

Essex Waterways Ltd

Safety Policy - Roles and Responsibilities



Essex Waterways Ltd is committed to protecting the health and safety, so far as is reasonably practicable, of its employees, volunteers, supporters and the wider public when engaged on activities managed or promoted by the company.

Ultimately the responsibility for health and safety rests with the board of directors. 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 company.

Statement of general policy	Responsibility of (Name / Title)	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 Essex Waterways Ltd.	Board of Directors Navigation Manager	<p>The Board of Directors and Navigation Manager are responsible for coordinating arrangements within the health and safety policy and ensuring compliance within Essex Waterways.</p> <p>The Board of Directors should appoint a competent person to be responsible for health and safety for all activities. This should normally be the Navigation Manager. This applies equally to all activities ranging from simple meetings to major projects.</p> <p>The Navigation Manager should ensure that a risk assessment is available before any project is started. He should ensure that potential hazards are identified, assessed, recorded and managed according to the severity x likelihood risk factor.</p>
To provide appropriate training, relevant instruction or supervision by a competent person to ensure employees, volunteers, and supporters are able to carry out activities safely.	Navigation Manager Senior Lengthsman	<p>The Navigation Manager and Senior Lengthsman should ensure that measures are put in place to sufficiently inform, instruct and train employees, volunteers and supporters in health and safety matters.</p> <p>The Navigation Manager and Senior Lengthsman should assess the health and safety needs of their staff and address any reasonable requirements.</p>
To promote and clearly communicate health and safety matters throughout the company by engaging with employees, volunteers and supporters using various media including IWA's website (on which there are specific pages for Essex Waterways Ltd) email, and printed documentation.	Navigation Manager Senior Lengthsman	<p>The Navigation Manager is 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, supporters and anyone affected by the company's activities..</p> <p>The Navigation Manager or the Senior Lengthsman should ensure that health and safety issues are communicated on site to all staff and volunteers prior to the commencement of relevant works.</p>
To provide equal standards of protection to employees, volunteers and other supporters.	Board of Directors Trustees All Employees, Volunteers and other supporters	<p>Essex Waterways Board of Directors are responsible for ensuring all employees, volunteers, members and other supporters are equally represented and protected in the company's policies. Directors should review the company's Health & Safety Policy on an annual basis and check that its objectives are being met.</p> <p>All Employees, Volunteers and other supporters are encouraged to work together to ensure that they set a good example in</p>

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		health and safety and that all policies are complied with on a daily basis.
<p>To maintain safe and healthy working conditions by making available appropriate safety equipment, and ensuring that all plant, vehicles, tools and equipment owned by the company are in good working order.</p>	<p>Navigation Manager Senior Lengthsman All Staff</p>	<p>The Navigation Manager and Senior Lengthsman should ensure there is a relevant risk assessment before each activity or project. They should ensure that hazards are identified, assessed, recorded and managed where appropriate. Personal protective equipment (PPE) should be provided by the Navigation Manager and Senior Lengthsman 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 staff and volunteers.</p> <p>Systems should be in place for routine inspections and testing of all vehicles, plant, equipment and tools of every description to the extent recommended by the Health & Safety Executive.</p> <p>Prompt action should be taken by All Staff and volunteers 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.</p>
<p>To collect, consult and analyse information on accidents, dangerous incidents and work related ill-health in order to review working practices and take action were practicable to prevent any recurrence.</p>	<p>All Employees, Volunteers and other Supporters Navigation Manager All Line Managers</p>	<p>All Employees and Volunteers, of the Association and other supporters are responsible for following the laid down procedures and undertaking their activities in a safe manner with due regard to their own safety and others' safety. Any accidents or dangerous occurrences should be reported immediately to their Line Manager and then to the Navigation Manager.</p> <p>Any health & safety issues arising from activities organised by Essex Waterways should be discussed at the board meeting once addressed by the Navigation Manager.</p>