



Health & Safety Policy

This is the Health & Safety Policy of: ACCESSIBLE BOATING THAMES

(Accessible Boating Thames is the trading name for Rivertime Accessible Boating

Charity Number 1181307)

Our Health & Safety Policy is to: provide and maintain a safe and healthy workplace by ensuring that equipment owned by ABT is safe and appropriate for its intended use and also that a safe system of work is provided for all of our volunteers, clients and contractors. We will also provide suitable and sufficient information, instructions training and supervision as is necessary to ensure the health and safety of our volunteers and clients and this shall include suitable and sufficient welfare, sanitary and working facilities as required and as contracted.

All volunteers at **Accessible Boating Thames** have a duty to ensure that they work in a safe manner and that their acts or omissions do not cause harm to themselves or others in the vicinity. Volunteers will be encouraged to bring to the attention of the management any concerns regarding any health and safety issues.

Accessible Boating Thames recognises its duty of care towards others that are not in our employment. These people include; visitors and contractors who have reason to come into contact with our business activities and our contracted premises. These persons will be given suitable and sufficient information and instructions to ensure their health and safety. The actions of visitors and contractors will be controlled in such a way so as not to cause harm to our volunteers, clients or themselves.

Any activity that is delivered by a third party on behalf of, or at the request of ABT will be risk assessed and managed by that contractor. ABT will take responsibility for ensuring that suitable and appropriate third parties are used to provide any activity. As a minimum the third party must hold their own public and employer's liability insurance, have completed a risk assessment for the proposed activity and source or employ appropriately qualified staff.

To ensure that the policy is implemented and maintained so that **Accessible Boating Thames** keeps within the requirements of the **Health and Safety at Work etc Act 1974** the person named below will ensure that sufficient resources, both financial and physical are available and that any contracted works are carried out by companies that have evidenced sufficient risk assessments and/or method statements to carry out their work so that the Policy and its arrangements can be implemented effectively.

We believe that this Health and Safety Policy complies with the requirements of the **Health and Safety at Work etc Act 1974** and will be subject to a regular review annually or when there are any significant changes.

Overall responsibility for health and safety at Accessible Boating Thames rests with Greg Wilkinson, Chair of the Board of Trustees. Any activity that is commissioned by ABT to be delivered by a third party will be the responsibility of the nominated health and safety representative of that third party.

LEGAL DUTIES & RESPONSIBILITIES OF EMPLOYERS

It is our duty and responsibility as employers under the **Health and Safety at Work etc Act 1974 section 2.1 and 2.2 a-e** and this policy to:

- Ensure so far as is reasonably practicable the health, safety and welfare at work of all our volunteers and others who may come into our charity.
- Provide and maintain plant and safe systems of work that are, so far as reasonably practicable, safe and without risk to a person`s health or safety.
- Make arrangements for ensuring, so far as is reasonably practicable, the safety and absence of risks in connection with the use, handling, storage and transportation of articles and substances.
- Provide information, instruction, training and supervision as is necessary to ensure so far as is reasonably practicable the health and safety at work of our volunteers.
- Maintain so far as is reasonably practicable any place of work in our control in a safe manner and maintain safe access and egress from it.
- Provide and maintain so far as is reasonably practicable a safe working environment with adequate facilities and arrangements for the welfare of our employees and others who enter our workplace.

We also recognise that a breach of health and safety legislation by our charity constitutes a criminal offence. An Enforcing Authority may take criminal proceeding against the Company or its management. This can result in penalties, i.e. fines and / or imprisonment

LEGAL DUTIES OF VOLUNTEERS

In addition to the previously described general responsibilities, the Health & Safety at Work etc. Act 1974 places legal duties on all employees.

These are:

Section 7 Health & Safety at Work etc Act 1974

- To take reasonable care for the health and safety of themselves and other persons who may be affected by their acts or omissions at work.
- To co-operate with the management to enable the employer to carry out legal duties or any requirements as may be imposed.

Section 8 Health & Safety at Work etc Act 1974

- No person shall intentionally or recklessly interfere with or misuse any item provided in the interest of health, safety and welfare.

Volunteers should bear in mind that a breach of health and safety legislation by an individual constitutes a criminal offence and action may be taken by an Enforcing Authority against an individual. Such action can result in penalties, i.e. fines and / or imprisonment

HEALTH AND SAFETY RESPONSIBILITY

The overall responsibility for Health & Safety within Accessible Boating Thames rests with Greg Wilkinson, Chair of the Board of Trustees.

The above named person will ensure that sufficient resources, both financial and physical are available so that the Policy and its arrangements can be implemented effectively.

To ensure that the policy is implemented and maintained so that **Accessible Boating Thames** keeps within the requirements of the **Health and Safety at Work etc Act 1974** the above named person may delegate duties to volunteers who will provide support to meet the responsibilities.

These individuals may also delegate duties to other employees or volunteers so as to enable the requirements of the policy to be carried out with due diligence.

Delegation of the individual duties and responsibilities to employees does not in any way detract or remove the ultimate responsibility and duty of care placed on the above person by the **Health and Safety at Work etc Act 1974**.

Created October 2019 by Greg Wilkinson (Chair of Trustees)

Review October 2020