

2009 Annual Health & Safety Review

Document Review

To demonstrate and ensure our continued professional approach to Health and Safety we carry out an annual review of our procedures and processes. On completion of this review we have established our Management Procedures, Risk Assessments and Method Statements are current and up to date with only a minor modification to the Text Layout of the CCT Management document.

Training

Boat Training has been implemented in accordance with a new set of regulations issued by the Maritime and Coast Guard Agency (the CCT had considerable input to this set of procedures).

We need to implement a series of First Aid training sessions for Team Leaders. A company has been identified to conduct the Training, a venue and dates are being sought.

A review of Mentor Training is being conducted with a proposal to follow a procedure similar to that used by the Waterways Recovery Group (WRG) whereby Cards are issued to Volunteers showing the level of competence of the Volunteer. The information relating to the Volunteers and their Certification is available on Connect.

Procedures

A proposal has been forwarded to update the wording used on the Volunteer Attendance Register to make it more relevant to Volunteer Briefing prior to commencing any activity no matter what the location.

As part of the Annual Review it is considered useful to issue an Aide Memoire to Team Leaders and Volunteers to remind them of their Responsibilities.

Team Leaders: You are responsible for the Safety, Well-being and Conduct of volunteers working with you during your particular activity. To ensure their Safety and Well-being always conduct a Safety Briefing before the Activity starts, equally give the same briefing to any volunteer joining the activity after the general start.

Always have appropriate, well maintained and sufficient equipment available on site, especially Hard Hats and High Visibility Vests/Jackets. If there is not sufficient to issue to all volunteers adjust their tasks accordingly. Place an order for additional equipment with Richard Attwood. His contact details are in the Trow or he can be contacted at the Western Depot, Eastington. Ensure the volunteers have the appropriate clothing to conduct the task involved, if not give them lesser tasks not requiring such clothing.

Ensure Volunteers have the appropriate level of competence to carry out any task given to them. If there is a Training issue contact the Training Director, his contact details are in the Trow.

Volunteers: You have a responsibility for your own safety and the safety of others around you. You must ensure you understand the Briefing given to you by the Team Leader. You must follow the requirements

of the Team Leader who has the overall responsibility for the activity you are involved with. If you are in any doubt raise your doubts with the Team Leader.

If you consider you have a training requirement discuss it with Team Leader who will then raise the requirement with Training Director.

Finally remember restoration of the Canal is a huge fillip to the area, go out and enjoy yourselves and have fun restoring the canal

Keith Lloyd

Health and Safety Advisor

To the Cotswold Canals Trust