



# THE KENNET & AVON CANAL TRUST

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## Health and Safety Policy Statement and Guidance

This Policy and attached Guidance Notes (Appendix) set out The Kennet and Avon Canal Trust's ('the Trust') position on Health & Safety.

### Part 1 - General Policy

Our statement of general policy is: -

- to assess the health and safety risks arising from our work activities and take the necessary measures to minimise and mitigate the risks identified to volunteers, employees, visitors and members of the public.
- to comply with all relevant legislation, in particular the Health and Safety at Work Act 1974<sup>1</sup> and Regulations made pursuant to it.
- to consult with our employees and volunteers on matters affecting their health and safety;
- to provide and maintain safe plant and equipment;
- to ensure safe handling and use of substances;
- to provide information, instruction and supervision for employees and volunteers;
- to ensure all employees and volunteers are competent to do their tasks and to give them adequate training;
- to prevent accidents and cases of work-related ill health;
- to maintain safe and healthy working conditions;
- to learn from incidents and near misses; and
- to review and revise this policy as necessary.

**All employees and volunteers have a duty to take reasonable care of their own health and safety and that of others who may be affected by their acts or omissions, and to cooperate with the Trust on all matters relating to health and safety.**

### Part 2 - Company structure and organisation

The Kennet and Avon Canal Trust "Trust" is a charitable company limited by guarantee, company number 727331, charity number 209206. The Trust owns and operates trip boats, and the accessible Bruce Boats, and licenses café operations in three locations.

The Trustees of Trust (who are also its directors) are responsible for the health and safety of employees, volunteers, and the visiting public, at all locations under their control. This Policy has therefore been endorsed by Trustees

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<sup>1</sup> At <https://www.legislation.gov.uk/ukpga/1974/37>.

The responsibility for day-to-day implementation of the policy is devolved to local branches and their committees or, in the case of boats, through the Designated Person recognised by the Maritime and Coastguard Agency (MCA) to Boat Managers, and on to boat masters and crews.

### Part 3 - Health and Safety Sub-committee

Duty holders are supported by a Health and Safety Sub-committee of Trust Council, and a Health and Safety Advisor (post currently vacant).

The membership of the Health and Safety Sub-committee is as follows:

- a Chairman appointed by Trust Council;
- a representative from Crofton Branch;
- the Designated Person for Boat Operations;
- a representative from each Branch operating a trip boat;
- a representative from Bruce Branch;
- a staff representative;
- the Health and Safety Advisor; and
- Such other members as may be appointed by Trust Council from time to time.

The remit of the Sub-Committee is:

To review and report to Trust Council on:

- Compliance with legal requirements and with the Trust Health and Safety policy;
- Application of new legal obligations;
- Procedures for recording, reporting and analysis of accidents and near misses;
- Development, promulgation and review of risk assessments, including:
  - Public, employee, volunteers and contractors
  - Safety at work (PPE, tools, materials, lifting, ladders etc.);
- Safety Induction for new volunteers;
- Specific safety procedures;

Developing Method Statements/Risk Assessments (general and project specific) for specific aspects of operations.

The Sub-Committee shall meet at least once a year. It shall produce minutes and send these, with any other report on its discussions as is needed, to Trust Council

### Part 4 - Implementation

The activities of Trust include administration, public admission to the museum at Devizes, licensing tearooms operated by third parties, operating public boat trips, holiday hire of the accessible Bruce Boats and maintaining, operating and opening to the public the Crofton Beam Engines.

**Trust Council** conducts its activities with regard to boats taking full account of the health and safety of all employees, volunteers, and members of the general public. Its safety policy in respect of trip boats complies in all respects with MSN 1869 and MGN 158, MCA Safety Management Code for Domestic Passenger Ships. The Trust ensures that its boats are at all times properly maintained and certified, and operated by qualified personnel in full compliance with the relevant legislation.

**The Bruce Branch** operate holiday hire boats and passenger trip boats (carrying 12 passengers and below) and are regulated under the Hire Boat Code and the Small Passenger Boats Code respectively, to which the Trust adheres.

**Reading Branch** runs a passenger trip boat, which is likewise subject to the Small Passenger Boats Code.

A Risk Management Team is integrated into **Crofton Beam Engines** operations working to the ISO45001 standard under the guidance of Crofton's Risk Management Advisor.

Periodic checks on fire and general safety precautions are carried out at all locations, and the results recorded. Fire and evacuation procedures are covered under separate documentation. First Aid boxes are provided and maintained at every site, and are made available to employees, volunteers and the visiting public. Only properly trained first-aiders are permitted to administer first aid to the public.

Accident and near miss books are provided at all sites, and all accidents are investigated and remedial action taken where appropriate, and near misses reviewed to identify lessons.

In the case of the four Trip Boats subject to Maritime and Coastguard Agency (MCA) rules and regulations, MCA carry out surveys, safety inspections, audits and tests to ensure compliance. Subject to satisfactory findings by the MCA, the boats are issued with Passenger Certificates every 12 months and Domestic Safety Management Certificates every five years.

The appropriate level of risk assessment is carried out at every site under Trust control and, where there is a significant risk, the assessment is written down and recorded, with the management action taken.

Risk assessments are carried out by employees or volunteers with assistance where required from the Risk Management Advisor at Crofton and Designated person for the Trip Boats and Bruce Branch holiday hire boats.

## **Part 5 - Information, Instruction and Training.**

This Health and Safety Policy document is available in printed form to all employees and volunteers undertaking work on behalf of the Trust

The following documents are to be retained at all sites, and made readily available:

- Safety Instruction No. 1 Risk Assessment;
- Safety Instruction No. 2 Accident Reporting;
- Safety Instruction No. 3 Safety in the use of Contractors;
- Safety Instruction No 4 Work at Height;
- Safety Instruction No 5 Lone Working;
- HSE guide on controlling risks in the workplace<sup>2</sup>;
- Fire Risk Assessment for the site;
- Evacuation procedures.

Boat Safety Manuals are carried on all trip boats. The Safety Manuals are reviewed and updated every three years. The manuals incorporate procedures to ensure safe operation in compliance with the relevant rules. Procedures for responding to emergency situations are also included. Search and rescue plans registered with the MCA are carried on each relevant trip boat. All employees and volunteers receive health and

safety instruction and/or training commensurate to their duties. Training records are currently maintained at the locations where those duties are discharged.

All volunteers and employees are encouraged to raise any safety concerns which may arise both direct to the Health & Safety sub-committee or the Trust's **Health and Safety Advisor** and locally to line management.

This Health and Safety Policy is reviewed annually by the Health and Safety Sub-committee together with the Trust's Health and Safety Advisor and recommendations for amendments made to Trust Council

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<sup>2</sup> <https://www.hse.gov.uk/pubns/indg163.pdf>

**THIS DOCUMENT IS NOT CONTROLLED ONCE PRINTED**

Date approved by Trust Council: August 2025

Review Date: 28<sup>th</sup> Feb 2027

## Safety Instruction No 1: Risk Assessments

### Introduction

Risk assessments are a requirement of the Management of Health and Safety at Work Regulations 1999. They are essential, both in the prevention of injury accidents, and also to demonstrate that the K & A Trust is fulfilling its duty in respect of health and safety at work.

### Action

It is mandatory that risk assessments are carried out in respect of all and any work undertaken within the Branches, workshops, visitor centres, trip boats and pumping stations of the K & A Trust. Where the risk assessment shows that there is no 'Significant Hazard', then it is not necessary to write the assessment down, but the fact that an assessment has been carried out should be recorded. (See Risk Assessment/Method Statement check sheets.)

Where a significant hazard is identified, then the risk assessment must be written down and the precautions, (control measures), must be made clear. The assessment should be carried out by the supervisor, or other competent person with familiarity of the work place and the job being undertaken, and with assistance where required from the appointed Health and Safety adviser. Risk Assessment/Method Statement example check sheets are provided on page 2 below and can be used as a template to be completed for every such task carried out. Particular care should be taken when working alone, especially in an isolated location.

A directory of risk assessment check sheets for routine everyday tasks, approved for use by the Trust Council, is available from Document Library.

The HSE guidance on managing risks in the workplace is readily available at each location for information and guidance. Most day to day jobs undertaken within the Trust should only need a simple assessment and straightforward common-sense precautions. However, the more serious consequences that could possibly result if something went wrong must be identified, together with the precautions covering that risk.

Where similar risk assessment systems are already in use for more complex long-term work, and prove to be effective, their use may be continued in place of the above.

Completed check sheets should be retained on site until further notice.

Risk assessments should be carried out with the following in mind:

**"Eric Prevents Death"** is a common acronym used to describe the hierarchy of control measures for Risk Assessment. It stands for:

E liminate,  
R educe,  
I solate,  
C ontrol,  
P ersonal Protective Equipment,  
D iscipline.

This acronym aims to help individuals eliminate or reduce risks in a safe manner.

Eliminate: can the risk be eliminated?

Reduce: can the risk be reduced by mitigation factors?

Isolate: the risk or the personnel from the risk

Control: by management procedures and safe ways of working

Personal protective equipment: appropriate PPE should always be used, but is not an alternative to following the approach described above to reduce risk.

Discipline: work should be undertaken in the manner of the safe system of work, following approved procedures and appropriate training for staff involved

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Responsible Trustee: Mike Bailey

Date approved by Trust Council:

Review Date: 28<sup>th</sup> Feb 2027

## **Safety Instruction No 1. Risk Assessment/Method Statement Form**

Location and date of proposed work:-

Description of work:-

Proposed method of working, brief description:-

**Are there any significant hazards? Yes/No.** If No, no further assessment required.

If **Yes**, see below.

Signed by supervisor/competent person..... Date..... Protective clothing/equipment required? List:-

Assessment of risks.

Risk levels: - High, Medium, Low.

Significant Hazard	Persons at risk	Risk Level H. M. L	Control measures/precautions required	Risk level with mitigation in place

Supervisor's signature..... Date.....

## **SAFETY INSTRUCTION No 2: Accident Reporting.**

### **Introduction**

The purpose of this instruction is to standardise the procedure for reporting injury accidents at all Trust locations, and to ensure that the procedure meets current legal requirements.

### **Definition of accident**

An 'Accident' is normally defined as an unplanned and unwanted event which causes, or has the potential to cause, injury to persons or damage to equipment.

This instruction is concerned with accidents to individuals where personal injury is involved, and also with reporting specific 'Dangerous Occurrences', 'Serious or Reportable Injuries', and 'Reportable Incidents' to the relevant authorities.

In the event of any accident resulting in injury to Trust volunteers, staff or visitors at any location operated by Trust or on Trust business, the appropriate entry must be made in the Accident Book.

HSE Accident Book, ref BI 510, must be held at every location including each trip boat and each hire boat and made available for immediate use.

In addition to the above, particular specified accidents have to be reported to either the HSE under the RIDDOR regulations, or to the MAIB under the Merchant Shipping (Accident Reporting and Investigation Regulations) 2012.

### **Accidents resulting in injury, and reportable incidents, occurring at any location operated by Trust on land**

Accidents resulting in injury, and reportable incidents, occurring at any location operated by Trust including meeting rooms, Trust offices, Devizes Museum, Trust Archive and Crofton Beam Engines, and during the course of Trust activities on land must be reported as soon as practicable.

In addition to recording details in the HSE accident book, if the injury sustained is classed as a 'Specified Reportable Injury' as defined in the RIDDOR regulations, details of the accident must be reported to the HSE Incident Centre within 10 days. Appendix B to this document sets out details of reportable injuries.

In addition to reporting listed injury accidents, specified 'Dangerous Occurrences' must also be reported. A full guide to specified reportable injuries, and dangerous occurrences reportable under RIDDOR is given in HSE leaflet 'Reporting accidents and incidents at work'<sup>1</sup>.

Reports can be made either by phone or on line as follows:

- Go to [www.hse.gov.uk/riddor](http://www.hse.gov.uk/riddor) and complete the appropriate online report form. The form will then be submitted directly to the RIDDOR database. A copy will be returned from the RIDDOR database for your records.

All incidents can be reported online, but a telephone service remains for reporting fatal and specified injuries only. Call the Incident Contact Centre on 0845 300 9923 (opening hours Monday to Friday 8.30 am to 5 pm).

Only 'responsible persons' including employers, the self-employed and people in control of work premises should submit reports under RIDDOR

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<sup>1</sup> <https://www.hse.gov.uk/pubns/indg453.pdf>.



## Accidents resulting in serious injury and reportable incidents occurring on board Trip Boats or Hire Boats

As above, all injuries must be recorded in the HSE accident book. For trip boats, if the injury sustained is classed as a 'Serious Injury' as defined in Marine Guidance Note MGN 564<sup>2</sup>, then details must be reported to the Marine Accident Investigation Branch (MAIB) either as soon as possible or so far as is reasonably practicable after the incident, depending upon the degree of urgency of the event.

Appendix B to this document sets out details of reportable injuries.

The Boatmaster is responsible for completing the accident report form<sup>3</sup>. A decision regarding reporting the accident in accordance with MGN 564 and who should submit reports will be taken following consultation between the Boatmaster, the Boat Manager and the Designated Person for Boat Operations.

A dedicated phone line is always available for this report. If required a follow up written report, covering any remedial actions taken and including further details, may also be forwarded to the MAIB (see Section 6, Merchant Shipping (Accident Reporting and Investigation) Regulations 2012, as amended<sup>4</sup>).

In the event of an incident or injury on board, the Boatmaster's primary duty is the safety and care of the injured party, passengers and crew. This duty of care must take precedence over any reporting procedure, which therefore may have to be deferred until after all persons are safely disembarked, and care of any injured party is passed to the emergency services.

MAIB reporting requirements apply at all times trip boats are under way in water, either carrying passengers, or for any other reason eg training, fueling, travelling to a pick up point etc.

In addition to reporting serious injuries, specified 'Marine incidents' must also be reported. For full details see MGN 564.

MAIB 24-hour reporting line only: 023 8023 2527.

Reporting by email: [maib@dft.gov.uk](mailto:maib@dft.gov.uk)

Matters of environmental significance, eg pollution, should where appropriate be reported to the Canal and River Trust (see page 5 and Procedure N, Boat Safety Manual).

Procedure F to the Boat Safety Manual provides further details. Similar procedures will be followed in relation to hire boats, adapted as necessary.

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<sup>2</sup>

[https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment\\_data/file/791968/MGN564-Amendment1.pdf](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/791968/MGN564-Amendment1.pdf)

<sup>3</sup> <https://www.gov.uk/government/publications/report-a-marine-accident>

<sup>4</sup> <https://www.legislation.gov.uk/uksi/2012/1743>

## Accident Report Forms

The following report forms and documents must be held readily available at Trust location, together with a copy of this safety instruction.

- HSE Accident book, (Ref B1 510)
- HSE leaflet 'Reporting accidents and incidents at work'. Reference INDG 453 (revision 1) published 10/13
- Accident Investigation report forms (see Appendix A to this document), available from the Devizes office

In addition, on each trip boat, a copy of MGN 654 listing details of the reporting requirements, together with copies of the MAIB report form, should be held.

## Procedures

### Action required on site

Accident reporting is administered by the Trust's Bookings and Administration Officer who can be contacted on 01380 721279 and by email at [admin@katrust.org.uk](mailto:admin@katrust.org.uk).

In the event of an accident resulting in injury to Trust or volunteers, staff or visitors at any location operated by Trust or on Trust business, the appropriate entry must be made in the HSE Approved Accident Book. The actions required under RIDDOR and MAIB as above should be implemented where appropriate.

All accidents **must** be investigated after the event. The purpose is to establish the cause of the accident and prevent a recurrence, through learning from experience. The results of the investigation and actions taken should be recorded initially in the Accident book, and any secondary investigation recorded on the form Appendix A to this instruction.

**The following forms should be forwarded by email to the Devizes office (email: [bookings@katrust.org.uk](mailto:bookings@katrust.org.uk)) and copied to the Trust's Health and Safety Advisor at [admin@katrust.org.uk](mailto:admin@katrust.org.uk):**

- A copy of the accident report form (Accident book record), which in the case of boats should also be sent to the Designated Person [director.boats@katrust.org.uk](mailto:director.boats@katrust.org.uk);
- Where appropriate Appendix A to this document; and
- Where RIDDOR is involved, a copy of the accident report to the HSE Incident Centre.

The person on site responsible for the safe keeping of the HSE accident book report forms should delete or obscure the name of the injured person on the photocopy before passing it on.

Any other documents relevant to the accident, eg Risk Assessment, inspection reports etc. should also be copied to the Designated person and the Devizes office.

### Action required by Trust

Accident reporting is administered by the Trust's Bookings and Administration Officer who can be contacted on 01380 721279 and by email at [admin@katrust.org.uk](mailto:admin@katrust.org.uk)

Copies of accident book record forms should be filed under each location. These will be scrutinised periodically by the Health and Safety Advisor.

On receipt of the forms associated with an accident reportable under RIDDOR or MAIB, inform the Chairman of Trust Council and/ the Designated Person for Boat Operations where an accident on a trip boat is concerned, and the Chairman of the Health and Safety Sub-Committee, preferably by email.

Where required, further copies of the forms should be made and forwarded via the Devizes Office to the Trust's insurance company, together with a request for acknowledgment.

The Chairman of the Health and Safety Sub-committee, together with the Designated Person will decide if any further action is required regarding investigation and remedial actions. All serious injury accidents as defined by RIDDOR and MAIB will be investigated further, and the findings similarly reported to the Trust's insurers, and where appropriate the Canal and River Trust, and any other relevant parties.

### References:

Reporting accidents and incidents at work - RIDDOR information leaflet INDG453 (revision 1) published 10/13 (<https://www.hse.gov.uk/pubns/indg453.pdf>)

MAIB information leaflet, and accident report form (<https://www.gov.uk/government/publications/report-a-marine-accident>)

Marine Guidance Note MGN 564 ([https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment\\_data/file/791968/MGN564-Amendment1.pdf](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/791968/MGN564-Amendment1.pdf))

S.I. 2012 No. 1743. The Merchant Shipping (Accident Reporting and Investigation ) Regulations 2012, as amended (<https://www.legislation.gov.uk/uksi/2012/1743>)

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Responsible Trustee: Mike Bailey

Date approved by Trust Council:

Review Date: 28<sup>th</sup> Feb 2027

## Appendix A to Safety Instruction No 2 : Guidance in Accident Investigation.

Accidents are invariably caused by more than one factor. There is often an underlying, or secondary cause or condition, which contributed to the event.

This investigation report form should identify any secondary causes and recommend any further action to remedy the situation

Location ..... Report

No:.....Date.....

Was the accident reportable under RIDDOR or MAIB?.....

### **Accident investigation:-**

Suspected secondary cause or causes: (See accident report for primary cause)

Remedial actions taken: (give dates of actions taken)

Further Actions recommended:

List any other relevant information sent with this report. (e.g. Risk Assessments, inspection reports etc)

Signed..... Date.....

Print name.....

This form to be completed by a responsible person on site.

## **Appendix B to Safety Instruction No 2 : Reportable injuries required by RIDDOR**

The list of 'specified injuries' in RIDDOR 2013 (regulation 4) includes:

- a fracture, other than to fingers, thumbs and toes;
- amputation of an arm, hand, finger, thumb, leg, foot or toe;
- permanent loss of sight or reduction of sight;
- crush injuries leading to internal organ damage;
- serious burns (covering more than 10% of the body, or damaging the eyes, respiratory system or other vital organs);
- scalping (separation of skin from the head) which require hospital treatment;
- unconsciousness caused by head injury or asphyxia;
- any other injury arising from working in an enclosed space, which leads to hypothermia,
- heat-induced illness or requires resuscitation or admittance to hospital for more than 24hours; and
- Injuries to a member of the public resulting in the need for immediate hospital treatment.

Over-seven-day injuries to workers: this is where an employee or self-employed person, is away from work or unable to perform their normal work duties for more than seven consecutive days (not counting the day of the accident).

### **Reportable serious injuries required by MAIB (MGN 564)**

MGN 564 defines a serious injury as an injury that renders the person unable to perform their usual duties for more than 72 hours, or requires their admittance to a hospital/medical facility for more than 24 hours.

### **Other reportable occurrences and incidents**

Lists of Dangerous Occurrences (RIDDOR), and Hazardous Incidents (MAIB), which also have to be reported to the relevant authorities are given in the documents below:

- HSE leaflet 'Reporting accidents and incidents at work' (Reference INDG 453 (revision 1) published 10/13) for RIDDOR,
- Marine Guidance Note MGN 564 'Marine Casualty and Marine Incident Reporting for MAIB.

Copies of both documents to be held on board all trip boats for reference.

## Safety Instruction No.3: Safety in the use of Contractors.

### Introduction.

In this document, the Kennet and Avon Canal Trust ('Trust') are referred to as the 'Client'.

This safety instruction is issued in order to meet the Client's obligations under the Health and Safety at Work Act and The Management Health and Safety at Work Regulations, and to discharge its duties with respect to employees and volunteers. It is also to meet its obligations to other persons visiting or working at the Client's sites, or to the Client's instructions.

This document is also framed in the light of recent legal judgements against companies, where the HSE now expect Clients to be much more involved with contractor's safety procedures.

This document is written for guidance; where particular aspects of the contract fall within the scope of this document, the precautions/actions identified below should be implemented in order to meet legal requirements.

### 1.Pre-contract stage

The work to be undertaken by a contractor should be clearly identified. This includes detailing as far as possible in advance, the limits of the work, the working area, responsibilities for supervision, health and safety responsibilities. Where appropriate, or in areas of public access, a plan of the area of the work could be provided to a prospective contractor.

1.1 The type of contractor or contractors should be decided and any interface recognised, e.g., electrical contractors working in conjunction with say carpenters.

1.2 Invitations to tender should list the conditions on site, including any known possible hazards at the site of the contract work; e.g., proximity to canal or railway, overhead electrical lines, underground services, weight and access limitations, etc.

1.3 Where any specialist equipment is to be used, e.g. lifting gear, power tools, access equipment etc, the contractor should provide evidence that they are within their statutory inspection dates. The contractor should provide his own PPE (Personal Protective Equipment), and be able to produce evidence that it is within inspection date.

1.4 The contractor should be required to provide his own first aid arrangements. He should maintain an accident book on site and be prepared to make it available for view if required. Any accidents incurred by the contractor should be notified to the Trust.

1.5 The level of Public Liability Insurance (PL) to be provided by the contractor should be decided.

## 2. Contractor selection

2.1 Contractors with a known track record for the type of work in hand are likely to be preferred. Where appropriate they should be asked to provide references, and evidence of previous successful contracts of a similar type. Only Contractors who can demonstrate that they have a clear health and safety policy which covers information, instruction and supervision for their employees should be approached.

## 3. Conditions of Contract for consideration during the tendering process

3.1 Contractors should not employ any persons under the age of 16 years. If persons under 18 years are to be employed, the contractor should specify their degree of supervision. Contractors should be able to demonstrate their own in-house safety training programme, eg, records of safety induction training

3.2 Contractors employing more than five persons to be required to submit their written Health and Safety Policy statement and on site arrangements for health and safety during the course of the contract. Where the contractor has an appointed Health and Safety Officer, he should make that person's responsibilities clear and specify the degree of involvement of that person during the course of the contract

3.3 The Contractor must submit details of their PL insurance to the Client's satisfaction, insurance coverage for plant and machinery should also be specified.

3.4 The Contractor must provide initial method statements and risk assessments to Client's satisfaction. The assessments to include and specify the use of PPE where appropriate. The Client is not required to approve contractor's risk assessments, but should satisfy himself that the contractor is working to the requirements of the Management of Health and Safety at Work regulations, and the Health and Safety at Work Act.

3.5 The Contractor must provide Health and Safety procedures where appropriate for dealing with any sub-contractors. The main contractor should have an active health and safety monitoring role with respect to sub-contractors.

3.6 The contractor should provide his own emergency plan; it should be coordinated with any Clients plan to ensure there is no conflicting action.

3.7 The contractor should be made aware of any of the Client's in-house procedures and any safety instructions which may bear upon the works.

3.8 Contractors should be issued with and sign for a copy of the Client's Health and Safety Policy, and where appropriate, Health and Safety Instructions, and agree to work within their guidelines.

## 4. During the contract

4.1 The Client should monitor the safety aspects of the contract during the course of the works, and bring any concerns directly to the attention of the contractor. The arrangements for this process are to be agreed before work commences.

4.2 The contractor is to appoint a supervisor on site; when that person is absent from site a stand-in supervisor should be nominated. The Client should at all times be aware of the identity of the contractor's site supervisor.

4.3 The supervisor should normally be responsible for the day to day health and safety of the contractor's employees, and the contracted works in general. He should cooperate fully with the Client in the monitoring process as above.

4.4 The contractor and his employees to behave in a responsible manner on site, with due regard to Client's staff and the public.

4.5 The contractor to respond to reasonable requests from the Client or his site manager in matters of housekeeping, noise and welfare.

4.6 The contractor to cooperate fully with the Client's health and safety monitoring process, and to make inspection and safety check records available as requested.

4.7 The contractor and his employees have a duty at all times to take reasonable care of their own health and safety and that of others who may be affected by their acts or omissions, and to cooperate with the Client on all matters relating to health and safety.

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**THIS DOCUMENT IS NOT CONTROLLED ONCE PRINTED**

Responsible Trustee: Mike Bailey

Date approved by Trust Council:

Review Date: 28<sup>th</sup> Feb 2027



## Safety Instruction No. 4: Working at Height

### Background

Falls from height are the largest single cause of workplace deaths in this country, and one of the largest causes of workplace major injury.

The Work at Height Regulations have been in force for some years now but the number of accidents due to falls is still high. The HSE are becoming increasingly stringent in enforcing the regulations, and breaches of the regulations, whether or not they result in injury, have attracted increasingly severe penalties imposed on employers.

### Definitions

**‘Height’.** Height is not defined in the regulations by measurement. The regulations state that a place is at height if a person could be injured falling from it, ‘even if it is at or below ground level’.

**‘Work’.** A place of work, the area where any task is carried out, including access to and from such a place (except by staircase in a permanent workplace) .

**‘Duty holders’:** Employers, and any person or persons in control of an undertaking

**‘Undertaking’:** An ‘undertaking’ means ‘enterprise’ or ‘business’. Although not decisive in every case, whether the duty-holder can exercise control over both the conditions of work and where the activity takes place is very important.

Section 1 of the Health and Safety at Work Act 1974 sets out the general provisions for securing the health safety and welfare of persons at work and persons other than persons at work, and protecting those persons from risk. It also establishes the principle that any risk arising at work includes those attributable to “the manner of conducting an undertaking”. Section 3 places a duty on an employer “to conduct his undertaking in such a way as to ensure, so far as is reasonably practicable, that persons not in his employment who may be affected thereby are not thereby exposed to risks to their health or safety.”

Given the definition of ‘employee’, The Trust has the same duty of care to volunteers as they have to paid employees.

### Action

All work at height should be properly planned, supervised when appropriate, and carried out by people who are competent to do the work. Always consider alternative methods of work to avoid working at height.

When planning any work at height, or access to any work, or duty which may take place at a situation where the person carrying out the task could be injured by falling, a risk assessment must be carried out and the precautions identified and put in place before the work commences. The risk assessment must also cover any other person who may have occasion to visit that workplace and who might sustain injury from falling.

Risk assessments are a legal requirement. The Trust Safety Instruction No 1, 'Risk Assessments', gives full guidance on the subject and must be complied with. The instruction includes a risk assessment form which must be completed for each task, listing the control measures (precautions) required.

Precautions which could be considered include:-

- The use of scaffolds and handrails;
- Collective fall arrest systems, eg nets, airbags etc;
- Anything which limits the fall to a safe distance, eg the use of hay or straw bales to raise the effective ground level;
- Personal fall prevention, eg the use of safety harnesses, including means of securing the harnesses.

In all such examples, the persons involved should where appropriate be trained or instructed in the use of the equipment. Any such equipment must be inspected for integrity before use and the inspections recorded.

In the case of trip boats in dry dock, the arrangements for access to the boat deck level must be made safe, eg access ladders to be secured in place and to rise a minimum of 1m above the landing place in order to provide a secure handhold, (unless satisfactory handholds are available, eg at entry points). Where access to the boat deck level is provided from the side of the dry dock, gangways must be secured at both ends.

Where the access arrangements are to be provided by the dry dock operator, the requirements of this document must be made known to the operator at the time of booking the dry dock.

Movement about the exterior of the boat at deck level in dry dock (eg on the gunwales, helm position etc), should be avoided wherever possible, must be restricted to areas provided with fall protection, and must only take place if a means of fall protection is in use. All such areas and the precautions required must be clearly defined in the risk assessment. All personnel requiring access to the boat deck level, including visitors, must be made aware of the restrictions and where they apply.

For Crofton Beam Engines, examples of working at height will include access to the boiler, beam engines, building roof and access to underground ducts and passageways.

References:

HSE Guide INDG 401 (<https://www.hse.gov.uk/pubns/indg401.pdf>)  
Work at Height Regulations 2005  
(<https://www.legislation.gov.uk/ukxi/2005/735/contents>)

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Responsible Trustee: Mike Bailey

Date approved by Trust Council:

Review Date: 28<sup>th</sup> Feb 2027

## **Safety Instruction No 5: Lone Working**

### **Background**

This safety instruction is not intended to prohibit lone working within the Trust but to highlight the additional risk assessments required to enable staff and volunteers to lone work safely when appropriate,

HSE Guidance Note INDG 73 (revision 4, 03/20) gives clear instructions to lone working<sup>1</sup>.

Lone working in itself is not illegal and will often be required by circumstance but the law requires the employer to carefully consider what additional risk may arise from lone working, and take suitable measures to mitigate the risks.

Additional risk assessments must include factors of safety which can be exacerbated by lone working, for example what are the procedures in the event of emergency or illness to the lone worker. In principle there is no difference in the planning for safe working arrangements for lone workers from any other employees or volunteers in the Trust, but lone working may require additional control measures to be in place.

This will be highlighted from the risk assessment.

The scope of the task is to be clearly identified to prevent creeping into more hazardous tasks which may not be suitable for lone working.

When assessing the risk of lone workers (as for any other risk assessments) the hierarchy of control should be taken into consideration.

- Elimination: does the task have to be done alone or can lone working be eliminated. An example of this is when a boatmaster is locking up after the final trip instead of doing it on their own a crew member can stay with them to complete the task, therefore eliminating the lone working. This will not be possible in every situation and some lone working is inevitable.
- Reduce: can the task wait until more staff or volunteers are available? If not then a suitable and sufficient risk assessment must be in place before the work commences.
- Identify the risk: the task and the person must be assessed. Lone working should not be allowed on any high-risk tasks. The person expected to work alone must be suitably trained and competent for the task in hand and medically fit to be left unsupervised on the task.
- Control measures: adequate control measures must be in place to make the task as safe as possible to protect the person carrying out the task.
- Measures in place for emergency: thought must be given to what happens in an emergency, who is to be called and how is help to be summoned etc. Lone working at remote sites, for example an engineer attending a boat, must also be considered.

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<sup>1</sup> <https://www.hse.gov.uk/pubns/indg73.pdf>.

### Definitions:

‘Duty holders’: Employers, and any person or persons in control of an undertaking

‘Undertaking’: An ‘undertaking’ means ‘enterprise’ or ‘business’. Although not decisive in every case, whether the duty-holder can exercise control over both the conditions of work and where the activity takes place is very important.

Section 1 of the Health and Safety at Work Act 1974 sets out the general provisions for securing the health safety and welfare of persons at work and persons other than persons at work, and protecting those persons from risk. It also establishes the principle that any risk arising at work includes those attributable to “the manner of conducting an undertaking”. Section 3 places a duty on an employer “to conduct his undertaking in such a way as to ensure, so far as is reasonably practicable, that persons not in his employment who may be affected thereby are not thereby exposed to risks to their health or safety.”

Given the definition of ‘employee’, The Trust has the same duty of care to volunteers as they have to paid employees.

### Action

All lone working should be properly planned, assessed, and carried out by people who are competent to do the work. Always consider alternative methods of work to avoid lone working if possible

When planning any lone working tasks, a risk assessment must be carried out and the precautions identified and put in place before the work commences. The risk assessment must also cover any remote location working.

Risk assessments are a legal requirement; K & A Trust Safety Instruction No 1, ‘Risk Assessments’ gives full guidance on the subject and must be complied with. The instruction includes a risk assessment form which must be completed for each task, listing the control measures (precautions) required.

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