



# **WENDOVER ARM TRUST**

# **RESTORATION VOLUNTEER HANDBOOK AND HEALTH AND SAFETY GUIDE**

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**[www.wendoverarmtrust.co.uk](http://www.wendoverarmtrust.co.uk)**

**Registered Charity No. 801190**

## **The Wendover Arm Trust**

The Trust was formed in 1989 as a registered charity to promote and implement the restoration of the Wendover Arm Canal.

The Trust is run by a dedicated team of volunteers and is a membership organisation.

There is no local or national government subsidy and although the Canal & River Trust owns the canal, it is only permitted by legal constraints to carry out essential maintenance to keep the towpath clear and to ensure the supply of water from Wendover reaches the Tring summit at Bulbourne Junction.

### **Volunteers**

The work of restoration is carried out by volunteers and this guide has been produced to help and encourage all concerned to work in a safe and secure manner to prevent accidents and injury to themselves and others.

### **Safety Awareness**

Remember the work in which you are involved is being carried out in a potentially hazardous environment so be aware at all times.

Remember, safety is the responsibility and concern of

**all**

## **INTRODUCTION**

This handbook is produced with several objectives:

- To avoid any accident or injury to any person associated with the restoration of the Wendover Arm particularly whilst working on or visiting the restoration site or environs.
- To protect and maintain the safety of members of the public at all times who may be in the vicinity or passing the restoration site.

The Wendover Arm Trust (WAT, the Trust) must also:

- Conform with current and emerging legislation regarding Health & Safety affecting the Trust's operations.
- Ensure that we meet the requirements of our insurers.
- Provide instructions on how to carry out the various construction works that have to conform to the requirements and specifications of the Canal & River Trust (CRT).

Although the Health & Safety and insurance requirements are mandatory, the Trust has a duty of care to its volunteers and members of the public and this handbook contributes towards doing so.

The Trust has been appointed as Principal Contractor for the restoration of the Wendover Arm by the Canal & River Trust and this vote of confidence on our operations means that all our volunteers and visiting groups must be diligent at all times in maintaining a safe working environment and must observe all rules and regulations at all times. It is also incumbent on anyone in charge of the Trust's operations to ensure that any visiting groups are fully briefed on our requirements.

Detailed methods of working are not included in this handbook as new and amended methods are a regular feature of our work. Updating this handbook each time they are amended would be impracticable so these will be issued to those in charge of specific operations as and when necessary.

A full set of Method Statements and Risk Assessments have been drawn up and copies are available on the Trust's website. Hard copies are also available in the orange steel box kept inside the green tool hut on site.

**HEALTH & SAFETY STATEMENT  
and  
POLICY  
for  
RESTORATION WORK SITES**

This statement acknowledges that accountability for the Health & Safety of organisers, volunteers, visitors etc. at the restoration sites of the Wendover Arm Trust rests with the Council of the Wendover Arm Trust.

The Council, however, relies on the assistance of all those associated with the organisation and running of Trust activities to ensure that an effective framework for Health & Safety is in place.

**1. Statement of Intent**

The Council of the Wendover Arm Trust will take all steps within its power to meet its responsibilities under all current and future Health & Safety legislation and regulations relating to its activities.

This Statement describes our organisation and arrangements for the management of Health & Safety in our activities.

**2. Organisation and Responsibilities**

**2.1 Responsibilities of the Council**

The Council will:

- Formulate a Health & Safety Statement setting out in writing the responsibilities and arrangements for ensuring health & safety before, during, and after any restoration works.
- Regularly review the Health & Safety arrangements and implement new arrangements as necessary.
- Seek appropriate advice on matters the Council is not fully competent on, or where additional advice could usefully be sought.
- Promote high standards of Health & Safety

**2.2 Duties of all persons with an identified organisational role**

Some of the day-to-day responsibility for Health & Safety matters will be delegated to persons organising specific areas and tasks. All organisers should:

- Be aware of their responsibilities under Health and Safety legislations and regulations.
- Take reasonable care for the Health & Safety of themselves and others who may be affected by their acts or omissions.
- Co-operate with the Council in all matters of Health & Safety, so as to enable compliance with the law.
- Report to the Council any serious or immediate danger to Health & Safety, or what is seen to be a potentially dangerous situation.

## **2.3 General Responsibility of All Personnel Involved in Restoration Work**

It shall be the responsibility of all persons while undertaking any form of restoration work to take every reasonable care for the health & safety of themselves and other persons with whom they are working or may otherwise be affected by their actions, particularly members of the public.

All personnel undertaking restoration work are responsible for wearing clothing appropriate to the weather conditions and wearing Personal Protective Equipment (PPE) appropriate to the work being undertaken. See also section 4.3. In sunny weather this may include wearing suitable sun protection.

Most of our volunteers are not used to heavy physical work. The type of work involved in canal restoration is tiring, so all personnel need to take care of themselves and take rests when they feel tired. They are not letting the others down by taking a rest.

## **2.4 Responsibilities of Team Leaders**

It is the responsibility of Team Leaders to implement the policies and requirements of the Trust's Council on a day-to-day basis. This includes ensuring compliance with the requirement of this handbook and all other WAT publications such as (but not limited to):

- Project Plans
- Construction drawings etc.
- Method statements
- Risk Assessments

Team Leaders also have a key role in promoting safety and safe working by leading by example and encouraging other volunteers to work in a safe manner. They must therefore stop any misuse of plant, equipment, etc. or other unsafe actions that they become aware of. They must also arrange for any person suspected of being drunk or under the influence of a prohibited substance to be escorted from the site.

## **2.5 Responsibilities of the Health & Safety Co-ordinator**

The Health & Safety Co-ordinator will:

- Have overall responsibility for implementing the Health & Safety arrangements as assigned by the Council.
- Be the focal point for references on Health & Safety and give advice or indicate sources of advice.
- Seek specialist advice on Health & Safety matters when necessary.

## **2.6 Regulations**

The Construction (Design and Management) Regulations 2015 (CDM) apply to all the Trust's restoration activities. Under those regulations the Canal & River Trust are the 'Client' and as such are responsible for appointing the 'Principal Designer' and the 'Principal Contractor'. Canal & River Trust have appointed themselves as Principal Designer and appointed the Wendover Arm Trust as Principal Contractor.

Lifting Operations and Lifting Equipment Regulations 1998 (LOLER) apply to all lifting operations undertaken by the Trust including lifting with an excavator but not when used for normal earth-moving operations.

All work equipment and its use, must comply with the requirements of the Provision and Use of Work Equipment Regulations 1998 (PUWER).

The Control of Substances Hazardous to Health Regulations 2004 (COSHH) apply to some of the Trust's activities such as using cement and contact with potentially contaminated water.

The Management of Health and Safety at Work Regulations 2006 set out the framework for the Trust to follow to ensure that volunteers are able to work in an environment that is, as far as reasonably practicable, safe and without risks to health.

The Personal Protective Equipment (PPE) at Work Regulations 1992 require that appropriate PPE is used when required and is in good condition.

The Control of Noise at Work Regulations 2005 and the Control of Vibration at Work Regulations 2005 may apply when working with some plant and tools.

The Health & Safety (First Aid) Regulations 1981 apply to the Trust's first aid provision and arrangements.

The Manual Handling Operations Regulations 1992 apply to many of the Trust's restoration activities.

The Work at Height Regulations 2007 apply to some of the Trust's restoration activities

The regulations listed above cover most of the Trust's restoration activities, although other regulations may apply in some specific circumstances e.g. Confined Spaces Regulations 1997

The Operations Director is responsible for identifying Regulations which apply, and will arrange for the requirements of the Regulations to be met.

## **2.7 Insurance**

Except for the Trust's pick-up road vehicle, cover is held through the Inland Waterways Association (IWA) Insurance Scheme. This include both public

liability insurance and employer's liability insurance.

The Trust's pick-up road vehicle is insured with the National Farmers' Union. It is registered in the Trust's name. Only persons aged twenty-five and over who hold a current UK driving licence may drive this vehicle and then only with the authorisation of the Operations Director.

The Trust has no insurance cover for persons under sixteen years of age who are therefore not allowed on site unless they are covered by alternative insurance (e.g. IWA Family Camps).

Visiting work groups such as Waterway Recovery Group (WRG) may undertake work for which the Trust has no insurance cover (e.g. work with chainsaws). These work groups must satisfy the Trust that they have adequate insurance cover before work starts.

## **2.8 Audit and Review**

The Trust Council shall carry out an annual review of the Statement and its implementation, and the Health & Safety Co-ordinator will be responsible for ensuring that any changes are brought to the attention of all persons concerned, that changes are fully implemented, and that any training needs identified are fulfilled where possible.

### **3. General Procedures**

#### **3.1 Fire and Other Emergencies**

In an emergency the person in charge or person in authority is to clear the area of people, take appropriate immediate action (e.g. isolate electrical services or source of fuel), and call the emergency services.

If the team leader becomes aware of an incident and needs to warn the other volunteers, he/she blows a whistle using repeated long blasts. On hearing the whistle volunteers should stop work, make plant, tools, equipment and materials safe then make their way to the team leader.

A roll call of those present will be taken immediately by the team leader. The working area will be made secure against entry by any personnel whether they be work party members, visitors to the site or members of the public, and will be kept secure until declared safe by the emergency services if summoned, or by the person in charge.

#### **In all hazardous situations:**

*FIRST PRIORITY:* The safety of people, their removal from danger, their care, and the application of First Aid.

*SECOND PRIORITY:* Call the emergency services where necessary.

Note: It is important that exact details of the nearest access point are provided when calling emergency services.

- Drayton Beauchamp Bridge postcode HP22 5LT, Map reference SP 903119, "What3Words" location: \\\relishing.perused.dishes
- The car park entrance at Little Tring is postcode HP23 4NR, Map reference SP 916129, "What 3 Words" location: \\\unwind.excavate.supreme

*THIRD PRIORITY:* Safeguard premises and equipment, if possible.

#### **EMERGENCY TELEPHONE NUMBERS:**

An information card giving details of all emergency numbers and site location are issued to all volunteers. It also includes information to be given to the emergency services operator. This card is regularly reviewed and re issued as and when any of the details are changed.

### **3.2 Fire Fighting Equipment**

The team leader is responsible for arranging and positioning of firefighting equipment if a risk assessment shows a requirement at any working site.

### **3.3 First Aid**

The Trust has its own volunteers qualified in first-aid. The Trust endeavours to ensure that an adequate number of First Aiders are on site. Details of First Aiders on site each day are issued at the start of every work party.

Each First Aider has a first aid kit and that person is responsible for checking the contents on a monthly basis and ensuring that any deficiencies or out of date items are made good immediately. A First Aid box is also located in the Trust site hut and another in the Trust pick up. A defibrillator is also kept in the Trust site hut.

At times when a volunteer qualified in First Aid is not on site and emergency treatment is required the Ambulance Service must be called, although the defibrillator is designed to be used by untrained people and gives verbal instructions on what to do. Do not let any lack of training deter you from using the defibrillator.

### **3.4 Hazard Reporting and Risk Assessment**

All volunteers and contractors should report hazards, including 'near misses', of which they become aware to the team leader on site who will in turn report it to the Health & Safety Co-ordinator, who will be responsible for initiating a review and any remedial action necessary.

### **3.5 Accident, Dangerous or Violent Incident Reporting**

In the event of an accident or a dangerous or violent incident the affected person (or the team leader in they are not able to do so) will fill out an accident report form, obtainable from the Health & Safety Co-ordinator or from the site hut, as soon as possible after the event.

The form will be passed to the Health & Safety Co-ordinator who will then take further action as appropriate.

The Operations Director should be informed of any incident by telephone as soon as possible. If they are not available notify the Health & Safety Coordinator by telephone instead.

Where an accident is caused by faulty plant, equipment etc., or an unsafe system of work, the team leader will ensure that the hazard is removed or isolated until any necessary modifications or repairs can be made.

Any incident with possible insurance implications must be reported to the IWA Insurance Administrator immediately.

### **3.6 General Requirements at Work Sites**

The team leader, who is appointed by the Operations Director will, at the start of each, day give a briefing to all volunteers with details of the work to be carried out together with any particular hazards associated with that work.

They will also outline the appropriate steps that have been taken or will be taken to reduce the hazard, following risk assessments.

The team leader will supervise all work sites whilst work is being carried out and volunteers are on site; they will also define the assembly point where volunteers must gather in the event of an emergency and, in such an event, ensure that all volunteers on site are accounted for.

The work area shall be defined by the person in charge, who will be responsible for ensuring that all persons on the work party are aware of the boundaries of the area and the requirements of this policy for persons within that area, and that those requirements are complied with. It is recognised that work areas can move as certain tasks progress within a single work session, and this must be borne in mind by the team leader.

Visiting groups must be given an induction providing full information on Health and Safety requirements and fully briefed on all aspects of the work that they are to undertake when they arrive on the first day of their visit. The leader of the visiting group must ensure that late arrivals are properly briefed before they are allowed on site.

## **4. Specific Safety Precautions and Site Hazards**

### **4.1 Work Equipment General**

Work equipment, regardless of its nature shall only be used by trained and competent operators, and appropriate personal protective equipment should be used at all times.

The team leader is responsible for issuing such work equipment only to those are competent in its use. Initial supervision will be given to those using an item of equipment on site for the first time.

All work equipment, whether owned by the Trust, hired by them, or supplied by volunteers or others, will comply with the requirements of the Provision and Use of Work Equipment Regulations 1998 (PUWER) and other relevant regulations and guidance.

The Trust is responsible for ensuring that equipment owned by the Trust, or supplied by volunteers, is maintained in accordance with the requirements, and shall arrange for testing where necessary.

Lifting equipment will be tested every 12 months as required by the Lifting Operations and Lifting Equipment Regulations 1998 (LOLER). Any lifting equipment for persons will be tested every 6 months. A contract for regular inspection and certification of the trust's lifting equipment is in place.

Equipment hired by the Trust, or hired or supplied by volunteers, is recognised as a special area of risk. Hire shall only be undertaken through reputable hire companies, who shall be members of a recognised hire trade association, or shall be able to show reasonable evidence of maintaining the standards of such associations.

The person hiring or bringing any equipment on site is responsible for ensuring that it complies with all legal requirements and is in good and serviceable condition. The person driving or using any item of plant is responsible for inspecting it before use to ensure it is in good and serviceable condition.

Where any doubt exists about the safety of an item of equipment, expert advice will be sought before it is made available for use.

## **4.2 Mobile Plant**

Drivers of mobile plant shall be competent and properly trained and authorised. The Trust makes use of the Waterway recovery Group (WRG) plant authorisation scheme. All authorised mobile plant drivers must hold a "Driver Authorisation" card issued by WRG. Drivers that have been recently assessed and passed by an instructor competent on that type of plant are issued with a temporary authorisation by the instructor. This temporary authorisation is valid for 21 days from issue.

It is the responsibility of Team Leaders to satisfy themselves that mobile plant drivers are suitably authorised and competent for the task in hand.

Particular care and attention must be taken by ALL PERSONNEL when working in or around mobile plant.

Under normal circumstances no person must go within operating distance of any mechanical plant unless the plant driver is aware of their presence and has taken their hands off the controls to indicate the machine is immobile.

It is recognized that there might be specific tasks which require personnel to work in close proximity to plant in which case the following safety precautions must be followed.

No person on site must go within operating distance of any mechanical plant unless the plant driver is fully aware of their presence and the operation is carefully controlled by banksmen working in close liaison with the plant operator.

#### **4.3 Personnel Protective Equipment (PPE)**

Hard hats, high visibility jackets/vests and safety footwear shall be worn at all times by all persons in the work area. A supply of hard hats and high visibility jackets will be made available in the Trust hut. Most jobs on site also require that suitable gloves are worn. This is especially true when handling concrete blocks.

All personnel shall be responsible for ensuring that their hard hats are kept in good condition. Any damaged or defective hats must be safely disposed of and a replacement obtained. Note that hard hats have a limited life. Any hard hats more than 5 years old should be replaced.

Other items of Personal Protection Equipment (PPE) such as ear defenders will be supplied when undertaking specific tasks requiring additional protection.

All volunteers are responsible for supplying their own personal PPE such as gloves and safety footwear. In wet conditions on the work site, steel toe capped wellington boots are recommended. Certain items of protective footwear can be supplied by the Trust when available. Safety footwear should include steel insole protection in addition to steel toecaps.

#### **4.4 Manual Handling Risk**

The nature of restoration work will inevitably involve manual handling of material. All persons involved in the work should be aware of the risks involved, and will be advised of such by the team leader in charge of the work party.

The Trust has special tools to reduce the risk of manual handling injuries and to make the job easier. It is the responsibility of ALL volunteers to use these special tools when undertaking the relevant tasks.

Where Risk Assessments show a requirement for manual handling equipment these will be provided before any work commences.

#### **4.5 Weil's Disease**

Weil's Disease is carried by rats and spread through their urine. It is caught by humans through contaminated water entering the body through cuts or skin abrasions.

The risk can be greatly reduced use of suitable gloves and normal hygiene practices such as cleaning hands before eating.

## **4.6 Newly Identified Specific Areas of Risk**

Separate Method Statements and Risk Assessments will be carried out for each substantially new operation or working site, and will be documented, prior to work commencing.

Where such Risk Assessments show a requirement for training, only suitably trained persons shall be permitted to carry out the relevant task.

The Operations Director, or the Health & Safety Coordinator, is responsible for assessing the need for a Risk Assessment, and for ensuring that any control measures identified are put in place.

All risk assessments and Method statements are kept in the Health & Safety Site File that is held on site in the orange box kept in the site tool hut.

## **4.7 Visitors on Site**

All visitors including contractors or delivery drivers etc. must report on arrival to the appropriate person in charge at that time.

This person shall assess the requirements and either carry out one or more of the following:

- Carry out a full induction
- Provide them with relevant Health & Safety information
- Remind them of their responsibilities to the public and any others on or near the site.
- If appropriate, in the case of a short visit such as a delivery for example, ensure that the person visiting the site is accompanied at all times by a responsible member of the team.