

Health & Safety Policy: Roles and Responsibilities



The Association is committed to protecting the health and safety, so far as is reasonably practicable, of its employees, volunteers, members and the wider public when engaged on activities managed or promoted by the Association and its subsidiary companies.

Ultimately the responsibility for health and safety rests with the Association's trustees. This is a responsibility that cannot be avoided. The Health and Safety Policy is applicable to all activities carried out by all parts of the Association. Each of IWA's subsidiary companies should have its own policy in place with actions and arrangements detailed in a manner similar to that below.

STATEMENT OF GENERAL POLICY	RESPONSIBILITY	ACTION/ARRANGEMENTS
To prevent accidents and causes of work-related ill-health and provide adequate control of health and safety risks arising from activities managed or promoted by the Association.	Trustees Director of Campaigns and Public Affairs Event Organisers All IWA Committees	The Campaign Manager and appointed Honorary Health and Safety Advisor are responsible for co-ordinating arrangements within the health and safety policy and ensuring compliance at Head Office. Each Committee Chairman should appoint a competent person to be responsible for health and safety at all activities organised by that committee. This applies equally to all parts of the Association, including national committees, regions, branches and any other groups with activities, ranging from simple meetings to major events. Event organisers should prepare risk assessments and method statements before any event. They should ensure that potential hazards are identified, assessed, recorded and managed. Risk assessments and method statements must be reviewed when circumstances change. Honorary Health and Safety Advisor will provide risk assessment guidance and advice, including templates and examples with notes for likely risks to assist volunteers and members with assessing risks arising from activities managed by the Association.
To provide appropriate training, relevant information and instruction and supervision by a competent person to ensure employees, volunteers and members of the Association are able to carry out activities safely.	Trustees All IWA Committees Head office line managers	Trustees should ensure measures are put in place to sufficiently inform, instruct and train employees, volunteers and members in health and safety matters. Each IWA Committee should assess health and safety needs of their committee and address any requirements as required. Campaign Manager should ensure a similar process is in place at Head Office for all employees.
To promote and clearly communicate health and safety matters along with consideration for well-being throughout the Association by engaging with employees, volunteers and members using various media including IWA's website, email, printed documentation and videos.	Trustees Head Office All Branch Chairmen All employees, volunteers and members	Trustees are responsible for ensuring that effective arrangements are maintained and sufficient resources are allocated and made available to maintain the health and safety of employees, volunteers, members and anyone affected by the Association's activities. Campaign Manager ensures effective communication of health and safety issues and give guidance to other members of staff, volunteers and members. This is done through Head Office Bulletin, IWA's website and through

Health & Safety Policy: Roles and Responsibilities



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		other publications such as <i>Navvies</i> and branch newsletters. Branch Chairman to ensure health and safety issues are communicated at a branch level to all volunteers and members through local communications and at relevant activities. All employees, volunteers and members discuss health and safety matters and report any errors, omissions and dangerous situations.
To provide equal standards of protection to employees, volunteers and members of the Association.	Trustees All employees, volunteers and members	Trustees are responsible for ensuring all employees, volunteers and members are equally represented and protected in the Association's policies. Trustees should review IWA's Health and Safety Policy on an annual basis and check that its objectives are being met. All employees, volunteers and members are encouraged to work together to ensure that they set a good example in health and safety and that all policies are complied with on a daily basis.
To maintain safe and healthy working conditions by providing a safe place of work, making available appropriate safety equipment, and ensuring that all plant, vehicles, tools and equipment owned by the Association and subsidiary companies are in good working order.	All IWA Committees and Event Organisers All employees, volunteers and members	Committee chairmen and event organisers should ensure the completion of relevant risk assessments and method statements before each activity. They should ensure that hazards are identified, assessed, recorded and managed. Personal protective equipment (PPE) should be provided by activity and event organisers only where risks cannot be adequately controlled by other means. Where a risk assessment identifies the need for PPE, this will be provided to all volunteers. Systems should be in place for routine inspections and testing of all vehicles, plant, equipment and tools of every description in the extent recommended by the Health & Safety Executive. Vehicles, plant and equipment should only be operated by operatives who have a recognised level of competence to operate it safely. Prompt action should be taken by the relevant Committee Chairman, Event Organiser to address any vehicles, plant, equipment and tools that do not reach the required standards. Such equipment should not be used until remedied where defects pose an avoidable risk. All employees, volunteers and members must use any safety equipment provided to them in accordance with any relevant instructions and report any defects.
To collect, consult and analyse information on accidents, dangerous incidents and work-related	All employees, volunteers and members Trustees IWA Committees	All employees, volunteers, members of the Association and visitors are responsible for following the laid down procedures and undertaking their activities in a safe manner with

Health & Safety Policy: Roles and Responsibilities



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ill-health in order to review working practices and take action were practicable to prevent any recurrence.	Head office	due regard to their own safety and others' safety. Any accidents or dangerous occurrences should be reported immediately to the line manager or committee chairman, and to Head Office. Campaign Manager and Committee Chairmen should ensure that a detailed report of incidents and accidents is prepared annually, and lessons learned are used in reviewing risk assessments and method statements. Head Office staff should ensure lessons learned are circulated through Head Office Bulletin, IWA's website and through other publications such as <i>Navvies</i> and branch newsletters. Any health & safety issues arising from activities organised by the Association should be discussed at the Trustees meeting once addressed by the relevant committee. Campaign Manager should ensure that Trustees are kept informed about health and safety issues.

Date: 15th July 2025

Updated 12th Sept 2025 to remove reference to CEO and add reference to well-being