



WILTS & BERKS CANAL TRUST

PATRON: HRH THE DUCHESS OF CORNWALL
RESTORING IN PARTNERSHIP THE WILTS & BERKS CANAL THROUGH WILTSHIRE, SWINDON AND OXFORDSHIRE

Health and Safety Policy

Version 2.3

Author: Steve Bacon on behalf of W&BCT Restcom January 2020

Wilts & Berks Canal Trust: A Non-Profit-Distributing Company Limited by Guarantee.
Registered in England and Wales No. 2267719
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WILTS & BERKS CANAL TRUST

HEALTH AND SAFETY POLICY

Policy

Our statement of general policy is to:

- Provide adequate control of the health and safety risks arising from our work activities;
- Consult with our volunteers, employees, service agencies and contractors on matters affecting their health and safety;
- Provide adequate training to ensure employees and volunteers are competent to carry out their work activities;
- Establish safe working conditions, identify hazards and assess practices to prevent accidents;
- Appoint specialist health and safety personnel where appropriate to the work or required under health and safety regulations;
- Provide and maintain safe plant and equipment;
- Ensure safe handling and use of substances;
- Provide site information, instruction and supervision for all service agencies, contractors, visitors and consultants on project sites;
- Ensure all designers and contractors are competent to do their tasks, and to give them adequate instruction;
- Ensure compliance with Construction (Design & Management) Regulations;
- Maintain safe and healthy working conditions on all our construction sites;
- Report all serious injuries and incidents;
- Record 'near-misses' in order to learn lessons from them;
- Annually review and if required revise this policy.

Day-to-day responsibility for ensuring this policy is put into practice is delegated to the Health and Safety Advisor.

Signed:

Chairman of the Wilts & Berks Canal Trust
(Signed copy held at the Trust office)

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Appendix 1. Arrangements to discharge Health and Safety Policy

Statement of General Policy	Responsibility of:	Principal Actions/Arrangements
1. To provide adequate control of the health and safety risks arising from our work activities.	Board of Trustees or designated H & S Advisor	Trustees to appoint Advisor with Health and Safety responsibility for auditing sites and ensuring that the client and principal contractor responsibilities are managed. To compile, update and issue Work Party Organisers Reference Folder.
2. To consult with our volunteers, employees, service agencies and contractors on matters affecting their health and safety.	Health & Safety Advisor	Branch Volunteers routinely consulted on health and safety matters as they arise, new legislation and practices. Branches and Restcom formally consulted annually on health and safety performance or as relevant matters occur.
3. To provide adequate training to ensure employees and volunteers are competent to carry out their work activities.	Branches, aided by Health & Safety Advisor	Providing induction to all new employees, volunteer workers and appropriate training to Work Party Organisers and others in authority, so that they are qualified to discharge their specific responsibilities and are aware of the legal obligations.
4. To establish safe working conditions, identify hazards and assess practices to prevent accidents.	Work Part Organisers	Written system of risk assessments completed prior to site works and actions arising are implemented, including organisation, control, monitoring and review.
5. To appoint specialist health and safety personnel where appropriate to the work or required under health and safety regulations.	Health & Safety Advisor	At the earliest opportunity appoint qualified CDM co-ordinator for all F10 notifiable projects. Prepare construction phase plan prepared prior to start on site. Set up health and safety file.
6. To provide and maintain safe plant and equipment.	Work Party Organisers	Put in place systems for inspection, maintenance and testing of equipment and machinery.
7. To ensure safe handling and use of substances.	Work Party Organisers	Volunteers provided with training and information on the safe handling of substances.
8. To provide site information, instruction and supervision for all service agencies, contractors, visitors and consultants on project sites.	Work Party Organisers	Volunteers, visitors and contractors given health and safety induction and copy of the Waterway Recovery Group Health and Safety booklet. Ensure personal protective equipment is used where required. Maintain adequate site security, hoardings and signage to prevent unauthorised access to the construction sites.
9. To ensure compliance with Construction (Design & Management) Regulations.	Site Managers, with Health and Safety Advisor	Commitment to comply with Health and Safety at Work Act 1974 and all relevant acts and regulations. Pre-construction information to be submitted in written form to Project Board prior to committing finance and other significant project resources.
10. To maintain safe and healthy working conditions on all our construction sites.	Work Party Organisers / Site Managers	Ensure washing facilities, first aid, drinking water and, where appropriate, toilets are available. Have a clearly defined and well publicised emergency procedure in place.
11. To report all serious injuries and incidents.	Work Party Organisers / Site Managers	Maintain accident book on site. Notify HSE and other enforcement authorities of death, serious injury or disease under RIDDOR (Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995).
12. To record 'near-misses' in order to learn lessons from them.	Work Party Organisers / Site Managers via Health & Safety Advisor	Health & Safety Advisor to report on 'near-misses' to Restcom, Executive Committee and Board of Trustees.
13. To review annually and if required revise this policy.	Health & Safety Advisor with Restcom Health & Safety Advisor with Branches and Restcom	Executive Committee to receive a Health and Safety report at each meeting. Bi-Monthly monitoring of construction projects and management responses. Annual review of Health and Safety Policy and arrangements to discharge duties.

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References

Work Party Organisers' Handbook

Boats Handbook

Document History

Revision	Reason	Date
1	Initial issue	2005
2.0	Incorporate into WPO handbook	2010
2.1	Separate from WPO handbook. Remove fixed reference to Health and Safety Director, add arrangements to discharge H&S section	July 2010
2.2	Reformat, remove reference to IWA practical restoration handbook. Re-instate fixed reference to H&S director, minor corrections.	August 2015
2.3	Reflect current management structure of Executive Committee with Health & Safety Advisor	January 2020

Document Approval

Role	Name	Signature	Date
Author	Steve Bacon		
Trust Chairman	Brian Stovold		
Trust Company Secretary	Rod Bluh		
Trust Health and Safety Advisor	Steve Bacon		