Grief support for
children & young people
in Swindon & Wiltshire

Health & Safety Policy

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V.02	12/11/2025	S.Bear	12/11/2025	Review of specialist corrective lenses entitlement.
V.03	15/10/2026	S.Bear	11/11/2026	Annual Review and considered considering new premises pending & updated for 2025–2026 HSE changes
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Charity Statements:

Statement of public benefit:
Wiltshire Treehouse is for the benefit of bereaved children, young people, and their families, living/educated within Swindon & Wiltshire.

Mission:
Wiltshire Treehouse wants to see a world where every bereaved child and young person can receive guidance and support to help them through their grieving process. We will enable those in our local communities to develop the coping strategies, skills, and confidence they need to thrive.

Charity Objectives:
Provide high quality, relevant bereavement support and guidance to children, young people & their families.

Improve the initial experience of childhood bereavement through training and awareness raising.

Secure the continuity of our organisation, ensuring a future of child specific bereavement support.

Be proud of the charity, a great place to work and achieve.

Our Values:
Growth – Providing a safe space for personal development.

Respect – Beneficiaries, volunteers, and staff are treated with respect and dignity within their journey with the charity.

Inclusivity – Services and support available to the whole community.

Empowerment – Working with beneficiaries to enable change on their terms.

Friendly – Open and welcoming.

1. Purpose, Scope, and Users:

The purpose of this policy is to:

- to provide adequate control of the Health and Safety risks arising from Wiltshire Treehouse's work activities.
- to consult with our staff, volunteers and beneficiaries on matters affecting their health and safety.
- to provide and maintain safe equipment used for work and in the workplace.
- to ensure safe storage, handling and use of substances.
- to provide appropriate information, instruction and supervision to staff volunteers and beneficiaries.
- to ensure all staff and volunteers are competent to do their tasks and are given adequate training.
- to prevent accidents and cases of work-related ill-health.
- to maintain safe and healthy working conditions; and
- to review and revise this policy as necessary at regular intervals.

Wiltshire Treehouse is committed to ensuring the health, safety and welfare of staff, volunteers, beneficiaries and visitors. This includes physical safety and psychological wellbeing, in line with current HSE priorities. The organisation will identify, assess and manage psychosocial risks such as work-related stress, workload pressure, fatigue and isolation, incorporating these into risk assessments and wellbeing processes.

Wiltshire Treehouse recognises its duty to protect all visitors, contractors and members of the public affected by its operations. Staff working from home or in community settings will be supported to maintain safe working environments.

2. Reference Documents:

HSE: Information about health and safety at work - https://www.hse.gov.uk/index.htm

Volunteering: Guidance for Employers - https://www.hse.gov.uk/voluntary/employer/print.htm

Introduction to Electrical safety at work - https://www.hse.gov.uk/voluntary/employer/print.htm

Managing the Causes of Work-Related Stress. June 2024 - https://www.hse.gov.uk/voluntary/employer/print.htm

Working Alone. Health and Safety Guidance on the Risks of Lone Working. 2020 (rev 4). Health and Safety Executive Leaflet (03/20 INDG73 Rev4) - https://www.hse.gov.uk/pubns/indg73.pdf

The Work at Height Regulations 2005 - http://www.legislation.gov.uk/uksi/2005/735/contents/made.

Manual handling at work: Good handling technique - HSE - https://www.hse.gov.uk/msd/manual-handling/good-handling-technique.htm

Working with VDUs. 2006 (rev 4). Health and Safety Executive Leaflet (INDG 36) - https://www.hse.gov.uk/pubns/indg36.htm

Workplace Health, Safety and Welfare. Workplace (Health, Safety and Welfare) Regulations 1992 Approved Code of Practice. 2004. 12th Edition. Health and Safety Executive Guide (L24). - https://www.hse.gov.uk/pubns/priced/l24.pdf

- **HSE Work-Related Stress Management Standards (2024)**
- **HSE Asbestos and Dust Disease Prevention Guidance (2025)**
- **Martyn's Law (Terrorism Protection of Premises Act 2025)**
- **HSE Remote and Hybrid Working Guidance (2025)**
- **RIDDOR Review Consultation (2026)**

3. Responsibilities:

Wiltshire Treehouse's Board of Trustees has the overall and final responsibility for Health and Safety in Wiltshire Treehouse. This incorporates all aspects of health, safety and welfare and for ensuring that satisfactory arrangements are made to comply adequately with statutory requirements for the health, safety and welfare of employees, volunteers and beneficiaries.

The Business Director & Service Director will act as advisors and representatives to the Board of Trustees on matters of Health and Safety and have joint responsibility for overseeing, implementing and monitoring health and safety procedures on a regular basis.

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

The Board have responsibility for ensuring that the Health and Safety policy enables Wiltshire Treehouse to:

- Fulfil its legal duties and emphasise the determination to manage its activities so that standards of health and safety are continuously improved.
- Monitor conditions and the health and safety performance to determine whether the policy is effective and is being developed to meet changing requirements.
- Ensure systems are in place to review and update this policy annually, and health and safety objectives for the charity are set and monitored
- Ensure safe systems of work are in operation and staff and volunteers receive adequate and appropriate training
- Ensure the implications of relevant legislation are raised with, and understood by the relevant staff and volunteers
- Ensure adequate resources are made available to allow the effective implementation of the health and safety policy

- The Business and Service Directors are delegated day to day responsibility for ensuring this policy is put into practice and implemented across all Wiltshire Treehouse activities.
- The Business and Service Directors have responsibility to co-operate with The Landlord's management in ensuring the implementation of local Health and Safety procedures.
- First Aiders have responsibility to administer basic first aid and contacting medical persons to attend more serious accidents or incidents
- Staff and volunteers have responsibility and a legal requirement to co-operate with managers on Health and Safety matters
- Staff, volunteers, and beneficiaries are required to also take responsibility for their own health and safety as far as they are able and following direction.

4. Consultation with Staff and Volunteers:

Health and Safety will be a standard item on the agenda of staff meetings. Such items will be presented to enable a two-way dialogue on Health and Safety matters. Wiltshire Treehouse staff will discuss Health and Safety with volunteers at support and supervision sessions allowing volunteers the opportunities to raise any issues they may have. The Business Director & Service Director will report to the Board of Trustees on any Health and Safety matters including any accidents or "near misses", performance of fire drills, results of audits plus any issues raised by the employees and volunteers.

5. Risk Assessment:

The Management of Health and Safety at Work Regulations 1999 applies to every workplace and requires employers to undertake, record and control all risk assessments. The assessment of risks cannot be undertaken

properly without the cooperation and involvement of all staff and volunteers and at times, beneficiaries. It is the policy of Wiltshire Treehouse to provide as far as is reasonably practicable a safe and healthy environment.

Risk assessments will:

- Prevent unnecessary harmful incidents.
- Reduce risks of injury or ill-health.
- Identify significant hazards and implement precautions.

Risk assessments will now also include:

- Psychosocial hazards (stress, workload, fatigue, isolation).
- Remote and hybrid working environments.
- Security-related risks where Martyn's Law applies.
- Asbestos and dust-related risks in new premises.

Assessments will be reviewed whenever significant changes occur.

6. Insurance:

It is a requirement of the Employers Liability (Compulsory Insurance) Act 1969 that Wiltshire Treehouse has at least a minimum level of insurance coverage against any health and safety injuries claim by employees who are injured at work or may become ill as a result of work while in employment, if Wiltshire Treehouse is found responsible. If there is any significant change to the model of service delivery and additionally on an annual basis Wiltshire Treehouse will communicate with their insurer and broker to keep them up to date, and ensure the organisation is fully covered. Insurance coverage levels will be discussed and approved by the Board of Trustees.

7. Emergency Procedures – Fire and Evacuation:

Fire Risk Assessments remain the responsibility of building Landlords. i.e. George & Anne Tweed Rooms = Brunel Academy Trust, Hurstwood Holdings for Gemini House and landlords of any community buildings used.

Whilst overall responsibility for building fire risk assessments rests with the landlord, Wiltshire Treehouse will cooperate with building management and ensure appropriate fire safety arrangements are implemented for its activities.

All staff and volunteers have a duty to conduct their operations to minimise the risk of fire and to report any smoke, fire or potential fire hazards immediately.

Staff and volunteers should never attempt to repair or interfere with wiring or electrical equipment or any other item that may present a fire risk themselves. The Landlord is responsible for making sure the maintenance and testing of fire alarms and firefighting, prevention and detection equipment takes place as per contract and reporting back to the Directors.

Fire doors are located throughout the premises and must never be blocked or wedged open. Fire exit doors and corridors must never be locked, blocked or used as storage space. All staff and volunteers must ensure they are familiar with the evacuation route and designated assembly point in case of emergency. Fire drills will be

conducted annually of Wiltshire Treehouse staff to ensure staff and volunteers' familiarity with emergency evacuation procedure.

Where Wiltshire Treehouse delivers activities in publicly accessible spaces or hosts events, the organisation will comply with Martyn's Law (Standard Tier) requirements, including:

- Terrorism risk assessment
- Emergency preparedness planning
- Proportionate security awareness training

8. First Aid

First Aid First aid boxes that are adequate and appropriate are located within the kitchen. All employees and volunteers must be aware of the location of the nearest first aid box and the designated first aid personnel. Records are crucial to the effective monitoring of health and safety procedures and must be accurate and comprehensive. All accidents will be investigated as necessary, with any required action being taken to prevent a recurrence of the problem. All injuries, however small, sustained by a person at work, a beneficiary, contractor or visitor must be reported to lead worker/line manager or in their absence an appropriate substitute, and recorded within the appropriate accident or injury book – found alongside the first aid kit.

9. Employees At Potential Risk:

Wiltshire Treehouse recognises that some people may from time to time be at increased risk or injury or ill-health resulting from work activities. Wiltshire Treehouse requires all staff, and volunteers to advise their immediate line manager if they become aware of any changes in their personal circumstances, which could result in their being at increased risk. This could include medical conditions, permanent or temporary disability, taking medication and pregnancy. As an equal opportunity's employer, Wiltshire Treehouse will ensure that it makes reasonable adjustments of its premises and/or employment arrangements to accommodate disabled or special risk employees as and when required.

10. Home Visits, Lone Working and Hybrid Working:

This policy also applies to home visits, lone working and hybrid working (working from home). Wiltshire Treehouse Health and Safety procedures will also apply to those staff and volunteers who visit beneficiaries/partners or funders in their own homes/places of business whilst undertaking any duties on behalf of Wiltshire Treehouse. And in addition, staff and volunteers own homes when carrying out Wiltshire Treehouse duties as part of their contracted roles. Staff and volunteers must practice reasonable care for their own health and safety and always ensure the beneficiary's safety. When working in the community, undertaking home visits and/or lone working, the contractual responsibilities of both Wiltshire Treehouse and staff and volunteers around hours of operation, and taking reasonable breaks apply. Please refer to the Lone Working Policy.docx for safety guidance.

It is recognised that from time to time some staff will work alone both at Wiltshire Treehouse premises and other venues. It is acknowledged that guidelines cannot cover all eventualities or circumstances, which are not possible to anticipate. However, all staff and volunteers have a duty to ensure that priority is given to their own safety and to that of colleagues, beneficiaries, contractors and the public wherever possible. Staff and volunteers are encouraged to discuss plans and concerns with their manager, and managers are required to proactively

discuss health and safety on a regular basis, included as a standing item within the team and volunteer meeting agendas.

Considering 2025-6 updates, remote and hybrid working arrangements will now be risk-assessed. All staff must complete a risk assessment for their home environment. This should be stored in their staff record file and it is the responsibility of staff to update these documents when changes are needed or changes to their home environments occur. Line managers should be emailed to highlight the annual review and any amendments made to these documents. Staff will be supported to maintain safe home workspaces. DSE assessments will also be completed for **remote or hybrid workers** using home workstations. Guidance will be provided on safe workstation setup.

11. Smoking:

The Smoke Free policy is to protect all staff, volunteers and beneficiaries from exposure to second hand smoke and to assist compliance with the *Health Act 2006*. Exposure to second hand smoke increases the risk of lung cancer, heart disease and other serious illnesses. Ventilation or separating smokers and non-smokers within the same airspace does not completely stop potentially dangerous exposure. The Smoke Free Policy applies to all areas of the Westlea School site, and surrounding footpaths. No staff member should engage in smoking whilst in any identifiable uniform or whilst wearing a Wiltshire Treehouse badge/logo on their person.

It is the policy of Wiltshire Treehouse that all our workplaces are smoke free, and staff, volunteers and beneficiaries have a right to be in a smoke free environment. Smoking is prohibited in all enclosed and substantially enclosed premises in the workplace. This includes staff vehicles when used for business purposes. The policy applies to all staff, volunteers and beneficiaries. Appropriate signage remains the responsibility of landlords.

The policy around smoking in the workplace also refers to the use of e-cigarettes/vaping. Disciplinary procedures will be followed if a member of staff does not comply with this policy. Staff and volunteers who do not comply with the smoke free law may also be liable to locally administered fixed penalty fines and possible criminal prosecution. (see Rules about tobacco, e-cigarettes and smoking: 1 October 2015 – GOV.UK (www.gov.uk)for details of the government's current fixed penalty fine guidance to councils).

12. Access & Egress:

Walkways, passageways and exits must be kept clear and free from obstructions at all times. It is the responsibility of all staff and volunteers to comply with this regulation:

- If a walkway or passageway becomes wet, it should be clearly marked with warning signs and any liquid spilt on the floor should be wiped up immediately.
- Trailing cables should not be left in any passageways or walkways
- Where objects are stored in or around a passageway or walkway, care must be taken to ensure that no long or sharp edges jut out
- Where vehicles or other moving machinery is using an access route, an alternative route should be used where possible. If no alternative route is available, the area must be clearly marked with warning signs.

13. Driving for Work:

All drivers of cars carrying out activities on behalf of Wiltshire Treehouse must act in accordance with the law. All staff/volunteers are required to hold relevant and in date driving licences and insurance to cover use of their vehicles for work purposes.

14. Display Screen Equipment/VDU:

Wiltshire Treehouse will comply with the requirements of the *Health & Safety (Display Screen Equipment) Regulations 1992.*

All staff and volunteers at Wiltshire Treehouse who regularly use Visual Display Units within an office or hybrid working environment – like working from home, must undertake a VDU assessment, considering the following areas:

- The equipment
- Work environment
- Heat emission and radiation
- Software

The users in accordance with legislation, staff who regularly use a VDU are entitled to:

- A free regular eye examination (every 2 years, or as recommended by an optician, and if the employee experiences visual difficulties), paid by the employer, reclaimed with a valid receipt for the test within the past 3 months.
- A contribution of up to £100 will be made where the eye test shows that special corrective appliances (e.g. glasses prescribed specifically for the distance at which a screen is viewed) are necessary for VDU work.

A suitable and sufficient assessment of workstations will be completed for all users, with the user consulted throughout the process. Where risks are identified these will be reduced to the lowest extent reasonably practical, this includes the way in which work is organised.

15. Company Machinery:

Company machinery, tools and equipment are only to be used by qualified and authorised staff. It is the responsibility of all staff to ensure that any tools or equipment they use are in a good and safe condition. Any tools or equipment which are defective must be reported to the line manager. No tools and equipment should be used outside of the manufacturer's guidance. Staff are prohibited from using any tool or piece of equipment for any purpose other than its intended purpose. Approved personal protective equipment must be properly used where appropriate. Persons using machine tools must not wear clothing, jewellery or long hair in such a way as might pose a risk to their own or anyone else's safety.

16. Electricity:

Building Landlords are responsible for arranging the testing and inspection of fixed electrical wiring as required periodically as per good practice guidance. Wiltshire Treehouse is responsible for charity owned electrical items that are not included in the lease, and for arranging regular PAT testing for relevant charity owned equipment.

Inventory of hardware (including that used off site) and PAT testing is the responsibility of the Directors, who report to the Board of Trustees.

Staff and volunteers are responsible for complying with this policy, including being responsible for PAT testing of their own (non-WTH) devices.

Staff and volunteers must use electricity in the safest possible way:

- Never tamper with electrical equipment or electrically powered equipment.
- Do not attempt to repair or to remedy an electrical problem.
- Do not overload sockets
- Do not use taped joints to connect cables
- Do not ignore obvious tell-tale signs such as faulty switching or intermediate stopping.
- Do not adjust, move or otherwise tamper with any electrical equipment or machinery in a manner not within the scope of their job duties.
- Do not handle electrical appliances, plugs, and sockets with wet hands.
- Do switch off electrical equipment before cleaning, plugging and unplugging.

Equipment users must help by reporting any damage or defects they find and must be aware of the safety precautions.

17. Manual Handling:

Manual handling at work is governed by the Manual Handling Operations Regulations 1992, made under the Health and Safety at Work etc. Act 1974.

Manual Handling Operations Regulations 1992, amended in 2002 applies to a wide range of manual handling activities, including lifting, lowering, pushing, pulling or carrying. The load may be either animate, such as a person or an animal, or inanimate, such as a box or a trolley.

In all cases where Wiltshire Treehouse staff and volunteers must carry, lift, push or pull items as part of their duties, a risk assessment should be undertaken and recorded to identify unnecessary operations and potential risks. Lifting and moving should always be done by mechanical devices rather than manual handling wherever reasonably practicable. The equipment used should be appropriate for the task at hand. The direction which the load is to be lifted should be inspected to ensure it is free of obstructions.

Manual handling operations which involve the risk of injury should be avoided. Employees should not attempt to lift or move a load which is too heavy to manage comfortably but to seek assistance if there is any danger of strain. Training in lifting techniques will be provided for employees if applicable. Employees should not attempt to obtain items which are beyond their reach by climbing or using chairs or other inappropriate makeshift device, appropriate equipment such as a ladder or stepping stool must be used. All staff and volunteers are responsible to considering their limits and following safe manual handling. Guidance on what that looks like can be found here https://www.hse.gov.uk/msd/manual-handling/good-handling-technique.htm

Due to the requirements outlined in the Health and Safety Act (Manual Handling Operations Regulations 1992) we are unable to lift a person should they have a fall. More importantly, however, because we are not medically

trained, we may also be causing more damage after the fall itself. If a member of staff or a volunteer is in a situation where a beneficiary or any individual has fallen over, emergency services should be called. Should anyone fall over whilst an employee is in attendance then the employee is able to provide a "helping hand" for stability if the person is able to support themselves.

18. Working at Height:

Working at height includes all activities where there is a risk of fall liable to cause personal injury. You are at height the moment your feet leave the floor, or when there is a drop without barrier – i.e. staircases, manholes without covers, when digging a hole. Within the line of work for Wiltshire Treehouse, most working at height will include reaching shelves out of arms reach. Staff, volunteers and beneficiaries are responsible for ensuring they use appropriate equipment to work at height.

When staff, volunteers or beneficiaries are working at height, they must ensure the following:

- all work at height is properly planned and organised,
- those involved in work at height are competent,
- the risks from work at height are assessed, and appropriate work equipment is selected and used,
- the risks of working on or near fragile surfaces are properly managed,
- the equipment used for work at height is properly inspected and maintained.

19. Stress in the Workplace:

Wiltshire Treehouse recognises that workplace stress is a health and safety issue and acknowledges the importance of identifying and reducing workplace stressors. This policy will apply to everyone in the organisation and the directors are responsible for the implementation and monitoring of the policy and other measures to reduce stress and promote workplace health and safety.

Wiltshire Treehouse will manage workplace stress in accordance with HSE's Management Standards for Work-Related Stress. Stress-related risks will be identified, assessed and monitored through supervision, wellbeing processes and risk assessments.

For further information on stress in the workplace and the measures undertaken by Wiltshire Treehouse, please view the Employee & Volunteers Wellbeing Policy.docx

20. Infection Control:

Infection prevention and control is vital to protect staff, volunteers, and beneficiaries from the risk of transmissible disease.

Infection control procedures will be updated in line with emerging public health guidance, including airborne disease prevention, ventilation expectations and community outbreak responses.

Wiltshire Treehouse has a number of principles to ensure we mitigate the prevention and spread of infection as far as possible:

- No staff or volunteers of Wiltshire Treehouse should undertake the personal care of beneficiaries. Personal care includes washing, dressing, intimate care and feeding.

- All staff and volunteers must take reasonable precautions to prevent the spread of infection. Using appropriate measures such as hand washing, or where unable, hygienic hand gels in all aspects of their work.
- Staff must follow any emergency guidance issued by Directors and the Board of Trustees that respond to any emergency situation in the Community (e.g. in the response to the Covid pandemic) and ensure that volunteers are appropriately advised and supervised.
- The Directors and Trustees must be informed if any member of staff, volunteer or participant suspects they may have, or have been diagnosed with, a contagious disease which may be passed to others in everyday occurrences. If the employee or volunteer is diagnosed as carrying a contagious disease, medical advice should be sought before continuing any employment service.

Once the member of staff or volunteer has sought medical advice, they should inform their line Manager of the circumstances and discuss the implications with them. Their individual confidentiality and dignity will be respected, and details of their condition will not be revealed to any third party without their agreement unless there is a significant risk to a third party.

Wiltshire Treehouse will take appropriate care to prevent cross infection or contamination in the workplace. Where a beneficiary is diagnosed with an infectious disease, appropriate risk assessments will be carried out, and information shared if appropriate, ensuring that the person's dignity and confidentiality is respected.

Wiltshire Treehouse will comply with the government's guidance on https://www.gov.uk/government/publications/health-protection-in-schools-and-other-childcare-facilities/preventing-and-controlling-infections.

21. Control of Substances Hazardous to Health:

Wiltshire Treehouse is required to carry out an assessment under the Control of Substances Hazardous to Health (COSHH) regulations 2002 in order to assess the workplace risk to health from substances used on their premises, and to prevent and adequately control those risks. A hazardous substance can be liquid, solid, dust powder, or gas which can damage health when it comes into contact with skin or eye; enters the body through the skin; is breathed in, swallowed or transferred via contaminated hands.

COSHH assessments will specifically consider:

- Dust and airborne particles
- Asbestos-related hazards in any premises used
- Updated HSE guidance on occupational lung disease

To comply with the COSHH regulation, the following steps are to be taken:

- Identify the hazardous substance present.
- Consider the risks they present to people's health if the risk is significant.
- Decide who might be harmed or if others might be affected indirectly.
- Evaluate the risk arising from the hazard and decide whether existing control measures are adequate or if more should be done.

- Record findings and arrange for details to be inserted into the health and safety manual and inform all staff and volunteers.

Assessments should be reviewed annually or until new guidance is given whichever is sooner. Staff and volunteers who need to use certain substances and chemicals will be required to comply with the following procedures:

- To use substances and chemicals in accordance with the manufacturer's instructions. If in doubt, do check before use with immediate manager.
- To use protective clothing, footwear, gloves, masks and eye protection as appropriate.
- To clean any spillage or soiling of such substances in appropriate manner
- To report any accidents or injuries to immediate line manager.

Should hazardous substances be used during the course of service delivery then any accidents or spillages should be notified immediately to the line manager.

22. Control of Substances Hazardous to Health:

The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR 2013), place a legal obligation on Wiltshire Treehouse to externally report such incidents.

The Director, with support of Trustees will be responsible for overseeing the investigating, recording and reporting accidents and incidents (including violence, deaths and diseases) at the Wiltshire Treehouse premises and projects.

- Recordable dangerous accidents and incidents under RIDDOR must be reported to both Directors immediately.
- The Directors will take the appropriate action (The Board of Trustees action may be used if appropriate) to record under RIDDOR legislation.
- A record of any reportable injury, disease and or dangerous occurrences must be kept. This must include the date, time and place of the event; personal details of those involved and a brief description of the nature of the event or disease. Reporting can be submitted online through the Health and Safety Executive website http://www.hse.gov.uk/riddor/online.htm

23.Reporting of Injuries, Diseases and Dangerous Occurrences (RIDDOR)

Wiltshire Treehouse will comply with current RIDDOR requirements and will update procedures in line with forthcoming reforms, including:

- Expanded occupational disease categories
- Clearer definitions of work-related injuries
- Broader recognition of authorised health professionals

24. Health & Safety Training:

Health and safety training is a priority for all staff and volunteers, and training is an integral part of an effective health and safety programme. It is essential that every member of staff and volunteer is trained in safe working practises and procedures to perform their role safely.

Training will include the instruction on the safe use of equipment and all related health and safety issues such as First Aid and Risk Assessments. All staff and volunteers will undergo induction training relevant to their specific role and responsibilities at the commencement of their work. Relevant training is to be reviewed and repeated within the training guidance.

Training will include:

- Safe working practices
- First Aid
- Risk assessments
- Equipment use
- Security awareness training (Martyn's Law)
- Stress and psychosocial risk awareness
- Remote-working safety and workstation setup
- Updated RIDDOR responsibilities

25. General Safety Rules:

- Staff and volunteers must be aware of and adhere Wiltshire Treehouse's policy and procedures on health and safety.
- Staff and volunteers must report immediately of any unsafe working practices or conditions, and areas where risk could emerge, to their line manager or to the Directors.
- Acts which might jeopardise the health and safety of any other person, for example but not limited to practical jokes, horseplay, or using inappropriate materials or equipment for the sake of speed or cost saving are forbidden.
- Staff and volunteers whose level of alertness have declined due to ill health, fatigue, alcohol or drugs may affect the health and safety of co-workers or other people in contact at the workplace. They will not be allowed to work until condition is fit to work. This may require the advice of their General Practitioner or other professional medical consultant and Wiltshire Treehouse reserves the right to request relevant assessments.
- No staff and volunteers should undertake a task which appears to be unsafe
- No staff and volunteers should undertake a task until they have received adequate safety instruction and are then authorised to carry out the task.
- All waste materials must be disposed of carefully in the receptacles provided and in such a way that they do not constitute a hazard to other people.
- All materials, equipment and tools must be used safely and when not in used must be kept properly and securely according to manufacturer's guideline and organisational rules.
- Appropriate protective clothing must be worn as and when required for example relevant PPE as directed by the Charity.

- Staff and volunteers must follow guidance relating to psychosocial risk management, remote-working safety and security preparedness.
- Concerns relating to mental health, workload, isolation or unsafe remote-working conditions must be reported to a line manager.