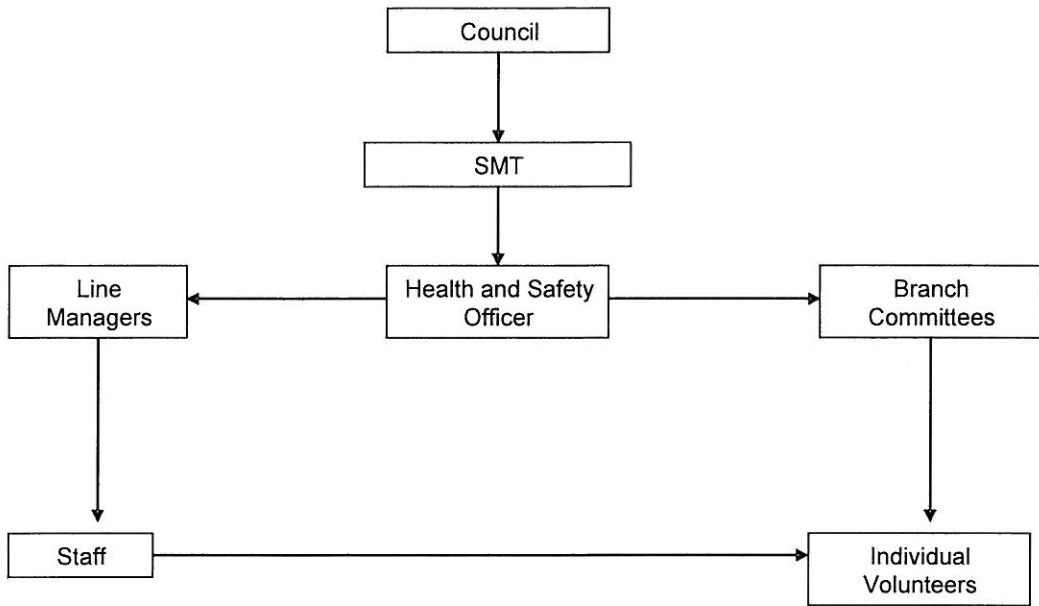
Butterfly Conservation will set up systems to:-

- maintain control and lines of communication as demonstrated in the diagrams 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 web-pages, e-mail news, meetings, committees and fora)
- 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

See diagrams over page.

Health and Safety Governance/Responsibility Tree



Health and Safety Communication Tree

