

Northumbrian Anglers
Federation Limited t/a
Northumbrian Anglers
Federation
Health & Safety Policy

Health and safety Policy

Purpose

The health and safety policy contributes to all of our aspects of business performance as it demonstrates our commitment to continual improvement with regards to our Health and safety performance. Responsibilities to people and the environment are met in ways which fulfil the spirit and the letter of the law. Through our Health and safety policy we share a common understanding of the Federation's vision, values and beliefs.

Northumbrian Anglers Federation Limited t/a Northumbrian Anglers Federation Health and Safety Policy Statement

The Directors of 'Northumbrian Anglers Federation Limited t/a Northumbrian Anglers Federation' are fully committed to doing all that is reasonably practicable to protect the health, safety and welfare of its workforce, and any other persons affected by our activities through applying the high standards that is set out within this Health and Safety policy.

As an established 'Federation' specialising in the maintenance and control of the rivers of Northumberland, we are keenly aware of the need to ensure the safe and secure storage of our stock and compliance of the service we provide to our customers. In addition, we recognise the importance of providing an ergonomic environment for our valued workforce and volunteers, and for identifying and managing stress factors which may affect them.

The Directors have overall responsibility for ensuring that we maintain our high standards of health and safety. However, we rely on all of our workforce, volunteers, and partners to play their part in implementing our health and safety policy and drawing to our attention, areas in which we can improve.

The Directors will in particular:

- *provide and maintain a safe and healthy working environment including safe access arrangements and suitable welfare facilities*
- *provide information, instruction, training and supervision to enable our workforce to perform their work safely, including displaying a copy of this policy and drawing the policy to the attention of new personnel, bailiffs and our volunteers*

- ensure that risk assessments are undertaken, implement the identified control measures and ensure that safe systems of work are applied in relation to all of our activities
- ensure safety and the absence of risks to health in connection with the storage, handling, use and transport of articles and substances
- ensure that all items of work equipment are suitable for purpose and properly maintained
- minimise the use of hazardous or dangerous substances and where their use cannot be eliminated, implement suitable controls
- make available all necessary safety devices and protective equipment and supervise their use
- be prepared for emergencies such as fire and medical emergencies and investigate all incidents of injury or ill health
- promote a positive health and safety culture within the organisation, in particular by consulting with our workforce and volunteers on health and safety matters, directly and through our regular health and safety meetings.

The Federation is committed to ensuring that the implementation of health and safety measures is adequately resourced to enable the full implementation of this policy. This commitment includes the provision of sufficient financial resources, management, workforce and volunteer time, training and health and safety advisory support.

It is the responsibility of the Federation secretary to monitor the implementation of this policy and the Federation's overall health and safety performance by commissioning and considering the results of a health and safety audit, conducted on an annual basis.

This Health and Safety Policy Statement and the Responsibilities and Arrangements that support it will be reviewed at least annually or more frequently where there have been significant changes to the Federation or the nature of the Federation's activities.

Signed: _____ Date: 15/11/2023

Name:

Title: Director

Signed: _____ Date: 15/11/2023

Name:

Title: Secretary

Organisation

This section of our Health and Safety policy sets out the health and safety responsibilities of the secretary and others employed by the Northumbrian Anglers Federation Limited t/a Northumbrian Anglers Federation.

Directors and Secretary

The Directors and Secretary are responsible for:

- Demonstrating leadership on all matters relating to Health and Safety and acting promptly where deficiencies are identified
- Revising the health and safety policy at least annually, or where there has been a significant change to which it refers
- Reviewing health and safety performance by receiving reports of the annual health and safety audit and other performance measures
- Agreeing health and safety targets and objectives for the Federation and monitoring their implementation
- Receiving investigation reports of serious untoward incidents/ work related ill health and responding effectively to those reports
- Reviewing the effectiveness of measures to consult with and involve the workforce and volunteers in health and safety
- Considering the health and safety implications of introducing new working practices, new personnel or other significant business change, at the planning stage and taking the action necessary to mitigate any increased risk
- Ensuring that no changes to the business are introduced without dedicating sufficient resources for health and safety purposes
- Ensuring that there are arrangements in place to receive reports on the impact on health and safety performance following the introduction of significant changes
- Ensuring that the Federation has access to competent health and safety advice on health, safety and fire safety matters including access to specialist advisors where necessary
- Consider health and safety needs when deciding on new appointments
- Receiving regular update briefings on new and changed legal requirements and other external developments and ensuring that action is initiated to make any necessary internal changes.
- Allocate adequate resources to implement the Health and Safety Policy
- Appoint and any other specialist advisors as required;
- Where necessary address the following;
 - Accidents, incidents and work-related ill health issues which caused or had the potential to cause serious injury or ill health
 - Any proposed changes to our activities or management structure
 - Any new hazards not already identified within risk assessments which have been brought to attention of management
 - Any visits by enforcing authorities

- Investigate serious accidents, incidents and cases of ill health that are alleged to be work related, seeking assistance from a Health and Safety Advisor where necessary and ensuring that statutory reports are made for serious incidents in accordance with the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR)
- Review the health and safety standards and practices of the Federation on an ongoing basis
- Ensure that there are appropriate arrangements for the selection and training of the workforce and volunteers, taking into account health and safety competence and attitude requirements
- Ensure that supervision is aware of the importance of enforcing health and safety rules and leading by example by following the rules themselves
- Oversee the purchase of equipment and materials to ensure that safety requirements are met and that relevant information such as instructions supplied
- Ensure that for equipment or materials purchased from outside the UK, the Federation is the 'importer', and that arrangements are made to ensure that EU product safety legislation and material labeling requirements are met
- Instruct supervision, the workforce, and volunteers in their specific responsibilities and review their success in meeting their obligations on an ongoing basis

Management & Bailiffs

The Management and bailiffs assist the secretary in the management of the day to day running of the Federation. Their health and safety role is;

- Take a leadership role on health and safety matters by setting a good example and acting promptly where deficiencies are identified
- Plan the work of bailiffs and volunteers so as to avoid dangerously excessive working hours in order to ensure compliance with the Working Time Regulations
- In the selection of bailiffs and volunteers, consider the health and safety competence requirements including attitude to health and safety matters and fitness for work
- Provide appropriate skills/ health and safety training to the workforce and volunteers on the commencement of their role and when their job role or work activities change, reviewing training needs.
- Ensure that the workforce and volunteers are only given tasks for which they are competent and that adequate manpower is provided for the safe completion of tasks
- Ensure all persons are sufficiently supervised to the extent that this is practicable and necessary having regard to the work activities and the competence of the workforce
- Ensure that work equipment and personal protective equipment are suitable for purpose, supplied where necessary and properly maintained
- Ensure that risk assessments are undertaken to cover general hazards, manual handling, first aid needs, personal protective equipment and work or work experience involving under 18-year-olds

- Ensure that risk assessments are acted upon and that the results are shared with the workforce and volunteers undertaking those activities
- Instruct workers in their specific responsibilities and review their success in meeting their obligations on an ongoing basis.
- In the absence of the Directors and/or secretary, take on other aspects of their role as necessary e.g. accident investigation and compliance with this policy
- Report to the secretary any health and safety concerns which they are not able to resolve.

Health and Safety Coordinator

The Federation has appointed a health and safety coordinator who has day to day responsibility for maintaining health and safety standards of the Federation. In particular, they will:

- maintain the Health and Safety Policy
- arrange for the testing of portable electrical equipment using internal or external electricians according to an agreed schedule
- monitor on a daily basis that high standards of housekeeping are maintained
- ensure that the no smoking policy is strictly applied
- complete regular health and safety checklist covering the health and safety arrangements described in this policy and determine any actions to be taken
- in accordance with the outcome of the 'Assessment of First Aid Needs', coordinate arrangements for the provision of first aid equipment and trained first aiders/ appointed persons, with arrangements for refresher training
- check the contents of the first aid kit/s on at least a monthly basis and replenish supplies as necessary
- ensure that our workforce and volunteers understand procedures for emergencies including arrangements for calling the emergency services

Workforce & Volunteers

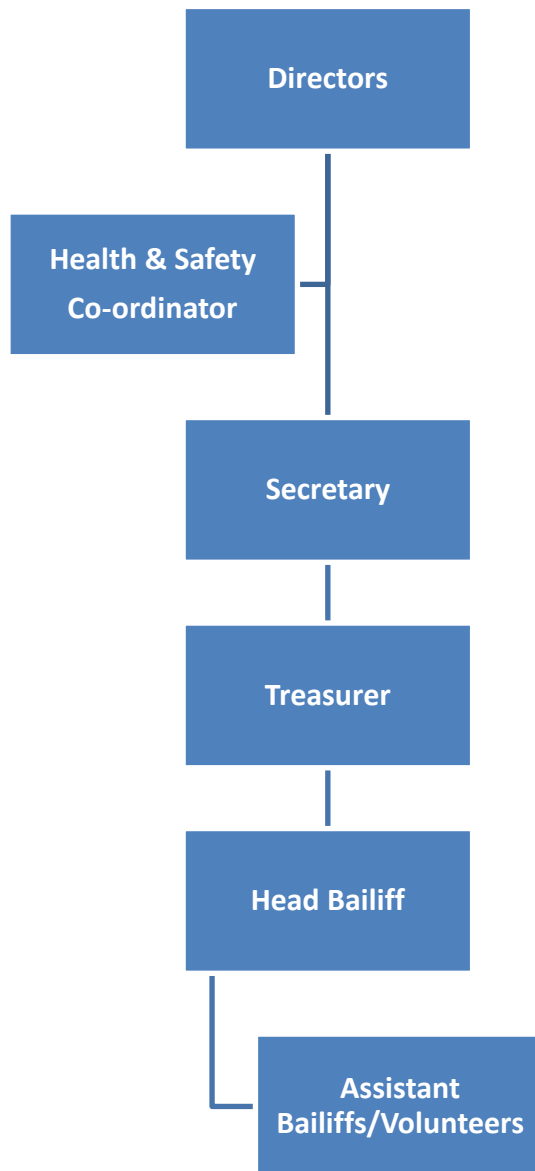
All of our workforce and volunteers must take care of themselves and others affected by their work and in particular are expected to:

- familiarise themselves with this health and safety policy and risk assessments relevant to their work activities, comply with the requirements set out and raise any shortfalls in the content with the Federation
- follow the safety rules for the work activities undertaken
- know the emergency procedures for the site/location at which they are working

- use work equipment in accordance with information, instruction and training provided by the Federation
- not use defective equipment or misuse equipment
- if applicable wear personal protective equipment issued appropriate to the job they are doing as identified on risk assessments
- look after personal protective equipment and report loss or damage to their supervisor
- report any safety problems, accidents or near misses to their supervisor
- not work under the influence of alcohol or drugs.

No persons working for the Federation, bailiffs or volunteers may undertake or authorise any activity which places themselves, or others, in danger, or is in breach of legal requirements with respect to health and safety.

Health and safety Organisation Chart



Health And Safety Arrangements

Introduction

This section sets out Northumbrian Anglers Federation Limited t/a Northumbrian Anglers Federation's health and safety Management system and the way in which specific issues are dealt with. The Federation implements its health and safety policy through the following arrangements.

Policy and Standards

The Directors have signed a statement of health and safety policy. The H&S policy is also counter signed by the secretary. The Federation's policy and all actions taken in relation to health and safety are based on current legislation and nationally issued guidance and codes of practice.

Organisation

The responsibilities for the implementation of our health and safety policy are set out in the preceding 'Organisation' section. All parts of this policy, including the organisation section are approved by the Directors and reviewed annually or more frequently if required.

All persons working or volunteering for the Federation have clear responsibilities for health and safety and their success in fulfilling those responsibilities are measured during periodic audits.

We also intend to make use of specialist advisors and services if required, such as Health and Safety Advisors, Occupational health advisors, occupational hygienists and fire safety advisors. We consult with the workforce and volunteers regarding the appointment of persons to provide competent assistance.

First Aid

An assessment of the Federation's first aid needs to determine the numbers of first aiders and the first aid facilities required has been undertaken

As a result,
the following arrangements have been implemented:

We have appointed persons as first aiders. They are responsible for undertaking a monthly check of the first aid kits and for replenishing them as necessary.

Our workforce carry individual travelling first aid kits when undertaking tasks alongside our rivers

New starters are provided with information about the first aid arrangements including the names of the appointed first aid person as part of their induction.

Accident and Work Related Ill Health Reporting and Investigation

All injury accidents, however minor, are recorded within the approved accident book. All of our workforce and volunteers are instructed in this policy, on starting work with the Federation.

All accidents and incidents are investigated to determine the root cause and any actions necessary to

prevent a recurrence. Actions will be recorded and tracked with persons appointed to own actions. Where the accident caused, or had the potential to cause, serious injury, the investigation is conducted by our Directors or Secretary, with the assistance of a Health and Safety Advisor.

If a worker informs management of ill health which the worker believes to be work related, it is investigated in a similar way as other untoward incidents, with medical advice being obtained as necessary.

The Secretary is responsible for reporting incidents which fall within the reporting requirements of the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR).

All accident records and associated information are filed confidentially and retained for ten years.

Manual Handling

Although every effort is made to reduce loads to a level where there is little risk of injury, we accept that this cannot always be achieved, particularly in relation to work activities carried out during handling of overgrown shrubbery, foreign articles and general waste alongside the rivers we control.

If required, specific manual handling risk assessments are undertaken to identify tasks which present a risk of injury and the precautions required to reduce the risk to the lowest level reasonably practicable. Recommendations arising from the assessments are implemented by management and workers are instructed in the outcome. Copies of the assessments are provided to all persons.

Equipment is provided where possible to minimise or simplify handling of heavier objects and we ensure that two or more persons are available where the risk assessment identifies the need.

Persons involved in heavy lifting are trained in the safe techniques to use and instructed to report to the management any health concerns that may make manual handling less safe for them. The significant findings of the assessments are communicated to workers involved in the relevant activities. Where we have specified the use of equipment or safe systems of work to reduce manual handling risks, workers are trained in the system of work.

For persons who are not expected to carry out heavy lifting and are therefore not trained, we make it clear that they are not permitted to undertake these types of activities.

Records of manual handling assessments are retained for at least 5 years and master copies are retained by our Health and safety coordinator. Manual handling assessments are reviewed at least annually or more often if there have been changes in the matters to which they relate.

Competence and Training

Health and safety training requirements are discussed in accordance with legal requirements and best practice, and as a result training is arranged as appropriate.

Training needs are reviewed at recruitment of new starters and then formally on an annual basis during our health and safety review meetings. Training needs are also identified on an ongoing basis, for example: as a result of risk assessments or accident investigations; through inspections or audits; and arising from changed legislation or standards.

All persons are inducted in the contents of this policy with particular emphasis on their personal responsibilities. All new personnel also receive basic induction training on general health and safety matters, including:

- their legal duties, as set down in both criminal and civil law
- the findings of risk assessments
- arrangements for first-aid
- relevant emergency procedures
- expected standards of behaviour and housekeeping
- how to report accidents, incidents and 'near-misses'
- any special hazards and control arrangements affecting the workplace.

The general safety induction is carried out by using an induction checklist which is kept as a signed and dated record that the training took place.

Where an individual takes on specific health and safety responsibilities, they will receive relevant health and safety training for example this applies to Lone workers or first aiders. We also provide specific training for e.g. those undertaking lifting tasks or using specific machinery.

Training will also be provided at the introduction of new equipment, new technology or work procedures. Young workers i.e. those under 18 years old, will receive additional training and supervision as required, according to the outcome of an individual young person's risk assessment.

Disabled and Temporary disabled

Where we employ, or if there are volunteers with disabilities, or if members of our workforce or volunteers become disabled, we will seek advice to ensure that the workplace is adapted for their needs including arrangements to ensure their health, safety and welfare.

In the case of temporary disability such as a broken limb, it may be necessary to exclude the individual from our workplace if adaptations are not reasonably practicable in the short timescales involved. When individuals have been 'signed off' work by a doctor, they are not permitted to work until either the sick note end-date has expired or they have returned to the doctor and been signed back to work.

We will ensure that the needs of disabled workers are taken account of within risk assessments and if necessary, undertake an individual risk assessment for the work of the particular worker, taking into account their abilities and disabilities.

The risk assessment will cover not only the risks to the individual but also any additional risks which may be created if the individual is unable to assist in anticipated emergency situations such as responding to a fire alarm.

Driving

Our Workforce drive regularly for work purposes. This includes travelling to and from the rivers we patrol.

We check the driving licence of our workforce who drive the Federation's vehicles, both at the time of their initial employment and at least annually thereafter, to ensure that they are suitably qualified for the type of vehicle to be driven. If there is any doubt about the validity of a licence and its contents, we contact DVLA with the permission of the driver, to confirm details. We recognise that there are limits on the validity of foreign licences and ensure that this is also checked with DVLA when applicable.

At the same time as checking driving licences we also check that private vehicles used for work purposes are insured for business purposes and where more than 3 years old, MOT'd.

Our workers and volunteers are expected to carry out pre-use inspections of vehicles and ensure they are safely loaded. The head bailiff is also responsible for undertaking vehicle checks on a weekly basis.

Federation vehicles are maintained via a mechanic at the manufacturers required intervals. Maintenance, Insurance and when required, MOTs, are arranged by the head bailiff.

Driving and working hours are monitored to ensure compliance with Working Time Regulations. We also consider when scheduling work, the need to discourage speeding and to include within journey times, sufficient time for suitable rest breaks.

In any case we expect all of our workforce to avoid driving when tired or unwell and will normally reimburse them for additional rest breaks. Vehicles should not be driven if the driver is suffering from any health condition or taking any medication, which could affect their ability to drive safely.

We set out our expectations for driver behaviour which includes:

- an expectation that they will adhere to road traffic laws
- normal limits for working hours when the day involves driving
- the need to take a rest break of 15 minutes after every 2 hours of driving and when tired
- not driving under the influence of alcohol or drugs (including prescription drugs)
- not using a hand held phone when driving
- only using hands free phones for brief essential conversations in slow moving traffic when stopped at the side of the road.

Vehicle accidents are recorded and investigated in the same way as other work related incidents, and improvements made to our policy as necessary to avoid a recurrence.

Consultation

The Federation is committed to a partnership approach to risk management involving the Secretary and all persons within our organisation. In particular the Federation will consult on:

- any changes at the workplace that may substantially affect their health and safety, for example, changes in systems of work
- the arrangements for competent advice on health and safety matters
- the information to be given to persons about risks to health and safety and preventative measures
- the planning and organising of health and safety training
- the health and safety consequences of introducing new technology.

The Federation consults directly with our workforce and volunteers through regular Health and Safety meetings. Meetings are scheduled every 6 months giving the opportunity for consultation between the management, our workforce and volunteers. Minutes of meetings are circulated to all attendees and any actions arising are closed out accordingly.

Lone Working

The Health and Safety Executive (HSE) defines lone workers as 'those who work by themselves without close or direct supervision.' The Federation has identified the following lone working situations:

- Working alone while undertaking patrols alongside our riverbanks

Lone working is included as part of 'Risk assessment' process, and have put in place risk control measures including:

- Regular checks with supervision or other members of the federation
- Means of dealing with emergencies and contacting emergency services

Our workforce and volunteers are instructed that they must immediately leave any situation in which they feel uncomfortable or at risk and that such action has the support of the Secretary.

Occupational Health provision and Health Surveillance

At interview we ask individuals whether there is any reason they know of that would prevent them from performing the tasks involved in the job. This provides an opportunity for individuals to tell us about any health concerns which may affect their work or be made worse by work. If we are informed of such issues, we consider what reasonable adjustments can be made to accommodate the individual's needs.

If an individual has an injury or illness which appears to be work related, we seek a medical opinion to assist us in evaluating the problem and identifying any practical changes we can make to assist the individual in safely continuing to do their job.

Through risk assessments we consider the need to provide health surveillance to our workforce and volunteers, and as a result contact a qualified Occupational health nurse where health surveillance is required.

Performance Monitoring and Audit

Proactive measurement of our performance against health and safety standards will be undertaken by through:

- formal review of performance against health and safety policy
- monthly health and safety monitoring
- monitoring of progress against action plans by Health and Safety meetings,

Formal Review and Audit

The obtain a formal audit every year to determine whether the policy requires revision and to measure whether the responsibilities and arrangements set down within the Health and Safety Policy and associated risk assessments are being implemented in practice. Following this audit, a report is presented to the Federation analysing current performance, identifying major and minor non-conformances and making recommendations for corrective action.

On receipt of the audit report, the Federation agree the health and safety action plan and the resources necessary. They also agree health and safety performance targets and objectives for the coming year. The Secretary will drive forward improvements and monitor to ensure that progress is made within identified timescales.

The Health and Safety Policy document is reviewed by the Secretary on an annual basis, in liaison with representatives of the Federation, to ensure that the policy reflects current activities, Federation structure and legislation.

Personal Protective Equipment and Clothing

We recognise that the use of PPE as a risk control measure is a last resort as it protects only the user and is at risk of not being worn correctly. Our workforce and volunteers are supplied with any PPE identified as a required risk control measure within risk assessments. We ensure that it is CE marked, is a good fit, is compatible with other PPE, that suitable storage is provided to prevent damage and that instructions are provided in its' correct use and maintenance.

PPE is checked during regular workplace monitoring, and replacements are available on request in between inspections. Records are kept of all PPE issued.

All workers and volunteers are responsible for ensuring that they have the correct PPE for specific work undertaken at all times, and in accordance with instructions and for reporting loss or damage so that it can be replaced.

Risk Assessment

Risk assessments are led by persons who have appropriate training and experience with input from individuals with experience of the work activities being assessed.

The extent to which we undertake the assessments internally depends on the competency required.

Type of Risk Assessment	Competent Assessor Who Undertakes
General	<i>Health and Safety Advisor</i>
COSHH (Chemical and Biological Hazards)	<i>Health and Safety Advisor</i>
Young People	<i>H&S Advisor</i>
Personal Protective Equipment	<i>Information is included within COSHH and General Risk Assessments</i>
Work Equipment	<i>Information is included within General Risk Assessments, Specific risk assessments undertaken by H&S Advisor</i>
Manual Handling Tasks	<i>Health and Safety Advisor</i>
Noise	<i>eg. Health and Safety Advisor, Occupational Hygiene Consultant</i>
Vibration	<i>eg. Health and Safety Advisor, Occupational Hygiene Consultant</i>
Lone Working	<i>Information is included within General Risk Assessment</i>
Driving	<i>Health and Safety Advisor</i>

Communication of risk assessments and the outcome of assessments are subject to consultation with the workforce and volunteers via Health and Safety meetings. The significant findings of risk assessments are communicated to our workforce and volunteers involved in relevant activities by direct consultation.

Risk assessments are reviewed at least annually or more often if there have been changes in the matters to which they relate.

Records of risk assessments are retained for at least 5 years and master copies are retained by the Federation.

Slips, Trips and Falls

We review all of our rivers for slip, trip and fall hazards and take action to resolve the issues identified.

The prevention of slip and trip accidents relies on the involvement of all of our workforce and volunteers, and everyone is encouraged to deal with hazards when noticed. Workers and volunteers are instructed in the importance of storing equipment in designated locations and in particular keeping pathways free from obstructions. They are also encouraged to report hazards, seeking assistance with any which they cannot personally resolve.

Inspection regimes are designed to ensure that debris and other slip hazards are well controlled. If there are obstructed pathways for example, our workforce and volunteers are responsible for ensuring that it is cleared promptly and made accessible for others to use safely.

Workers and volunteers are instructed not to enter water at any time for any reason

All of our workforce and volunteers are encouraged to wear sensible footwear suitable to the work environment

Arrangements are in place for dealing with ice and snow on a timely basis to reduce the slipping risk in our working areas.

Stress

Stress is defined as 'the adverse reaction people have to excessive pressure or other types of demand placed on them'. We recognise that workplace stress is a health and safety issue and acknowledge the importance of identifying and reducing workplace stressors.

As a result, we continuously evaluate the roles and job functions within our federation to identify those jobs which are more stressful than others. As a result, we consider stress within our general and specific working practices.

We have in place a supportive culture where colleagues assist each other to ease peaks in work load. The nature of our work demands regular communication between manager, bailiffs, our workforce, and volunteers, and there are plenty of opportunities for persons to share problems and seek additional support if needed. The Federation discourages our workforce and volunteers from working excessive working hours and ensure compliance with the Working Time Regulations.

We will offer support through the Secretary where individuals experience excessively stressful situations or stress related ill health.

We intend that all our workforce and volunteers will be properly resourced and trained to undertake their role. Our thorough selection processes assist us in matching individuals to the demands of each job function. Through ongoing safety reviews, new starter induction procedures and safety meetings, we identify and manage training and development needs. We believe in offering developmental opportunities to our workforce and volunteers where possible, and where the member of our workforce or a volunteer desires it.

If the Federation is intending to implement organisational or procedural changes, we ensure that we

communicate and consult with our workforce and volunteers at an early stage.

Poor performance is actively managed to identify causes and solutions, including moving individuals to more suitable roles where necessary. This approach also reduces the burden on other workers or volunteers who would otherwise have an additional workload.

Bullying, harassment and discrimination are not tolerated by the Federation.

Culling

We undertake occasional culling of a small number of Goosanders and Cormorants using shotguns to control the numbers on the rivers. We ensure that our Bailiffs and volunteers who undertake this activity are suitably trained, insured, and members of BASC (The British Association for Shooting and Conservation).

We have undertaken a risk assessment to identify specific hazards and controls with regards the use of shotguns while taking into account the health and safety of those undertaking culling activities, others using the rivers and the environment.

Culling of Goosanders and Cormorants is only undertaken during the open season as permitted by law and is in full compliance of the BASC code of practice.

Welfare

We evaluate the welfare facilities required for our business to comply with the Workplace (Health, Safety and Welfare) Regulations and have confirmed that we meet or exceed the minimum requirements.

Where it is reasonably practicable, we supply suitable welfare facilities for our workers and volunteers while working on the rivers. This is carried out by discussing requirements with the workforce and volunteers as part of our risk assessment process and using existing facilities if practicable to do so.

Work Equipment

When selecting work equipment for purchase we consider its suitability for the tasks required. We also ensure through training that our workforce or volunteers who are to use the equipment understand how to use it safely and the limitations of the equipment.

Where we purchase machinery from outside the EU, we recognise that we become the importer and are consequently responsible for ensuring that the equipment meets conformity requirements as set out within Regulation 10 of the Provision and Use of Work Equipment Regulations.

Portable electrical equipment is subject to portable appliance testing by a trained tester. The frequency of testing is scheduled in accordance with IEE guidance and this testing is in addition to the pre-use inspections that all our workforce and volunteers are instructed to carry out. In addition, visual inspections of portable power tools are carried out by our workforce and volunteers prior to use.

Defects are reported and we ensure that repairs or replacement is undertaken promptly. Equipment which is in a dangerous condition is securely removed from service whilst awaiting repair or disposal.

For equipment which is hazardous to those who are untrained, use of the equipment is restricted to authorised persons.

Safe systems of work are also developed for the use and maintenance of hazardous equipment and relevant safety signs are clearly displayed. These control measures are based on risk assessments which have been undertaken for the use and maintenance of the equipment.

Power tools are of 110v, fuel driven battery powered. In the unusual circumstance that it was necessary to use a 240v tool, this would be carried out using an RCD adaptor and only then in dry conditions and where mechanical damage was unlikely.

All work equipment is subject to a programme of inspection and where necessary, maintenance. This programme is devised taking into account the risk assessment, general good practice and the manufacturer's instructions. Maintenance is only carried out by persons who have been suitably trained.

Suitable storage arrangements are provided for work equipment including arrangements for safe carriage where necessary.

Records of maintenance are kept by our health and safety coordinator.

Asbestos

We are not authorised to handle ACM's. Where our workforce and volunteers undertake tasks which will involve disturbing unknown materials or suspected ACMs, they are required to seek information from local management to check the location of ACMs. If in doubt, they are instructed to stop work and consult with a health and safety advisor.

Any person whose work may disturb the ACMs, is notified of the location of the materials and made aware that no work may be carried out in the immediate vicinity without a permit to work.

Control of Contractors

We select contractors based on technical competence, experience and suitability for the work to be done.

In particular our assessment process involves a review of requested information from the contractor including:

- track record of experience in similar contracts
- membership of reputable trade bodies or approved contractor schemes
- legally required registrations
- health and safety policies and practices
- recent health and safety performance (number of accidents etc)
- qualifications, training and skills of their staff and manager
- selection procedures for sub-contractors
- example safety method statements and risk assessments for similar work
- supervision arrangements
- arrangements for consulting their workforce
- references from previous clients.

We also review the HSE's notices and prosecution database; (www.hse.gov.uk/enforce/index.htm) to determine if the potential contractor has been subject to any formal legal sanction.

Any claim that a contractor is a member of a trade or professional body or an approved contractor scheme is verified directly with the body to ensure the membership is current and covers the work being offered.

All work by contractors is monitored periodically to:

- review progress
- check quality of workmanship
- check that the workers on site are those expected and who have signed in
- identify any problems or unanticipated risks at an early stage
- check that work is restricted to the areas anticipated and not creating additional risks by spreading beyond the agreed area or involving unauthorised work
- check that method statements are being followed, that the contractors are complying with site rules and that they are generally working in a safe manner.

Where monitoring detects poor standards, this is addressed with the contracting Company concerned and, if necessary, monitoring frequency is then increased. Where appropriate, work is stopped whilst a solution is found.

Electricity

All work on electrical equipment and installations is carried out by qualified electricians. Our workforce and volunteers are clearly instructed that they are not permitted to undertake any electrical repairs.

Our arrangements for the electrical safety of portable electrical equipment including workplace tools are covered in the section of this policy on Work Equipment.

Hazardous and Dangerous Substances

All products in use which contain hazardous or dangerous substances are listed on an inventory and a current safety data sheet is obtained from the supplier. We undertake a risk assessment of the use of each substance and exposure to any hazardous by-products and we then apply the recommended risk control measures.

We ensure that risk assessments are undertaken prior to activities which involve exposure to hazardous substances.

When storing hazardous and dangerous substances we check that the storage area is suitable and that only compatible substances are stored together. All containers including aerosols are stored in a cool dry place, away from the sun and any flammable liquids such as petrol for Chainsaws are stored separately in a specially designed flammables store.

Substances are locked away so far as is practicable so that they are only accessible to authorised persons who have been trained in their safe use. Our workforce and volunteers are particularly reminded of the need for good personal hygiene and the prohibition of eating, drinking or smoking, when using such substances. Workers are also provided with any necessary personal protective equipment and instructions for its use, maintenance, storage and replacement.

Noise

Where workers are at risk from high levels of noise, we undertake an initial assessment of noise exposure. This assessment is carried out using the 'Rule of Thumb' method. If through these initial assessments it is found that workers may be at risk from high levels of noise, we arrange for a specialist

to undertake an assessment of noise exposure. The purpose of these control measures is to eliminate hazardous exposure and to reduce noise exposure to as low a level as is reasonably practicable.

For tasks which involve exposure above the first action level (80dB(A)) and the upper action level (85dB(A)), we provide personal hearing protectors upon request. At and above the upper action level, their use is compulsory and Hearing Protection Zones are therefore designated and signed.

Hearing protection is selected as a result of the noise assessment to ensure that it provides the level of noise attenuation required. Those who wear it are instructed in its correct use and on the storage, maintenance and replacement arrangements. They are also instructed in noise hazards and the reasons for wearing hearing protection.

For persons who work on tasks where noise levels exceed the upper action level, (85db(A)) regular audiometry testing is provided. For those appointed to begin work in these areas, audiometry is undertaken at the start of the role.

Vibration

We undertake an assessment of vibration risks which affect our workforce and volunteers using vibration tools to determine that the level of exposure is below the daily Exposure Action Value (EAV). We have ensured that workers are aware of vibration hazards, symptoms to look out for and ways to minimise the effects. We also ensure when purchasing new equipment that we buy low vibration products.

Health surveillance shall be provided to those persons who are deemed to be at risk, undertaken by an Occupational Health Nurse. As a result of any surveillance, we shall also be provided with essential advice about any changes which need to be made to an individual's job, which we then act upon.

The vibration risk assessment/s will be reviewed in line with our risk assessment procedure and in any case where there are changes in the equipment used or work patterns.

Information and training is provided to affected workers and volunteers on:

- the health effects of vibration, and how to recognise and report symptoms
- sources of vibration and the actions we have taken to reduce risks
- risk factors and ways to minimise the risk
- the health surveillance program

Protecting The Public

Our activities involve work which takes place in public areas e.g. work on or near riverbanks which are open to the public. We therefore take account of risks to the public including the risks to children, the elderly and people with disabilities.

We make every effort to engage with the general public order to identify hazards which may affect them or passer's by and to agree risk control measures.

During hazardous working activities, i.e. use of chainsaws etc, we ensure that adequate signage and barriers are erected to segregate others from these activities. Our workforce and volunteers are aware of the need to be alert to those who may have special needs or be too young to comprehend warning signs and instructions.

We only utilise experienced and trained personnel and volunteers whom we have inducted in our health and safety policy and quality requirements.

We are committed to ensuring a high quality of workmanship which results in our activities meeting essential safety requirements.

Fire

Fire Prevention

Fire hazards are identified when working on the rivers and recommendations implemented to control them. In particular we have implemented risk control measures in response to the risks potentially arising from the hazards of hot work, waste accumulation and storage of combustible materials.

PAT testing of our electrical appliances is carried out on a regular basis

Regular housekeeping inspections of premises used by our workforce or volunteers are carried out by those utilising the premises to ensure that there is not a build-up of combustible materials that could catch fire during our activities.

Fire Extinguishers

We ensure that suitable numbers and types of fire extinguishers are available on river banks whenever hot work is undertaken. Individuals have been instructed not to use the extinguishers until they have been trained in the practical use of extinguishers.

Fire extinguishers are subject to an annual servicing contract.

Fire Procedure

Action on discovering a fire

1. raise the alarm as per identified means
2. attempt to tackle the fire only if trained and if it is safe to do so (small fire, clear escape, only discharge one extinguisher)

Contractors working on our behalf are briefed in essential fire safety matters associated with their role as contractors.