

## HEALTH & SAFETY POLICY

### The Society's health and safety policy

The Committee of the Grantham Canal Society is committed to achieving the highest standards of health and safety management, and recognises the importance of achieving and maintaining a safe and healthy working environment. The Society will do everything that is reasonable and practicable to conform to its health and safety policy and to achieve that requires the application of sufficient resources, acceptance by management throughout the Society that Health and Safety is a prime responsibility of theirs, and a co-operative effort at all levels of the organisation.

The Society will:

- Assess and manage the risks to the health and safety of its people and to others that may be affected by its activities or by its assets.
- Implement and maintain management systems to ensure effective planning, organisation, control, monitoring and review of health and safety measures.
- Promote a health and safety culture amongst its officers and volunteers.
- Promote working practices and standards of behaviour which minimise the risk of injury and occupational ill health.
- Comply with statutory requirements relating to health and safety.

The Society will achieve this by:

- Maintaining safe and healthy assets and places of work.
- Ensuring that work sites and assets are managed so that risk to members of the public is minimised.
- Protecting the environment and heritage of the Grantham Canal by achieving an appropriate balance between the potential conflicts of safety management the Society's objective of achieving a working canal.
- Providing information, instruction, training and supervision to enable volunteers to work safely and without risk to their health and the health of others.
- Ensuring that safe methods of work are established by identifying hazards and assessing risks.
- Utilising plant and equipment that can be operated and maintained safely.
- Establishing safe methods of work whenever new activities, substances, plant, equipment, processes or premises are introduced.
- Co-operating and providing health and safety information to others including visitors and others working on site.

- Being prepared for emergencies.
- Encouraging the participation of all volunteers and ensuring that all individuals are aware of their responsibilities.
- Ensuring all contractors employed by the Society have adequate procedures and processes to manage risk by monitoring the implementation of those procedures and processes.
- Monitoring health and safety standards through performance measurement and audit processes
- Undertaking periodic review of health and safety policies and management systems.

### **Application of the Policy**

The policy must be applied to all activities carried out by and on behalf of the Society.

### **Responsibilities and Accountabilities**

The Society's Committee is responsible for the approval of the Society's health and safety policy.

The Chairman has ultimate responsibility for running the Society. His prime role in health and safety is to ensure that adequate funds and resources are allocated to safety matters and to ensure their effective use. He encourages consultation and involvement in safety by all volunteers and supports the efforts of the Health and Safety Director. He holds the Health and Safety Director accountable to him and monitors his performance.

The Health and Safety Director is a member of the Committee and is responsible for:

- Keeping the Committee and the Society informed on health and safety matters.
- Proposing maintaining reviewing and updating the Society's health and safety policy and safety management systems.
- Ensuring compliance with the health and safety policy across all the Society'S activities.
- Ensuring that competent persons are available to provide advice and guidance on health and safety.
- Ensuring that processes are established to monitor safety performance and that proper standards and processes are set across the organisation.

The Executive Team Leaders are responsible for the organisation of working parties and other activities within their remit. Each Executive Team Leader will ensure that:

- He or someone appointed by him is responsible for the activities of each working party or other activity falling within their responsibility.
- That he or the appointed person provides the leadership and personal example to the working party or other activity to establish an atmosphere of safety co-operation and that he or the appointed person takes personal responsibility for health and safety management in respect of the working party or other activity.
- All persons taking part in the working party or other activity are properly briefed, have received appropriate training or receive appropriate supervision, and have available and use appropriate personal or other protective equipment.

- All plant and machinery used is suitable and safe.
- All appropriate documentation for the working party or other activity including risk assessments and method statements have been produced and, where necessary, approved.
- First Aid requirements are assessed and contingency plans for foreseeable emergencies are made.
- Any accidents are properly recorded and reported.

The Committee may appoint an individual to manage an event or activity and if so appointed then that person shall have the same responsibilities in respect of that event or activity as the Executive Team Leader has in respect of working parties or other activities within their remit. If an activity falls within the remit of more than one Executive Team leader then the Committee shall determine which Executive Team Leader shall be responsible for that activity.

The successful achievement of the health and safety policy objectives depends to a great extent on the active involvement and co-operation of every volunteer, each of whom is responsible for working safely and making sure that their actions do not harm either themselves or other people. Every officer and volunteer of the Society must comply with this policy and observe rules and directions that enable the highest standards of health and safety to be achieved

### **Communication and Review**

This policy will be communicated to all volunteers and contractors working for the Society and reviewed at least annually and earlier if circumstances so require.

Mike Stone  
Chairman

15<sup>th</sup> April 2009