



Making holidays accessible

## Health and Safety Policy

### Introduction

The Trustees have overall responsibility for health and safety in the Lyneal Trust, and for ensuring that they fulfil all legal responsibilities. The Trustees recognise that it is their duty to uphold this policy and to provide the necessary funds and resources to put it into practice.

The Trustees are committed to ensuring that all its activities are safe, and it will do whatever it can to provide for the health, safety and welfare of all trustees, officers, contractors, volunteers, guests, training course participants and visitors ensuring that risks to trustees, officers, contractors, volunteers, guests, training course participants, and visitors are minimised at all times.

It will observe the Health and Safety at Work Act 1974 ("HASAWA") the Fire Precautions (Workplace) Regulations 1997, the Management of Health and Safety at Work Regulations 1999, other relevant legislation, and common law duties of care.

The Trustees will annually review this policy.

### Responsibilities

The Trustees will appoint appropriate people to be responsible for the implementation and monitoring of health and safety policies and procedures and recommending changes where necessary.

All accidents or unsafe incidents will be investigated by those appointed people on behalf of the Trustees as soon as possible. The results of the investigations will be reported to the Trustees at the next available Trustees meeting.

The appointed people are responsible for

- Assessing the risk to the health and safety of trustees, officers, contractors, volunteers, guests, training course participants and visitors and identifying what measures are needed to comply with its health and safety obligations;
- Ensuring that premises and boats used are safe and without risk to health;
- Ensuring that equipment is safe and well maintained;
- Providing information, instruction, training and supervision to volunteers in safe working methods and procedures as required;
- Encouraging volunteers to co-operate in ensuring safe and healthy conditions and systems by effective joint consultation.
- Establishing emergency procedures as required.

### Trustees, officers, contractors, volunteers, guests, training course participants and visitors responsibilities

All trustees, officers, contractors, volunteers, guests, training course participants and visitors will ensure that:

- They are aware of the contents of this policy
- They comply with this policy
- They take care of themselves and others who may be affected by their actions or omissions
- They will report all accidents, or unsafe situations, and any near misses (things which could have led to an accident), to one of the appointed people at once.
- They record accidents or near misses at work in accordance with the Accident and Near Miss Policy and Procedure.
- They are aware of all fire procedures for the area in which they are working

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- If they identify anything which they think could be in any way unsafe, they will report it.

### **Risk Assessments**

The Trustees will ensure that all premises, boats and tasks are assessed in line with the current relevant legislation. Assessments will be repeated when there is a

- change in legislation
- changes to the premises or boat
- significant change in work carried out
- transfer to new technology

or any material reason which makes the original assessments invalid.

### **Training**

To comply with legislation and to promote the health, safety and welfare of trustees, officers, contractors, volunteers, and visitors, health and safety training will be provided as follows:

- at inductions
- on the introduction of new technology
- when changes are made to premises or boats
- when training needs are identified during risk assessments.

### **Resolving health and safety problems**

Any trustee, officer, contractor, volunteer, guests, training course participants or visitor with a health and safety concern must follow either the Complaints Procedure or Grievance Procedure.