

Great Ouse Valley Trust (GOVT)

Health and Safety Policy

Introduction

The Great Ouse Valley Trustees have overall responsibility for health and safety in the organisation, and for ensuring that it fulfils all its legal responsibilities. It recognises that it is the duty of Trustees and volunteers to uphold this policy and to provide the necessary funds and resources to put it into practice.

The Committee is committed to ensuring that all its activities are safe and it will do whatever it can to provide for the health, safety and welfare of all volunteers, contractors, members and employees ensuring that risks are minimised at all times.

It will observe the Health and Safety at Work Act 1974 ("HASAWA") and all relevant regulations and codes of practice made under it.

This policy will be reviewed annually by the Trustees of the CIO.

1. GOVT Responsibilities

The Chairman is responsible for the implementation and monitoring of health and safety policies and recommending changes where necessary.

All accidents or unsafe incidents will be investigated by the Chairman on behalf of the Trust as soon as possible.

GOVT is responsible for

- Assessing the risk to the health and safety of employees, volunteers, members and contractors and identifying what measures are needed to comply with its health and safety obligations;
- Ensuring that venues or vehicles used for trips are safe and without risk to health including safe ways of entering and leaving;
- Ensuring that equipment is safe and well maintained;
- Providing information, instruction, training and supervision to volunteers in safe working methods and procedures as required;
- Encouraging volunteers, contractors and members to co-operate in ensuring safe and healthy conditions and systems by effective joint consultation
- Establishing emergency procedures as required;

2. Volunteer and Contractor Responsibilities

All Volunteers and contractors will ensure that:

- They are aware of the contents of this safety policy
- They comply with this policy
- They take care of themselves and others who may be affected by their actions or omissions
- Contractors will lodge relevant documentation with the Trust
- They will report all accidents, or unsafe situations, and any near misses (things which could have led to an accident), to the Chairman
- They record accidents or near misses at work in the accident book kept by the Chairman
- They are aware of all fire procedures for the area in which they are working
- If they identify anything which they think could be in any way unsafe, they will report it.

3. Risk Assessments

The CEO will ensure that all tasks and contracts are assessed in line with the current relevant legislation. Assessments will be repeated when there is a

- trip or event to organise
- change in legislation
- significant change in work carried out
- transfer to new technology

or any other reason which makes original assessment not valid.

4. Training

To comply with legislation and to promote the health, safety and welfare of volunteers, health and safety training will be provided as follows:

- at inductions
- on the introduction of new technology
- when changes are made to venues
- when training needs are identified during risk assessments.

5. Resolving health and safety problems

Any volunteer or contractor with a health and safety concern must first tell the Chairman.

If, after investigation, the problem is not corrected in a reasonable time, or the Chairman decides that no action is required but the volunteer is not satisfied with this, the volunteer may then refer the matter to the Board of Trustees and the matter will be entered on the agenda for the next CIO meeting. This must be in writing.

Date that next review is due: AGM 2020