

## **HEALTH AND SAFETY POLICY**

### **Health and Safety at Work etc Act 1974** **Maritime & Coastguard Agency Regulations**

**This is the Health and Safety Policy Statement of**

**The Kennet & Avon Canal Trust**  
**and**  
**The Kennet & Avon Canal Trust (Enterprise) Ltd (KACTE)**

#### **Part 1 – General Policy**

Our statement of general policy is:-

- to provide adequate control of the health and safety risks arising from our work activities and in particular to safeguard the health and safety of the visiting public;
- to consult with our employees and volunteers on matters affecting their health and safety;
- to provide and maintain safe plant and equipment;
- to ensure safe handling and use of substances;
- to provide information, instruction and supervision for employees and volunteers;
- to ensure all employees and volunteers are competent to do their tasks and to give them adequate training;
- to prevent accidents and cases of work-related ill health;
- to maintain safe and healthy working conditions;
- to safeguard the environment;
- to review and revise this policy as necessary.

## Part 2 - Organization

The Kennet & Avon Canal Trust (Enterprise) Ltd (Company number 2679756) is a wholly owned trading subsidiary of the Kennet & Avon Canal Trust, a company limited by guarantee (Company number 726331) and a registered Charity (CC209206). The Kennet & Avon Canal Trust (Enterprise) Ltd is responsible for managing the commercial-risk based activities of the Kennet and Avon Canal Trust, including its Trip Boats and shops/cafes. As such, Kennet & Avon Canal Trust (Enterprise) Ltd's Board of Directors are answerable to the Trust Council of Kennet & Avon Canal Trust, who are also the Directors of the Trust.

The (Honorary) Managing Director of the Kennet & Avon Canal Trust (Enterprise) Ltd thus reports to the Kennet & Avon Canal Trust's Council. The day-to-day Administration of both the Trust and its trading subsidiary is undertaken by a full-time General Secretary/Trust Administrator, who reports to the Managing Director of the trading subsidiary and to the Chairman of the Trust Council.

The Chairman of The Kennet and Avon Canal Trust, who is also a Director of KACTE, has the ultimate responsibility for ensuring that the respective Boards of Directors carry out their legal obligations in respect of the health and safety of employees, volunteers, and the visiting public, at all locations under the control of the Trust.

The responsibility for day to day implementation of the policy is devolved where appropriate to local branches and their committees, and to the Chairmen of Claverton and Crofton Pumping Stations, to the Director of Boats, and to the Managers of the Trip Boats which are operated by the Trust or on its behalf by KACTE.

Both the Kennet and Avon Canal Trust and KACTE will, from time to time, appoint Designated Persons to be responsible for the implementation of the company safety policy at local level.

In the case of Trip Boats, the day-to-day responsibility is devolved to Boat Managers, the Boat Masters, and the crews.

All such duty holders are assisted in their task by the appointed Health and Safety Sub-committee, and by the appointed Health and Safety Adviser. The Health and Safety Sub-committee is composed of:-

A Chairman appointed by Trust Council; together with representatives from Claverton and Crofton Pumping Stations, the Director of Boats, a representative from each Trip Boat, a representative from the Board of KACTE, a staff representative, together with any other members as may be appointed from time to time.

The current Health and Safety Sub-committee members and Health and Safety Adviser are named in Appendix 'A' to this document. The list of names is displayed at all Kennet & Avon Trust and KACTE locations

**All employees and volunteers have a duty to take reasonable care of their own health and safety and that of others who may be affected by their acts or omissions, and to cooperate with the Trust and KACTE on all matters relating to health and safety.**

### **Trip Boats.**

In addition to the duties listed above, KACTE undertakes to conduct its activities with regard to boats, taking full account of the health and safety of all employees, volunteers, and

members of the general public. KACTE safety policy complies in all respects with MGN 158, MCA Safety Management Code for Domestic Passenger Ships III-VI (A)

KACTE will ensure that its boats are at all times, properly maintained and certified, and operated by qualified personnel in full compliance with the relevant legislation. In particular, KACTE will carry out assessments of the risks to health and safety of workers and others who may be affected and will take the necessary measures to minimize the risks identified.

### **Part 3 - Implementation**

The activities of the Trust and KACTE range from organization and administration, public admission to museums and canal visitor centres, souvenir shops and tearooms, canal boat trips, and the running and of two vintage pumping stations, Crofton and Claverton. Both pumping stations are manned and maintained by volunteers and are opened to the public on selected days from Spring to Autumn. A warden is permanently employed at Crofton.

Periodic checks on fire and general safety precautions are carried out at all locations, and the results recorded. Fire and evacuation procedures are covered under separate documentation. First Aid boxes are provided and maintained at every site, and are made available to employees, volunteers and the visiting public. Only properly trained first-aiders are permitted to administer first aid to the public. Accident books are provided at all sites, and all accidents are investigated and remedial action taken where appropriate. The appointed safety adviser carries out safety inspections at Visitor Centres, Pumping Stations and Trip Boats annually at the start of the season. The appointed safety adviser also carries out formal safety audits during the season at all locations.

In the case of the Trip Boats, the Maritime and Coastguard Agency carry out surveys, safety inspections and tests to ensure compliance with MCA rules and regulations. Subject to satisfactory audits by the MCA, the boats are issued with Passenger and Domestic Safety Management Certificates every five years.

The appropriate level of risk assessment is carried out at every site under Trust or KACTE's control and, where there is a significant risk, the assessment is written down and recorded. Risk assessments are carried out by employees or volunteers with assistance where required from the appointed Health and Safety Adviser.

### **Part 4 - Information, Instruction and Training.**

This Health and Safety Policy document is displayed at every site where employees or volunteers have access. In addition, it is available in printed form to all employees and volunteers undertaking work on the Trust or KACTE's behalf.

The following documents are to be retained at all sites, and made readily available :-

Safety Instruction No. 1 Risk Assessment

Safety Instruction No. 2 Accident Reporting.

Safety Instruction No. 3 Safety in the use of Contractors.

Weekly Safety Check Sheets for shops, visitor centres and offices.

HSE Booklet "Five Steps to Risk Assessment".

Safety Procedures for shops and visitor centres.

Generic Risk Assessments for shops, offices and kitchens.

Fire Risk Assessment for the site.

Evacuation procedures.

Boat Safety Manuals are carried on all trip boats. The Safety Manuals are reviewed and updated every three years. The manuals incorporate procedures to ensure safe operation in compliance with the relevant rules. Procedures for responding to emergency situations are also included. Search and rescue plans registered with the MCA are carried on each trip boat. All employees and volunteers receive health and safety instruction and/or training commensurate to their duties. Training records are currently maintained at the locations where those duties are discharged.

All volunteers and employees are encouraged to raise any safety concerns which may arise both direct to the Health & Safety sub-committee or the Safety Adviser and locally to line management.

This Health and Safety Policy is reviewed annually by the Health and Safety Sub-committee together with the Health and Safety Adviser.

## **Part 5 - Administration**

### **Pumping Stations and Visitor Centres.**

The day to day implementation of the Health and Safety Policy is delegated to the following Trust officials, who will be responsible for the displaying and issue of the Policy Document in accordance with Part 4 Information, Instruction and Training, paragraphs 1 and 2:

#### The Kennet & Avon Canal Trust

Branch Chairmen

Chairman Crofton Pumping Station Committee

Chairman Claverton Pumping Station Committee

#### KACTE

Director responsible for retail operations.

Chairmen, Branch Boat Committees, through the Boat Managers.

Signed :



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Chairman, Kennet & Avon Canal Trust Council.

#### **Date of re-issue**

17<sup>th</sup> September 2011

## **Kennet & Avon Canal Trust and KACTE Health and Safety Policy.**

### **Appendix 'A'**

#### **Health and Safety sub-committee.**

Chairman,	Dave Churton
Director of Boats,	Graham Day
KACTE Director for retail activities,	Tom Newey
Staff representative,	tba
Crofton member,	Jon Willis
Claverton member,	Pete Dunn
Barbara McLellan,	Bernard Groves
Jubilee,	Clive Brain
Rose of Hungerford,	Steve Richards
Kenavon Venture,	Alan Smith

Health and Safety Adviser:- Ben Woodman.