



Classic Boat Centre Trust Health & Safety policy

January 2022

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HEALTH AND SAFETY STATEMENT

The Health & Safety at Work etc Act (1974) requires employers to prepare, publish and keep a revised written policy in respect of health and safety at work. This is the policy statement for the Classic Boat Centre Trust

This document should be read in conjunction with the current Risk Assessment documents issued by the Classic Boat Centre Trust

AIMS OF THE ARRANGEMENTS

The aims of this policy, so far as is reasonably practicable, are to: -

- a) Maintain a safe working environment in all places of work.
- b) Establish and maintain safe working procedures for volunteers and contracted staff.
- c) Develop a culture of awareness of health and safety within the Trust.
- d) Ensure the safety of the public and visitors to workplaces.
- e) Establish procedures for monitoring operations and ensure that legislation is adhered to.
- f) Ensure that all volunteers and contracted staff are conversant with safety procedures and conditions of policy documents.
- g) Promote responsible attitudes to health and safety through training and instruction.

1.0 ORGANISATION:

- 1.1 The Classic Boat Centre Trust Board has overall responsibility for the health, safety and welfare at work of all volunteers and contracted staff. Where certain matters are delegated, the Trust Board will ensure that responsibilities are properly assigned and fulfilled at all levels.
- 1.2 Day to day responsibilities for health, safety and welfare matters rest with Museum Managers; those persons and the teams they are responsible for are listed in Appendix 1.
- 1.3 Volunteers who have any concerns regarding Health and Safety issues at their workplace should in the first instance raise these issues with their line manager.

2.0 HEALTH AND SAFETY RESPONSIBILITIES:

- 2.1 Museum Managers listed in Appendix 1 have been assigned delegated responsibility for the implementation and monitoring of this policy and must ensure that health and safety considerations are always given a priority in planning and day to day supervision of work activities.
- 2.2 The Trust Board's responsibilities will involve: -
 - Reviewing and publishing the workplace Health & Safety workplace arrangements document.

- Assessing and regularly reviewing workplace risks, where necessary either eliminating or reducing them to an acceptable level and recording the significant findings with details of action taken. The controls identified in the assessment must be communicated to volunteers.
- Inspecting and checking work areas and work activities to ensure that safety standards are being maintained.
- Providing or approving safe working methods and procedures for staff monitoring compliance with those rules and safe systems of work.
- Developing and enforcing any additional safety rules or guidance in order to reduce risk. In conjunction with Managers of workplaces the Trust Board will need to formulate a third tier (workplace) policy to include their own safety arrangements.
- Informing volunteers of safety rules and their legal duties
- Identifying Health and Safety training needs through risk assessment of the tasks the volunteer or contracted staff are expected to perform as well as general requirements which are identified. Needs are to be reviewed and suitable records are to be maintained to evidence attendance at courses and refreshers.
- Ensuring that all new volunteers are given training for 'Health and Safety Basics and Essentials' and 'Fire Awareness' and that they are given site specific Health and Safety induction training.
- Ensuring, as far as reasonably practicable, adequate provision of and access to information, instruction, training, supervision, and measuring safety performance.
- Ensuring that sufficient time and resources are provided for effective health and safety management.
- Ensuring that personal protective equipment identified in risk assessments is provided, worn, maintained in good condition and replaced as necessary.
- Providing suitable work equipment and tools ensuring that volunteers are trained to use them and operate them in a safe manner.
- Setting an example by using safe working methods and abiding with safety rules.
- Ensuring that office furniture, equipment and machinery are regularly maintained, and that materials and equipment is stored in a safe manner.
- Posting appropriate Health and Safety notices including the statutory Health and Safety law poster in each workplace.
- Ensuring that in multi-user establishments, clear arrangements for Health, Safety and Welfare (e.g. fire safety, first aid, emergency evacuation etc) are agreed between the relevant parties. .

3.0 VOLUNTEER AND CONTRACTED STAFF RESPONSIBILITIES:

3.1 It is a requirement that **all** volunteers and contracted staff will:

- Take reasonable care for the Health and Safety of themselves and of other persons who may be affected by their acts or omissions; this includes members of the public.
- Co-operate with the Trust Board as necessary to comply with Health and Safety duties.
- Identify any gaps in Health and Safety training to ensure adequate levels of competency and advise their manager/supervisor accordingly.
- Work safely and efficiently and in accordance with any training given and identified safe working practices.
- Use equipment and items of personal protection in accordance with any training and instruction received so that they can carry out work safely and meet statutory obligations.
- Report immediately to their Manager any potential hazard, unsafe methods of work, defective equipment or other situations that might affect Health and Safety whether or not it causes injury or damage.
- Report immediately to their Manager any accident or incident at work whether or not it causes injury or damage.
- Not misuse equipment, endanger themselves or others, or take undue risks to carry out an operation of expediency or to get a job done quickly.

4.0 HEALTH AND SAFETY ARRANGEMENTS:

4.1 HEALTH AND SAFETY OFFICERS

4.1.1 The Trust Board shall nominate a person to take on the role of Health and Safety Liaison Officer. This person will take the lead on ensuring all Health and Safety related issues pertaining to the workplace/building/accesses/parking areas are co-ordinated and actioned according to HSE legislation and codes of practice and guidance from HSE.

4.2 RISK ASSESSMENTS

4.2.1 All Museum Managers are responsible for ensuring that the Trust Board fulfils its responsibilities for undertaking formal risk assessments, that any necessary action has been taken to eliminate or reduce risk and that assessments are reviewed as necessary. Risk Assessment records are required for: -

- General Risks.
- Specific risk assessments for new and expectant mothers at work as necessary.
- Specific risk assessments for young workers as necessary.
- Fire.

- Manual Handling.
- Personal Protection.
- Display Screen Equipment.
- COSHH.
- Noise.
- Stress.
- Working at Height.

4.2.2 Managers must ensure that staff are made aware of the findings of any assessment affecting them or their work activities and retain copies on file.

4.2.3 Special consideration should also be given to all public access sites to ensure all reasonable action has been taken to ensure the safety of all our visitors and customers.

4.3 CONTROL OF SUBSTANCES HAZARDOUS TO HEALTH (COSHH)

4.3.1 The Control of Substances Hazardous to Health Regulations can affect every member of staff. Hazardous substances should only be used where there is no safer alternative. It is the responsibility of Manager to: -

- ensure risk assessments have been undertaken for all hazardous substances in use within the workplace, and
- to ensure that staff have received training and instruction in the hazards which may be present and the measures to be adopted to minimise any risk.

4.3.2 Where protective clothing is provided it is the employees responsibility to wear it, maintain it, keep it safe and report any damage/issues to their Manager.

4.3.3 The requirements are set out in The Control of Substances Hazardous to Health (COSHH) policy.

4.3.4 Workplace managers will need to nominate a member of staff to undertake COSHH assessments for all products, in conjunction with the products safety data sheet before they are used for their intended purpose. The resultant assessment should be shared with the staff that will be using the products and used to inform the requirements for any personal protective equipment.

4.4 FIRE AND EMERGENCY PROCEDURES

4.4.1 All members of staff must ensure that they are conversant with the procedures for fire and other emergencies and must familiarise themselves with escape routes and assembly areas. Each establishment shall have nominated Fire Marshals appointed by the Manager. A list must be kept of the Fire Marshals along with details of their responsibilities and must be displayed in each workplace .

4.4.2 The Board of Trustees (on conjunction with the landlords' agent where appropriate) are responsible for fire related matters in their building which includes: -

- Organising two fire drills each year.
- Ensuring that fire risk assessments have been undertaken for their workplace.
- Reviewing fire procedures annually or as necessary.

- Checking that fire notices are displayed throughout the building and information is correct.
- Ensuring weekly tests of the fire alarm system are carried out and recorded.
- Ensuring weekly checks of the emergency lighting and firefighting equipment is carried out and logged
- Ensure that the emergency lighting system is tested by switching the system on at least once per month and the results logged
- Ensuring annual testing and maintenance of the fire alarm and emergency lighting.
- Ensuring the maintenance of the firefighting equipment is carried out and logged.
- Carrying out and recording other tests and checks as necessary.
- Ensuring that all fire marshals are trained and receive refresher training at intervals no more than every 3 years.

4.4.3 The Board of Trustees will need to produce and implement their own site-specific bomb alert procedure documents, including identification of evacuation points and a method of raising the alarm.

4.4.4 Museum managers shall ensure that testing of these arrangements is carried out

4.5 DISPLAY SCREEN EQUIPMENT

4.5.1 It is the volunteer or contracted staff's responsibility to: -

- Ensure that you adjust your workstation as necessary before starting work, particularly when hot desking or working from home.

4.5.2 It is the responsibility of Board of Trustees to ensure risk assessments have been undertaken and documented for all DSE workstations in use within the workplace (even if this a person home); this should take the form of self-assessments carried out by the DSE user and, if necessary, a full assessment carried out by a trained DSE assessor. The assessments must be reviewed if significant changes are made to the workstation or work tasks.

4.6 FIRST AID (and MENTAL HEALTH FIRST AID)

4.6.1 Museum Managers will need to ensure that adequate first aid cover and first aid equipment is provided in the workplace; this is to be based on risk assessments and ratios recommended by the Health and Safety Executive (HSE).

4.6.2 All members of staff should be made aware of the location of first aid boxes and of the trained first aiders. The names of these persons should be displayed prominently in the workplace and detailed in the workplace safety arrangements document. Museum should nominate a first aider(s) who is (are) responsible for regularly checking and restocking boxes. Anyone using items from the first aid boxes are expected to inform that person if stocks are low.

4.6.3 The Board of Trustees should ensure that there are adequate mental health first aiders and that these are suitably trained; their details should be made available to all staff within the service.

4.7 ACCIDENT AND ILL HEALTH PROCEDURES

- 4.7.1 Museum Managers are responsible for ensuring the correct recording and reporting of accidents, incidents and ill health cases in accordance with the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (2013).
- 4.7.2 All accidents and near misses should be recorded the accident book.

4.8 CONTRACTORS

- 4.8.1 Particular care is needed when engaging any contractors, with a decision required in each case as to what pre-contract information is necessary and the level of contract monitoring required.
- 4.8.2 The Museum managers (if appropriate in conjunction with the landlord), is responsible for coordinating the work of contractors and for ensuring that staff and visitors are not put at risk. Where work includes an element of construction or refurbishment the manager is also responsible for identifying and recording who will holding each of the statutory roles under the Construction, Design and Management (CDM) regulations.
- 4.8.3 Museum managers will need to assess risks with contractors before work commences and ensure that adequate safety measures are in place. If at any point the manager feels that the work is being undertaken in an unsafe way, they should request the contractor to stop immediately. If this involves work commissioned by the landlord, then they must advise the appropriate representative of the landlord.
- 4.8.4 Where the contractor is undertaking building/maintenance work managers must ensure that the contractor is shown the asbestos management surveys for the premises and informed that not all asbestos containing material may have been identified

4.9 ELECTRICAL SAFETY

- 4.9.1 All staff are responsible for carrying out visual checks before using any equipment, including equipment they have been provided for use at home
- 4.9.2 Museum managers are responsible for ensuring that there is an inventory of all portable electrical appliances and that formal visual inspections are carried out using the guidelines contained with the policy for Electricity at Work.
- 4.9.3 Museum Managers must ensure that formal inspections and testing is carried out in accordance with the recommended timescales and that appropriate records are maintained.
- 4.9.4 Staff must not attempt to repair items themselves and plugs must only be fitted by a nominated competent person or qualified electrician. Managers shall nominate competent people for the directorate and include these arrangements in their workplace policy.

4.10 WORK EQUIPMENT

4.10.1 Museum Managers must ensure that all items of work equipment provided for use by employees, including those provided for use at home, are suitable for their intended use, kept in a serviceable condition and are regularly maintained.

4.10.2 Staff must report any faults in equipment and are to only use equipment that they have been authorised and trained to use.

4.11 MANUAL HANDLING

4.11.1 Museum Managers are responsible for: -

- ascertaining whether a manual handling assessment is required, then if necessary;
- carry out the assessment of manual handling tasks which present a risk of injury, and reduce/eliminate the risk from the activity;
- arranging the training of staff in manual handling techniques;
- Keeping records of training and monitoring lifting and handling activities.

4.12 HEALTH AND SAFETY TRAINING

4.12.1 The Board of Trustees are responsible for measuring the safety performance of staff, reviewing the requirements of each post and for arranging training to meet any needs identified.

4.12.2 All new volunteers will undergo Health and Safety and fire awareness training on their induction co-ordinated by the volunteer manager; these will cover all relevant aspects of Health and Safety and identify any relevant training needs.

4.12.3 The Volunteer Managers will monitor the completion of Health and Safety training and refresher training that their staff are required to undertake through the Learning Pool portal.

4.13 PERSONAL PROTECTIVE EQUIPMENT (PPE)

4.13.1 Managers must ensure that all personal protective equipment provided is suitable for its intended purpose, will protect the volunteer against the hazards identified, is maintained in good order and that adequate spares are made available.

4.13.2 Volunteers will be trained in the correct use of PPE and informed of its limitations. Each volunteer who requires PPE will be given an individual piece of equipment which should be worn as identified. PPE equipment will not be shared between volunteers.

4.13.3 The Museum manager is responsible for ensuring that any specialised fitting (e.g. face masks) is undertaken and recorded to minimise any risks from PPE, for example leakage.

4.14 LIFTING EQUIPMENT

4.14.1 Museum Managers are responsible for ensuring that all items of lifting equipment, such as lifts, cranes, beams, pulley blocks, chains, ropes and slings, must be notified to the

Board of Trustees, who will arrange for the inspection of each item of equipment at the statutorily required interval and ensure it is covered by the insurance policy.

4.14.2 The safe working load (SWL), indicated on the insurance certificate, must be clearly marked on each item of lifting equipment, and these limits must never be exceeded under any circumstances. No lifting equipment with any visible defect should be used at any time.

4.14.3 For all other lifting equipment (such as hoists) the manager is responsible for regular inspection and testing of this equipment and for keeping accurate records.

4.15 ASBESTOS

4.15.1 Copies of asbestos management survey reports should be obtained from the landlord/

4.15.2 Museum managers are responsible for ensuring that the asbestos file for the building is shared with those that require it, and that they sign to say they have seen it.

4.16 LEGIONELLA

4.19.1 Museum Managers are responsible for ensuring that controls are in place to reduce the risk of Legionella.

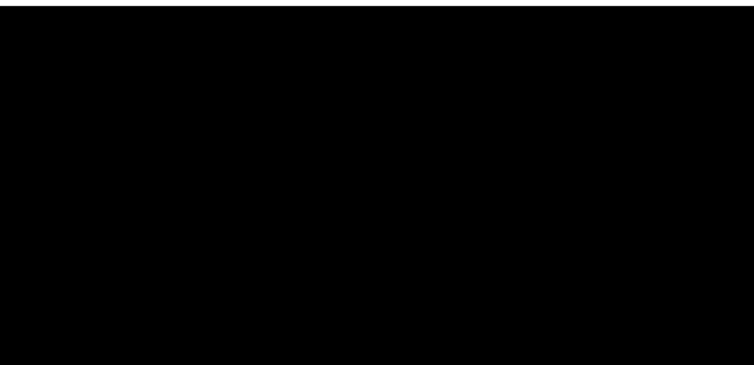
4.17 WORKING AT HEIGHT

4.17.1 Managers are responsible for ensuring that all work at height is properly planned and the risks are assessed and reviewed where necessary. Where there is a risk of a fall leading to injury written risk assessments must be completed.

5.0 FAILURE TO COMPLY:

5.1 Health and Safety is a legal requirement for all employers, employees, contracted staff and volunteers. If, for any reason, staff, volunteers or visitors fail to carry out instruction relating to Health and Safety, or if rules are not followed, appropriate action may be taken.

5.2 The Board of Trustees wishes to ensure that everyone is committed to preventing accidents and ill health in the workplace. Safety involves everybody and requires the full co-operation of all staff working on the trust's premises



The Classic Boat Centre Trust runs the Classic Boat Museum and Classic Boat Restorations Ltd... It operates on three premises.

Premises

Classic Boat Museum Gallery
Columbine Rd
East Cowes
PO32 6EZ

Museum Gallery Manager Steve Symons

The Columbine Building is leased to the Trust by the Isle of Wight Council.

The Boat Shed
Sheds117/118
Medina Yard
Cowes
PO

Boat Shed Manager- Jill Bredon

The Boat Shed is leased to the Trust by The Trustees of the PR Harrison 1997 B Settlement

Classic Boat Restorations Ltd
Belfast Shed
Newport Quay

Belfast Shed Manager – Jill Bredon

The Belfast Shed is leased to the Trust by the Isle of Wight Council.

Registered Office:-
Classic Boat Centre Trust
36 Castle Rd
Cowes
PO31 7QZ

Management

The Classic Boat Centre Trust is currently run entirely by volunteers with no direct employees. Some functions are undertaken by Contracted Staff engaged on a consultancy basis.

The Classic boat Museum Trust Board are responsible for Health and Safety in the two Museum trustee. The nominated person (Health and Safety Liaison Officer), responsible for Health and Safety is Rodney Ireland.

The Board of Directors of Classic Boat Restorations is responsible for Health and Safety in the Belfast Shed and the Restorations workshop in the Boat Shed. The nominated director is Mark McNeill