

**The Kennet and Avon Canal Trust ('Trust') and
The Kennet & Avon Canal Trust (Enterprise) Ltd ('Enterprise')**

Health and Safety Policy Statement and Guidance.

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 1974¹ 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 Trust and Enterprise 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. Trust owns a trading subsidiary, The Kennet and Avon Canal Trust (Enterprise) Ltd ('Enterprise'), company number 2679756. Enterprise owns and operates trip boats, and the accessible Bruce Boats, and licenses café operations in four locations.

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

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Each company is legally separate, with its own Board of Directors, and operates in accordance with its Articles. The two companies have entered into a Memorandum of Understanding (MoU) which sets out the relationship between them, including reporting arrangements².

The Trustees of Trust (who are also its directors) and the Directors of Enterprise are responsible for the health and safety of employees, volunteers, and the visiting public, at all locations under the control of their control. Under the terms of the MoU, Enterprise is required “at all times to operate within the Health and Safety regime established by Trust”. This Policy has therefore been endorsed both by Trustees and by the Directors of Enterprise.

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 Director of Boat Operations 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.

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

- a Chairman appointed by Trust Council;
- a representative from Crofton Branch;
- the Director of 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 and the Enterprise Board on:

- Compliance with legal requirements and with the Kennet and Avon Canal 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;

² At <https://katrust.org.uk/wp-content/uploads/2021/01/Memorandum-of-Understanding-Sept-2019.pdf>.

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

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

Part 4 - Implementation

The activities of Trust and Enterprise include administration, public admission to the museum at Devises, 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 Crofton Beam Engines.

Enterprise 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.

Enterprise 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 Enterprise adheres.

Reading Branch runs Matilda, which is likewise subject is subject to the Small Passenger Boats Code.

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.

The Health and Safety Advisor carries out safety inspections at Crofton Beam Engines, each Trip Boats and at Bedwyn Wharf in respect of Bruce Boats at least annually at the start of the season. She also carries out formal safety audits during the season at all locations where Trust or Enterprise employees or volunteers operate.

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 or Enterprise control and, where there is a significant risk, the assessment is

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written down and recorded, with the management action taken. Risk assessments are carried out by employees or volunteers with assistance where required from the Health and Safety Advisor.

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 Enterprise.

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 workplace³;
- 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 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 Health and Safety Advisor and recommendations for amendment made to Trust Council and the Enterprise Board.

THIS DOCUMENT IS NOT CONTROLLED ONCE PRINTED

Responsible Trustee: Mike Bailey

Date approved by Enterprise Board: 16 July 2021

Date approved by Trust Council: 19 July 2021

Review Date: July 2022

³ <https://www.hse.gov.uk/pubns/indg163.pdf>