



Health and Safety Policy

13th June 2018 Bisham Abbey

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1. Glossary

Codes of Conduct - Recognised good behaviour for the range of roles at the Rivertime Accessible Regatta and for participants

Child or Young Person - Defined as 0 – 18 years under The Children Act 1989, or 0 – 19 years if referring to people with a disability

Child Protection Process - The process of protecting individual children identified as either suffering, or at risk of suffering significant harm

NGB - National Governing Body of Sport

Parents - A generic term to represent a person or people with legal parental responsibility for a child or young person

Safeguarding and promoting the welfare of children - The process of protecting children from abuse or neglect, preventing impairment of their health and development

Staff - A generic term that includes employed staff and volunteers

RAR - Rivertime Accessible Regatta

Duty of Care - The legal and moral responsibility that we all have to keep each other safe.

Loco Parentis - the Children Act 1989 provides that teachers have a duty of care towards the children under their supervision, as well as promoting the safety and welfare of the children in their care. The level of this duty of care is measured as being that of a 'reasonable parent.' The Health and Safety at Work Act 1974 puts a further obligation on the school as a whole to safeguard the wellbeing and safety of pupils in its care.

1. Background

On 13th June 2018, the Rivertime Boat Trust and Give Them a Sporting Chance will stage the second Rivertime Accessible Regatta in the Thames Valley for children and young people with disabilities, offering a unique chance to get out on the water in a safe and controlled environment and try a new sport or activity they might not otherwise have the opportunity to do. The Regatta will be held at the Bisham Abbey National Sports Centre, Berkshire and will include bell boating, wheelchair powerboating and canoeing, as well as a selection of land-based sports such as sailing trainers, accessible cycling and laser shooting.

The Rivertime Accessible Regatta aims to become an annual event in the boating calendar, inspiring other organisations and charities along the River Thames to organise similar events and encouraging children and young people with disabilities to develop a long-term involvement with accessible sports. In the spirit of Give Them a Sporting Chance, the Regatta participants will be encouraged to follow through on the 'chain of goodness' and raise funds for a charity of their choice in whatever way they choose.

Vision

For all children with special needs to have the sporting opportunities available to their peers.

Mission

To provide and promote sporting activities for children with special needs (and to raise awareness of what is possible).

Outcomes

A legacy of sporting events, on water and on land, in which children with special needs can participate on a regular basis.

The Rivertime Accessible Regatta aims to become an annual event, inspiring other organisations and charities to organise similar events and encouraging children and young people with disabilities to develop a long-term involvement with accessible sports.

Date:

13th June 2018

Venue:

Bisham Abbey National Sports Centre

Bisham Village

Marlow Road

Bisham

Marlow

SL7 1RR

2. Introduction

The Rivertime Boat Trust Trustee Board has overall responsibility for the health and safety of the Rivertime Accessible Regatta.

Rivertime Boat Trust will use reasonable endeavours 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 reasonably minimised at all times.

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

3. 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.

- Ensuring that equipment is safe and well maintained.
- Providing information, instruction, training and supervision in safe working methods and procedures.
- 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.

4. 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 or Regatta Director as soon as reasonably practicable.
- they record all accidents at work immediately and, if neither the Regatta Director nor the Operations Director is present, they should report the incident to a member of the event management team who will report it to the Regatta Director or 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 Regatta Director/Operations Director.

5. Risk Assessments

The Regatta Director will ensure that all activity providers provide Risk Assessments for the activity. The Regatta Director shall seek assurance from SERCO that the Risk Assessments for the premises and SERCO provided services are in place. 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.
- on an annual basis

6. Resolving Health and Safety problems

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

If, after investigation, the problem is not corrected in a reasonable time, or the Regatta Director/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.

7. Accident and Emergency Plan

The Regatta Director shall ensure that there is an Accident and Emergency Plan for the Regatta