
POLICY CONTACT: Peter Coleman-Smith

PURPOSE – the purpose of this Policy is to articulate the commitment of Bristol Avon Rivers Trust (the Trust) to integration of health and safety into all areas of its activity, to achieving zero harm and to implementing a process of continual improvement to its Health and Safety Policy and Handbook/underlying processes. To do so:

- Trust activities will, as a minimum, comply with all relevant statutory laws, regulations and general good practice.
- The Trust will take all reasonably practical measures to robustly assess and to minimise the risk of harm to its employees or others who may be affected by its activities.
- The Trust will implement a high practical standard of health and safety.

APPLICABLE GUIDANCE/REGULATION/LEGISLATION - Specifically this includes complying with the Health and Safety at Work Act, 1974 (which sets out the general duties employers have towards employees and members of the public, and employees have to themselves and to each other). Also the Display Screen Equipment Regulations and the Provision and Use of Work Equipment Regulations.

RISK – the key risk, as articulated in the BART Risk Schedule

There is a risk that the nature of the BART operation (by water bodies) and working practices of the Trust could expose staff, volunteers and others engaged by the Trust to poorly understood or managed potential causes of physical injury or psychological harm, leading to actual health or safety events. At worst such an event could have extreme consequences for staff/volunteers/trustees and for continuation of the Trust.

SCOPE

- **In scope** – all health and/or safety matters arising from activity required from an individual by BART and undertaken as a member of staff or by a volunteer. Health and/or safety matters arising from BART activity which impact on other individuals (eg a passer-by alongside a BART project site).
- **Out of scope** – health or safety matters arising from non-BART related activities (eg of a member of staff at home not undertaking BART related work) or for 3rd party suppliers engaged by BART – who retain responsibility for discharging their own health & safety obligations.

APPROACH

The responsibilities borne by BART Management (the Board and the CEO/management team) for Health & Safety matters are summarised in the attached Appendix.

The Trust's Health and Safety Management System, which is maintained and operated to enable these responsibilities to be discharged, is set out in the Trust's Health & Safety Handbook (plus accompanying forms/documents) which details the Trust's internal health and safety management procedures.

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All Trustees, Staff and Contracted Volunteers are required to familiarise themselves with the Handbook when they join BART and before undertaking any practical work when joining the Trust. A Safety Manager is available to staff to assist with the implementation of these procedures and to provide information, advice and support to staff on health and safety matters.

Adequate financial and technical resources will be made available by the Board and CEO to allow this Policy to be implemented. Information and training on health and safety will be provided to all staff as necessary for them to carry out their activities safely and without risk to their health.

REPORTING

- **Regular reporting to the Board** – the Trust's health and safety performance will be discussed at each quarterly Board meeting, informed by an update by the CEO. This includes any incident, near miss and/or breach of policy or failure of the processes and controls articulated in the Health & Safety Handbook.
- **Serious incidents[#]** - As required by the Charity Commission, BART will report any serious incident to the Charity Commission promptly. This means as soon as is reasonably possible after it happens, or immediately after charity becomes aware of it. The responsible trustee will provide the report based on information provided to them by the CEO.

[#] In relation to Health & Safety a serious incident is an adverse event (whether actual or alleged) which results in or risks significant harm to BART's beneficiaries, staff, volunteers or others who come into contact with the charity through its work. Under RIDDOR 2013 this includes [specific injuries](#) to workers, and/ or accidents where they result in an employee being away from work, or unable to perform their normal work duties, for more than seven consecutive days as the result of their injury.

- **Health & Safety Manager and CEO reporting** – on an annual basis, will provide written/email confirmation to the Trustee responsible for Health & Safety that the Annual Health and Safety Review has been completed and they are satisfied that the requirements of the Policy are being met (or will be, subject to proposed changes).

ROLES & RESPONSIBILITIES – for full details see the Appendix below (Health and Safety Management Responsibilities) plus the BART Health & Safety Handbook. In summary:

- A named Director of the Trust (Trustee) - is responsible for this Health and Safety Policy and, jointly with the Chief Executive Officer (CEO), is responsible for ensuring the effective implementation, maintenance and review of health and safety management for the Trust.
- A Safety Manager, under the CEO - is responsible for its effective application on a day-to-day basis, providing information, advice and support to employees on health and safety matters.
- Employees and Trustees - are responsible for implementing this Policy so that appropriate health and safety considerations are always included in the planning and execution of activities.
- Employees and Trustees - are adhere to this Policy, so that their work, as far as is reasonably practicable, is carried out with minimum risk to themselves or others.

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CONTROL ACTIVITIES (Who/What/Where/When) – for full details see the BART Health & Safety Handbook

- **Ongoing compliance with law and regulation** – by all staff/volunteers through them regularly reading and continually applying the processes within the BART H&S Handbook.
- **Regular training of staff/volunteers** – on appointment to BART/on starting to work on a BART project/as when required.
- **Continuous delegation of health & safety responsibilities to a BART Safety Manager** - by the BART CEO.
- **Quarterly H&S review by the Board** - using an update collated by the CEO and Safety Manager at each regular BART Board meeting.

APPROVAL

Reflecting the importance attached to Health & Safety matters by the BART Board, enhanced approval is required for this Policy. In addition to approval by the BART Board, specific approval must be secured as below:

- BART Chair: Julian Greaves
- BART Trustee responsible for Health & Safety Policy: Peter Coleman-Smith
- BART Chief Executive Officer: Simon Hunter

This statement of Trust Policy will be shared annually with staff, and at each revision to the Policy.

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Policy Review schedule (H&S Handbook review/updates managed separately by the H&S Manager)

Review trigger @	Policy approval by BART Board	Specific additional approvals			Outcome
		Chair	Trustee responsible for H&S Policy	CEO	
Ad hoc - Feedback from Bright HR	29/04/2024	29/04/2024	29/04/2024	29/04/2024	Complete - Updated text approved.
Annual review	23/10/2023	23/10/2023	23/10/2023	23/10/2023	Complete. All approvals secured. No change. Policy fit for purpose
Annual review	22/10/2022	22/10/2022	22/10/2022	22/10/2022	Complete. All approvals secured. No change. Policy fit for purpose
Annual review (including new Handbook)	08/11/2021	08/11/2021	08/11/2021	08/11/2021	Complete. Updated text approved
Annual review	26/10/2020	26/10/2020	N/a	26/10/2020	Complete. Board approved the Policy. No change. Policy fit for purpose

@ Review triggers:

- Annual review
- Ad hoc review (eg change of regulation, post incident review)

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Appendix: Health and Safety Management Responsibilities

The Board of BART has recognised that they retain overall responsibility for health and safety matters. They also recognise that the business needs to act in respect of the key points listed here. In managing these matters emphasis is placed on managers and supervisors for recognising hazards and potential risks and then taking steps to minimise their effects on employees and others.

General

- Provide and resource an effective health and safety management system.
- Plan to consult with employees on health and safety matters.
- Arrange and maintain appropriate Employers' Liability Insurance cover.
- Ensure that health and safety implications are considered when acquiring new equipment and machinery.
- Ensure that contractors (when used) are competent and monitored during work.
- Ensure that a process is in place to identify and report hazards.
- Ensure that all employees receive appropriate health and safety training.
- Provide measures to protect the health and safety of employees working alone.
- Monitor the health and safety performance of the organisation.

Occupational Health

- Ensure that adequate procedures are in place to identify and address occupational health risks.
- Ensure that the measures required to reduce and control employees' exposure to occupational health risks are in place and used.
- Implement measures to reduce stress within the workplace.

Accidents, Incidents and First Aid

- Record accidents and incidents.
- Complete accident and incident investigations, identify causes and measures for prevention.
- Ensure that applicable injuries, diseases and dangerous occurrences are reported to the Enforcing Authority.
- Ensure that adequate first aid arrangements are in place.

Fire and Emergency Arrangements

Ensure that:

- Adequate arrangements are in place to deal with fire safety at our premises or at our member's premises.
- Employees are aware of the fire and evacuation arrangements and other emergency procedures.
- Emergency equipment is provided, tested and maintained appropriately.
- Adequate Fire Risk Assessments are completed.

Risk Assessment

Ensure that:

- Risk assessments are complete and Safe Systems of Work are produced for all activities that pose a significant risk of harm.

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- Risk assessments are documented.
- The outcomes of risk assessments are carefully explained to the workforce.

Premises

- Provide a suitable and safe working environment for employees with adequate welfare facilities.
- Ensure that the fixed electrical installation is adequately installed and maintained.
- Introduce and maintain measures to control and manage the risks from asbestos.
- Ensure good housekeeping standards are instigated and maintained.
- Provide suitable and sufficient maintenance of the facilities provided within the workplace.

Equipment

Ensure that:

- All equipment provided by the organisation is suitable and properly used.
- All work equipment is adequately maintained and safe.
- Portable electrical appliances are adequately maintained, inspected and tested.
- Appropriate hand tools are provided and maintained.
- Any Personal Protective Equipment (PPE) provided gives suitable protection, is used and that employees are given information, instruction and training on its use.

Substances

Ensure that:

- All substances are used safely.
- All substances are appropriately stored.

Managers and supervisors

- In addition to their general responsibilities for health and safety the BART Health & Safety Handbook sets out specific delegated health and safety responsibilities and identifies the managers and supervisors they are allocated to.

Employee and workers' responsibilities.

This Policy takes account of the specific statutory duties placed on people to take care for their own health and safety whilst at work and for that of others. Specifically employees must:

- Ensure that company policies and procedures are read, understood and followed at all times.
- Ensure that isolation and lockdown procedures are followed at all times when they apply.
- Follow booking on and offsite procedures at all sites.
- Take reasonable care for their health and safety and the safety of others whilst at work.
- Not intentionally or recklessly interfere with or misuse anything required by law or provided by the company in the interests of health and safety.
- Visually inspect tools, PPE and equipment prior to use.
- Ensure that PPE, tools and equipment are maintained, used and stored in accordance with manufacturer documentation.
- Follow all safety instructions and guidance when using equipment.
- Report any near misses, incidents, accidents and non-conformances to the H&S manager.
- Contribute to the promotion of health and safety in the workplace.

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- Follow all written safe systems of work (SSOW) including method statements, risk assessments, COSHH data, permits to work etc. and their requirements.
- Follow the safety instructions of senior management.
- Ensure that they do not use tools and equipment unless they have been formally trained and are competent to do so.
- Comply with legislation, Approved Codes of Practice and guidance notes.
- Ensure all company vehicles are driven in a safe and suitable manner, and that the vehicle is left secure when not in use.
- Consult on health and safety matters and investigations to ensure a safe working environment is established.
- Seek advice from management on any issues relating to health and safety at work.
- Obey all site safety signs, general site rules and arrangements.

Monitoring

The operation of this Policy and arrangements is actively monitored through the periodic review of our completed **Safety Record Forms** plus by using **Periodic Workplace Checklists**. The CEO retains overall responsibility for this, but some of the routine tasks may be delegated. BART also undertakes Annual Health and Safety Review to determine whether existing health and safety procedures and arrangements are adequate.

People who have delegated responsibilities under this policy will also complete Periodic Checklists of compliance with the Policy and procedures arranging for remedial actions to be taken where necessary. The outcomes of these periodic reviews will also be taken into account during the annual review.

Monitoring and review help us to check the effectiveness of our Safety Management System.