**Bournemouth Above And Beyond Trust H&S Policy**

**Statement of Intent**

This statement is issued in accordance with the Health and Safety at Work Act 1974. It supplements the statements of health and safety policy which have been agreed upon by the Board of Trustees. Bournemouth Above and Beyond Trust (BAABT) will provide and maintain safe and healthy conditions, equipment and procedures at its Boat House facility as far as possible.

BAABT accepts that by allowing adults and children to participate in water-sports activities, it must take responsibility for the safeguarding and welfare of all stakeholders involved which includes protecting them from physical, psychological and emotional harm. These stakeholders include, but are not limited to:

* Clients
* Trustees
* Volunteers
* Employees
* Contractors
* Passers-by

Whilst BAABT acknowledges that it is not possible to completely remove the risk of incidences occurring, it aims to minimise the chances and seriousness of accidents which might occur. Therefore, BAABT has a legal obligation to be as safe as reasonably possible.

In light of this, the organisation has adopted a ‘positive health and safety culture’ which is actively promoted. This can be highlighted in the ‘Four C’s’ model as shown below:

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| **Competence** | * Accessing the skills needed to carry out all tasks and activities safely
* Providing appropriate instructions and training for all employees, including temporary staff
* Ensuring that, when dangerous tasks are undertaken, personnel have the necessary training, equipment and experience to carry out the task safely
* Arranging for health and safety to feature regularly on committee agendas.
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| **Control** | * Leading by example
* Identifying key personnel with responsibility for specific health and safety tasks
* Ensuring that everyone understands their responsibilities, know what must be done, how supervision is to operate, as well as being individually accountable within defined parameters
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| **Co-operation** | * Regularly consult with staff, volunteers, trustees, representatives and clients and involve them in the planning and reviewing practice
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| **Communication** | * Providing information about hazards, risks and preventative measures
* Discussing health and safety regulation
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Therefore, it is the policy of the Board of Trustees, so far as is reasonably practical to:

* Establish and maintain a safe and healthy environment
* Establish and maintain safe working procedures among staff, volunteers, trustees and clients
* Maintain all areas under the control of the Board of Trustees in a condition that is safe and without risk.
* Formulate effective procedures which would be used in the event of an accident or fire and would include evacuating the premises
* Teach safety as part of the clients’ duties where appropriate
* Provide and maintain adequate facilities and to make recommendations where appropriate.

**Organisation**

Responsibilities of the Board of Trustees

The Trustees are responsible for implementing this policy and in particular they will:

* monitor the effectiveness of the safety policy and the safe working practices described within it and shall revise and amend it, as necessary, on a biannual basis;
* prepare an emergency evacuation procedure and arrange for periodic practice evacuation drills (normally at least twice a year) to take place and for the results of these to be recorded;
* make arrangements to draw the attention of all volunteers and selected BAABT representatives using the Boat House about the safety policies and procedures and of any relevant safety guidelines and information issued by the HSE;
* make arrangements for the implementation of the HSE's accident reporting procedure and draw this to the attention of all members as necessary;
* ensure that biannual safety inspections are undertaken;
* arrange for the withdrawal, repair or replacement of any item of equipment identified as being unsafe by any representative of BAABT;
* report any defect in the state of repair of the buildings or their surroundings which is identified as being unsafe and make suitable arrangements as are reasonable to limit the risk entailed;
* NB The Board of Trustees will deal with all aspects of maintenance which are under their control or report any other situation identified as being unsafe or hazardous and which cannot be remedied within their financial resources to Bournemouth Borough Council concerning the boatshed or any other relevant organisation;
* monitor, within the limits of their expertise, the activities of Beach house users present on site, as far as is reasonably practicable;
* The Board of Trustees that all users involved in any activities complete appropriate H&S waivers before participating in any activities

Duties of the Health and Safety Trustee

The delegated Health and Safety Trustee, will:

* assist the Board of Trustees in the implementation, monitoring and development of the safety policy within the organisation;
* monitor general advice on safety matters given by the HSE and other relevant bodies and advise on its application to the Organisation
* co-ordinate arrangements for the design and implementation of safe working practices within the Organisation and Beach House;
* investigate any specific health and safety problem identified within the Beach Hut and take or recommend (as appropriate) remedial action;
* assist in carrying out biannual safety inspections of the premises and its activities and make recommendations on methods of resolving any problems identified;
* ensure that all Beach House users with control of resources (both financial and other) give due regard to safety;

Responsibilities of BAABT Representatives towards clients.

All Delegated BAABT Representatives are responsible for the health and safety arrangements in relation to clients and volunteer helpers under their supervision. In particular, they will monitor their own work activities and take all reasonable steps to:

* exercise effective supervision over all those for whom they are responsible;
* be aware of and implement safe working practices and to set a good example personally. identify actual and potential hazards and introduce procedures to minimise the possibility of mishap;
* ensure that any equipment or tools used are appropriate to that use and meet accepted safety standards;
* provide written warning notices and signs as appropriate;
* provide appropriate protective clothing and safety equipment as necessary and ensure that these are used as required;
* minimise the occasions when an individual is required to work in a hazardous situation or on a hazardous process;
* evaluate promptly and, where appropriate, take action on criticism of health and safety arrangements;
* provide the opportunity for discussion of health and safety arrangements;
* investigate any accident (or incident where personal injury could have arisen) and take appropriate corrective action;
* provide for adequate instruction, information and training in safe working methods and recommend suitable "off the job" training;

NB When any BAABT Trustee, staff, volunteer considers that corrective action is necessary but that action lies outside the scope of their authority; they should refer the problem to the Board of Trustees or Health and Safety Trustee.

Responsibilities of Trustees, staff and volunteers

All Trustees, staff and volunteers have a responsibility under the Act to:

* take reasonable care for the health and safety of themselves and of any person who might be affected by their acts or omissions at work;
* co-operate with the Board of Trustees and others in meeting statutory requirement and not interfere with or misuse anything provided in the interests of health, safety and welfare;
* make themselves aware of all safety rules, procedures and safe working practices applicable to their posts; where in doubt they must seek immediate clarification from the Health and Safety Representative or Delegated BAABT Representative;
* ensure that tools and equipment are in good condition and report any defects to the Health and Safety Representative;
* use protective clothing and safety equipment provided and ensure that these are kept in good condition;
* ensure that Beach House is kept tidy;
* ensure that any accidents, whether or not an injury occurs, and potential hazards are reported to the Health and Safety Representative.

WHENEVER A BAABT REPRESENTATIVE OR VOLUNTEER IS AWARE OF ANY POSSIBLE DEFICIENCIES IN HEALTH AND SAFETY ARRANGEMENTS SHE/HE MUST DRAW THESE TO THE ATTENTION OF THE HEALTH AND SAFETY TRUSTEE.

Please note the following:-

* It must be realised that newly appointed volunteers or representatives could be particularly vulnerable to any risk and it must be ensured that all relevant health and safety matters are drawn to their attention at an early stage.
* Whilst it is a management responsibility to instruct all employees in safe working procedures in relation to their posts and work places, employees may from time to time find themselves in unfamiliar environments. In such cases, the employee concerned should be particularly alert for hazards, and whenever possible, ensure they are accompanied by a person familiar with the environment or that they are advised of specific hazards.
* Trustees, staff, and volunteer will be expected, as far as reasonably possible, to meet the same standards.

Responsibilities of Clients

All clients are expected, within their expertise and ability, to:

* exercise personal responsibility for the safety of themselves and other users;
* observe that standards of dress are consistent with safety and/or hygiene (this would preclude unsuitable footwear, knives and other items considered dangerous);
* observe all the safety rules of the Beach Store and in particular the instructions of the BAABT Representatives in the event of an emergency;
* use and not wilfully misuse, neglect or interfere with things provided for safety purposes.
* Complete all waiver forms truthfully and accurately

NB The Trustees will make clients (and where appropriate the parents/guardians) aware of these responsibilities through direct instruction and notices

Visitors

Visitors and clients of the premises are expected, as far as reasonably possible, to observe the safety rules of the Beach House.

Fire Emergency Evacuation Procedures

* They are posted on the wall directly above the fire extinguishers on the left hand side by the main entrance.
* These procedures will be updated as appropriate.
* The log book for the recording and evaluation of practice and evacuation drills is available.

Fire Prevention Equipment

Arrangements will be made to monitor the condition of all fire prevention equipment annualy.

First Aid and Accident Reporting Procedures

* A first aid kit is available in the Boat House.
* The person responsible for administering the accident reporting procedure, the notification of serious accidents causing death or major injury and dangerous occurrences will be the BAABT representative at that time. The accident book and report forms and the arrangements to be followed if the person injured is unable to complete an accident report form are to be found in the boat shed.

**Procedures**

Accident/Incident Reporting and Investigation

Any accident, incident or injury involving anyone on the BAABT premises is to be reported in the Accident Report Log. The Accident Log should contain the following information:

 Name of injured person
 Date
 Injury sustained
 Treatment/recommendations given

When a client is taken directly to hospital from the beach premises, the stated emergency contact must be informed at the first opportunity and the Health and Safety Trustee must be notified.

All significant accidents, incidents and near-misses are to be immediately reported to the Health and Safety Trustee who will conduct a documented investigation into more serious incidents. The purpose and intended outcome of the investigation is to identify the immediate and underlying causes of the accident so appropriate measures to prevent reoccurrences can be implemented.

The Health and Safety Trustee will ensure that the Board of Trustees is appropriately informed of all incidents of a serious nature. They will monitor all accident/incident reports for trend analysis, in order to observe repetitive factors so that preventative measures can be taken.

Third party users must report all incidents related to unsafe premises or equipment to a BAABT representative who will appropriately report and investigate each incident. Incidents related to the user’s own organised activities are to be reported by them in line with their own reporting procedures

All users of the boat house facilities must declare medications, carry appropriate dosage and self administer when appropriate.

If any representative of BAABT becomes aware that a user needs medical attention, they will immediately contact the emergency services

Auditing Health & Safety

The designated Trustee will audit H&S annually. During the audit, the procedures will be reviewed.

Safeguarding

Arrangements regarding safeguarding of vulnerable people are set out in the Safeguarding Policy.

First Aid

First aid should be given whenever possible by a trained person, but this should not prevent any person giving first aid when necessary. In an emergency case, 999 is to be called.

A First aid kits is available in the boat house and the contents checked and replenished as necessary by BAABT Representative. Only first aid items may be held in a first aid kit (no creams, lotions, tablets, etc).

A portable first aid kit will be available, suitably stocked and taken when clients are using BAABT equipment near the premises.

In the event of a more serious injury, such as:

* Unconsciousness
* severe bleeding
* object stuck in throat
* deep cut that may require stitching
* suspected fracture
* severe asthma attack;
* severe reaction to bites or stings
* swallowing or suspected swallowing of toxic substance
* allergies and anaphylaxis

**Dial 999 and ask for an ambulance**

**CALL EMERGENCY CONTACT IMMEDIATELY**

Flammables –

BAABT will not keep large quantities of flammable liquids on the Beach house premises.

Health & Safety Training

The safety training needs of the Trust will be considered by the Board of Trustees and the appropriate training arranged.

The Health and Safety Trustee will arrange training as necessary.

Lone Working

All boat house users are required to tell someone in advance when they are working at the facility alone and they should contact the Project Worker, a trustee or a delegated volunteer when they have finished.

Manual Handling

All those who have been authorised to use the facility will have a short training session from a BAABT representative on how to use, handle and manoeuvre all the equipment in the boat house. Any lifting undertaken by a user will be carried out at their own risk.

No Smoking Policy

There is a non-smoking policy within the boatshed

Property Maintenance

Although the Board of Trustees are committed to building and maintenance checks, all premises users are encouraged to be vigilant about the issue of property maintenance. Any defects in the condition of the building or nearby vicinity should be reported to the Health and Safety Representative who will take action and liaise with the Board of Trustees.

Risk Assessments

An annual risk assessment will be carried out by the designated BAABT trustee. Any required actions will be implemented by the designated trustee and reported to the Board of Trustees

Security

It is vital to make the premises secure. Doors to the premise should be locked when no one is inside the building in order to avoid unknown visitor access

All valuable equipment will be compiled in an inventory to be maintained by the Project Worker.

Users of the premises are responsible for the security of their own personal items. Clients are strongly discouraged from bringing valuables onto the premises.

Slips Trips and falls.

Our annual risk management process assesses all areas and activities for potential slipping, tripping and falling. It is the responsibility of all staff, volunteers and clients to take all due care and attention and manage potential hazards safely.

Client Safety

Every effort will be made by the board of trustees to ensure client safety, but they are advised that they are using the premises and equipment at their own risk and any user can withdraw from using the facilities at any time.

Supervision of Clients

On most occasions a representative of BAABT will be present. However, is some occasions if the premises are used by other authorised users then they do so at their own risk and should not engage in water sports activities unless they have signed the appropriate waivers and have been given authority by a BAABT Trustee.

Waste

All waste products should be disposed of after each session and the boat house should be left clean and tidy.

Adopted by Board of Trustees Feb 2025

Review Feb 2026