

Rivertime Boat Trust

Health and Safety Policy

January 2018

Review Date: January 2019

Introduction

The Rivertime Boat Trust Trustee Board has overall responsibility for health and safety in the organisation and for ensuring that it fulfils all its legal responsibilities. Rivertime Boat Trust will do whatever it can to provide for the health, safety and welfare of all, staff, volunteers and visitors and to set a standard of good practice in the voluntary sector.

Rivertime Boat Trust will observe the Health and Safety at Work Act 1974 (“HASAWA”) and all relevant regulations and codes of practice made under it. The commitment to health and safety is a management responsibility and it is the duty of our trustees and managers to uphold this policy and to provide the necessary funds and resources to implement it. Rivertime Boat Trust will work in a way that tries, to ensure that risks to staff, volunteers and visitors are minimised at all times.

Voluntary groups visiting the Rivertime Accessible Regatta are responsible for health and safety of their own organisations. This policy will be reviewed annually by the trustees.

1. Rivertime Boat Trust’s Responsibilities

The Operations Director is responsible for the implementation and monitoring of health and safety policies and recommending any changes that may be necessary. All accidents or unsafe incidents will be investigated by the Managing Trustee and any necessary action taken as soon as possible. Rivertime Boat Trust is responsible for:

- Assessing the risk to the health and safety of Rivertime Boat Trust’s employees, volunteers and visitors and identifying what measures are needed to comply with its health and safety obligations.
- Providing and maintaining ‘Rivertime’ and its other vessels,, equipment, and systems of work that are safe and without risk to health.
- Ensuring that equipment is safe and well maintained.
- Providing information, instruction, training and supervision in safe working methods and procedures.
- Providing and maintaining healthy and safe places of work, including safe ways of entering and leaving its vessels.
- Encouraging Rivertime Boat Trust’s employees and volunteers to co-operate in ensuring safe and healthy conditions and systems of work by discussion and effective joint consultation.
- Establishing emergency procedures as required.

2. Staff and Volunteer Responsibilities

All Rivertime Boat Trust’s employees and volunteers will ensure that:

- they are aware of the contents of this Health & Safety policy.
- they comply with this policy.
- they take care of themselves and others who may be affected by their actions or omissions.
- they report all accidents, or unsafe situations, and anything which could have led to an accident or felt unsafe to the Operations Director at once.

- they record all accidents at work immediately and, if the Operations Director is not present, they should report the incident to the senior skipper who will report it to the Operations Director as soon as practicable.
- they are aware of all safety and emergency procedures for the area in which they are working.
If they identify anything which they think could be in any way unsafe, they will report it to the Senior skipper/Operations Director.

3. Risk Assessments

The Operations Director will ensure that all premises and tasks are assessed in line with the current relevant legislation. Assessments will be reviewed when there is:

- an unsafe incident.
- a change in legislation.
- a change of premises.
- a significant change in work carried out transfer to new technology or any other reason which makes original assessment not valid.

4. Training

To comply with legislation and to promote the health, safety and welfare of staff and volunteers, health and safety training will be provided as follows:

- at inductions.
- on transfer or promotion to new duties.
- on the introduction of new technology.
- when changes are made to systems of work.
- when training needs are identified during risk assessments.

5. Resolving Health and Safety problems

Any employee or volunteer with a health and safety concern must first tell the Operations Director.

If, after investigation, the problem is not corrected in a reasonable time, or the Operations Director decides that no action is required but the employee/volunteer is not satisfied with this, the employee or volunteer may then refer the matter to the Managing Trustee who may make representations to the Operations Director. This must be in writing.

If the employee or volunteer is still dissatisfied, the matter will be resolved by the Trustees.