

HEALTH & SAFETY STATEMENT and POLICY for RESTORATION WORK SITES

This statement acknowledges that accountability for the Health & Safety of organisers, volunteers, visitors etc. at the restoration sites of the Wendover Arm Trust rests with the Council of the Wendover Arm Trust.

The Council, however, relies on the assistance of all those associated with the organisation and running of Trust activities to ensure that an effective framework for Health & Safety is in place.

1. Statement of Intent

The Council of the Wendover Arm Trust will take all steps within its power to meet its responsibilities under all current and future Health & Safety legislation and regulations relating to its activities.

This Statement describes our organisation and arrangements for the management of Health & Safety in our activities.

2. Organisation and Responsibilities

2.1 Responsibilities of the Council

The Council will:

- Formulate a Health & Safety Statement setting out in writing the responsibilities and arrangements for ensuring health & safety before, during, and after any restoration works.
- Regularly review the Health & Safety arrangements and implement new arrangements as necessary.
- Seek appropriate advice on matters the Council is not fully competent on, or where additional advice could usefully be sought.
- Promote high standards of Health & Safety

2.2 Duties of all persons with an identified organisational role

Some of the day-to-day responsibility for Health & Safety matters will be delegated to persons organising specific areas and tasks. All organisers should:

- Be aware of their responsibilities under Health and Safety legislations and regulations.
- Take reasonable care for the Health & Safety of themselves and others who may be affected by their acts or omissions.
- Co-operate with the Council in all matters of Health & Safety, so as to enable compliance with the law.
- Report to the Council any serious or immediate danger to Health & Safety, or what is seen to be a potentially dangerous situation.

2.3 General Responsibility of All Personnel Involved in Restoration Work

It shall be the responsibility of all persons while undertaking any form of restoration work to take every reasonable care for the health & safety of themselves and other persons with whom they are working or may otherwise be affected by their actions, particularly members of the public.

All personnel undertaking restoration work are responsible for wearing clothing appropriate to the weather conditions and wearing Personal Protective Equipment (PPE) appropriate to the work being undertaken. See also section 4.3. In sunny weather this may include wearing suitable sun protection.

Most of our volunteers are not used to heavy physical work. The type of work involved in canal restoration is tiring, so all personnel need to take care of themselves and take rests when they feel tired. They are not letting the others down by taking a rest.

2.4 Responsibilities of Team Leaders

It is the responsibility of Team Leaders to implement the policies and requirements of the Trust's Council on a day-to-day basis. This includes ensuring compliance with the requirement of this handbook and all other WAT publications such as (but not limited to):

- Project Plans
- Construction drawings etc.
- Method statements
- Risk Assessments

Team Leaders also have a key role in promoting safety and safe working by leading by example and encouraging other volunteers to work in a safe manner. They must therefore stop any misuse of plant, equipment, etc. or other unsafe actions that they become aware of. They must also arrange for any person suspected of being drunk or under the influence of a prohibited substance to be escorted from the site.

2.5 Responsibilities of the Health & Safety Co-ordinator

The Health & Safety Co-ordinator will:

- Have overall responsibility for implementing the Health & Safety arrangements as assigned by the Council.
- Be the focal point for references on Health & Safety and give advice or indicate sources of advice.
- Seek specialist advice on Health & Safety matters when necessary.

2.6 Regulations

The Construction (Design and Management) Regulations 2015 (CDM) apply to all the Trust's restoration activities. Under those regulations the Canal & River Trust are the 'Client' and as such are responsible for appointing the 'Principal Designer' and the 'Principal Contractor'. Canal & River Trust have appointed themselves as Principal Designer and appointed the Wendover Arm Trust as Principal Contractor.

Lifting Operations and Lifting Equipment Regulations 1998 (LOLER) apply to all lifting operations undertaken by the Trust including lifting with an excavator but not when used for normal earth-moving operations.

All work equipment and its use, must comply with the requirements of the Provision and Use of Work Equipment Regulations 1998 (PUWER).

The Control of Substances Hazardous to Health Regulations 2004 (COSHH) apply to some of the Trust's activities such as using cement and contact with potentially contaminated water.

The Management of Health and Safety at Work Regulations 2006 set out the framework for the Trust to follow to ensure that volunteers are able to work in an environment that is, as far as reasonably practicable, safe and without risks to health.

The Personal Protective Equipment (PPE) at Work Regulations 1992 require that appropriate PPE is used when required and is in good condition.

The Control of Noise at Work Regulations 2005 and the Control of Vibration at Work Regulations 2005 may apply when working with some plant and tools.

The Health & Safety (First Aid) Regulations 1981 apply to the Trust's first aid provision and arrangements.

The Manual Handling Operations Regulations 1992 apply to many of the Trust's restoration activities.

The Work at Height Regulations 2007 apply to some of the Trust's restoration activities

The regulations listed above cover most of the Trust's restoration activities, although other regulations may apply in some specific circumstances e.g. Confined Spaces Regulations 1997

The Operations Director is responsible for identifying Regulations which apply, and will arrange for the requirements of the Regulations to be met.

2.7 Insurance

Except for the Trust's pick-up road vehicle, cover is held through the Inland Waterways Association (IWA) Insurance Scheme. This include both public

liability insurance and employer's liability insurance.

The Trust's pick-up road vehicle is insured with the National Farmers' Union. It is registered in the Trust's name. Only persons aged twenty-five and over who hold a current UK driving licence may drive this vehicle and then only with the authorisation of the Operations Director.

The Trust has no insurance cover for persons under sixteen years of age who are therefore not allowed on site unless they are covered by alternative insurance (e.g. IWA Family Camps).

Visiting work groups such as Waterway Recovery Group (WRG) may undertake work for which the Trust has no insurance cover (e.g. work with chainsaws). These work groups must satisfy the Trust that they have adequate insurance cover before work starts.

2.8 Audit and Review

The Trust Council shall carry out an annual review of the Statement and its implementation, and the Health & Safety Co-ordinator will be responsible for ensuring that any changes are brought to the attention of all persons concerned, that changes are fully implemented, and that any training needs identified are fulfilled where possible.