



## **HEALTH & SAFETY POLICY & ORGANISATION**

### **Statement of Intent**

All of us have the right to remain healthy, well and free from injury at work, at home and whilst at recreation. We are all responsible for, and vital to, maintaining and improving our own and others' health, safety, and wellbeing.

The Arun & Rother Rivers Trust (ARRT) believes that people are its most important asset and is committed to ensuring that all its activities are carried out safely. It willingly accepts this legal and moral health and safety duty and will work to provide a safe and healthy working environment for all staff, volunteers and visitors. When contractors or other organisations are involved with activities or events this Trust will ensure that responsibilities for health and safety matters are clearly identified, understood and implemented by all parties.

### **Organisation**

The Chairman of the Arun & Rother Rivers Trust has overall senior executive responsibility for health and safety, and has delegated that responsibility on a day-to-day basis to the Chair of the Finance and Administration Committee. Both Chairmen have direct access to the Board of Trustees so that any health and safety issues can be raised and resolved at the highest level. The Board has overall and final responsibility for health and safety and a collective responsibility to show leadership. Trustees are required to provide and promote this leadership. This Trust can call on the services of an independent professional health and safety adviser through The Rivers Trust which operates nationally. This advisor is familiar with river trusts' activities.

### **Arrangements for Health and Safety**

Generally ARRT is involved in low risk activities; however it recognises that employees and others may face hazardous situations and has identified the main risks and developed a corresponding set of risk management procedures/ work instructions. It is aware that unforeseen hazards or hazardous circumstances may occur during fieldwork, and the emphasis is on risk assessment and not proceeding until the person is satisfied that it is safe so to do. The priority is the principle of prevention at source.

All employees and contracted volunteers, including students and those on work experience, will be given the health and safety procedures/ work instructions as basic health and safety induction training. Others including volunteers must be given a specific health and safety briefing prior to commencing the activity.

All persons working on behalf of ARRT, including home-based employees, must exercise a duty of care at all times and are encouraged to raise health and safety issues, including dangerous occurrences or near misses, whenever they occur, and all dangerous occurrences and near misses must be recorded in the Accident Book. The Accident Book is held at the Registered Office. Any entry in the Accident Book will automatically result in an investigation by the Trust and appropriate action will be taken to prevent recurrence.

Persons undertaking fieldwork are likely to be project managing or undertaking tasks assessed to be of relatively low risk. If any person under the control of this Trust is likely to come into contact with

hazardous substances or face operational risks, and the person does not already have the requisite qualification or competency, specific training will be provided. Where relevant, this Trust will provide all necessary personal protective equipment (PPE), including first aid kits. However, PPE is considered supplementary protection and is not a substitute for safe working methods.

Major river improvement work will generally be sub-contracted and direct supervision of sub-contractors is not feasible. Sub-contractors must furnish the Trust with all relevant risk assessments and are generally encouraged to adopt a safety-first approach and culture. Sub-contractor will never be pressurised to compromise health & safety for operational or financial gains.

Agreed by the ARRT Board of Trustees and signed by the Chairman

A handwritten signature in black ink, appearing to read 'S. Anstruther', with a long, sweeping horizontal stroke extending to the right.

Sebastian Anstruther  
Chairman ARRT

21 09 12

Date