



Rickmansworth Waterways Trust

Health and Safety Policy Summary

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Health and Safety Policy Statement

The policy of Rickmansworth Waterways Trust (RWT) is to provide and maintain a healthy and safe environment for staff and volunteers when working, and for our many visitors. Although the risks in our work are limited, they require careful consideration because of the range of people exposed to them.

We have an extensive Safety Management System to cover the three major activities of RWT (education, boating and the Festival), and also address the ordinary workplace hazards to which our staff and volunteers could be exposed, typically in the Canal Centre. We conduct and maintain appropriate written Risk Assessments, and from them develop safe systems of work for each expected activity in which hazard is present. These are available to any person affected, and staff, volunteers and visitors are encouraged to ask about them.

RWT recognizes in particular its duty to protect the health and safety of the many visitors to RWT's premises and other areas of responsibility, including contractors, temporary workers and members of the public as passengers in our boats and as members of visiting schools parties. While RWT will do everything reasonably within its power to ensure the health and safety of these groups, we note that health and safety is a responsibility of everyone associated with our work. It is the duty of each employee, officer and volunteer to take reasonable care of their own and other people's welfare, and to report any situation that may threaten the wellbeing of anyone else.

RWT will provide everyone with the training and equipment they need to carry out their role safely. But anyone unsure how to perform a task, or feeling that it would be unsafe to do it, should discontinue the task and report to the task supervisor or a Trustee.

An effective health and safety programme requires continual communication between people at all levels. Everyone should therefore report immediately any situation that could jeopardize their own wellbeing or that of anyone else. All injuries, however small, sustained by anyone on RWT's premises or other areas of our responsibility must be reported to a Trustee or a delegated representative such as our General Manager or Education Manager. Accident records are crucial to the effective monitoring and revision of our safety management system, and must therefore be both accurate and comprehensive.

The Trust's health and safety policy will be continually monitored and updated, particularly if changes in our operations occur, and be reviewed annually.



Safety Regulations to which RWT's education programmes should adhere

Health and Safety at Work Act (HSAW) 1974

This summary relates to RWT's position *as an employer*. Its work activities must not expose volunteers, visitors or service users to harm or unmanaged risk: the applicability of the law to non-work situations is addressed here - <http://www.hse.gov.uk/voluntary/when-it-applies.htm>

The Common Law lays down that *as a voluntary organisation* RWT and our individual volunteers have a duty of care to each other and others (such as during a school visit) who may be affected by their activities. RWT's policy has always been that in managing our activities we will adhere to the provisions of HSAW 1974, to make sure that we follow best practice. But the law does not *require* us to do that in many cases, except where our employees are affected.

Generally, the enforcement authority for our activities is Three Rivers District Council (TRDC) Environmental Health Officer and not the HSE.

The following Regulations under the Act are relevant to what we do:

Fire - Regulatory Reform (Fire Safety) Order 2005
Management of Health & Safety at Work Regs 1999

- Health and Safety Policy
- Risk Assessments
- General Arrangements for maintaining safety of Staff and Visitors

Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) 2013

- For many of our activities, however, the initial report is made to the Environmental Health Officer, TRDC.
- Control of Substances Hazardous to Health Regulations (COSHH) 2002
- Manual Handling Operations Regs 1992
- Electricity at Work Regs 1989
- Maintaining portable electric equipment in low-risk environments (INDG237)

Work at Height Regulations 2005

Equality Act 2010

- Diversity
- Disability

Health and Safety (Display Screen Equipment) Regulations 1992



- Apply to those who use Display Screen Equipment daily, for more than an hour at a time

Health and Safety (Consultation with Employees) Regulations 1996

Health and Safety (First Aid) Regulations 1981

Provision and Use of Work Equipment Regulations 1998 (PUWER)

Lifting Operations and Lifting Equipment Regulations 1998 (LOLER)

We also have to follow:

The Small Passenger Boats Code

- Which requires us to have verifiably competent skippers and crew

The Boat Safety Scheme (with Trip Boat endorsement).

Environmental Management

Rickmansworth Waterways Trust is committed to minimising the impact of its activities on the environment.

The key points of its strategy to achieve this are:

- Minimise waste by evaluating operations and ensuring they are as efficient as possible.
- Promote recycling both internally and amongst its customers.
- Meet or exceed all the environmental legislation that relates to the charity.