

# **RE-UNION HEALTH & SAFETY POLICY**

## **Including RISK ASSESSMENT and SAFETY OPERATIONAL PROCEDURES**

### **1. Purpose**

Re-Union's policy is to provide and maintain safe and healthy, environment, working conditions, equipment, and systems of works in our workplace. It is also our policy to provide adequate control of the health and safety risks arising from our work activities. We will ensure safe handling and use of substances. We will also provide such information, training, and supervision, as is needed for this purpose. We also acknowledge responsibility for the health and safety for other people who may be affected by our work and activities.

It is also our policy is to consult with our employees on matters affecting their health and safety, and it is our policy to prevent accidents and cases of work-related ill health.

The allocation for safety matters and the particular arrangements that we will make to implement the policy are set out below. The policy will be kept up to date, particularly as the business changes in nature and size. To ensure this, our policy and the way it is operated will be reviewed annually.

This document provides information for Re-Union staff, volunteers, Board, passengers, contractors and other parties interested in Re-Union's safe provision of its varied programmes. It outlines Re-Union's approach to safety in the provision of its own programmes, and mutual expectations and responsibilities in setting up working partnerships with groups using the boat. It summarises health and safety policy, outlines areas of responsibility, and provides a Risk Assessment (Appendix 1) and Safety Operational Procedures (Appendix 2) for the safe running of Re-Union cruises.

Re-Union gives the highest priority in all its activities to health and safety issues, and to reducing the risk of accidents. By its very nature, operating in an outdoor environment with varied groups means that every eventuality cannot be legislated against and regulated for. Re-Union is therefore committed to operating within an acceptable safety framework which ensures that whilst the adventure is real, the actual risk involved is assessed and actively managed to an appropriate level.

Boat cruises and educational programmes are delivered by a combination of Re-Union staff, contracted staff, trainees and volunteers, all of whom are required to work within the remit of the Re-Union Health and Safety Policy. This includes undertaking ongoing risk assessments of activities, and taking all reasonable steps to reduce the risk of accident or mishap to themselves and others whilst engaged in Re-Union activities.

Re-Union commits to provide a working environment which is as safe as can reasonably be achieved; information and systems in support of the above; appropriate training and supervision; and adequate equipment for its employees and those acting on its behalf. Re-Union sees it as part of its duty to ensure that an appropriate attitude to safety is fostered by all those involved in the successful implementation of cruises.

## **2. Scope**

All Re-Union staff, contracted staff, volunteers and trainees are required to work within the direction of this Health and Safety Policy, Risk Assessment and Safety Operational Procedures.

Re-Union is a social enterprise based on the Union Canal. Safety is our number one priority. Our core activity is the provision of a canal boat for use by community groups, volunteers, corporate and individuals to enable people to access a feature of their local landscape from which they are presently excluded.

Beyond the provision of the boat and crew, Re-Union aims to offer a variety of programmes to enable youth, community groups and local people to engage in social, therapeutic, environmental and educational activity on and around the Union Canal.

## **3. Responsibilities**

Ultimate responsibility for the safe operation of Re-Union educational activities lies with the Board of Re-Union, who appoint the General Manager, as the Competent Person to implement the Health and Safety Policy of the organisation. Operational responsibility for the Re-Union activities is delegated to the Re-Union General Manager, who monitors the work of Re-Union staff, volunteers and trainees, and is advised by external experts.

Staff and appointed leaders of Re-Union activities, under the authority of the Board, are responsible for ensuring that activities are undertaken according to adequate safety operating procedures. These must be observed when working with groups and when undertaking activities in the presence of groups, in order to work to best practice. Staff, trainees and volunteers make an annual written commitment to adhere to these, by signing an agreement to comply with all aspects of this Health and Safety Policy.

At the end of each trip, the boat log is completed by the Skipper/crew member with overall responsibility for its delivery. It is an opportunity to provide feedback to the Re-Union General Manager and Board on all aspects of the course, including safety and First Aid kit usage. Any safety-related 'incident', including accidents, aggravated injuries, and near misses, must be recorded on an Incident Report Form (and RIDDOR Form, if appropriate) by the Re-Union Skipper/crew member with overall responsibility at the time, as soon as possible after the event. Incident Reports are noted and where appropriate investigated by the General Manager, and reported to the Re-Union Board. Advice from suitably qualified people is sought as necessary.

The Re-Union Board has overall responsibility for health and safety in the Organisation.

The General Manager is responsible for ensuring that all matters relating to health and safety are addressed within the organisation and that the policy is kept up to date and reviewed regularly. He/she is also responsible for the implementation of the Health and Safety Policy, the co-ordination of the undertaking of risk assessments, and the implementation and monitoring of any controls which are imposed as a result of the risk assessments.

The Skipper, has day-to-day responsibility for ensuring that the health and safety policy is put in to practice and that any controls are put in to practice or are carried out.

All employees and volunteers have the responsibility to co-operate with the organisation to achieve a safe and healthy workplace and to take reasonable care of themselves and others and not to interfere with anything provided to safeguard their health and safety. An

employee has a responsibility to let the Skipper know if there is a matter relating to health and safety that should be brought to their attention for action.

### **Health & Safety Adviser / Workplace Safety Adviser**

The General Manager is responsible for health and safety matters. The Skipper and General Manager will be available to advise on particular health and safety matters or access professional advice.

### **Health & Safety Representative**

The organisation will designate one person on each site to be the Site Health and Safety Representative.

The following people are the site Health and Safety Representatives:

<b>Name</b>	<b>Site</b>
Pat Bowie	Re-Union Office. 30 Westburn Grove, Edinburgh EH14 2SA
Phil Gavigan	Re-Union Canal Boat, Edinburgh Quay, Edinburgh EH3 9QG

The Site Safety Representative will ensure that all safety procedures are adhered to and will report areas of non-compliance to the General Manager.

### **Implementation of Policy**

The General Manager will ensure that all employees have access to the Health and Safety Policy, Risk Assessment and Safety Operational Procedures located at the registered office and the Skipper will ensure that all crew and volunteers have access to same on the Re-Union boat.

The General Manager will ensure that all employees have read and signed a copy of the Health and Safety Policy including Risk Assessment and Safety Operational Procedures and will keep and maintain records of same. The Skipper will ensure that all crew and volunteers have read and signed a copy of the Health and Safety Policy including Risk Assessment and Operational Guide and will keep and maintain record of same.

## **4. Practice and Procedure**

Re-Union staff, volunteers and trainees manage and lead cruises with safety as their number one priority. Concern for the safety of programme participants covers psychological and emotional welfare as well as physical safety. Re-Union staff, trainees and volunteers take overall responsibility for the safe conduct of a programme; responsibility for the learning aspect of a programme is accepted as an element of a working partnership with a group or agency and those attending. It is the policy of Re-Union to work closely with local service providers, canal linked communities, the local authority, other canal related projects, group coordinators and participants to create a supportive and caring environment. No one should be knowingly or deliberately put in a situation of excessive physical or mental stress.

Re-Union activities are always staffed by at least one qualified First Aider, with an appropriate and valid First Aid Certificate issued by St. Andrew's Ambulance, or other suitable agency. First Aid Kits are maintained in good order by the Skipper and/or Office Manager, and carried on all activities, with any usage noted and monitored. Operational equipment used by Re-Union meets standards set by appropriate National Governing Bodies.

Care is exercised in the use of vehicles, recognising that travel constitutes a potential hazard. Any minibus used is fully fitted with seatbelts, meets all legal requirements and is managed according to Community Transport Association guidelines. Only authorised drivers use the minibus, and must comply with all relevant legislation.

Re-Union's Health and Safety Policy, Risk Assessment and Safety Operational Procedures, are regularly monitored and reviewed in order to meet current legal requirements. All staff, volunteers and trainees will be informed of any revision as appropriate, and sufficient training will be provided to ensure compliance with all Health and Safety requirements.

Re-Union Canal Boats Ltd has current and valid Public Liability, Employer's Liability and insurance for the boat and other property under its care.

It is recommended that volunteers and participants take out their own Personal Accident insurance cover to protect them in the event of non-negligent claims.

**5. Definitions**

Re-Union has statutory duties under Section 2 of the Health and Safety at Work Act 1974 to ensure, as far as is reasonably practicable, the health, safety and welfare at work of all its employees, trainees and volunteers. In turn, staff, trainees and volunteers have a duty to take reasonable care for the health and safety of themselves and others who may be affected by their acts or omissions, and to co-operate with Re-Union in respect of any statutory provisions.

**I have read and understand the Re-Union Health and Safety Policy, Risk Assessment and Safety Operational Procedure.**

**Signed** .....

**Name** .....

**Date** .....



## **Risk Assessment**

A risk assessment will be undertaken for all members of staff, work activities and systems annually. The results of the risk assessments will be recorded in writing, safety procedures produced and implemented to ensure adequate levels of health safety and welfare.

Risk assessments are to be reviewed regularly to ensure that they are still appropriate to the tasks covered. They will also be reviewed when a new member of staff joins, new equipment is installed, when a new system of work set up or when the business or Organisation changes premises.

The General Manager and Skipper shall be responsible for undertaking the risk assessments as required by the Management of Health and Safety at Work Regulations 1999.

Assessments will be reviewed every year or when the work activity changes, whichever is soonest. The results of any risk assessment shall be recorded and updated by the General Manager and a copy kept at the Re-Union office and on the Re-Union Canal Boat.



Risk Assessment 20/Revised 10/10

## RE-UNION CANAL BOATS RISK ASSESSMENT

The Re-Union barge has been designed for use by a wide range of people. We aim to offer a place of safety where people feel welcome and able to enjoy a cruise on the canal, without being over-burdened by rules and regulations. We therefore operate a culture of safety, and Re-Union crew are trained to reduce the level of risk for our groups.

The general risk level of the boat is a medium risk, purely because many people are unfamiliar with boats. As the first measure of risk avoidance, all passengers will receive a general briefing at the beginning of each trip covering basic safety procedures and rules. A copy of this risk assessment may be provided on request in advance of the cruise. The general level of risk is reduced to low as groups follow the briefing and become accustomed to the boat.

**Venue:** Union Canal, Edinburgh Quay

**Dates:** 2011

**Nominated Crew Member:** Phil Gavigan – 07772 680452 / 07958 466205

**Other project staff:** Pat Bowie - Re-Union Office: 08453 457448 Mobile 07905 424036

**Local Police Station/Emergency contact details:** Local police: Wester Hailes – 0131 442 2626 /South Queensferry – 0131 331 1798 **Emergency No:** 999

**Responsible Person – key emergency contact during programme (name, contact details):** Pat Bowie – 07519 797087

Give careful consideration to specific hazards associated with the following issues (trivial hazards shouldn't be included):

Hazard	People at Risk	Severity & possible implication	Risk Category	Minimum Controls	Risk after controls
<b>Slips, trips and falls - Accessing boat, piers, canal bank, boat decks, boat interior</b>	Staff and groups, particularly young children and elderly	Reportable injury	Medium	Keep surfaces in good condition – grit during icy spells, non-slip paints. Minimal obstructions on floor. Group briefing on boat conditions. Staff present when people accessing the boat. First aid kit and trained staff on hand.	Low
<b>Falls from a height - down steps, from barge roof</b>	Staff and groups	Major injury / possible head injury	Medium	Staff assistance with steps and access. Maintenance and condition of steps. Hand rails in place for using gunnels. No member of public is to climb on the gunnels or roof of the boat. Crew using the gunnels/roof must take reasonable care to avoid slipping/falling, and be aware of the wind/movement of the boat. First Aid kit and trained staff on hand.	Low
<b>General Activities on board</b>	Staff and groups	Reportable injury	Low	Licensed drivers must be on the back deck at all times, groups must be supervised by their own member of staff. All	Low

				activities must be agreed beforehand with Re-Union Staff. All groups must obey the safety instructions contained in the briefing at the beginning of the cruise.	
<b>Hazard</b>	<b>People at Risk</b>	<b>Severity &amp; possible implication</b>	<b>Risk Category</b>	<b>Minimum Controls</b>	<b>Risk after controls</b>
<b>General Activities on shore</b>	Staff and groups	Reportable injury	Medium	All groups must obey the safety instructions contained in the briefing at the beginning of the cruise. Re-Union crew with suitable outdoor/first aid qualifications should attend shore based activities if necessary.	Low
<b>Food Hygiene</b>	Staff and groups	Serious illness/food poisoning	Medium	No washing hands in canal, good source of clean water is provided on the boat. Obey food hygiene instructions contained on the boat. Kitchen is cleaned after each cruise. Re-Union is not a catering organisation. Groups are to bring their own food or consume food provided by Re-Union sourced from the Broomhouse Cafe meeting usual restaurant quality standards.	Low
<b>Group Unrest</b>	Staff and groups	Reportable injury/verbal abuse	Low	If a group poses a threat to the safety of the crew, or to cause damage to the boat, the boat will be moored up instantly, and the group asked to leave the boat. The crew should phone the local police station if necessary.	Low
<b>Discrimination, verbal abuse and abuse of position</b>	Staff and groups	Reportable injury/mental abuse	Low	Good supervision/overview, selection procedures for volunteers/crew. Two crew present at all times. Crew to follow the Re-Union child protection policy and equal opportunities policy at all times.	Low
<b>Security and safety of belongings</b>	Staff and groups	Loss of valuables	Medium	Secure area for valuables, and onboard vigilance by all can prevent theft. Re-Union is not responsible for any personal affects brought onto the boat. Groups must take their own precautions to ensure the security and safety of their belongings. Storage lockers are provided for small amounts of equipment on board. Re-Union also cannot accept responsibility for the loss of passengers' possessions overboard.	Low
<b>Burns from hot liquids</b>	Staff and groups	Reportable injury	High	This is of higher risk due to the greater frequency of use of kettles/kitchen area. Staff to show groups around the kitchen and introduce people to use of services on a boat. First Aid kit, cold water tap and trained staff on hand.	Medium
<b>Hazard</b>	<b>People at Risk</b>	<b>Severity &amp; possible</b>	<b>Risk Category</b>	<b>Minimum Controls</b>	<b>Risk after</b>

		implication			controls
<b>Fires from Catering equipment</b>	Staff and groups	Major injury/damage	Medium	Staff trained in turning off all equipment, and introduce group members to safety in the kitchen. Staff to check on group usage of kitchen and bathroom throughout a trip. Fire blanket and extinguishers throughout the boat. Evacuation procedure delivered to groups on arrival. Trained staff on hand.	Medium
<b>Manual handling – lifting too heavy load/incorrect technique</b>	Staff	Reportable injury	Low	Staff provided with sufficient training on manual handling, risks reduced by providing trolleys etc for large goods	Low
<b>Hitting head as entering boat</b>	Staff, volunteers and groups	Head injury/reportable injury	Medium	Crew to assist on initial entry to boat and highlight danger. Crew to ensure steps are dry and in safe condition prior to group embarkation.	Low
<b>Propeller Damage</b>	Crew maintaining propeller/clearing reeds	Major injury	Medium	Only trained crew to clear propeller jams/reeds on prop. Crew must be in possession of keys so as may not be started whilst maintaining. Refer to manual for operating procedure	Low
<b>Collision with boats, floating objects or pier</b>	Crew and groups	Reportable injuries and damage	Low	Boats operated only by trained and suitably experienced crew.	Low
<b>Walking along gunnels/roof</b>	Crew and groups	Reportable injury	Low	No member of public is to climb on the gunnels or roof of the boat. Crew using the gunnels/roof must take reasonable care to avoid slipping/falling, and be aware of the wind/movement of the boat.	Low
<b>Tripping over mooring ropes</b>	Crew and groups	Reportable injury	Low	Training crew to be aware of rope hazards when mooring up; crew to assist groups accessing/leaving boat and make aware of the ropes; bright ropes to be visible against canal bank.	Low
<b>Chemical poisoning</b>	Crew and groups	Major/Reportable injury	Low	All cleaning chemicals/maintenance products to be kept in locked cupboard and clearly labelled.	Low
Hazard	People at Risk	Severity & possible implication	Risk Category	Minimum Controls	Risk after controls
<b>Passenger falling overboard</b>	Crew and groups	Reportable injury	Low	Lifejackets and belts readily available, trained crew to effect rescue immediately if the person involved cannot stand up and walk/swim to bank. This risk can be avoided by restricting unsupervised access to gunnels and roof. Members of public who have fallen in the water should be advised to report to A&E for a check up.	Low
<b>Drowning in canal</b>	Crew and groups	Reportable injury/death from drowning	Low	Canal is only 3-4ft deep with a safety 'shelf' at side in urban areas. Two first-aid trained crew present at all times, and	Low

				effect rescue immediately using appropriate equipment and judgement. Emergency services called to nearest canal access point.	
<b>People/limbs trapped between boat and bank – especially whilst moving under bridges</b>	Crew and groups	Reportable crushing injury	High	Groups briefed not to hang out of windows or doors, nor walk along gunnels or reach down into water from outdoor decks whilst boat is under the bridges. Crew members also aware and vigilant at the appropriate times. Boat cruise to tick-over through bridge holes.	Medium
<b>Transport Security</b>	Crew and groups	Theft of vehicles/ possessions. Damage to vehicles.	Low	Cars, bikes and other forms of group transport are left at the owners' risk. Re-Union accepts no responsibility for groups' own transport whilst on a cruise, nor for public transport services arriving at the canal. The Bridge Inn car park or church car parks are visible areas in Ratho, and there is on street parking at most other access points to the canal.	Low

## **Safety Operational Procedures**

### **Accidents, First Aid, Ill Health and Near Misses**

The First Aid Boxes are kept at:

Office – WHALE Reception – Mathilde Robertson is the Appointed Person / First Aider and is responsible for ensuring that the First Aid Box is kept fully stocked and equipped.

Boat – Phil Gavigan is the Appointed First Aider and is responsible for ensuring that the First Aid Box is kept fully stocked and equipped.

All injuries, incidents, and dangerous occurrences at work involving employees or members of the public must be reported and recorded in the Accident Book.

The Accident Book is kept by:

Office – Pat Bowie

Boat – Phil Gavigan

Major accidents or incidents must be reported to the Skipper and/or General Manager who will take appropriate action and notify relevant authorities where relevant. These and other specified injuries or incidents must also be recorded in writing to the General Manager within 3 days.

The General Manager is responsible for investigating any incidents, injuries or dangerous occurrences and is also responsible for advising staff and/or volunteers of any measures that need to be put in place to minimise the risk of any incidents reoccurring.

All staff and/or volunteers are responsible for acting on investigation findings to prevent a recurrence.

### **Emergency Procedures – Fire and Evacuation**

Office - WHALE Designated person is responsible for ensuring that the Fire Risk Assessment is undertaken and implemented. (This task can only be completed by someone who is a competent person who has attended a course).

Boat – Skipper is responsible for ensuring that the Fire Risk Assessment is under undertaken and implemented. (This task can only be completed by someone who is a competent person who has attended a course).

Escape routes are checked by:

Office – WHALE Designated Person monthly

Boat – Skipper before every activity

Fire extinguishers are maintained and checked by approved supplier annually.

Alarms are tested by:

Office – WHALE Designated Person quarterly

Boat – Skipper before every activity

Emergency evacuations will be held every six months

### **Safe Plant and Equipment**

The Skipper is responsible for:

- identifying all equipment / plant needing maintenance.
- ensuring effective maintenance procedures are drawn up.
- ensuring that all identified maintenance is implemented and that records of any inspection, servicing or maintenance of equipment / plant is recorded and that records are maintained.

Any problems found with plant / equipment should be reported to the Skipper.

The Skipper will check that new plant and equipment meets health and safety standards before it is purchased.

The Skipper is responsible for ensuring that employees/volunteers are given adequate information, instruction and training in relation to the use of plant / equipment. He / she is also responsible for ensuring that records of any information, instruction and training are kept and maintained where necessary.

### **Safe Handling and Use of Substances**

The Skipper will be responsible for:

- identifying all substances that need a COSHH assessment
- undertaking COSHH assessments and for ensuring that records are kept and maintained where necessary
- for ensuring that all actions identified in the assessments are implemented
- ensuring that all relevant employees are informed about the COSHH assessments
- checking that new substances can be used safely before they are purchased
- ensuring that assessments are reviewed every year or when the work activity changes, whichever occurs soonest

### **Personal Protective Equipment (PPE)**

The Skipper will be responsible for:

- ensuring that, where the need for PPE is identified, that it is suitable for the activity it is required for and that it is suitable for the individual using it
- ensuring that PPE is maintained, clean and that it is replaced when necessary
- ensuring that PPE is suitably stored when it is not being used
- ensuring PPE is stored at Edinburgh Quay

The Skipper will be responsible for giving training, information and instruction to employees on the use of PPE and how to look after it. He / she will also be responsible for keeping & maintaining records of the training, information and instruction given to employees.

### **Display Screen Equipment**

The General Manager will be responsible for:

ensuring that display screen equipment workstations are assessed  
ensuring that records of the assessments are kept and maintained  
ensuring that any required action is implemented  
checking that the implemented actions have removed or reduced the risks.  
reviewing assessments annually or when the work activity changes

providing training and information for display screen equipment users and will keep records of any training and information that is provided

It is this Organisation's policy to ensure that anyone using a display screen as a significant part of their everyday work is entitled to have appropriate eye and eyesight tests from an optician or doctor and glasses if they are needed for work, if requested by the employee.

## **Electrical Equipment**

It is the Organisation's policy to ensure that any electrical system at work is safe to use and properly maintained.

Office – The General manager will be responsible for ensuring that all electrical installations and electrical equipment are regularly examined in accordance with specific legislation by appropriate and approved suppliers

Boat – The Skipper will be responsible for ensuring that all electrical installations and electrical equipment are regularly examined in accordance with specific legislation by appropriate and approved suppliers

Faulty equipment should be reported immediately to the General Manager/Skipper and labelled faulty and not used until it has been repaired.

## **Welfare**

It is the policy of Re-Union to:

- to provide clean, suitably ventilated toilets and washbasins with hot and cold running water, soap and drying facilities for those expected to use them
- provide drinking water and ensure that it is free from contamination, accessible by all employees, ensure that cups or a drinking fountain is provided and that taps and containers are clearly and correctly labelled as drinking water
- ensure that there is a suitable seating area for workers to use during breaks, that it is kept clean and stored where food will not get contaminated.
- provide a working environment where people can work without being irritated by tobacco smoke

Any issues regarding toilet facilities, drinking water or other welfare facilities should be reported to the General Manager.

It is the policy of Re-Union to maintain in efficient working order, the workplace, certain equipment, devices and systems . Any defect or fault regarding the workplace, certain equipment, devices and systems should be reported immediately to the Skipper/General Manager who will be responsible for ensuring that any defect or fault is rectified.

It is the policy of Re-Union to ensure that traffic routes are kept in good repair and are free from obstruction. It is also the policy to the Organisation to take precautions to control the risks of slips and trips in the workplace. Any spill or contamination on floors should be notified immediately to the Skipper and be dealt with quickly but employees should not put their own health and safety at risk.

The Organisation will ensure that lighting is suitable and sufficient to allow staff to work and move around safely.

The Organisation and employees are all required to take reasonable steps to ensure that a place of work is kept free from foreseeable hazards. In particular, access and egress routes must be kept clear of obstructions. This includes ensuring fire exits and access routes are kept clear, cables do not trail across pedestrian routes and that obstacles are quickly

removed. In addition, safety provisions such as fire doors should not be propped open or fire extinguishers obstructed.

### **Lone Workers**

It is the policy of Re-Union that staff who work by themselves without close or direct supervision or those who have to visit other premises, should make sure their colleagues or manager know where they are going and when they will be back.

It is Re-Union's policy to advise staff who work by themselves without close or direct supervision or those who have to visit other premises, to take a mobile phone with them where practical.

### **Information, Instruction and Supervision**

The Health and Safety Law Poster is displayed at:

Office – WHALE Reception  
Boat – On boat

A Copy of the Organisation's Certificate of Employers Liability Insurance will be displayed at the office at 30 Westburn Grove, Edinburgh and on the boat at Edinburgh Quay.

A Copy of the Organisation's Certificate of Public Liability Insurance will be displayed at the office at 30 Westburn Grove, Edinburgh and on the boat at Edinburgh Quay.

Health and Safety advice is available from the General Manager.

Supervision of young workers / trainees will be arranged / undertaken / monitored by the Skipper.

Induction training will be provided for all employees by the General Manager and a record of any training will be kept and maintained by the General Manager.

Induction training will be provided for all crew and volunteers by the General Manager and a record of any training will be kept and maintained by the General Manager.