



Suffolk Wildlife Trust

Brooke House

Ashbocking

Ipswich

IP6 9JY

01473 890089

info@suffolkwildlifetrust.org

suffolkwildlifetrust.org



HEALTH & SAFETY & SAFEGUARDING HANDBOOK

An overview of policy, responsibilities, monitoring and review procedures, for staff & volunteers



This is a guidance document to support the implementation of Suffolk Wildlife Trust's Health & Safety & Safeguarding processes. If you have any concerns about Health & Safety or Safeguarding, please raise them immediately with your Line Manager or Head of Department.

We have Whistle blowing policy in place to support staff and volunteers in raising Health & Safety & Safeguarding concerns.



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MANAGING HEALTH & SAFETY & SAFEGUARDING HANDBOOK

An overview of policy, responsibilities, monitoring and review procedures, for staff & volunteers

Last updated – December 2021

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INTRODUCTION

Health & Safety & Safeguarding at work are vitally important and concern us all. Our safety mission is zero incidents, by ensuring working conditions are safe and anticipating hazards in order to prevent accidents, rather than correcting situations after they have happened.

To support this our culture around Health & Safety & Safeguarding is:

- Openness – not hiding issues
- Leading by example
- Learning from experience
- Sharing best practice
- Fostering individual responsibility

Section 1 – Policies

The policy framework for Health & Safety & Safeguarding is:

- **Health & Safety policy**
Reviewed annually in November by the Board of Trustees
- **Safeguarding policy**
Reviewed annually in November by the Board of Trustees
- **Suffolk Wildlife Trust Employee Handbook**
Updated as needed, in line with new guidance on HR policy and practice
- **Suffolk Wildlife Trust Volunteer Handbook (in preparation)**
Updated as needed, in line with new guidance on HR policy and practice
- **Suffolk Wildlife Trust Health & Safety & Safeguarding Handbook (this document)**
Updated as needed, in line with new guidance on HR policy and practice

This document and the staff handbook provide guidance for Trustees, staff and volunteers around the implementation of these policies.

Other relevant or referenced policies include:

- **Disclosure and Barring Service (DBS) policy**
- **Recruitment and Equal Opportunities policy**
- **Lone working policy**
- **Drug & Alcohol policy**
- **Digital Communications & Young People policy**
- **Volunteer policy**
- **Whistleblowing policy**
- **Environmental policy**
- **Privacy policy**



HEALTH & SAFETY POLICY

This is the statement of general policy and arrangements for Suffolk Wildlife Trust

The Board of Trustees has overall and final responsibility for Health & Safety.

The Chief Executive, [REDACTED] as day-to-day responsibility for ensuring this policy is put into practice.

Our safety mission is zero incidents, by ensuring working conditions are safe and anticipating hazards so as to prevent accidents, rather than correcting situations after they have happened. To support this, our culture around Health & Safety is: Openness - Leading by example - Learning from experience - Sharing best practice - Fostering individual responsibility.

Our processes are set out in our Health & Safety & Safeguarding Guidance which all staff can access on Sharepoint, together with risk assessments, codes of practice and COSHH statements.

STATEMENT OF GENERAL POLICY		RESPONSIBLE	KEY ACTIONS/ARRANGEMENTS TO ENSURE THIS
1	Prevent accidents and cases of work-related ill health by managing the Health & Safety risks in the workplace	[REDACTED]	<ul style="list-style-type: none">• Ensure all employees, contractors and volunteers are competent to carry out their tasks.• Provide appropriate information, instruction and supervision for employees, contractors and volunteers.• Provide adequate training to employees and volunteers.• Review accident, near miss and incident reports to ensure lessons are learnt and continual improvement is embedded in our culture.• Undertake independent biennial Health & Safety audit of a specific work base.
2	Provide clear instructions and information, and adequate training, to ensure employees and volunteers are competent to do their role		<ul style="list-style-type: none">• Annual reviews are undertaken with employees and key volunteers with an opportunity to review training needs.
3	Engage and consult with employees on day-to-day health and safety conditions		<ul style="list-style-type: none">• Three meetings per year of Health & Safety & Safeguarding Committee including representatives from across the Trust's activities.• Team meetings to have Health & Safety on every agenda to ensure we learn from experience.• Ensure all staff report Health & Safety concerns to their manager.• Whistle blowing policy in place to support staff in raising Health & Safety concerns.
4	Implement emergency procedures		<ul style="list-style-type: none">• Appoint fire wardens for all offices.• Ensure emergency procedures are prepared where required.
5	Maintain safe and healthy working conditions, provide and maintain plant, equipment and machinery, and ensure safe storage, handling and use of substances		<ul style="list-style-type: none">• Provide adequate equipment for relevant tasks.• Ensure risks assessments are carried out together with appropriate resultant actions.• Identify key staff (eg Site Managers) to lead on Health & Safety delivery at each SWT location.
Signed: * (Employer) J [REDACTED] [REDACTED]		Date: 18 November 2021	
Health & Safety law poster is displayed at all SWT offices, centres and workshops.			
First-aid box is available at all SWT offices, centres, workshops, vehicles and volunteer-led activities. An enhanced first aid and emergency kit is carried in reserve-based vehicles.			
HSE accident book is located at all SWT offices, centres and workshops.			At this location they are:
SWT near miss and SWT incident forms are located at all SWT offices, centres and workshops.			At this location they are:



SAFEGUARDING POLICY

This is the statement of general policy and arrangements for Suffolk Wildlife Trust

The Board of Trustees has overall and final responsibility for Safeguarding.

The CEO, [REDACTED] has day-to-day responsibility for ensuring this policy is put into practice.

Our Safeguarding mission is to ensure that children and adults at risk have a positive, safe and enjoyable experience with us and are protected from abuse and exploitation.

To support this, our culture around Safeguarding is: Valuing, listening to and respecting children and adults at risk - Fostering individual responsibility - Supporting staff and volunteers in keeping children and adults at risk safe and in reporting Safeguarding concerns - Working in partnership with individuals and relevant agencies.

Our processes are set out in our Health & Safety & Safeguarding Guidance which all staff can access on Sharepoint, together with risk assessments, codes of practice and COSHH statements.

STATEMENT OF GENERAL POLICY		RESPONSIBLE	KEY ACTIONS/ARRANGEMENTS TO ENSURE THIS
1	Prevent Safeguarding incidents by taking all reasonable steps to ensure the Health, Safety and Welfare of children and adults at risk	[REDACTED]	<ul style="list-style-type: none">• Ensure all staff and volunteers are competent to carry out their role• Provide appropriate information, instruction, training & supervision to employees & volunteers• Ensure safeguarding concerns are reported, confidential records maintained and information shared with agencies, as appropriate• Facilitate organisational learning and improvement through the Health & Safety & Safeguarding Committee, leadership meetings, team meetings and annual reviews• Review Safeguarding policy and procedures at least annually
2	Provide clear guidance and appropriate Safeguarding training to all staff, Trustees and volunteers	[REDACTED]	<ul style="list-style-type: none">• Maintain a single central record of training• Undertake annual reviews with staff and key volunteers with opportunity to review training needs
3	Engage and consult with employees on Safeguarding issues	[REDACTED]	<ul style="list-style-type: none">• Three meetings per year of Health & Safety & Safeguarding Committee including representatives from across the Trust's activities• Team meetings to have Safeguarding on every agenda so we learn from experience• Ensure all staff and volunteers discuss issues with their line manager and report any safeguarding concerns to the Designated Safeguarding Lead or Alternate Safeguarding Leads.• Whistle blowing policy in place to support staff in raising Safeguarding concerns.
4	Ensure recruitment of staff, Trustees and volunteers is subject to safer recruitment practices and that staff and volunteers are properly vetted to ensure they are safe to work with children and adults at risk, as appropriate	[REDACTED]	<ul style="list-style-type: none">• All paid and voluntary roles to be risk assessed• Safer recruitment questions to be asked at interview• Carry out DBS check at the appropriate level (DBS Policy 2021)• Undertake annual reviews with staff and key volunteers with opportunity to disclose changes• Repeat DBS checks every three years and ask individuals to sign up to the DBS update service

Signed: * (Employer) James Alexander, Chair:	[REDACTED]	Date: 18 November 2021
Safeguarding policy and contact details for SWT safeguarding team are protected by our SWT Information Security Policy and are available on Sharepoint. Centres and workshops:		
Designated lead [REDACTED]		
Safeguarding folder including Safeguarding procedure and concern recording sheet is located at all SWT offices, centres and workshops and on Sharepoint .		
At this location they are:		

Section 2 – Responsibilities

The **Board of Trustees** has overall responsibility for the implementation of Health & Safety policy and Safeguarding policy.

The Board is advised by the **Chief Executive** who has delegated day-to-day responsibility for ensuring H&S and Safeguarding policy is developed and implemented as appropriate.

The Chief Executive and Health & Safety & Safeguarding Committee are advised by the Trust's **Safety Officer** and **Designated Safeguarding Lead**

The **CEO, Leadership Team and line managers** are responsible for actions undertaken by staff in their respective teams. Tasks can be delegated but responsibility remains with managers to ensure that agreed policy and practice is implemented.

The **Health & Safety & Safeguarding Committee** is an operational Committee (not a formal Board committee) chaired by the Lead Trustee for Health & Safety and attended by the Lead Trustee for Safeguarding.

Responsibility for policy development and implementation is delegated as follows:

Safety Officer & Head of Property & Projects (Reports to CEO)	Co-ordinates policy development, implementation and dissemination on reserves and conservation activities Advises Health & Safety & Safeguarding Committee on best practice, policy development and legal requirements. Commissions independent H&S audits and reviews accident reports.
Head of Conservation (Reports to CEO)	With the Head of Engagement, plays a leadership role to embed H&S&S culture and standards across the Trust
Head of Finance & Resources (Reports to CEO)	Keeps required records to show H&S&S compliance e.g. staff training and attendance records, individual PPE provision and accident reports
Designated Safeguarding Lead & Head of Engagement (Reports to CEO)	Co-ordinates policy development, implementation and dissemination across the Trust With the Head of Conservation, plays a leadership role to embed H&S&S culture and standards across the Trust Advises Health & Safety & Safeguarding Committee on Safeguarding best practice, policy development and legal requirements. Secure record keeping of safeguarding incidents.
Site Managers (Report to Head of Conservation)	Ensure implementation of H&S&S responsibilities across their sites. Provides leadership, culture and mentoring related to H&S.

Reserve Wardens (Report to Site Managers) Assistant Wardens (Report to Reserve Wardens)	Ensure implementation of H&S&S responsibilities across their sites. Provides leadership, culture and mentoring related to H&S.
Learning Officers (Report to Head of Engagement or Learning Manager)	Ensure day-to-day implementation and dissemination of relevant policies and risk assessments amongst volunteers for events, activities and, where relevant, centres. Ensure safer recruitment of volunteers, including DBS checks, as appropriate. Ensure volunteers undertake appropriate safeguarding training.
Community Fundraising Manager (Reports to Head of Income Generation)	Co-ordination of implementation and dissemination to volunteer-led Wildlife groups
Visitor Centre Managers (Report to Head of Income Generation) Visitor Experience Officers (Report to Visitor Centre Managers)	Day-to-day implementation for visitor centre activities and public engagement

OVERVIEW OF ROLES & RESPONSIBILITIES

1 - ALL EMPLOYEES

All employees have a duty to:

- Cooperate with managers on Health & Safety & Safeguarding matters.
- Not interfere with anything provided to safeguard their Health & Safety.
- Take reasonable care of their own Health & Safety and that of other staff, volunteers and members of the public.
- Ensure they are fit for work and not under the influence of alcohol or drugs.
- Report all accidents/near misses/serious incidents to their Manager or Safety officer
- Raise all Health & Safety concerns including training needs, equipment and PPE.
- Raise all Safeguarding concerns with their Manager or Safeguarding Lead.

Guidance issued from time to time may create additional duties for staff.

2 – SAFETY OFFICER

Responsible for:

Information

- Providing leadership to the Health & Safety & Safeguarding Committee
- Ensuring the Health & Safety & Safeguarding Committee is properly briefed on Health & Safety concerns recorded, incidents, actions taken and areas of work necessitating a review of SWT processes or procedures.
- Reviewing latest Health & Safety guidance via Wildnet, H&S forums and external advice and updating SWT processes as appropriate.
- Commissioning Health & Safety audits and overseeing follow-up actions.

Accident reporting processes

- Investigating all reported accidents and 'near misses'.
- Ensuring that RIDDOR requirements are implemented.
- Ensuring that the first aid risk assessment is implemented and reviewed annually or when conditions change.

Health & Safety risks arising from work activities at Brooke House

- Monitoring contractors' implementation of Health & Safety.
- Identifying equipment, plant and property that needs maintenance and ensuring effective procedures are drawn up and implemented to ensure their safety.
- Ensuring all equipment is checked for its compliance with Health & Safety standards and procedures are implemented for its safe use.

Safe handling and use of substances at Brooke House

- Reviewing COSHH assessments.

Brooke House emergency procedures

- Ensuring that the fire risk assessment is implemented and reviewed annually or when conditions change

3 – DESIGNATED SAFEGUARDING LEAD

Responsible for:

Information

- Providing leadership to the Health & Safety & Safeguarding Committee

- Ensuring the Health & Safety & Safeguarding Committee is properly briefed on safeguarding concerns recorded, incidents, actions taken and areas of work necessitating a review of SWT processes or procedures.
- Reviewing current safeguarding legislation and guidance via WildNet, forums and external advice and updating SWT processes as appropriate.
- Maintaining knowledge of safeguarding through relevant Level 3 safeguarding training. Ensuring staff, Trustees and volunteers undertake relevant safeguarding training appropriate to their role
- Recruiting and liaising with trained Alternate Safeguarding Leads

Reporting safeguarding concerns

- Reviewing and disseminating safeguarding procedures, flow chart for referral and safeguarding concern recording sheet to staff, Trustees and volunteers
- Reporting any safeguarding concerns to the appropriate agency or the police (note that urgent concerns should be reported by those aware of the concern if the Designated Safeguarding Lead or Alternate Safeguarding Leads are not available)
- Ensuring records of any safeguarding concerns and conversations with or referrals to statutory agencies are kept and stored securely

Monitoring

- With the leadership team, ensure the Safeguarding policy and procedures are followed
- Conduct regular audit activity to ensure the Trust is working in line with current legislation and guidance

4 - LEADERSHIP TEAM

Responsible for:

Health & safety risks arising from relevant work activities

- Ensuring risk assessments are produced, implemented and regularly reviewed. Where risk assessments affect more than one team then a nominated lead will produce the assessment.
- Ensuring that contracts conform with trust guidance and good practice.

Information, instruction and supervision

- Ensuring that staff are provided with adequate information, instruction and training. This will be provided, in part, through induction and team meetings.
- Ensuring that training needs are identified, fulfilled and monitored.

5 - SITES MANAGERS & CENTRE MANAGERS (OR WARDENS, WHERE DELEGATED BY SITE MANAGERS) & LEARNING OFFICERS

Responsible for:

Health & Safety risks arising from work activities

- Ensuring relevant risk assessments are produced and implemented, and for learning officers, centre risk assessments where appropriate.
- Monitoring their staff team's implementation of Health & Safety guidelines.
- Monitoring volunteers and contractors' implementation of Health & Safety guidelines.

Safe plant and equipment

- Identifying all equipment and plant needing maintenance and ensuring maintenance logs are kept up-to-date. If maintenance logs are not required effective monitoring procedures should be implemented to ensure the safety of equipment.

- Ensuring all equipment is checked for its compliance with health & safety standards and procedures are implemented for its safe use.
- Ensuring machinery is only used by those appropriately qualified or trained.

Safe handling and use of substances

- Producing and reviewing COSHH assessments and ensuring their implementation.
- Where risk assessments affect more than one work centre or team then a nominated lead will produce the assessment.

Information, instruction and supervision

- Ensuring staff are provided with adequate information, instruction and training. This will be provided, in part, through induction and team meetings, and through ongoing mentoring and review.

Accidents, first aid and work related health

- Ensuring that the first aid risk assessment is implemented and reviewed annually or when conditions change.
- Ensuring all accidents and 'near misses' are reported in accident books and sent to the Safety Officer within 48 hours.

Emergency procedures

- Ensuring that the fire risk assessment is implemented and reviewed annually or when conditions change.
- Where buildings are shared by staff from different teams, then a nominated lead will produce the fire risk assessment and ensure its proper implementation.

Volunteers

- Ensuring induction is undertaken and all relevant risk assessments are undertaken and H&S&S guidelines are followed.

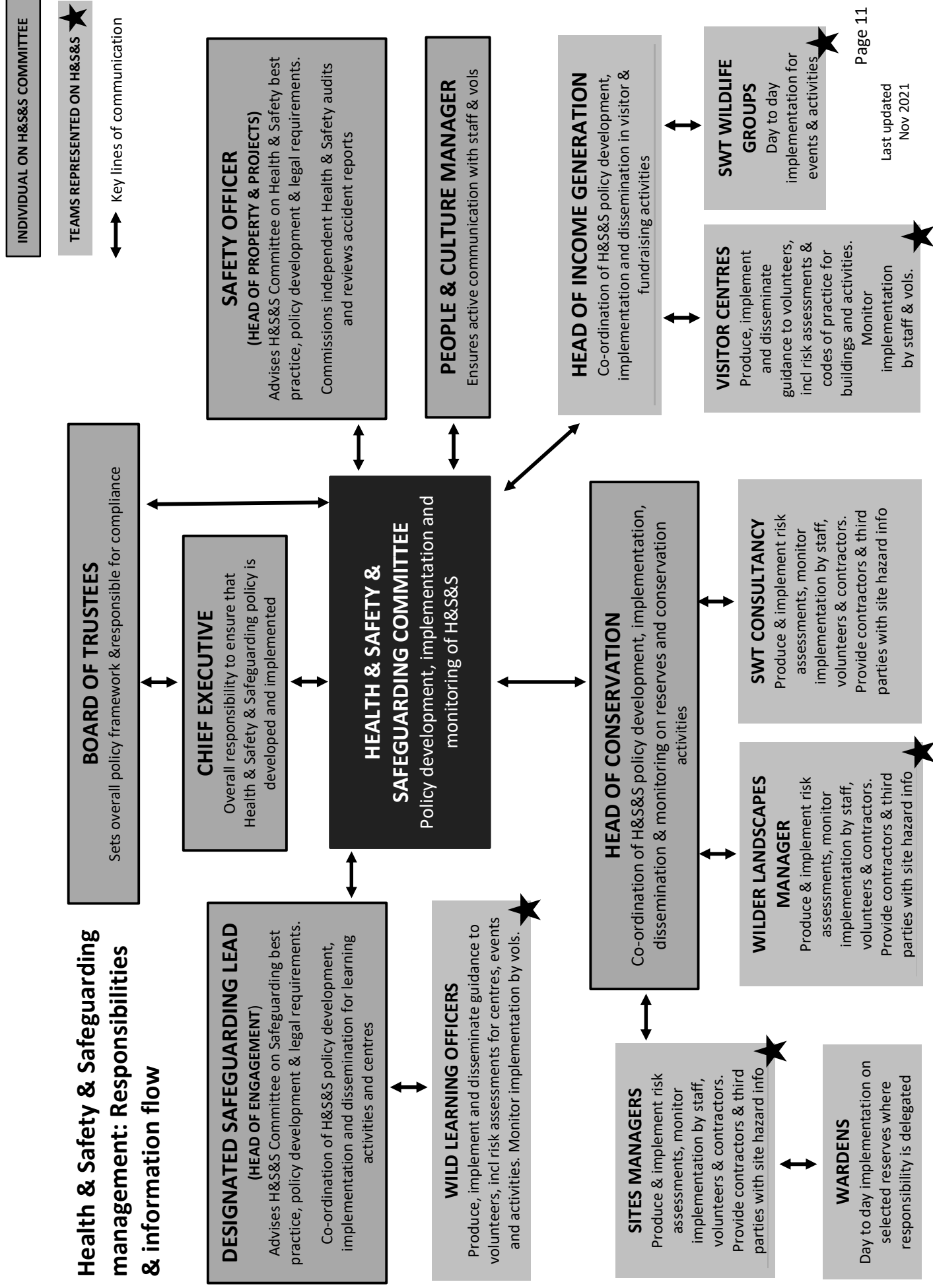
MENTORING

Sites Managers and Centre Managers take responsibility for the Health & Safety of their teams and act swiftly and decisively to stop unsafe or poor practices. Acting as role models and mentors to new and junior staff and volunteers underpins this.

Mentoring includes:

- 'Setting the bar' for safe working practices
- Creating and promoting a culture of safety awareness
- Proactively sharing their knowledge and experience
- Being receptive to safety concerns or questions
- Acting as a 'critical friend' if poor or unsafe practices are observed
- Praising and celebrating excellent safety performance

Health & Safety & Safeguarding management: Responsibilities & information flow



Section 3 - Health & Safety & Safeguarding Committee

TERMS OF REFERENCE

1. MEMBERSHIP

The Committee shall consist of staff representatives from across the Trust's activities including the Chief Executive, the Safety Officer, the nominated lead on Safeguarding and the People & Culture Manager.

2. LEADERSHIP

The appointment of the Chair (Lead Trustee for Health & Safety) and Vice Chair (Lead Trustee for Safeguarding) shall be determined by the Board of Trustees and will be selected from the Board members. In the absence of the Chair, the Vice Chair shall Chair the meeting.

3. MEETINGS

The Committee shall meet three times per calendar year plus otherwise as necessary.

4. RESPONSIBILITIES

- responsible for the implementation of adequate controls of the Health & Safety & Safeguarding risks arising from the Trust's activities
- ensure that the Trust maintains a safe and healthy working conditions and environment
- ensure that the Trust has in place adequate policies to prevent accidents and cases of work- related ill health
- ensure the provision and maintenance of safe plant and equipment
- ensure the safe handling and use of substances
- ensure that all employees are consulted on matters affecting Health & Safety & Safeguarding
- ensure that all employees and volunteers, where appropriate, are competent to perform their assigned tasks, and to provide adequate training whenever necessary
- provide information, instruction, and supervision to employees and volunteers
- review and revise policies, as necessary, at regular intervals to ensure that the Trust is in compliance with its statutory and moral obligations

5. ORGANISATIONAL LEARNING

Communication of actions and information from the meeting will be through Team Meetings, as soon as possible after the meeting of the Committee. All Team meetings have Health & Safety & Safeguarding as a standing item. Where appropriate the meeting may choose to communicate directly with all staff via email.

ROLE DESCRIPTIONS FOR COMMITTEE MEMBERS

1 - TRUSTEES

- Lead Trustee for Health & Safety - Committee Chair
- Lead Trustee for Safeguarding – Committee Vice Chair
- Act as link between Board of Trustees and Staff teams to ensure that the Trust is fulfilling its legal obligations with regard to H&S&S
- Provide Board of Trustees with annual review of H&S&S matters (November) and verbal updates in March and July.
- Approval of H&S&S committee meeting minutes

2 - CHIEF EXECUTIVE

- Provides operational oversight of H&S&S policies across the Trust
- Arbitrate on operational decisions/policies
- Ensure committee decisions are appropriate, deliverable, and cost effective
- Allocation of financial resources for delivery of H&S&S policies
- Provide regional/national link with other Wildlife Trust CEO's on H&S&S matters

3 – SAFETY OFFICER (Head of Property & Projects)

- Provide committee with externally sourced H&S advice
- Develop (in consultation with others) H&S policies for committee/BoT approval and implementation through SWT Team structures
- Provide oversight and consistency of delivery of Health & Safety policy across all Trust activities
- Organise external H&S audits, report findings to Committee
- Report accidents, serious incidents and near misses to committee and the actions taken
- Co-ordinate meeting dates/agendas

4 – DESIGNATED SAFEGUARDING LEAD (Head of Engagement)

- Provide committee with externally sourced safeguarding advice
- Develop (in consultation with others) safeguarding policies for committee/BoT approval and implementation through SWT Team structures
- Provide oversight and consistency of delivery of Safeguarding policy across all Trust activities
- Internal safeguarding monitoring and reporting
- Report incidents to committee and actions taken

5 - HEAD OF CONSERVATION

- Represent the area of Trust activity that carries the widest range of risks
- Provide oversight and consistent delivery of H&S policy across all reserves and conservation activity
- Coordinate and report on reserves team working groups which are developing or reviewing policies

6 - STAFF REPRESENTATIVES

- Provide a direct link between staff teams and the H&S&S Committee
- Act as a conduit for staff to raise H&S concerns/questions with the committee
- Provide feedback to staff teams on relevant H&S matters dealt with by the committee
- Contribute to policy/H&S decisions within their area of expertise/knowledge

7 – PEOPLE & CULTURE MANAGER

- Supporting the committee to embed H&S&S practices and culture across the organisation
- Taking minutes of meetings and ensuring key H&S&S information is disseminated to staff and volunteers
- Encouraging feedback from staff and volunteers on H&S&S and acting as a conduit to the committee

MEMBERS OF THE HEALTH & SAFETY & SAFEGUARDING COMMITTEE 2021-22

REDACTED

REDACTED

Section 4a – Health & Safety Procedures

SUFFOLK WILDLIFE TRUST PROCEDURES

1 - HEALTH & SAFETY POLICY (See section 1)

All employees must sign the policy as part of their induction to the Trust. The policy is reviewed and approved annually by the Board of Trustees and circulated to all work sites.

2 - HEALTH & SAFETY & SAFEGUARDING COMMITTEE (See section 3)

The Health & Safety & Safeguarding Committee co-ordinates the development, implementation and monitoring of Health & Safety & Safeguarding policies, procedures and practices. The group is chaired by a Trustee who reports annually to the Board and comprises of a mix of senior managers and staff representatives from across the Trust's activities.

3 - PERSONAL RISK ASSESSMENTS (To be introduced in 2022)

As part of their annual review with their Manager, employees whose role presents unique risks that are not dealt with through other interventions or who have underlying health conditions that need to be considered, will have a **Personal Risk Assessment** which considers their personal circumstances and relates this to the hazards associated with their work. If the personal risk assessment sets out specific occupational health issues these will be monitored and kept as part of an employee's personnel file.

We will pilot with individuals in earlier 2022, with a view to wider roll out later in the year.

4 - ROLE RISK ASSESSMENTS (SAFEGUARDING) (To be introduced in 2022)

Risk assessments will be undertaken for all staff and volunteer roles, focusing on level of engagement and risk presented. This will inform safer recruitment, DBS checks and training, as appropriate.

5 - SITE RISK ASSESSMENTS, FIRE RISK ASSESSMENTS & EMERGENCY PLANS

Produced for sites where employees, volunteers or the general public visit (eg nature reserve, centre, workshop or office). These set out the hazards and risks at each site and how these will be minimised or reduced.

6 - CODES OF PRACTICE / ACTIVITY RISK ASSESSMENTS

Produced for activities (eg use of equipment, or driving) that present a health & safety risk.

The **Risk Assessment** reviews the relative hazards and risks associated with activities or places and the measures needed to minimise or remove them.

The **Code of Practice** sets out the training, methods and PPE required to undertake that activity safely. In addition it specifies exclusions (eg minimum age).

We will review the merits of a transition to the use of Method Statements, which combine Codes of Practice and Risk assessments into a single document.

7- POINT OF WORK RISK ASSESSMENTS (POWRA)

POWRA are used for daily activities that typically involve working alone or working with machinery, volunteers, livestock or in a location that is considered higher risk. There are two levels of POWRA form (see appendix 1) according to the level of risk the activity entails, and a decision tree to inform their use.

8 - COSHH RISK ASSESSMENT (Control of Substances Hazardous to Health) (Action for 2021)

COSHH data sheets set out the hazards and risks associated with using specific substances (eg petrol, pesticides, bleach) and the measures taken to minimise or eliminate them.

We have identified the highest priority substances and will add risk assessments to these (2021).

8 - BUILDINGS RISK MANAGEMENT ASSESSMENTS (see appendix)

Will be carried out to address issues such as Legionnaires Disease risk control, asbestos management plans and electrical safety together with any other risks intrinsically linked to the fabric or construction methodology of the building.

Responsibility for routine testing is indicated in the RACI, included in the appendix.

9 – FOOD HYGIENE

Procedures for maintaining food hygiene standards at all locations that serve food and drinks to the public - to be updated by Carlton Centre Manager & West Suffolk Centre Manager by spring 2022.

10 - HEALTH & SAFETY AUDITS

An independent H&S audit will be commissioned every 2 years to identify compliance with Health & Safety measures. These are an important means of reviewing implementation of policy and focusing on continuing improvement.

The Health & Safety & Safeguarding Committee will recommend an audit of a specific property which will generate an action plan, drawn up by the Safety Officer, to implement recommendations.

Regular internal cross-checks and discussion at Site Managers meetings will ensure consistency of standards across teams/sites.

Regular audit activity will be conducted to ensure the Trust is working in line with the Safeguarding policy with a focus on compliance and continuing improvement.

11 - GUIDANCE NOTES

Information on Health & Safety & Safeguarding is circulated via email, SharePoint (autumn 2021), Health & Safety & Safeguarding Committee action points, team meetings and specific guidance notes as required.

The Sharepoint directory is under construction and will be in place and staff trained by autumn 2021.

Section 4b - Monitoring Health & Safety Performance

INTRODUCTION

The Health & Safety Executive states:

‘Monitoring and reporting are vital parts of a health and safety culture. Management systems must allow the board to receive both specific (e.g. incident-led) and routine reports on the performance of health and safety policy’. HSE also says ‘selecting the right measures to use is the critical step. Using the wrong measures will cause a lot of unnecessary and unproductive effort, with little benefit to your organisation.’

This section outlines what H&S monitoring is currently undertaken by Suffolk Wildlife Trust and what could be done to further improve the monitoring of H&S performance.

TYPES OF MONITORING

1. REACTIVE MONITORING

Reactive monitoring is a consequence of responding to incidents or staff issues and updating policies in response to changes in the workplace.

Examples include:

- Receiving accident, near-miss and incident reports
- Undertaking accident, near-miss and incident reviews
- Revising Codes of Practice to address changes in working practices
- Monitoring/keeping records of staff sickness

2. PRO-ACTIVE MONITORING

Pro-active monitoring involves setting targets for Health & Safety performance and reviewing progress in delivering those targets.

Examples of this sort of activity could include:

- Meeting all identified training needs for staff and volunteers
- Aiming to complete all Risk Assessment reviews due each year
- Undertaking vehicle/machinery safety inspections
- Using annual reviews to monitor staff health (physical and mental)
- Monitoring compliance of PPE use

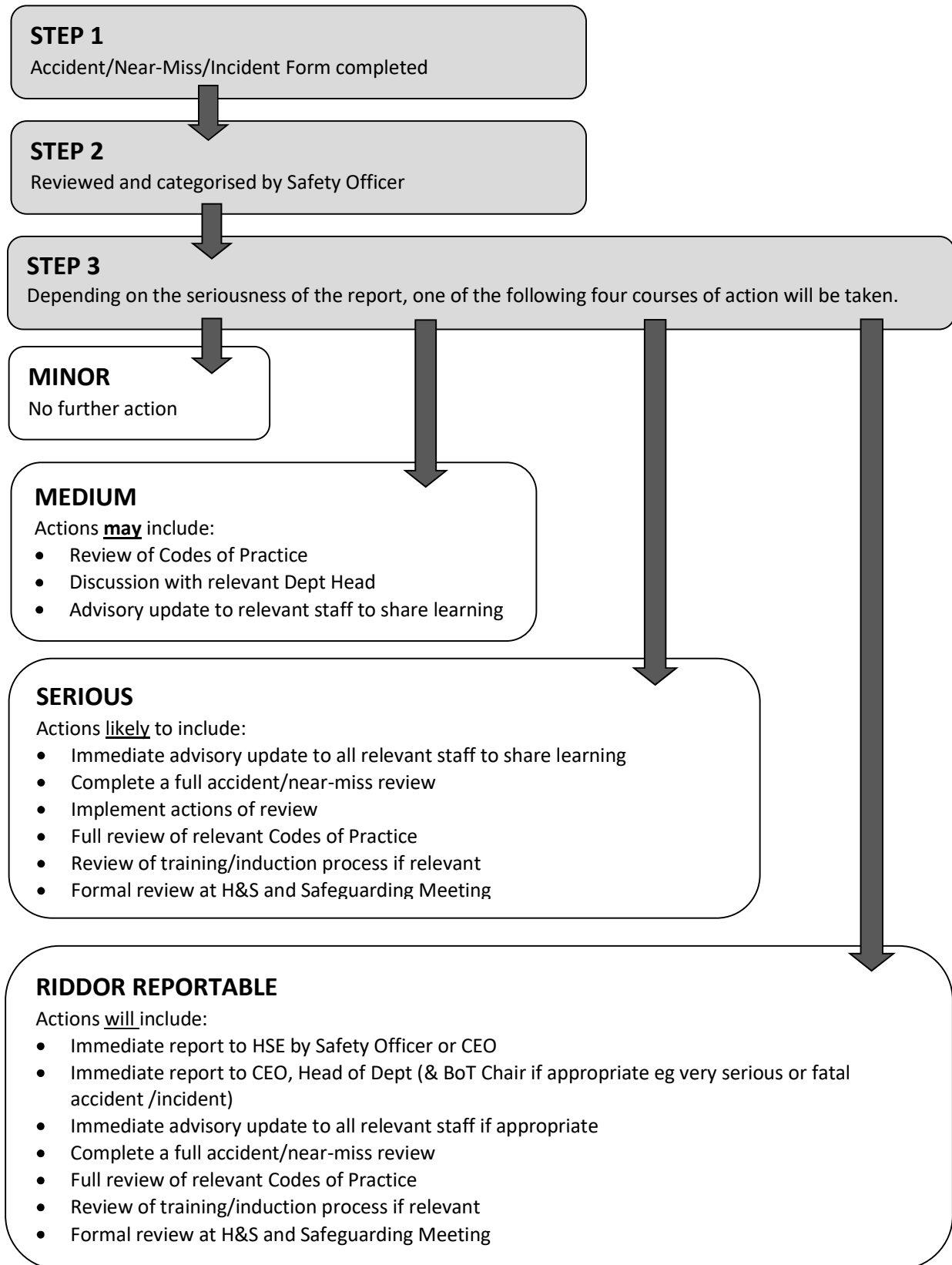
HSE GOOD PRACTICE RECOMMENDATIONS

The Health & Safety Executive is clear about the benefits of H&S performance monitoring, highlighting the following points:

- Effective monitoring of sickness absence and workplace health can alert the board to underlying problems that could seriously damage performance or result in accidents and long-term illness.

- The collection of workplace health and safety data can allow the Board to benchmark the organisation's performance against others in its sector.
- Appraisals of senior managers can include an assessment of their contribution to health and safety performance.
- Some organisations have found they win greater support for health and safety by involving all staff in monitoring.

FLOWCHART FOR HEALTH & SAFETY MONITORING



HEALTH & SAFETY ACTION PLAN – 2021/2

While in many respects the Trust is doing a good job monitoring H&S performance some areas could be developed further, specifically improved proactive monitoring. The new Breathe HR database will offer significant opportunities to develop our record keeping and data analysis that in turn will improve H&S management and monitoring.

The Trust undertakes some pro-active H&S monitoring (e.g. bi-annual audits), but it is typically not target based, often under recorded and might be considered quite passive.

The list of monitoring processes below includes those currently in operation ✓ and those that could be developed/improved ★.

Monitoring process	Status	Action / deadline	Accountable
Undertaking a bi-annual external H&S audit	✓	Bi-annual	Safety Officer
Receiving and reviewing accident/near miss reports	✓	In place	Safety Officer
Setting targets for updating Codes of Practice and Risk Assessments, incl COSHH	★	March 2022	Heads of Dept
Ensuring vehicles are routinely serviced and inspection routine in place	★	March 2022	Head of F&R
Incorporating staff health & wellbeing into annual review process	★	March 2022	People & Culture Mgr
Recording and monitoring staff sickness	★	March 2022	People & Culture Mgr
Keeping up-to-date digitised staff/volunteer training records	★	March 2022	People & Culture Mgr
Setting targets for staff/volunteer training*	★	March 2022	Heads of Dept
Keeping digitised records of PPE issued to staff/volunteers	★	March 2022	People & Culture Mgr
Recording incidents of non-compliance in PPE use and setting a target of zero	★	March 2022	Heads of Dept
Annual workshop safety inspections	★	March 2022	Head of Cons
Reviewing H&S performance with supervisory staff during annual review	✓	March 2022	Heads of Dept
Reporting H&S performance to Board of Trustees	✓	In place -annually in Nov	Chair of H&S&S Committee

Section 5a – Safeguarding Procedures

SUFFOLK WILDLIFE TRUST PROCEDURES

1 - SAFEGUARDING POLICY (See section 1)

All employees must sign the policy as part of their induction. The policy is reviewed and approved annually by the Board of Trustees and procedures are disseminated annually to all staff and volunteers via email. Electronic copies available on SharePoint and hard copies in folders and displayed with photographs of Designated Safeguarding Lead and Alternate Safeguarding Leads at Trust centres and offices.

2 - HEALTH & SAFETY & SAFEGUARDING COMMITTEE (See section 3)

The Health & Safety & Safeguarding Committee co-ordinates the development, implementation and monitoring of Health & Safety & Safeguarding policies, procedures and practices. The group is chaired by a Trustee who reports annually to the Board and comprises of a mix of senior managers and staff representatives from across the Trust's activities.

3 - SAFEGUARDING AUDITS

Regular audit activity will be conducted to ensure the Trust is working in line with the Safeguarding policy with a focus on compliance and continuing improvement.

RESPONDING TO ABUSE, SUSPECTED ABUSE AND DISCLOSURES OF ABUSE

Staff and volunteers are made aware, through training, of signs of abuse in children and vulnerable adults including physical, emotional and sexual abuse and acts of neglect or omission. It is not their role to investigate incidents of abuse or look for signs of abuse.

If a staff member or volunteer has concerns regarding a child or vulnerable adult, it is their responsibility to report this to their line manager and /or safeguarding lead or alternate. This may result in the concern being reported to the relevant external body. If the concern has been raised on a school trip or another organised group, then the leader of that group must also be informed.

REDACTED

RECORDING CONCERNS

All staff and volunteers must

- Ensure that the person disclosing information about concerns or abuse can speak without interruption.
- Deal with allegations of domestic abuse within a child's or vulnerable adult's home or bullying in the same way as any other allegation.
- Advise that information must be passed on to Children and Young People's Services.
- Record the facts immediately and inform the line manager and/or safeguarding lead or alternate. All records must be factual, evidence based, written in the same language/wording as they were disclosed, then dated and signed.

- The Safeguarding Lead will proceed with any referrals in line with the procedure set out by the Local Child Safeguarding board.

If there is an **immediate safeguarding concern ANYONE** can call **Suffolk Safeguarding Children Board 'Customer First'** on 0808 800 4005 (24 hours). In an emergency call 999

RESPONDING TO ALLEGATIONS OF ABUSE AGAINST STAFF OR VOLUNTEERS WITH SWT

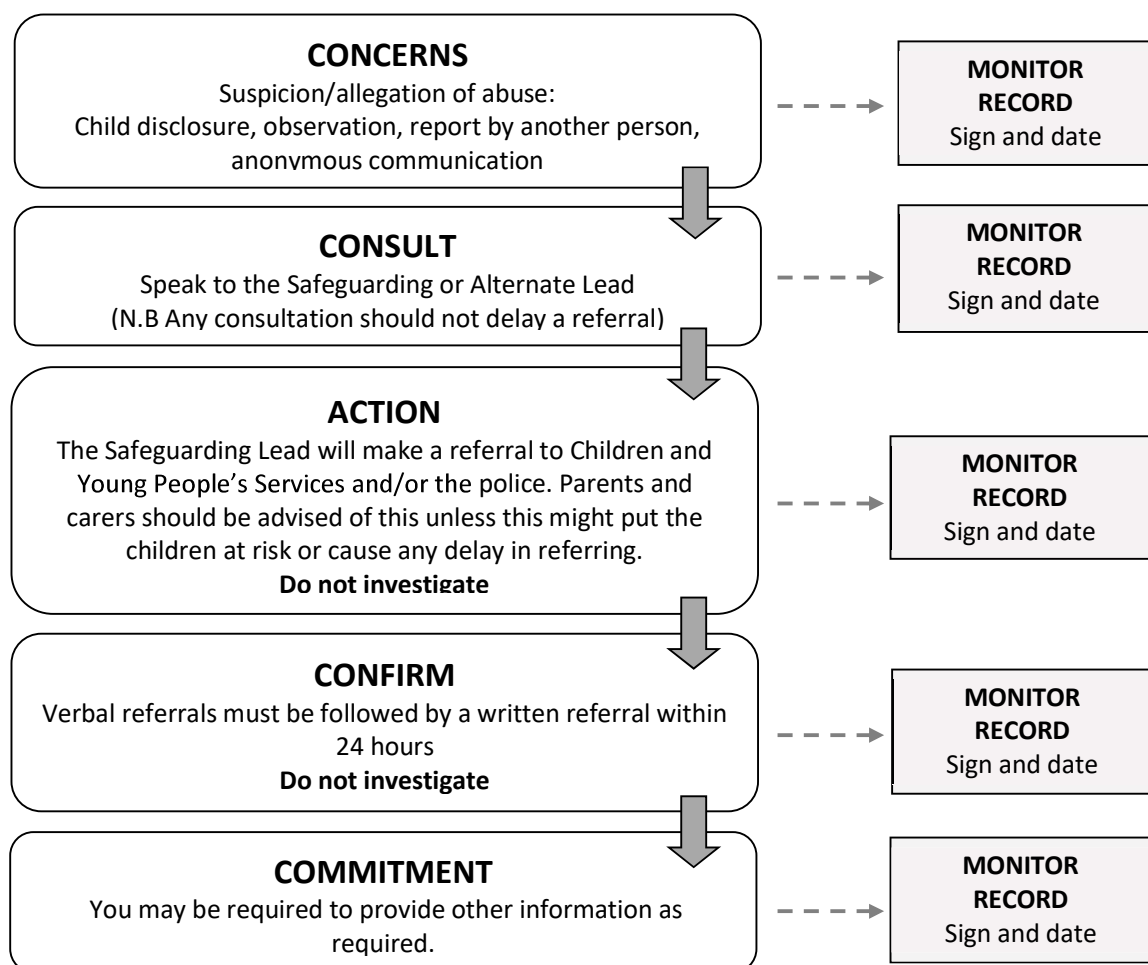
If an allegation is made against a member of staff or volunteer, the information should be recorded and passed directly to the Safeguarding Lead and the staff or volunteer's line manager by the individual who was informed of the allegation.

Where a staff member feels unable to raise an issue with their line manager or Safeguarding Lead or feels that their genuine concerns are not being addressed, disclosures must be made to the Head of Finance & Resources or the Chief Executive.

CONFIDENTIALITY

It is important for staff and volunteers to feel confident to raise any concerns they may have about alleged or actual child abuse. We recognise a responsibility to protect the identity of anyone reporting suspected or actual abuse though in the case of police or Children and Young People's Services investigations, it may be necessary to provide such details to a third party.

FLOWCHART FOR SAFEGUARDING REFERRAL



Section 5b - Monitoring Safeguarding Performance

CURRENT SUFFOLK WILDLIFE TRUST PERFORMANCE

The Safeguarding policy and procedures have been updated (policy approved by the Board of Trustees November 2020). Introduction of role descriptions for Designated Safeguarding Lead and Alternate Safeguarding Leads and recruitment of additional Alternate Safeguarding Leads is underway. The focus to December 2021 will be on embedding safeguarding across the Trust through dissemination of policy and procedures to all staff, Trustees and volunteers and providing access to safeguarding training appropriate to role.

SAFEGUARDING ACTION PLAN 2021/2

- Embed safeguarding in the organisational culture of the Trust
- Ensure all Trustees, staff and volunteers are committed to safeguarding, have clarity on their responsibilities and accountability and are empowered to act on those responsibilities;
- Ensure robust policies and procedures for safeguarding children and adults at risk and for addressing allegations against, and concerns about, Trustees, staff and volunteers are approved, disseminated to all Trustees, staff and volunteers and reviewed regularly;
- Implement safer recruitment practices for all staff and volunteers working with children and adults at risk;
- Embed safeguarding in induction of Trustees, staff and volunteers and ensure all Trustees, staff and volunteers receive ongoing safeguarding training, supervision, reviews and support, as appropriate.

The list of monitoring processes below includes those currently in operation ✓ and those that could be developed/improved ★.

Action	Responsible	Timescale	Status ✓ or ★
SAFEGUARDING LEADS			
Role descriptions for Designated Safeguarding Lead and Alternate Safeguarding Leads to be written and approved, in line with templates provided by The Wildlife Trusts.	REDACTED	End December 2020	✓
Additional Alternate Safeguarding Leads, including People and Culture Manager and representatives from the Engagement team, to be appointed.	Leadership team	End September 2021	★

<p>Safeguarding Lead and Alternate Safeguarding Leads to undertake Leading on Child Safeguarding (Level 3 equivalent) and Leading on Adult Safeguarding (Level 3 equivalent) training. Accurate records of training and renewal dates to be collated and maintained in Single Central Record. Training to be renewed, as appropriate.</p> <p>Names, photos and contact details of Designated Safeguarding Lead and Alternate Safeguarding Leads to be communicated to all staff and volunteers and displayed at Trust centres and offices.</p>	<p>REDACTED</p>	<p>End September 2021</p> <p>End September 2021</p>	<p>«</p> <p>★</p>
<p>POLICIES AND PROCEDURES</p> <p>Safeguarding policy and procedures to be reviewed, in line with templates provided by The Wildlife Trusts.</p> <p>Relevant policies including Digital Communications and Young People, Volunteer, Recruitment and Equal Opportunities, Recruitment of Ex-offenders, Disclosure and Barring Service (DBS) and Whistleblowing to be reviewed.</p> <p>Safeguarding policy and procedures (and links to relevant policies) to be disseminated to all staff and volunteers via email; electronic copies available on OneDrive and hard copies in folders at Trust centres and offices.</p> <p>Safeguarding policy and procedures and all relevant policies to be reviewed annually.</p>	<p>REDACTED</p>	<p>End December 2020</p> <p>End September 2021</p> <p>End September 2021</p> <p>From September 2021</p>	<p>✓</p> <p>★</p> <p>★</p> <p>★</p>

<p>Updated safeguarding policy and procedures (and links to relevant policies) to be disseminated to all staff and volunteers via email; electronic and hard copies available as above. Staff and volunteers to confirm that they have read the updated safeguarding policy and procedures annually. Records to be collated and maintained in Single Central Record.</p> <p>Safeguarding statement and policy to be made available on Trust website.</p>	<div style="border: 2px solid red; padding: 5px;"> <p style="color: red; font-weight: bold; margin: 0;">REDACTED</p> </div>	<p>Ongoing</p>	★
<p>MONITORING</p> <p>Organisational monitoring of safeguarding to be brought together with that of Health and Safety.</p> <p>Health and Safety and Safeguarding Committee to meet three times a year with nominated Trustee leads and Health and Safety and Safeguarding Representatives/Champions from across the Trust.</p> <p>Role descriptions for Health and Safety and Safeguarding Representatives/Champions to be written and approved.</p> <p>Health & Safety & Safeguarding to be an agenda item at all team meetings. Health and Safety and Safeguarding Representatives/Champions to disseminate information and collate matters arising to take to the Health and Safety and Safeguarding Committee, as appropriate.</p> <p>Health & Safety & Safeguarding to be embedded in induction of Trustees, staff and volunteers and training needs identified, as appropriate (see</p>		<p>End July 2021</p>	★
	<p>Leadership team</p> <p>Leadership team Health and Safety and Safeguarding Representatives/Champions</p> <p>People and Culture Manager Line managers Staff managing volunteers</p>	<p>From September 2020 and ongoing</p>	✓
		<p>End September 2021</p>	★
		<p>From September 2021 and ongoing</p>	★
		<p>From September 2021 and ongoing</p>	★

<p>below).</p> <p>Health and safety and safeguarding to be embedded in staff and volunteer supervision levels as per the risk assessment for that role (see below) and debriefs post-activity.</p> <p>Staff concerns about health and safety and safeguarding to be raised immediately and an open dialogue maintained through 1:1s and at annual appraisals.</p> <p>Appraisal form to be amended to include safeguarding.</p>	<p>People and Culture Manager Line managers Staff managing volunteers</p> <p>People and Culture Manager Leadership team Line managers</p>	<p>From September 2021 and ongoing</p> <p>From September 2021 and ongoing</p>	<p>★</p> <p>★</p>
<p>TRAINING</p> <p>All staff and volunteers working directly with children, young people and/or adults at risk and/or their families or carers to undertake online or face-to-face Standard Child Safeguarding and/or Standard Adult Safeguarding training, as appropriate.</p> <p>All staff and volunteers working directly with children, young people and/or adults at risk and/or their families or carers to undertake online or face-to-face PREVENT training, as appropriate.</p> <p>All staff and volunteers working directly with children to confirm that they have read Keeping Children Safe in Education annually. Records to be collated and maintained in Single Central Record.</p> <p>All Trustees, staff and volunteers who do not work directly with children, young people and/or adults at risk and/or their families or carers to undertake inhouse safeguarding awareness training.</p> <p>Safer Recruitment training to be undertaken, as appropriate (see below)</p>	<p>Staff and volunteers, as appropriate</p> <p>Staff and volunteers, as appropriate</p> <p>Staff and volunteers, as appropriate</p> <p>Trustees, staff and volunteers, as appropriate</p> <p>See below</p> <p>Head of Finance & Resources</p>	<p>From September 2020 and ongoing</p> <p>From September 2020 and ongoing</p> <p>From September 2020 and ongoing</p> <p>From September 2021 and ongoing</p> <p>From September 2021</p> <p>From September 2021</p>	<p>★</p> <p>★</p> <p>★</p> <p>★</p> <p>★</p> <p>★</p>

Accurate records of training and renewal dates to be collated and maintained in Single Central Record. Training to be renewed, as appropriate.			
SAFER RECRUITMENT Safer Recruitment training to be undertaken by leadership team and Trustees, as appropriate. All recruitment interviews for staff and volunteers to include questions on safeguarding, framed by a member of staff with Safer Recruitment training. Risk assessments to be carried out for all staff and volunteer roles, focusing on level of engagement and risk presented. Jobs page on website, recruitment packs and application forms to include statement to the effect 'All roles involving contact with children, young people and adults at risk will be subject to DBS checks and rigorous background checks.' DBS checks to be carried out by appointed staff as per the DBS policy. All DBS information to be collated and maintained in Single Central Record.	Leadership team Trustees, as appropriate All staff recruiting staff and/or volunteers Trustees, as appropriate All staff recruiting staff and/or volunteers Trustees, as appropriate People and Culture Manager Appointed staff Head of Finance and Resources	From September 2021 From September 2021 and ongoing From September 2021 and ongoing From September 2021 and ongoing From November 2020 and ongoing	★ ★ ★ ★ ★
SUPPORT FOR CHILDREN AND YOUNG PEOPLE AT TRUST CENTRES AND ACTIVITY LOCATIONS Information re. support for children and young people (for example, Childline) to be clearly displayed/available at Trust centres and activity locations.	<div style="border: 1px solid red; padding: 5px; color: red; text-align: center;"> REDACTED </div>	By September 2021	★

Appendix 1 - Health & Safety & Safeguarding forms

SHAREPOINT ACCESS TO ALL H&S&S DOCUMENTS

All H&S&S information will be available on SharePoint for staff and Trustees by late 2021

SWT HEALTH & SAFETY FORMS

- Point of work risk assessment decision tree
- Everyone home safe - 60 second point of work risk assessment
- Full point of work risk assessment
- Near miss reporting form
- Incident reporting form

Accidents are reported using off-the-shelf HSE approved forms.

SWT SAFEGUARDING FORMS

- Safeguarding concern recording sheet

Appendix 3 – Roles & Responsibilities

HEALTH & SAFETY & SAFEGUARDING BUILDING MONITORING - ROLES & RESPONSIBILITIES

Last reviewed July 2021

Whilst key staff will take the lead in the delivery of different elements of Health & Safety, safe working depends on effective co-working across the teams and sites.

	Responsible	Accountable	Consulted	Informed
Safety framework for each building (offices, centres, workshops) – organised locally				
Annual risk assessments review – building, fire	Centre Manager, Learning Officer	Safety Officer	Site Manager	All other staff /vols at that site
Annual workshop inspections (new)	Site Manager	HoC	Other reserve staff at that site	Safety Officer
Food hygiene – Safer Food better business for caterers (Food standards Agency plan)	Centre Manager Catering Manager	HoIG	All centre staff	Volunteers
Food allergen folder, reviewed 4 weekly to reflect menu changes	Centre Manager Catering Manager	HoIG	All centre staff	Volunteers
External checks & record keeping for each building (offices, centres) – organised locally				
Food hygiene – Safer Food better business for caterers FSA– annual unannounced inspection	Centre Manager Catering Manager	HoIG	All centre staff	Volunteers
Boiler / heating servicing	Centre Manager, Learning Officer	HoIG		All other staff /vols at that site
Fire alarm, smoke detector servicing	Centre Manager, Learning Officer	HoIG		All other staff /vols at that site
Building alarm servicing	Centre Manager, Learning Officer	HoIG		All other staff /vols at that site
Annual fridge freezer checks	Centre Manager, Learning Officer	HoIG		All other staff /vols at that site
Pressurised vessels - coffee machine servicing	Centre Manager, Learning Officer	HoIG		All other staff /vols at that site
Microwave annual emissions test	Centre Manager, Learning Officer	HoIG		All other staff /vols at that site
Annual play area inspection (Carlton)	Centre Manager, Learning Officer	HoIG		All other staff /vols at that site

Responsible

These are the people who do the work. They must complete the task or objective or make the decision. Several people can be jointly Responsible

Accountable

This person is the "owner" of the work. For SWT it is always a member of the leadership team.
Success requires that there is only one person Accountable, which means that "the buck stops there."

Consulted

People who need to give input before the work can be done.
These people are "in the loop" and active participants.

Informed

People who need to be kept "in the picture."
They need updates on progress or decisions, but they do not need to be formally consulted, nor contribute directly to the task or decision.

Changing spaces inspection/servicing	Centre Manager, Learning Officer	HolG			All other staff /vols at that site
External checks & record keeping for each building (workshops) – organised locally					
Fire alarm, smoke detector servicing	Sites Manager	HoC			All other staff /vols at that site
Routine in-house checks & record keeping – organised locally					
Food hygiene – Safer Food better business for caterers FSA food hygiene checks, daily weekly & 4 weekly review	Centre Manager Catering Manager	HolG		All centre staff	Volunteers
Legionella (quarterly water temp testing)	Centre Manager Catering Manager	HolG			
Fire alarm & emergency lighting (weekly)	Centre Manager Catering Manager	HolG			
Ladders	Sites Manager	HoC			
Tree safety	Sites Manager	HoC		Tree Officers	All other staff /vols at that site
Fixed visitor infrastructure (hides) & bridges	Sites Manager	HoC		Centre Manager	All other staff /vols at that site
Play areas – Carlton, Knettishall, Lackford	Centre Manager Visitor Officer	HolG			All other staff /vols at that site
Annual checks & record keeping – organised centrally by BH					
Health & Safety policy updated and shared annually (November)	CEO	BoT		Safety Officer	Leadership Team
Safeguarding policy dated and shared annually (November)	CO	BoT		Safeguarding Lead	Leadership Team
Fire extinguishers	Finance Officer	Safety Officer			Centre Manager/Learning Officer
Portable Appliance Testing (PAT)	Finance Officer	Safety Officer			All staff at that site
Fixed electric testing (FET) - new	Safety Officer	Safety Officer			
Lifting operations & lifting equipment regs (LOLER)	Site Managers	Safety Officer			All staff at that site
Annual servicing of package treatment plant	Centre Manager Learning Officer Finance Officer	HolG			

Point of Work Risk Assessment Decision Tree





Everyone home safe every day

60 SECOND CHECK

Name:	Date:
Site:	Task:
Hazards & risks:	How do I / we prevent it?
Is it safe to proceed? YES 😊 NO ☹️ <i>Contact Line Manager</i>	

Notes & additional comments:

Point of work risk assessment

A point of work risk assessment must be carried out prior to any work by staff or volunteers and all staff/volunteers to be made aware of the scope/limits of the work and hazards involved.



REFER TO SPECIFIC RISK ASSESSMENTS & CODES OF PRACTICE

WORK DETAILS Summary of work to be carried out:	LOCATION OF WORK:	DATE:
---	--------------------------	--------------

1 STOP	BEFORE YOU START	Yes	No	N/A
	Are you at the correct site / location?			
	Do you have the right equipment / information for the task?			
	Do you have the right PPE for the task?			
	Has everyone in the working party been inducted and briefed on the specific activity?			
	If you answered NO to any of the above, take the required action. If in doubt, ASK!			

2 THINK	SAFETY & HEALTH ASSESSMENT (If the hazard is present, tick the box)					
	<input type="checkbox"/>	Slips, trips or falls on the same level	<input type="checkbox"/>	Lone working	<input type="checkbox"/>	Risk to you from your work
	<input type="checkbox"/>	Livestock / animals	<input type="checkbox"/>	Overhead or underground services	<input type="checkbox"/>	Risk to others from your work
	<input type="checkbox"/>	Adverse weather	<input type="checkbox"/>	Uneven / soft ground	<input type="checkbox"/>	Lymes / Weils disease
	<input type="checkbox"/>	Water course / bodies (drowning)	<input type="checkbox"/>	General public	<input type="checkbox"/>	Other (state)
	WHAT HAPPENS IF SOMETHING GOES WRONG? EMERGENCY (POLICE / AMBULANCE / FIRE) 999 OR 112					
	Location of First Aid kit:					
	Do you have mobile phone coverage? Y / N					
	Emergency contact tel no:					
	Emergency access point:					

3 ACT	ADDITIONAL SAFETY ASSESSMENT (continue on reverse if insufficient space)				
	Hazard (from part 2)	Control measures or precautions	Remaining risk		
			High	Medium	Low
	Are there any lessons to learn for next time?				
	Has the work created any new hazards?				
	If you have answered YES to either of these questions, make a brief note below and inform your Line Manager:				

I confirm that I have assessed work to be carried out and briefed all persons on the risks and safety precautions:

Name:

Signature:

Incident report form

Please use this form to report/record an incident of any description that cannot be classed as an Accident or Near Miss that you feel someone at the Trust should be made aware of.



LOCATION OF INCIDENT:	DATE:
------------------------------	--------------

PERSON COMPLETING THE FORM:	PEOPLE INVOLVED IN INCIDENT:
------------------------------------	-------------------------------------

WERE EMERGENCY SERVICES INVOLVED:	IF YES:
<input type="checkbox"/> YES <input type="checkbox"/> NO	<input type="checkbox"/> Police <input type="checkbox"/> Ambulance <input type="checkbox"/> Fire <input type="checkbox"/> Crime no:

DESCRIPTION OF THE INCIDENT:
Was the incident reported by phone/email to other SWT colleagues? <input type="checkbox"/> YES <input type="checkbox"/> NO
IF YES, who did you report it to?

FOLLOW UP: Do you or anyone else involved in this incident wish to be contacted in confidence to discuss what happened and is follow up/ support required?
<input type="checkbox"/> YES <input type="checkbox"/> NO
IF YES, do you have any preference over who contacts you?
<input type="checkbox"/> Your Line Manager <input type="checkbox"/> HR Manager <input type="checkbox"/> SWT Safety Officer <input type="checkbox"/> Other person (please name)

FURTHER DETAILS, INFORMATION OR COMMENTS: (optional)

Please pass this form to either your line manager, SWT CEO or head of department.

If the incident was serious please scan/photograph the form and email immediately.

PERSON RECEIVING THIS FORM – please respond within 2 days or immediately if a serious incident.

Date form received:	Date of response:
<input type="text"/>	<input type="text"/>

Summary of actions taken:

--

Near-miss

REPORT FORM



This form should be completed by any person who experiences or witnesses a near-miss incident.

A near-miss is anything that has or had the potential to cause harm.

As well as an activity, this could include unsafe equipment, an unsafe place or any other safety concern.

Your name:	
Location of near-miss:	
Date of near-miss:	Time:
Please describe the near-miss:	
Please suggest how this near-miss could have been avoided:	
Names of any other witnesses:	

Please send all completed forms to Steve Aylward at Brooke House.

Near-miss reports are essential to help us maintain a safe workplace.



Suffolk Wildlife Trust
Brooke House
Ashbocking
Ipswich
IP6 9JY

01473 890089
info@suffolkwildlifetrust.org
suffolkwildlifetrust.org

f t i y

SAFEGUARDING CONCERN RECORD SHEET

This form should only be filled in with information **already** known, be careful not to ask leading questions. Fill in factually. It should be filled out as soon as possible, on the same day and stored in a secure place until forwarded to the Safeguarding Lead who will refer it to the appropriate agency.

Name of young person/vulnerable adult	
Date of Birth (if already known)	
Address (if already known)	
Name of parent or carer and contact details (if already known)	
Any special needs known; including medical, disability, language etc.	
Your observations: Please try to report exact words if your concerns are the result of a conversation (disclosure). Continue on a separate sheet if necessary.	

REDACTED

Date and time of incident(s) and any other relevant information.	
Action taken so far	
Name and details of witness if applicable	
Name, job role & signature of concerned person	Time & Date
Name & signature of safeguarding Lead (or alternate)	Time & Date

REDACTED

Appendix 2 - Mental health & wellbeing

- Mental Health Champions
- Employee Assistance Programme

How are you ?

sad? stressed? anxious?
worried? hopeless? angry?
tearful? overwhelmed?
want help?

REDACTED

The Trust also offers staff and volunteers a Counselling Service Helpline – 0117 934 0105. This is a confidential service available to you to help deal with personal issues such as bereavement, divorce, the threat of violence in the workplace



There are plenty of different types of support out there, and a Mental Health Champion can help you access the support you need to feel better.

Mental Health Champions are a point of contact if you, or someone you are concerned about, are experiencing a mental health issue or emotional distress. They are not therapists or psychiatrists but they can give you initial support and signpost you to appropriate help if required.

If you have any questions about Mental Health Support at the Trust please contact any of our wonderful MH champions.

Employee Assistance Programme

A 24 hour helpline from Health Assured to support you through any of life's issues or problems.

Free 24 Hour Confidential Helpline:



Stress & anxiety



Counselling



Family issues



Bereavement



Financial wellbeing



Childcare support



Relationship advice



Legal information



Medical information



Tenancy & housing concerns



Alcohol & drug issues



Consumer issues

Download 'My Healthy Advantage' now

Unique code: REDACTED MHA208318



To find out more visit:

healthassuredeap.com

Username: REDACTED wellbeing

Password: REDACTED HomeComBake

health  assured