

Initiative for Nature Conservation Cymru (INCC)

Health and Safety
Statement 2018



MENTER AR GYFER
CADWRAETH NATUR CYMRU



INITIATIVE FOR NATURE
CONSERVATION CYMRU

Initiative for Nature Conservation Cymru (INCC) Health and Safety Statement 2018

Vision

A Wales with more wildlife in more places, created by a society that intrinsically values the natural world.

Mission

To be the strong unconstrained voice that Welsh wildlife needs, speaking out and putting the needs of wildlife first.

Initiative for Nature Conservation Cymru (INCC)

Science Centre

C/O National Botanic Garden of Wales

Llanarthne

Carmarthenshire

SA32 8HG

Charity Number 1180113



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Health and Safety Statement:

The Initiative for Nature Conservation Cymru (INCC) is fully committed to the Health, Safety and general comfort of all people who work for the charity, including casual workers; part-timers; trainees; volunteers; sub-contractors who use workplaces we provide; are allowed to visit our premises or other holdings; may be affected by our work; use products we make, supply or import; or use our professional services.

Organisation Activities

Our Health and Safety policy is to:

Prevent, as far as is reasonable practicable, accidents and work related ill-health, by:

- maintaining a **safe and healthy working environment**
- providing **adequate control of health and safety risks** arising from our work activities
- **communicating effectively on health and safety with volunteers, clients and sub-contractors**
- providing adequate **information, instruction, training and supervision for employees**
- ensuring all **employees are competent** to do their tasks
- allocating **clear responsibilities for health and safety**
- having clear and **effective health and safety arrangements**
- **consulting with our employees** on matters affecting their health and safety

Signature and date:

Signature:

Date:

Position: Trustee

Review date for this policy:

November 2020

Confirmation that the policy has been reviewed: Signature and date when reviewed:

This is the statement of general policy and arrangements for:

Initiative for Nature Conservation Cymru (INCC)

INCC Trustees have overall and final responsibility for health and safety

Robert Jones Parry – Chief Executive Officer has day-to-day responsibility for ensuring this policy is put into practice

Statement of general policy	Responsibility of: Name/Title	Action/Arrangements (What are you going to do?)
Prevent accidents and cases of work-related ill health by managing the health and safety risks in the workplace	Rob Parry CEO	Relevant risk assessments completed and actions arising out of those assessments implemented. (Risk assessments reviewed when working habits or conditions change).
Provide clear instructions and information, and adequate training, to ensure employees are competent to do their work	Rob Parry CEO	Staff and subcontractors given necessary health and safety induction and provided with appropriate training (including working at height, asbestos awareness and electrical safety) and personal protective equipment. We will ensure that suitable arrangements are in place to cover employees engaged in work remote from the main company site.
Engage and consult with employees on day-to-day health and safety conditions	Rob Parry CEO All staff	Staff routinely consulted on health and safety matters as they arise but also formally consulted at regular health and safety performance review meetings or sooner if required.
Implement emergency procedures – evacuation in case of fire or other significant incident.	Rob Parry CEO	Escape routes well signed and kept clear at all times. Evacuation plans are tested from time to time and updated as necessary.
Maintain safe and healthy working conditions, provide and maintain plant, equipment and machinery, and ensure safe storage/use of substances	Rob Parry CEO	Toilets, washing facilities and drinking water provided. System in place for routine inspections and testing of equipment and machinery and for ensuring that action is promptly taken to address any defects.