

HEREFORDSHIRE
&
GLOUCESTERSHIRE
CANAL TRUST

Working *together* in the present, to revive
the past and secure a better future.°

HEALTH AND SAFETY POLICY
POLICY NO 5

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1. Statement of Health and Safety

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

Agreed by the Trustees: - *15th June 2020*

Next Review Date: 1st June 2022

2. Insurance

H&GCT 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) the Status of Volunteers.

Leaders should make themselves aware of the requirements of (a) and (b) before carrying out these activities.

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.

In addition there is also a requirement to submit Project Plans to insurers for any restoration work of any substance, including any building or excavation work, before it commences. Thus a Construction Phase H&S Plan has to be forwarded to the Insurers for prior approval for construction works over £1000 in commercial value and in the case of Projects over £10,000 in value they will also be required to be signed off by the Loss Adjusters. As such 3 months should be allowed for larger projects to be signed off and 2 months for smaller projects.

A copy of the Insurance Certificate will be displayed in each site cabin and full details of the policy will be made available on request.

Any incident that might result in an insurance claim of any type must be notified to a Trustee within 24 hours, and ideally by the end of the working day in which it occurred

3. Team Leaders' Responsibilities

The Trust will have appointed Leaders to oversee activities carried out by volunteers at any of its sites/projects/events. Each Leader will have an information file relevant to and maintained by the Leader for that location and activity. The responsibilities of the Leaders include:

- Planning a programme of work for the volunteers at the relevant location.
- Carrying out a site assessment for the emergency plan.
- Preparing a Construction Phase Health and Safety Plan.
- Completing the necessary Risk Assessments and Method Statements for the tasks to be undertaken by the volunteers. Generic Risk Assessments and Method Statements may be used for recurring tasks.
- Ensuring that all volunteers complete a signing on sheet in accordance with Section 6 of this Policy.
- Ensuring that up to date contact details are maintained, normally in the Leaders information file, 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 Trust members of forthcoming Work Parties, either via the Trust's website 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 plant and equipment requiring certification and Maintaining a Register of such Certificates
- Liaising as required with outside organisations such as the Fire Brigade, Local Authorities, Police etc.
- Keeping the relevant Leader's Information file up to date.
- Ensuring that Statutory Inspections of plant, equipment, scaffolding and excavations are carried out as required, and results recorded

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 location specific, the Emergency Plan and Contact Details Sheets will be held at the location by the Leader. The Leader will complete the volunteers contact details and, if applicable, the Leaders 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 should be notified to the Leader prior to the commencement of work.

A list of volunteers' emergency contact details will be held in the information file by each of the Leaders for their activities location.

5. Induction for New Members

Volunteers and visitors new to any of the H&GCT sites should be given an induction by a suitably competent member, normally the Leader, and shown around the location. The following should be included in the induction:

- Site entrances and exits.
- Emergency procedures.

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

- The current Health and Safety Policy, a copy of which will be kept in the Leader's file
- Any hazardous materials / equipment on site.
- Location of essential site documentation.
- Site signing on sheet with record of time on and off site.
- Requirement for contact details, including an emergency contact number, to be kept up to date.
- 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 Leaders' file.

6. Volunteers' Record of Attendance

When attending any activity and prior to commencement of any tasks, volunteers will register their attendance by filling in the appropriate sections of the Signing in Sheet

At the end of the activity, or if leaving the location early, the time of leaving location must be entered.

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

The completed Signing in Sheets will be filed in the relevant section of the Team Leaders' file.

It is the responsibility of the volunteer to ensure that their contact details (including next of kin) are kept up to date (See also Section 5)

Normally there will be no lone working outside of normal Work Party days however if for some reason it was required (e.g. for an emergency) then it should be notified to the locations Leader or one of the Trustees prior to any work commencing. (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.

The Trust recognises that it has a duty of care for all volunteers and members whether working in a Work Party or on their own. The Trust therefore does not encourage lone working

All tasks undertaken on a site will have been Risk Assessed and should any task be identified as "NEGILIGIBLE RISK then it is acceptable for a volunteer to be on their own (i.e. out of sight of other volunteers) e.g. grass cutting.

Leaders and any volunteer working alone should always carry a mobile phone in case of emergencies and regularly check for a signal, and cease work if there is no signal. Lone workers should be checked on regularly and when they are expected to return.

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 as a charity it should be noted that the Trust welcomes contributions from the volunteer towards the cost of the provision safety shoes, safety boots or work overalls.

PPE will be worn on sites in accordance with the Leader's instructions and the H&G C's Policy.

Volunteers are encouraged to bring their own PPE to sites as long as the Leader is made aware and is happy with the condition of the PPE.

9. Risk Assessments

We carry out risk assessments, which we act upon 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

Risk Assessments will be carried out on H&G Construction Safety Association form.

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 risk possible or likelihood of mishaps. It is therefore important to seek the co-operation of all volunteers with regard to basic common sense requirements.

Volunteers should observe the locations rules, a copy of which will be displayed on all locations, in particular: -

- No rowdy behaviour on the site
- Treat others as they would like to be treated
- 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 Leader

A Risk Assessment must be produced by a competent person before any work commences where a Generic Risk Assessment does not exist. Any new Risk Assessments will be assessed and approved by the Trust's Safety Officer before being added to the Generic Risk Assessments section of the Leaders' file.

10. Method Statements

Method Statements will be prepared for each task to be undertaken on H&G Construction Safety Association "Method Statement Template" and they may include:

- Reference to the relevant Risk Assessments.

- Any location 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 with contact details.
- Emergency procedures.

Each specific task requires a separate Method Statement.

Generic Method Statements should be used for tasks carried out on a regular basis provided that they can be applied to the location.

11. First Aid

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

An up to date list of all qualified first aiders and appointed personnel will be held in each Leader’s file.

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 Leader’s briefing.

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

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

12. Accidents

Accident Books will be held at each location. All accidents/incidents however minor must be reported to the Leader and recorded in the relevant Accident Book. The report form will then be sent to the Trustee who has responsibility for Health and Safety or in their absence the Chairman for reporting onto the Board.

It is the belief of the Trust that all accidents, other than those of a minor nature, should be investigated. All accidents/incidents of a relevant severity must be immediately reported to Trustee who has responsibility for Health and Safety within the Trust or in their absence the Chairman.

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 Chairman or the Health and Safety Trustee after obtaining all relevant information.

RIDDOR Reportable incidents include:

- The death of any person (Regulation 6)
- Specified Injuries to workers (Regulation 4)
- Injuries to workers which result in their incapacitation for more than 7 days (Regulation 4)
- Injuries to non-workers which result in them being taken directly to hospital for treatment. (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 Leader to assess the Near Miss and complete the Near Miss Form, blank copies of which are kept in the Leaders' file.

Any necessary changes to the relevant Risk Assessments and/or Method Statements should be implemented. Any Risk Assessments and Method Statements affected should be issued to all Leaders who will inform all their workforce.

14. Hazardous Substances

The Trust recognises that volunteers may come into contact with substances that would normally come under Control of Substances Hazardous to Health (COSHH) regulations. The use of any such substances will be assessed as to its use on site and that assessment will be kept in the Leaders' Manual. Reference to these substances and information sheets will be made in any applicable Risk Assessment and / or Method Statement.

The Trust 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 must be safely stored away. Safe and tidy housekeeping is of utmost importance.