



Shrewsbury and Newport Canals Trust

Health and Safety Policy

Version 2 – October 2017

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1. Statement of Health and Safety

The Trust is committed to the Health and Safety of our volunteers and members. We have a duty of care for our members, visitors and members of the public.

We will manage health and safety by:

- Adequately controlling the health and safety risks arising from our activities.
- Making sure all volunteers have relevant information on health and safety.
- Ensuring that where volunteers work, and any equipment they use, is safe.
- Making sure that dangerous substances are stored and used safely.
- Ensuring volunteers can do their jobs safely, and are properly trained on any equipment or tools they may need to use.
- Regularly checking that working conditions are safe and healthy.
- Protecting members of the public from our activities.

This policy will be kept up to date, particularly as the organisation changes in nature and size, and a copy made available on the website.



Signed:

Chairman

Date: 31st October 2017

Review Date: 31st October 2018

2. Insurance

SNCT has Public/Products Liability insurance with a limit of indemnity of £10,000,000.

There are endorsements to this policy regarding (a) Burning of Debris, (b) Heat Application and (c) Status of Volunteers.

In respect of item (c), volunteers are covered by our insurance all the time they are doing 'work' for the Trust, or are under the direction of the Trust or its Officers. This includes doing work in our premises, on a work-site, at a meeting, or even working from home.

Full details of the insurance policy are available on request.

3. Work Party Leaders' Responsibilities

The Trust appoints Work Party Leaders to oversee activities carried out by volunteers at any of its sites. Each Local Support Group has been issued with a Work Party Leader's Manual (WPLM) relevant to and maintained by the Work Party Leader for that Group.

The responsibilities of the Work Party Leaders include:

- Planning a programme of work for the forthcoming Work Parties at the relevant sites.
- Carrying out a site assessment for the emergency planning form.
- Completing the necessary Risk Assessments and Method Statements for the tasks to be undertaken at the Work Party. Generic Risk Assessments and Method Statements (contained in the WPLM) may be used for recurring tasks.
- Ensuring that all volunteers complete a site signing on sheet in accordance with Section 6 of this Policy.
- Ensuring that up to date contact details are maintained for all volunteers in accordance with Section 6 of this Policy.
- Briefing all volunteers on the tasks to be undertaken.
- Ensuring First Aid kits are available and maintained.
- Notifying members of forthcoming Work Parties, either via the Trust's website, by Social Media or by e-mail.
- Ensuring all necessary tools and equipment for the tasks are available and are on site.
- Making sure that only qualified personnel operate equipment requiring certification.
- Liaising with outside organisations such as the Fire Brigade, Canal and Rivers Trust, Environment Agency, etc.
- Keeping the relevant Work Party Leader's Manual up to date.

4. Emergency Planning

For any emergency procedures to work, it is vital that everyone is made aware of the Emergency Planning procedures.

As these are site specific, the Emergency Plan and Contact Details Sheets will be held on site by the Work Party Leader. The Work Party Leader will complete the Work Party contact details and, if applicable, the Project Manager contact details.

All volunteers should be aware of the location of the document should they need to contact the emergency services. Any update to volunteers' next of kin emergency contact details (ICE) should be notified to the Work Party Leader prior to the commencement of work.

A list of volunteers' emergency contact details will be held on file by each of the Work Party Leaders for their site.

5. Induction for New Members

All new members to any of the SNCT sites should be given a tour by a suitably competent member. The following should be included:

- Site entrances and exits.
- Emergency procedures.

Should any of these members wish to become volunteers, the following should be explained:

- The current Health and Safety Policy, a copy of which will be kept in the Work Party Leader's Manual.
- Any hazards connected with materials / equipment on site.
- Location of essential site documentation and what it is for.
- The importance of site signing on sheet and the importance of recording of time on and off site.
- Requirement for contact details, including an emergency contact number, to be kept up to date.
- Work Party Leaders' duties.
- Risk Assessments.
- Method Statements.
- Personal Protective Equipment (PPE) requirements.

In the case of new volunteers, an Induction Sheet should be signed by the volunteer and counter-signed by the person giving the induction. These should be filed in the relevant section of the Work Party Leaders' Manual.

6. Volunteers' Record of Attendance

When attending any Work Party and prior to commencement of any tasks, volunteers will register their attendance by filling in the appropriate sections of the Work Party Signing in Sheet (WP01).

At the end of the Work Party, or if leaving the site early, the time of leaving site must be entered.

At the end of the Work Party, the Work Party Leader will ensure that all volunteers have left site.

The completed Work Party Signing in Sheets will be filed in the relevant section of the Work Party Leaders' Manuals.

It is the responsibility of the volunteer to ensure that their contact details (including next of kin) are kept up to date.

Lone working outside of normal Work Party days should be notified to a Work Party Leader or to a Trustee. (See also Section 7.)

7. Lone Working

The Trust's definition of lone working is an individual being the only person at a work site or location. It does not consider a person carrying out a task on their own at a Work Party site when other volunteers are present to be a lone worker.

The Trust recognises that it has a duty of care for all members whether working in a Work Party or on their own.

The Trust does not encourage lone working, however it recognises that there may be occasions when urgent work or a project needs to be completed outside of normal Work Party sessions.

The tasks must have been assessed by a competent member and the risks found to be manageable and appropriate safeguards put in place to mitigate these risks prior to any work taking place.

Volunteers should also refer to Section 6 regarding advising the Trust if they plan to carry out work on their own.

8. Personal Protective Equipment (PPE)

The Trust will provide the necessary Personal Protective Equipment (PPE) required for safe working on their sites.

Items supplied by the Trust include:

- Hi-visibility vests.
- Safety helmets.
- Work gloves.
- Safety eye protection.
- Dust masks.
- Machine specific safety PPE.

However, it should be noted that it cannot cover the cost of, or provide safety shoes, safety boots or work overalls.

Volunteers are welcome to bring their own PPE to sites as long as the Work Party Leader is made aware and is happy with its condition.

9. Risk Assessments

The Trust carries out risk assessments to reduce risks. This includes risk assessments of:

- the premises in and the areas on which we operate
- the work sites we visit
- the Trust's activities
- the roles and work carried out by our volunteers

A guide to producing Risk Assessments is included in the Work Party Leaders' Manual.

Volunteers are expected to remember their own duty of care towards fellow volunteers and members of the public, and not act in a way that might endanger them. It is impossible to identify every possible risk, or the likelihood of mishaps. It is therefore important to seek the co-operation of all volunteers with regard to basic common sense requirements.

- No rowdy behaviour on the site
- No alcohol or drug consumption prior to or when working or supervising
- Always to ask for help if unsure of safety measures or tasks
- Observe instructions from the Work Party Leader/Event Manager

A file containing an index and copy of Generic Risk Assessments is held at each Local Support Group location, which the Work Party Leaders refer to when producing Method Statements.

If no Generic Risk Assessment exists, an on-site Risk Assessment must be produced by a competent person before any work commences. Any new Risk Assessments will be assessed and approved before being added to the Generic Risk Assessments section of the Work Party Leaders' Manual.

10. Method Statements

Method Statements will be prepared for each task to be undertaken and may include:

- Reference to any relevant Generic Risk Assessments used.
- Any site specific conditions.
- Objectives and scope of work.
- Description of activities / work to be undertaken.
- Meeting point, site access and car parking.
- Date and duration of work.
- Equipment to be used.
- Safety, health and environmental issues.
- Methodology.
- Key personnel, including their contact details.
- Emergency procedures.

A guide to producing Method Statements is held in the Work Party Leaders' Manual.

Each specific task requires a separate Method Statement.

Generic Method Statements may be used for tasks carried out on a regular basis.

11. First Aid

The Trust will endeavour to ensure that adequate First Aid cover and necessary First Aid supplies are provided at each work site. This may consist either of a qualified First Aider or an “appointed person”. First Aid training will be provided free of charge by the Trust.

An up to date list of all qualified First Aiders and appointed personnel is held in each Work Party Leader’s Manual.

The First Aider can nominate other volunteers who, it is recommended, have undergone training in the following subjects:

- What to do in an emergency
- Cardio pulmonary resuscitation
- First Aid for the unconscious casualty
- First Aid for wounds and bleeding
- Dealing with common medical conditions

The identification of the First Aid personnel and whereabouts of the First Aid kit on site should be included in the Work Party Leader’s safety briefing.

Contents of the First Aid kit must be regularly checked by the relevant Work Party Leader and any missing/used items replaced.

The needs of First Aid should be assessed within the Risk Assessment.

12. Accidents

Accident Books are held at each Work Party location. All accidents/incidents must be reported to the Work Party Leader or Event Manager and recorded in the Accident Book.

The Trust requires all accidents, other than those of a minor nature, to be investigated. All serious accident/incident must be reported to Vaughan Welch, Trustee, who has responsibility for Health and Safety within the Trust.

Depending on the severity of the accident/incident, it may be necessary to complete the required on-line RIDDOR (Reporting of Injuries, Diseases and Dangerous Occurrences Regulations) form (www.hse.gov.uk/riddor/) and submit it to the Health and Safety Executive (HSE), keeping a copy for the Trust's records. This form should be completed by either the Health and Safety Trustee, or the Trust Chairman, after obtaining all relevant information.

Reportable incidents include:

- The death of any person (RIDDOR Regulation 6)
- Specified Injuries to volunteers (RIDDOR Regulation 4)
- Injuries to volunteers which result in their incapacitation for more than 7 days (RIDDOR Regulation 4)
- Injuries to non-volunteers which result in them being taken directly to hospital for treatment, or specified injuries to non-volunteers which occur on hospital premises (RIDDOR Regulation 5)

13. Near Misses

Because the Trust is constantly trying to improve standards and provide safer working methods, the Near Miss Form should be completed for any such incident.

It is the responsibility of the Work Party Leader to assess any Near Miss occurrence and complete the Near Miss Form, blank copies of which are kept in the Work Party Leaders' Manual.

Any necessary changes to the relevant Risk Assessments and/or Method Statements, resulting from a Near Miss incident, should be implemented. Any Risk Assessments and Method Statements affected should be re-issued to all Work Party Leaders/Event Managers.

14. Hazardous Substances

As it is the belief of the Trust that we do not have any paid employees and are therefore not bound by the Health and Safety Act 1974, we are also not bound to maintain Control of Substances Hazardous to Health (COSHH) reference sheets.

However, the Trust recognises that volunteers may come into contact with substances that would normally come under COSHH regulations. Any such substances will have an index and reference sheets in the Work Party Leaders' Manual. Reference to these substances and information sheets will be made in any applicable Risk Assessment and / or Method Statement.

Although the Trust believes it is not bound by COSHH, it requires all volunteers to be aware of the risks associated with any substances that they use and the impact these may have on other volunteers, members of the Trust, members of the public or the environment.

No substances are to be left lying around after a Work Party has completed its task and should be safely stored away. Safe and tidy housekeeping is of utmost importance.

15. Harassment and Bullying

The Shrewsbury and Newport Canals Trust (SNCT) strives to offer an environment where members are treated with dignity and respect. We do not tolerate harassment or bullying.

We have a duty of care to protect you so we make it our priority to support you if you experience problems with harassment or bullying. If you do have a problem we encourage you to use the support available from Work Party Leaders and Trustees to try to resolve it as early as possible.

Harassment

There is no single, simple definition of harassment. It can take a variety of forms and may be directed at an individual or a group. Harassment can be verbal, non-verbal or physical.

Harassment describes any behaviour that makes the recipient feel isolated, threatened, humiliated, undermined, or reduced in dignity or respect.

Bullying

Bullying may be characterised as offensive, intimidating, malicious or insulting behaviour, an abuse or misuse of power through means intended to undermine self-confidence, humiliate or denigrate the recipient.

The priority is to keep safe. When an incident occurs, people must make their own safety a priority, for example, this may mean leaving the location where the incident is taking place. The incident must be reported either to a Work Party Leader or Trustee.

The Trust will investigate any complaint that you bring to our attention in a fair, independent and confidential way and, after considering all the facts, we will take prompt and appropriate action. Such action may include, but is not limited to:

- (a) Exclusion of the perpetrator from our work sites.
- (b) Expulsion of a member from the Trust.
- (c) Contacting an outside organisation to investigate the complaint in the case of the perpetrator being from another organisation.
- (d) Completely barring any individual deemed guilty of harassment and/or bullying from all SNCT locations.