THE INLAND WATERWAYS ASSOCIATION

General Arrangements for Health & Safety

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Appendix – General Policies and Documents

Subsidiary documents:

- Portable Appliance Testing Policy
- Safety Checklist for Hiring a Hall
- Building Inspection Checklist
- Incident Reporting Form
- Policy on Lone Working (and risk assessment)
- Vehicle Pre User Checklist
- Plant Pre User Checklist

Related Policies:

- Safeguarding Young People Handbook *[Annual Review]*
- Adults at Risk Policy *[Annual Review]*
- Equality, Diversity and Inclusion Policy
- Risk Register
- Generic risk assessments for IWA's activities

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1.1 STATEMENT

The Inland Waterways Association (IWA) 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 IWA.

Please note these are only general guidelines for IWA. IWA's operations teams, such as branches, Waterway Recovery Group and Inland Waterways Enterprises Ltd will have their own activity specific arrangements in place.

1.2 CREATING OUR CULTURE OF SAFETY

The Health and Safety Policy is applicable to all activities carried out by all parts of IWA. To achieve compliance with the Health and Safety Policy, IWA has set the following commitments and actions to create a good culture of safety throughout the organisation:

- Strong and Active Leadership.
- Visible, active commitment from Trustees.
- Establish effective downward communication of systems and structures.
- Make sure good health and safety decisions are integral with organisational aims and objectives.
- Make sure there is budget available for safety equipment and training.
- Volunteer and employee involvement.
- Engage volunteers and employees in making safety decisions so they understand why something is being done the way it is.
- Create a culture where safety is always top priority, volunteers and employees are encouraged to stop doing a job if they don't feel safe.
- Allow for effective outward communication and ensure volunteers and employees feel comfortable in raising safety concerns.
- Provide adequate training, supervision and support.
- Identify and manage health and safety risks through creation of project/event plans, risk assessments and method statements.
- Get good advice (internal or external) and follow that advice.
- Learn from our accidents, incidents and near misses and make changes to the way we work.
- Monitor, report and review annually.

This document seeks to set out arrangements to creating our culture of safety.

1.3 ORGANISATION STRUCTURE

To ensure the prevention of ill health and the avoidance of accidents and the promotion of safe and healthy workspaces for volunteers and employees, the following responsibilities have been established. Ultimately the responsibility for health and safety rests with IWA's trustees. This is a responsibility that cannot be avoided.

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IWA's Trustee Lead for Health & Safety is Charlie Norman

Trustees have delegated the responsibility of day-to-day health and safety implementation and monitoring principally through Region Chairs, Safety Officers and event organisers within IWA. Support in all areas of health and safety is provided by IWA's honorary health and safety consultant and other specialist volunteers.

https://waterways.org.uk/restoration_hub/advice-support/technical-toolkit/iwas-honorary-health-safety-consultant

1.4 HEALTH AND SAFETY REPRESENTATIVES

IWA 's Operational teams will elect a health and safety representative. The health and safety representative is (a) independent of any management, and (b) represents the interests and concerns of others within their team. Health and safety within the organisation is a two-way process between management and team members. The health and safety representative communicates policies and procedures and responds to feedback from team members. The health and safety representative must have confidence and competence in matters of health and safety. Attending training courses and consulting with other health and safety representatives will provide knowledge to ensure success.

A Competent Person is somebody who has undergone the relevant training and has knowledge and experience of the event/activity being undertaken. The training may be undertaken at a certified training institution or may be carried out in-house 'on the job'.

IWA has prepared a number of guidance notes, which are presented in the Practical Restoration Handbook, Book 1. (https://waterways.org.uk/restoration_hub/advice-support/practical-toolkit-introduction/practical-restoration-handbook)

2. SAFETY REPORTING STRUCTURES & PROCEEDURES

Clear lines of communication are essential in creating our culture of safety. The following systems flow both ways for reporting safety concerns to communicating safety changes. All accident, incident and near miss forms must be reviewed by the health and safety representative and must also be sent into IWA's Designated Safety Officer to be recorded and reviewed annually.

- Employee Team > Line manager > Designated Safety Officer > Chair / Trustees
- Volunteer > Activity Organiser / Branch Chair > Organising Committee / Branch & Region Committee & Designated Safety Officer > Trustee Safety Lead
- Member of the public > Activity Organiser > Organising Committee & Designated Safety Officer > Trustee Safety Lead

2.1 Accident/ Emergency Procedures

Whilst engaged in any activity managed or promoted by IWA, employees, volunteers, members and visitors are urged, in their own interest and that of their colleagues, to take reasonable care of their own health and safety and observe IWA's Health & Safety procedures. Any matter that those participating in any activity consider may be hazardous to either health, safety or environment must

be brought to the notice of their line manager, leader or other responsible person at the earliest opportunity.

2.1.1 Accidents/Incidents

***Accident**: an event that results in injury to a person or ill health*
***Incident:** an event that results in damage to equipment, structure or the environment.*

The accident/incident scene will be made safe and the injured person treated. If appropriate, the injured person will be taken to hospital or an ambulance called. The Event Organiser/Site Supervisor is responsible for ensuring the accident book or incident report form (if there is a risk of an insurance claim being made) is completed and forwarded without delay to the Designated Safety Officer at Head Office. If the accident is of a serious nature or could lead to an insurance claim the Designated Safety Officer should be contacted immediately. The accident book will be in a designated space that everyone is made aware of.

2.1.2 Accidents/Incidents not involving personal injury/damage 'near miss'

***Near miss**: an event not causing harm or damage, but has the potential to cause injury, ill health or damage*

Any 'near miss' should be reported to the Event Organiser/Site Supervisor. Corrective action must be taken immediately to make the situation safe. The 'near miss' should be reported by ensuring that a Safety Reporting Card is completed and forwarded without delay to the Designated Safety Officer at Head Office.

2.1.3 Accident Reporting

Any accidents or incidents should be reported immediately to the Event Organiser/Site Supervisor, to the relevant Committee Chair and to the Designated Safety Officer at Head Office. An Incident Report Form should be completed and sent to Head Office to be circulated to the appropriate person/committee. Trustees should be made aware of any Incident Report Form. Should the accident be reportable under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR), this should be done by the Event Organiser/Site Supervisor within the relevant period. A copy of the report is to be sent to the Designated Safety Officer at Head Office.

2.1.4 First Aid Provision

IWA will ensure each activity has an adequate budget for first aid provision. The Event Organiser/ Site Supervisor is responsible for ensuring that that there is an appropriately stocked first aid kit on all IWA sites, premises and in hired buildings through a first aid risk assessment. If a person uses any item from the kit this must be reported to their supervisor so that it to be replaced promptly and in turn ensuring the kit is always ready for use.

A list of the contents should be included with each kit and include an accident book. This should not be added to. It is not permitted to keep medicines in First Aid Boxes.

2.1.5 Review of accidents/ incidents

Incidents reported must be investigated as soon after the event as possible. Any actions and lessons learned because of the investigation should be reported back to the appropriate person/committee. If

the action or lesson learned from the incident relate to the broader activities of the IWA, they should be circulated via an Officer Briefing.

Any Health & Safety issues arising from activities organised by IWA should be reviewed on an annual basis by the Trustees, once addressed and reviewed by the relevant committee. An Annual Safety Review will be compiled by the Designated Safety Officer and will include a summary of actions, lessons learned and results of any investigations. The review should look at any trends in the health and safety behaviour of activities conducted by the IWA. The Designated Safety Officer should ensure that Trustees are kept informed about health and safety issues across IWA via Officer Briefings.

2.1.6 Emergency Procedures

It is important that everyone responds positively to any accident or incident. There are various possible emergency situations that could occur when volunteers and employees carry out activities on behalf of IWA or members of the public participate in events organised by IWA. The Event Organiser/ Site Supervisor will identify possible emergency situations, prior to the event, and highlight actions to be taken in each case. The procedures will be tested and reviewed. If appropriate, procedures should be circulated to the emergency services and must be communicated to all volunteers and employees involved in the activity/event.

The Event Organiser/ Site Supervisor must make those attending the event where the assembly area is in the event of an emergency. The Event Organiser/ Site Supervisor must establish the location where emergency service vehicles can access the site. The locations must be notified in the induction to all working at the event/ activity.

The Event Organiser / Site Supervisor must establish the location of the nearest hospital with Accident & Emergency facilities and the location of the nearest minor injuries clinic. The induction must include details of these locations.

2.2 Fire Precautions

Event activity should have a competent person who is responsible for all aspects of fire safety on IWA sites, premises and hired buildings.

Each building, shed, site, etc, will be assessed for risk and control measures implemented. Due regard will be given to tidy and safe storage of materials and good housekeeping procedures will be followed. The quantity of flammable substances stored will be kept to the minimum practicable and all relevant precautions observed. A written Fire Safety Plan is required for each building / site with flammable substances.

A suitable means of escape will be maintained from all buildings and appropriate extinguishing equipment will be provided.

Employees and volunteers should ensure that electrical equipment is switched off and unplugged when not in use. To avoid overloading circuits, multiple socket blocks are not permitted, and extension leads should be kept to a minimum length and away from where they could pose a trip hazard.

Evacuation procedures are notified to employees and volunteers on starting. Visitors must ‘sign in’ and be briefed on evacuation procedures. Site specific arrangements for evacuation procedures must be communicated verbally to all individuals present through a safety talk, and where appropriate

visualised printed document on noticeboards/through clear signage, to members of the public. Clear communication of escape routes, location of Fire Assembly point and fire extinguishers is essential.

2.3 Contractors, Volunteers, Visitors and Members of the Public

2.3.1 Contractors

IWA has a responsibility for the safety of any non-employee working in its premises and sites. The Event Organiser/ Site Supervisor must ensure that the contractor has provided an adequate risk assessment and method statement prior to work commencing.

The Event Organiser/ Site Supervisor must ensure appropriate arrangements are made to provide an induction to all contractors, which include:

- Signing in/ out procedures
- Welfare Arrangements (first aid, toilets, access to hot/cold water & rest areas)
- Emergency Procedures including fire evacuation and emergency procedures
- Ensure that the contractor is made aware of the outcome of the risk assessment and of any hazards

The contractor will be required to sign a form to record that they have received the induction and will comply with the information within the induction.

Whilst the Event Organiser/ Site Supervisor is not expected to watch contractors all the time they are on site, they must check to see the contractor is carrying out the work as agreed. The degree of contact needs to be proportionate to the hazards and risk associated with the work. If health and safety performance is not up to the agreed requirements, the Event Organiser/ Site Supervisor will need to stop the contractor working on the job until requirements can be met.

The Event Organiser/ Site Supervisor should also ask for the contractor's safe systems of work including risk assessments and method statements (must be written down if the contractor has over 5 employees). The Event Organiser/ Site Supervisor should also check that the contractor has an appropriate level of public liability insurance. Communication between the Event Organiser/ Site Supervisor and the Contractor is essential and they should agree how the work will be done and what precautions will be taken before work starts.

During the contract work, the Event Organiser/ Site Supervisor should limit, as necessary, the entry of unauthorised employees into contractor work areas. The Contractor should notify IWA of any hazards they will bring onto site and methods of control, which may include exclusion zones.

Equipment belonging to and used by persons visiting/ working on IWA sites must be in a safe condition for use. IWA reserves the right to prohibit the use of any equipment brought into its premises or sites which does not appear to meet the requirements.

2.3.1.1 Construction (Design and Management) Regulations 2015

The CDM 2015 Regulations apply to all construction projects and may apply to some IWA events.

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A project is notifiable (F10) to the Health and Safety Executive if the construction phase will be longer than 30 days and employ more than 20 people, or 500 person days of construction work

For more details on CDM regulations read the Approved Code of Practice (available on the Health and Safety Executive website) before planning any construction work.

2.3.2 Volunteers

All volunteers on IWA's premises or sites must be made aware of IWA's rules on Health and Safety, through an induction when first volunteering, this should include site specific hazards, first aid/ emergency procedures and recording accidents. All volunteers will be required to sign a form that they have received and understood the content of the induction. All volunteers should be signed in/out of the premises/ site. Volunteers will be appropriately supervised by a competent person who will ensure that the volunteers are fully conversant with health and safety requirements and the methods to be used to carry out the work. The competent person must have the knowledge, training and experience for the activity being carried out.

All employees, volunteers and members are encouraged to work together to ensure that they set a good example in health and safety and all policies are complied with daily.

2.3.3 Visitors/ Members of the Public

Premises/ locations owned by IWA

All visitors must be signed in and out of the premise/ site and be made aware of fire alert procedures for that building. The visitor is the responsibility of the person they are visiting, who must ensure their safety in case of emergency.

Work sites run by IWA

Work sites should be clearly defined by using fencing, signs, barriers or other clear methods of marking boundaries. In general, visitors and members of the public must not enter work sites. Where there is a need for access, for example where the site is crossed by a public footpath, and an adequate separation cannot be achieved, work must be suspended whilst members of the public are present.

Where there is an expectation that visitors or member of the publics may want to visit site, the following rules will be applied. All visitors will be met by a responsible person, signed into site, briefed on site specific hazards and always accompanied. Care should be taken to ensure they are not placed in any danger – this particularly applies to photographers. All visitors must be supplied with the appropriate safety equipment.

Events run by IWA

The Event Organiser, whether an individual or committee, is responsible for protecting the health, safety and welfare of all visitors and members of the public attending an event. Good planning and management are fundamental to the success and safety of any event organised by IWA. Each event is different and will require different levels of management, services and provisions - this will be identified at the planning stage for each event by the relevant committee or person(s).

The Event Organiser will identify, eliminate where possible and control all hazards and risks associated with each event to ensure members of the public and visitors can enjoy the event safely.

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2.4 Accident Prevention & Control

2.4.1 Safety Officers (Safety Representative)
Each Committee Chair will 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 IWA, including national committees, regions, branches and any other groups with activities ranging from simple meetings to major events. The Designated Safety Officer at Head Office will be in regular contacted with the nominated safety officer/representative to ensure everyone is up to date and allow for sharing of information and best practice.

2.4.2 Risk Assessments and Method Statements
By assessing risks and implementing control measures, risk arising from IWA's work and activities can be minimised. Each Event Organiser/Site Supervisor should arrange for a competent person to prepare and review risk assessments and method statements before any event/ activity. They should ensure that potential hazards are identified, assessed, recorded and managed. The results of risk assessments and method statements must be communicated to all volunteers and employees involved in the activity as part of their training in safe procedures – this will allow for volunteers and employees to input into the process. Where appropriate, a volunteer or employee should sign to say they have read and understood the safe methods of work. This can be achieved by carrying out a briefing before the event or on the day of an activity.

2.4.3 Personal Protective Equipment
Personal Protective Equipment (PPE) will be provided only where risks cannot be adequately controlled by other means. Where a risk assessment identifies the need for PPE, this will be provided to volunteers and employees. Employees and volunteers will never be asked to provide their own PPE, but they may use their own PPE if it is checked that it is adequate for the purpose.

Where the use of PPE has been identified, this must be worn and a volunteer or employee persistently failing to do so should be removed from the site by the Event Organiser/Site Supervisor.

Volunteers and employees are responsible for maintaining their PPE in good order and requesting repair or replacement when necessary.

2.4.4 Noise
Prolonged exposure to elevated noise levels can cause cumulative and irreversible damage to hearing. This is most likely to occur when operating machinery or being close to noisy plant or machinery for extended periods. Where there is such a risk, the risk assessment should identify alternative ways for working such as use of quiet plant, screening noisy equipment, creating exclusion zones and warning signs. Hearing protection should be worn by the user as a last resort. If practical engineering measures are available to reduce noise levels, these should be implemented.

2.4.5 Control of Substances Hazardous to Health (COSHH)
Wherever possible, the use of hazardous substances should be avoided. Where this is not possible, the risks associated with the use of the substance will be assessed and control measures put in place to minimise the risk. Measures to prevent the accidental release of hazardous substances into a canal or

other watercourses must be considered. Reference must be made to the COSHH assessment for the substance being used.

Asbestos
Employees and volunteers must stop work if they find something that may be asbestos and report it immediately to the team leader/ event organiser. No one should try to repair or remove any asbestos materials. Advice must be sought from a licensed contractor.

2.4.6 Working in Confined Spaces

Confined spaces include any area which poses a risk of injury from fire or explosion, loss of consciousness, drowning or asphyxiation or where there is limited access or egress. Confined spaces include small rooms, sheds, tanks, ducts, culverts and excavations. A confined space may only be entered where there is no alternative method of carrying out the work.

Before any work in a confined space can proceed, a full method statement and risk assessment must be completed to identify the hazards involved and the methods to be adopted. To work safety in confined spaces the employee or volunteer must be deemed competent and have adequate training and experience. Additional safety equipment, such as gas detectors may be required and will be identified in the risk assessment. A permit to enter system will be operated.

2.4.7 Working on or near (deep) Water

Life jackets should be worn whilst working from a boat; or where the risk of drowning or serious injury has been assessed as high for the duration of work on or near (i.e. within 2 metres) deep water.

For volunteers or employees carrying out work on the towpath or bank the risk of injury from working near deep water must be assessed and where appropriate lifejackets will be supplied. A means of rescue must be identified and supplied such as throw lines. A safe egress point must be identified.

Life jackets must be tested and inspected annually and a certificate prepared. Details of inspections and tests must be sent to the Designated Safety officer at Head Office so that a central register can be maintained. If life jackets are hired in for an activity the activity organiser must ensure that the life jacket is suitably certified and should retain a copy of the certificate.

Weil's Disease (Leptospirosis)
All employees and volunteers working in or near untreated water should be made aware of the signs and symptoms of Weil's Disease in their induction. IWA has produced cards for issuing where Weil's Disease is a hazard.

2.5 Personal Safety & Welfare

2.5.1 Welfare facilities

Adequate welfare facilities for employees and volunteers will be provided on, or within easy reach of, the work site/ premises. At a minimum this is to include shelter from severe weather conditions, a toilet, washing facilities and access to water (hot and cold), drinking water and cups, a place to rest, means of heating food and heating/shade where appropriate.

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2.5.2 Mental Health First Aid

Any volunteer or employee who experiences negative mental health whilst undertaking activities on behalf of IWA such as stress should discuss with one of IWA's Mental Health First Aiders.

Mental Health First Aiders should follow the ALGEE Action Plan: Approach, assess and assist with any crisis - assess the risk of suicide or harm and look for signs of trauma and high anxiety. Listen to the person non-judgmentally. Give the person reassurance, support and information. Support and information may include considering alleviating the situation by amending their role/job. Next steps should involve the volunteer's or employee's line manager. The situation should continue to be monitor until no further measures are necessary.

Volunteers are not expected to carry out an activity potentially beyond their capabilities and no criticism is made of any volunteer who does not wish to undertake a particular task.

Where appropriate, risk assessments will consider stress factors in carrying out work. These many include the job requirements, discretion over work methods, support and training.

2.5.3 Lone Working

Outdoor lone working should be avoided where possible. In circumstances where this is unavoidable the lone worker should follow IWA's Lone Working Policy and use a buddy system to ensure should another person is aware of their movements and confirms with them when the lone working has finished.

Any person carrying out lone work is expected to assess the risks involved and reduce hazards before carrying out the activity. If they have any concerns these should be communicated to their line-manager or site leader.

2.5.4 Working from Home

IWA takes the health, safety and wellbeing of homeworkers very seriously and as a result IWA has created a 'Home Workers Health and Safety Checklist' to help home-workers consider potential hazards. This checklist must be completed every six months for employees working at home on a regular or full-time basis and sent to their line manager. Occasional home-workers must consider hazards identified on the checklist before working from home but do not need to complete the form. Each employee will also be asked to complete a Display Screen Assessment Checklist on an annual basis.

2.5.5 Risk of Violence

Whilst it is anticipated that there is little risk of physical violence from third parties in normal circumstances IWA promotes a 'walk away policy'. Attention should be given to the avoidance of lone working and the carrying of cash should be kept to a minimum.

2.5.6 Smoking

Smoking is not allowed in any IWA work area or site. Smoking is not allowed in IWA's vehicles.

2.5.7 Pregnant Employees/ Volunteers or New Mothers

There may be specific risks to pregnant employees or volunteers and new mothers, for example through manual handling or hazardous substances.

An employee who becomes pregnant must inform the Designated Safety Officer, who will undertake a risk assessment of the employee's activities and implement any corrective actions found necessary. This may involve, where reasonable, modification of the duties or working hours. No woman may do any work in the two-week period after she gives birth.

A volunteer who is pregnant must inform the Event Organiser/Site Supervisor, who will ask the Designated Safety Officer at Head Office to carry out a risk assessment of proposed activity and ensure whether it is appropriate for the volunteer to undertake the task. No woman may do any work in the two-week period after she gives birth.

2.5.8 Young Persons (under 18) /Adults at Risk
IWA has Safeguarding Policies in place for Young People and Adults at Risk which are reviewed on an Annual Basis. Before a Young Person or Adult at Risk can carry out activities on behalf of IWA, the Event Organiser or nominated person will carry out a risk assessment to consider the expected work activities in relation to the capabilities of the potential worker.

2.5.9 Working at Height
IWA follows the Health and Safety Executive's guidance for managing risks from work at height and requires Event Organisers/Site Supervisors to take the following steps:

1) Avoid working from height

2) If working at height cannot be avoided take action to prevent the risk of falling from height – i.e. using guardrails and working platforms.

3) If you cannot suitably prevent the risk of falling take steps to minimise the 'fall' – i.e. by using harnesses, airbags or nets. When using these measures there must also be a safe method of rescue.

When working at height IWA will ensure that the work is properly planned, risk assessed, appropriately supervised and carried out in as safe a way as far as is reasonably practicable.

No work may take place on ladders, staging, or roofs, etc, unless the person involved has been trained in safe methods of working at height. Ladders must be secured before use and must not be loaded beyond their capacity. When working on fragile roofs, crawling boards must be used. Any job involving work at height must be covered by a risk assessment to identify the risks involved and the correct method of working before work starts.

2.5.10 Manual Handling
Volunteers and employees must be trained in safe manual handling techniques before undertaking any manual handling activities using IWA's Manual Handling Toolbox Talk. The Event Organiser/Site Supervisor will ensure that employees and volunteers are familiar with, and employ, correct manual handling techniques. Wherever possible, the lifting of loads should be avoided. Risk assessments will identify the hazards involved and control measures should be adopted to avoid the risk of injury from manual handling operations. No person should attempt to lift an object potentially beyond their physical limits; help should always be sought.

2.5.11 Drugs/Alcohol
Drugs and alcohol can seriously affect the performance and judgement of an individual, which could

pose a significant risk to the individual and others. No employee, contractor, volunteer or visitor may work whilst under the influence of drugs or alcohol. The Event Organiser/Site Supervisor may remove any person under or suspected of being under the influence of drugs or alcohol from the site/ premises pending a full investigation.

Any person under the influence of drugs or alcohol must not attempt to operate plant or drive any vehicles on behalf of IWA.

2.5.12 Sleep Deprivation / Tiredness
Sleep Deprivation and tiredness can seriously affect the performance and judgement of an individual, which could pose a significant risk to the individual and others. Employees and volunteers should refrain from working or operating machinery or vehicles whilst tired. If the Event Organiser/Site Supervisor assesses the individual to be unsafe they should be stopped from carrying the activity until the risk has reduced to an acceptable level.

2.5.13 Hire of Venues
It is important that all venues hired for activities run by IWA are well maintained and appropriate for the planned event to ensure the safety and enjoyment of all participants. The 'Safety Checklist for Venue Hire' will help volunteers and employees consider if the proposed venue is suitable for hire and ensure all safety concerns have been assessed before the event.

2.6 Planned Inspections

2.6.1 Portable Electrical Appliances
Each part of IWA (including Waterway Recovery Group, Head Office, all committees) is responsible for carrying out and recording details of formal visual inspections and arranging Combined Inspection and Tests for their equipment at the maintenance intervals outlined in the *Portable Appliance Testing Policy*.

High Risk electrical items will require annual visual inspections and a portable appliance test – a record of these inspections and tests will be maintained in a file at Head Office. It is the responsibility of the relevant Committee Chair to ensure information on the test is sent to IWA Head Office.

2.6.2 Electrical Systems
Fixed electrical systems installations will be monitored for condition on a regular basis. Any problems experienced with electrical supplies, including outlet sockets, lighting should be reporting to the office or site manager immediately and where required, fixed or replaced by a qualified electrician. Periodic testing of fixed electrical appliances and systems should be arranged by the office or site Manager every 4 to 5 years.

2.6.3 Building Inspections
Buildings owned, leased or hired by IWA, should be maintained to ensure the health and safety of all employees or volunteers using it. Inspections by the Designated Safety Officer should be conducted to ensure that the building(s) are in good order. It is a principle of safe working that the workplace is maintained in a clean and tidy condition, with clear work areas and access routes.

Regular and systematic building inspections are a key part of any maintenance programme in order to help identify problems promptly. Using IWA's *'Building Inspection Checklist'* a maintenance inspection will be undertaken every 6 months (April and October) by a nominated person. Any defects

identified will be placed in the maintenance schedule according to priority. A professional survey should also be arranged by the building's manager and carried out by a competent person every 3 years.

2.6.4 Inspection of Capital Assets

Capital assets not identified elsewhere in this document, such as IWA's Festival Trailer and the WRG Containers, should be maintained to ensure the health and safety of all employees or volunteers using them. Annual inspections by the nominated keeper should be conducted to ensure that each asset is maintained in good order.

2.6.5 Lifting Equipment

All lifting equipment must be visually checked before use and any operator noticing or suspecting a defect in such equipment must discontinue using it until it has been properly inspected and/or repaired. All lifting operations must be planned; supervised and carried out in a safe manner by people who are competent

Lifting equipment will need to be thoroughly examined at specific intervals in compliance with LOLER regulations and the inspections recorded and appropriate certificates issued. This will be detailed in the specific lifting arrangements for the relevant subsidiary or committee.

2.6.6 HSE Inspectors

Inspectors from the Health and Safety Executive have the power to enter premises and work sites to make inspections and investigate accidents or incidents. The visit should be reported to the Designated Safety Officer at Head Office by the Event Organise/ Site Supervisor before the visit takes place. A visiting inspector should be offered any assistance required, and any questions asked should be fully answered. Relevant advice should be sought from the inspector so that the maximum benefit is gained from the visit.

2.7 Vehicles, Plant and Equipment

2.7.1 Volunteers/ employees own vehicles

Due to the risks and stresses associated with driving over long distances, motor vehicles should not be used for long journeys where alternative adequate public transport is available. Where it is necessary to use own vehicles, those driving must ensure that they have adequate insurance in place for the journey and work intended and that the vehicle has a current MOT certificate.

Employees must have, as a minimum, 'occasional business use' insurance if using vehicles for work purposes such as attending meetings. A copy of this certificate, along with a valid MOT certificate, must be lodged at Head Office prior to use of the vehicle on an annual basis. Head Office will also run an annual licence check via the DVLA website for employees using vehicles for business use.

2.7.2 Vehicles owned by IWA

It is the responsibility of IWA, as the requirement of the nominated keeper of the vehicle, to ensure that all vehicles are maintained in a road worthy condition. The nominated person will ensure that each vehicle is maintained in accordance with the manufacturer's schedules, and all legal requirements are met, e.g. MOT, condition of tyres and brakes.

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Prompt action by the nominated person(s) will be taken to address any vehicles, plant or equipment that does not reach the required standard. Such equipment will not be used until remedied where defects pose an avoidable risk or where not in compliance with the law.

Vehicles owned by IWA can only be driven by a competent person who has been trained in its safe use under IWA's Driver Authorisation Scheme and in accordance with insurers' requirements. Details of training and evidence of their driving licence check must be held at Head Office.

2.7.3 Items of Plant owned by IWA
It is the responsibility of IWA and nominated person(s) that all items are maintained in a safe condition. The nominated person will ensure that each item of plant is maintained in accordance with the manufacturer's schedules, and that all legal requirements, including PUWER regulations are met, including keeping a maintenance log. Items of plant will only be operated by a competent person who has been trained in its safe use under the IWA's Driver Authorisation Scheme and in accordance with insurers' requirements, including a record and assessment of experience of use.

2.7.4 Hired in Equipment
IWA will ensure that all hired in equipment is suitable for the planned work, is used correctly by a competent person and is kept in a safe condition. It is the responsibility of the user to carry out pre-user checks to ensure the equipment is safe to use. The user organisation must ask to see the relevant inspection/test certificates for any hired-in equipment.

Hired in equipment will only be operated by a competent person who has been trained in its safe use under IWA's Driver Authorisation Scheme and in accordance with insurers' requirements, including a record and assessment of experience of use.

2.7.5 Chainsaws Users
IWA has approval from insurers for chainsaw-users to clear scrub and small trees up to about 15cm-20cm diameter without further approval being necessary, provided that a copy of an in date certificate (i.e. past 5 years) evidencing chainsaw training (or refresher course) is held at Head Office. If Head Office holds a copy of a CS31 certificate for the user, the size of the tree being worked on can be increased up to a maximum of 38cm in diameter. Work on trees larger that this requires the specific approval of insurers on the submission of a method statement, details of chainsaw users and relevant risk assessments.

2.7.6 Work Equipment
The use of work equipment should be free from hazards. Before use, any work equipment should be assessed for possible risks and any corrective actions required implemented. No machine which presents a risk of injury may be used until repaired.

2.7.7 Workstations and Display Screen Equipment
Workstations and associated display screen equipment will be assessed to ensure they do not pose a risk to health and safety in use. Employees assessed as being 'users' of such equipment will be offered eye examinations and, if recommended, corrective appliances.

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2.8 Training/ Information

2.8.1 Communication of Health & Safety Issues

It is key for IWA to communicate health and safety issues clearly to everyone who undertakes work for IWA. This will be done on a national level through IWA's Officers Briefing, the Volunteer Hub section of IWA's website and through other publications such as *Navvies* and branch newsletters. On a local level it is the responsibility of each branch safety officer(representative)/ or chair or event organiser to ensure health and safety matters are communicated to everyone engaging in each activity.

Head Office will ensure that online risk assessment guidance and advice, including templates is kept up to date and relevant to all activities managed by IWA.

2.8.2 Safety Training

It is the responsibility of the Event Organiser/ Site Supervisor to ensure that information and training is provided to volunteers and employees so that they are aware of the procedures in place to protect themselves and others and also their responsibility to act in a safe manner.

All employees and volunteers will be given site specific induction training based on the premises/site's risk assessments results before starting work which will include emergency/ accident procedures and details of safe methods of work.

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Checklist for Health and Safety Policy

Description	Yes, No, N/A
Role and function of the health and safety employee or volunteer	
Allocation of funds	
Systems used to monitor performance	
Identification of main hazards likely to be encountered in the workplace	
Generic risk assessment's significant findings	
Any circumstances when specific risk assessments are required	
Safety training	
Design safety	
Fire arrangements	
Arrangements for maintaining mechanical and electrical work equipment and systems	
Occupational health facilities	
First aid	
Environmental policy and monitoring	
Purchasing policy e.g. safety noise and chemicals	
Methods of reporting incidents, accidents and near misses	
Arrangements for employing contractors	
Personal protective equipment	
Worker consolidation and consultation	
Driver competence	
Permit to work	
Confined spaces	
Lone working	
Arrangement about review and monitoring	
Assistance and consultancy support	
Welfare facilities	