

# FAVERSHAM CREEK TRUST

The Purifier Building • North Lane • Faversham • Kent • ME13 7DY

## Health & Safety Policy

### Introduction

Faversham Creek Trust (“the Trust”) is committed to the Health and Safety of its volunteers. It carries out risk assessments, which are acted upon to lower risk. This includes a risk assessment of:

- the Purifier Building
- the Trust’s activities
- the roles carried out by volunteers

The Trust provides volunteers with any information, training or equipment they need to remain safe whilst carrying out their volunteering tasks.

Volunteers are expected to remember their duty of care towards the people around them and not act in a way that might endanger them.

Our Health and Safety Policy also includes risk assessments.

### Policy objectives

1. To provide a safe and healthy working environment for all members, volunteers and visitors.
2. To prevent accidents and cases of work-related ill health and provide adequate control of health and safety risks arising from work activities
3. To provide adequate training to ensure employees are competent to do their work.
4. To engage and consult with employees on day-to-day health and safety conditions and provide advice and supervision on occupational health.
5. To implement emergency procedures – evacuation in case of fire or other significant incident.
6. To maintain safe and healthy working conditions, provide and maintain plant, equipment and machinery, and ensure safe storage/use of substances.

### The Responsible Persons

The Trust has appointed a trustee to be the “responsible person” whose duties are to ensure the safety of members, volunteers and visitors by:

1. Carrying out (or ensuring that a competent person carries out) a General Risk Assessment (GRA). The GRA will take into consideration everyone who may come



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onto the premises, whether they are volunteers or visitors and consideration will be given to people who may have a disability or anyone with special needs.

2. Ensuring that the names and duties of all competent persons are displayed on the safety notice board.

## Communication

The Trust will ensure that all persons using the building, whether volunteers or contractors, are provided with all relevant information related to health & safety. The board of trustees of the Trust will consult with those (where relevant) on all relevant matters of safety policy and arrangements and will ensure they are kept informed of any changes that are made to safety procedures.

## Training

1. Upon commencement of tenancy, trusteeship or taking on a volunteer role, all those people (where relevant) will be given training on safety and will receive refresher training as appropriate.
2. All building users will be instructed to report any unsafe working practices or defective or missing equipment to the “responsible person” or any trustee.

## Procedures

The Trust has introduced the following procedures in order to maintain high standards of safety:

1. Relevant risk assessments are completed as needed and actions arising out of those assessments implemented for activities within the Purifier Building or for events on or around water. (Risk assessments reviewed every year, or earlier if working habits or conditions change.)
2. Volunteers and subcontractors are given necessary health and safety induction and provided with appropriate training (including working at height, asbestos awareness and electrical safety) and personal protective equipment, where relevant.
3. Volunteers will routinely be consulted on health and safety matters as they arise but also formally consulted at regular health and safety performance review meetings or sooner if required.
4. Escape routes well signed and kept clear at all times. Evacuation plans are tested from time to time and updated as necessary.
5. Toilets, washing facilities and drinking water are provided.
6. A system is in place for routine inspections and testing of equipment and machinery and for ensuring that action is promptly taken to address any defects.
7. Volunteers trained in safe handling/use of substances, as appropriate. (See [www.coshh-essentials.org.uk](http://www.coshh-essentials.org.uk).)



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## Records

1. The following records will be kept:
2. The signing in book is kept in the Arthur Percival Room (ground floor meeting room).
3. The Health and Safety poster is displayed in the entrance hall.
4. First-aid boxes are in the Arthur Percival (meeting) room on the ground floor and on the mezzanine floor used by Cinque Ports Rowing.
5. The accident book is located in the Arthur Percival (meeting) room on the ground floor.
6. Accidents and ill health at work will be reported under RIDDOR: (Reporting of Injuries, Diseases and Dangerous Occurrences Regs) [www.hse.gov.uk/riddor](http://www.hse.gov.uk/riddor) Tel: 0845 300 9923



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