

HEALTH AND SAFETY POLICY

of

Nottingham Narrow Boat Project Ltd (NNBP)

Unit 2, CanalHouse Wharf, Canal Street, Nottingham, NG1 7ET

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March 2024

Gary Bramley MSc CMIOSH Dip2. Chartered Safety and Health Practitioner (Retired) Trustee/Director

Nottingham Narrow Boat Project Ltd: H & S Policy – March 2024

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PREFACE

This document was put together by the author with support from the Board of Directors/Trustees of the Nottingham Narrow Boat Project, and in consultation with the NNBP operations manager and senior volunteers.

METHODOLOGY

Although there is not a legal requirement for this organisation to originate a formal health and safety policy, it has been decided by the Trustees/Directors. That the development and publishing of such a document would establish best practice in our ongoing attempts to establish and maintain a safe and healthy environment for all those volunteers/parties who may come onto our premises/boats either casually or routinely to use our services.


POLICY STATEMENT

The Board of Directors/Trustees of Nottingham Narrow Boat Project, statement of general policy is as follows: -

- To provide adequate control of the health and safety risks arising from this charity's activities;
- To communicate with all relevant parties on matters which may affect their health and safety;
- To provide and maintain safe premises, boats, plant and equipment;
- To ensure safe use of substances hazardous to health;
- To provide information on safe working practices/procedures;
- To ensure all relevant parties are competent to carry out the tasks they are required to undertake via adequate Information, Instructions and training.
- To prevent accidents and cases of work-related ill health;
- To maintain safe and healthy working conditions; and to review and revise this policy as necessary at regular intervals

Signed

P Emmerson



Name Paddy Emmerson

Name Gary Bramley

Chair of the Trustee 's

Operations/Safety Trustee/Director

Date: 1st November 2024

Date 1st November 2024

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Next Review Date March 2025 or as required

ORGANISATION and RESPONSIBILITIES

- 1.1 Overall and final responsibility for health and safety in this charity rests with the individual Staff/Volunteers themselves. This is particularly the case with regards to loan working unaccompanied attendance at the Office, Workshop premises and boats in daylight and / or darkness.
- 1.2 Although the board will provide the overall health and safety leadership for the charity by taking responsibility for safe maintenance, application and training of staff/Volunteers in respect of the use of the fixed or mobile assets of the charity it has no authority to prescribe the specific behaviour of individuals in respect of their actions and in the subsequent implications for their own and others personal safety.
- 1.3 The board is only empowered to take action to discipline staff/volunteers who act in a manner which exposes other staff/volunteers or members of the public to risk. Everyone therefore has a shared responsibility to ensure that effective health and safety risk control is always in place and that there is a commitment to continuous improvement in health and safety performance. Specifically, this will require the following: -

- 1.4 The assessment of work-related risks faced by relevant parties
- 1.5 The provision of effective arrangements for planning, organising, controlling, monitoring and reviewing preventive and protective measures
- 1.6 The appointment of one or more competent persons to assist in undertaking the measures needed to comply with health and safety law
- 1.7 The provision of comprehensible and relevant information to all relevant parties on the risks they face and the preventive and protective measures that control those risks
- 1.8 The Trustees/Board will ensure that all actions taken and decisions made reflect the key messages in the organisation's health and safety policy statement and will ensure that the ramifications of investments in communal equipment, etc. are fully taken into account from a health and safety perspective.
- 1.9 The Trustees/Directors will provide effective health and safety leadership to the staff/volunteers and will encourage all members to become involved in the management of health and safety so that a positive safety culture may be created and supported.
- 1.10 The Trustees will support staff/volunteers to ensure that all day-to-day activities are carried out with health and safety very much in mind. They will aim to ensure that all volunteers are fully aware of the risks involved in the activities they are likely to undertake, that they are aware of and make use of the Information, Instructions and training in place for their health and safety and that they are encouraged to raise issues of concern so that these can be dealt with promptly and effectively.
- 1.11 All staff/volunteers have a duty to: -Co-operate with the Trustees on health and safety matters. Not interfere with anything provided to safeguard their health and safety. Take reasonable care of their own health and safety. Report all health and safety concerns to an appropriate operations manager/trustee. Use all equipment and carry out all tasks in accordance with the relevant Information, Instructions and training given.

GENERAL ARRANGEMENTS

2 Access to Office/Workshop

- 2.1 All Trustees, Staff and Skippers are issued with a key to the office, and workshop to enable them to gain 24/7 access

2.2 Contractors:

We have been selected and appointed or various contractors for routine ongoing maintenance access will be controlled by the Operations Manager.

2.3 Volunteers:

should inform us immediately if they ever have any concerns regarding the safe working methods of such contractors.

2.4 Electricity:

We have welfare facilities in both the Office and Workshop please ensure these

facilities are looked after and kept clean and tidy. Report any issues ASAP to operations manager or a trustee.

2.5 Fire:

We provide portable fire extinguishers around the premises which are available for use in an emergency. These are maintained by an external contractor at 12 monthly intervals. This equipment must not be used unless individuals are competent in their use and should never be used in preference to raising the fire alarm, contacting the emergency services and encouraging individuals to safely evacuate any affected area. Extinguishers are mainly intended for use if anyone's exit from a fire affected area was compromised.

2.6 Guest/visitors:

and contractors have no authorisation to use any Hand Tools / Power Tools provided by the Nottingham Narrow Boat Project for use by staff/volunteers

2.7 Electrical equipment:

(hand tools – i.e., drills, grinders, saws, etc.) shall be Inspected/tested annually as required.

2.8 We have done all that is reasonably practicable to resource the health and safety of all Trustees/staff and volunteers, however we are very aware of the fact that many volunteers could be a 'lone presence' at our site or away from base from time to time. It is essential that you have considered your own safety at such a time, in the event of getting into trouble in the water. When attending the premises alone and you must have planned your own emergency arrangements in the event of such an occurrence.

2.9 Parking onsite:

We have one allocated carparking space at base, this is for the sole use of the Operations Manager. We have also obtained permission to park a second vehicle onsite authority to park a second vehicle is via the Operations Manager, but we must follow the parking procedure attached to the parking permit. Failure to follow the attached parking instructions will lead to a parking fine. The Volunteer/visitor will be responsible for payment of any fines incurred, if the parking procedure is not followed.

2.10 Smoking:

Smoking is not permitted in the workshop/Office only designated locations.

2.11 Special Events:

From time to time some special events may be undertaken, special care should be taken during this time

2.12 Waste:

All waste should be removed and disposed of in the bins provided at the front of the pub

2.13 Wooden seating:

has been provided by the pub for use of its customers, please vacate if pub customers require seating. Be aware of members of the public when moving around our

workshop and boats. Be extra vigilant when the safety barriers have been slid open to access our boats.

2.14 Working at Height:

No high level working at height is authorised by the trustees, if low level working at height is required (e.g. working on boat roof) a minimum of 2 persons must be onsite.

CONFIRMATION

3 Trustees, Staff and Volunteers for confirmation of sight and understanding of policy.
(To be covered off during refresher training) or sent to volunteers.

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