



EAST SUSSEX
WRAS
WILDLIFE RESCUE

Health & Safety Policy statement

Part 1: Statement of intent

This is the health and safety policy statement of: East Sussex Wildlife Rescue Ambulance Service

WRAS recognises and accepts its responsibility to ensure, so far as is reasonably practicable, the health and safety of all its employees, volunteers, visitors, contractors and members of the public who may be affected by the charities activities.

It is WRAS's aim to promote, set and maintain a high standard for health, safety and welfare. This will be achieved by:

- Undertaking and reviewing risk assessments
- Addressing any concerns raised by employees, volunteers, visitors, contractors and members of the public
- Providing and maintaining a safe working environment
- Ensuring the safe handling and use of substances
- Providing information, instruction and supervision for volunteers and staff
- Providing and maintaining suitable protective equipment
- Providing and maintaining the safety of equipment
- Review and revise this policy as necessary at regular intervals
- Endeavour to eliminate any hazards which may result in personal injury. Illness, fire, security losses, property damage or harm to the environment.

- Providing regular and suitable training to staff to ensure that they are current and safe in their role.

WRAS will maintain safe and healthy working conditions, provide and maintain plant, equipment and machinery, and ensure safe storage/use of substances

WRAS will endeavour to eliminate hazards which may result in injury, illness, fire, security losses, property damage or harm to the environment.



Signed

19/07/2022

Date

Trevor Weeks

Print name

19/07/2024

Review date

Part 2: Responsibilities for health and safety

2.1 Overall and final responsibility for health and safety:

The overall responsibility for H&S sits with the Founder and Operations Director of WRAS Trevor Weeks and the Board of Trustees. Trustee Iain Turner is responsible for the H&S portfolio for the Charity.

2.2 Day-to-day responsibility for ensuring this policy is put into practice:

Day to day responsibility for ensuring the policy is put into practice sits with the Health & Safety and Training Officer Keith Ring.

2.3 To ensure health and safety standards are maintained/improved, the following people have responsibility in the following areas:

WRAS Vet Lourdes Cortes Saez. Responsibility for all medical supplies, equipment and subsequent use. Plus responsible for all matters associated with the safe use of the x-ray equipment.

Care manager Katie Nunn Nash. Shared responsibility with Karen Francis for all medical supplies, equipment and subsequent use when Vet is not at WRAS.

Deputy Care manager Karen Francis. Shared responsibility with Katie Nunn Nash for all medical supplies, equipment and subsequent use when Vet is not at WRAS.

Fleet manager Julie Stafford. Responsibility for all matters related to WRAS fleet of vehicles.

2.4 All employees should:

- co-operate with supervisors and managers on health and safety matters;
- take reasonable care of their own health and safety; and
- report all health and safety concerns to an appropriate person/s (as detailed above).

Part 3: Arrangements for health and safety

3.1 Risk Assessments

WRAS produce risk assessments for the activities it undertakes as well as a fire risk assessment. These risk assessments are periodically reviewed. WRAS will make these risk assessments available for staff and volunteers and it is each individual's responsibility to familiarise themselves with the content and

the potential risks associated with working in such an environment. All staff and volunteers are encouraged to provide feedback and suggestions as part of the whole process.

3.2 Visitors.

All visitors are required to sign and out when visiting the building, this does not include volunteers or people bring in casualties. Visitors must wait in reception until the person they are seeing is available to meet them or instructs them to be shown to another part of the building.

Friends and family are not permitted to visit and look round the centre without permission. We welcome family and friends coming along to help shifts but only with authorisation in advance, and they must sign in and be under adult supervision at all times. If they are likely to visit more regularly they should undertake a full induction.

All visitors, contractors and family and friends of volunteers helping out on shifts must sign in at reception and be shown the health & safety information pack before starting work.

3.3 Control of Substances Hazardous to Health (COSHH).

WRAS maintains a record of all substances that may cause a hazard to health. This information is made available to staff and volunteers. All staff and volunteers must ensure that they use any cleaning products in accordance with the manufacturer's guidance.

3.4 First Aid

WRAS provide a number of staff with First Aid training relevant to the legal requirements.

First Aid kits and eye wash baths are provided and are located around the centre. All staff and volunteers should familiarise themselves with the locations.

Emergency spill kits are provided and located around the centre. All staff and volunteers should familiarize themselves with the locations.

An Accident Book is provided. All staff and volunteers are encouraged to complete the paperwork in the accident book for all incidents no matter how minor. The information from the accident book is used to identify any trends and to then enable measures to be taken to prevent any further incidents or major injury/ accidents to occur.

3.5 Vaccinations

Volunteers & Staff are advised to have an up-to-date tetanus vaccination. It is the individual's responsibility to ensure any vaccination is kept up-to-date.

Staff and Volunteers are advised to inform their Doctor that they are volunteering with WRAS. This may speed up the diagnosis of any illness in the unlikely event of staff or volunteers becoming ill as a result of volunteering with WRAS.

Staff and volunteers are also advised that if they do not feel well after working at the Casualty Centre or after undertaking a rescue and do not recover within 24 hours they should seek advice from their doctor.

WRAS will fully cooperate with any investigation into any illness or injury caused as a result of working or volunteering.

3.4 Evacuation Training - Emergency procedures in case of Fire etc.

WRAS has a Fire Risk Assessment that, along with all risk assessments, is reviewed periodically.

The main focus for all staff, volunteers, contractors and visitors is to calmly and safely evacuate the building in the event of the fire alarm operating without stopping to collect any belongings or animals.

An evacuation procedure has been developed and posters are displayed near the fire exit points.

The senior member of staff present when the fire alarm operates is responsible for ensuring that the building is evacuated, all persons are accounted for and to pass on relevant information should the incident result in the attendance of the Fire & Rescue Service. This senior person will also determine any other actions that can be taken safely by other trained staff.

All staff are trained in actions to be taken in the event of the fire alarm sounding or any other similar event that may require the evacuation of the centre. They have also received training in basic firefighting and are competent to operate the fire extinguishers on site.

Fire Safety notices are displayed around the centre.

All staff and volunteers must ensure they are fully aware of the location of all fire exits. Remember the closest one to you may not be available due to the incident. Exit by the nearest available exit and gather at the muster point. Make sure you inform the senior staff member present if you have concerns about the location of any of your fellow volunteers.

The muster point is at the rubbish bins area.

3.5 Consultation

WRAS will consult with staff and volunteers on appropriate matters. All feedback is welcomed and will be utilised to inform future policies, procedures and risk assessments. The public who use WRAS services are also encouraged to provide feedback following every rescue and or contact made.