WILTS & BERKS CANAL TRUST

PATRON: HRH THE DUCHESS OF CORNWALL

RESTORING IN PARTNERSHIP THE WILTS & BERKS CANAL THROUGH WILTSHIRE, SWINDON AND OXFORDSHIRE

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The Queen's Award for Voluntary Service
The MBE for volunteer groups

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0 ACRONYMS (USED IN H&S DOCUMENTATION)

Acronym	Meaning
ALARP	As Low As Reasonably Possible
CDM	Construction (Design & Management) Regulations 2015
CEO	Chief Executive Officer
COSHH	Control of Substances Hazardous to Health
CPP	Construction Phase Plan
DRRR	Design Residual Risk Register
HSE	Health and Safety Executive
HSRR	Health and Safety Risk Register
LOLER	Lifting Operations & Lifting Equipment Regulations 1998
MSDS	Material Safety Data Sheet
PCI	Pre-Construction Information
RIDDOR	Reporting of Injuries, Diseases & Dangerous Occurrences Regulations 2013
SHOC	Safety Hazard Observation Card
SSSI	Site of Special Scientific Interest
TPO	Temporary Protection Order
TWC	Temporary Works Coordinator
WPO	Work Party Organiser

1 INTRODUCTION

1.1 Purpose

The purpose of this document is to set out the rationale and structure of Wilts & Berks Canal Trust (the "Trust") Health and Safety organisational arrangements, which have been developed to support the Trust's commitment and intent towards protecting the safety and well-being of its employees, volunteers and others who could be adversely affected by its activities.

The policy, organisational arrangements and related controls outline the Trust's expectations towards Health and Safety and apply across all Trust activities.

The aim of WBCT's Health and Safety organisational is to provide a framework in which the diverse range of activities can be completed in such a way as to eliminate, or reduce, the likelihood of injury or ill-health to 'As Low As Reasonably Practicable' [ALARP].

1.2 About WBCT and its activities

The Wilts & Berks Canal Trust (the "Trust") was formed in the 1970's with the aim of restoring the entire length of the Wilts & Berks Canal from its connection with the Kennet and Avon Canal at Semington via Swindon to both Cricklade and Abingdon where it joins the River Thames.

The Trust's objective is the restoration of all 72 miles of the Wilts & Berks Canal to create a tranquil public waterside park for walking, cycling, fishing and boating.

Achieving this objective involves the following works:

- Reinstating the canal route or providing diversions where the previous route is no longer accessible
- Restoration / construction of at least 70 locks
- Restoration / construction of more than 120 bridges, aqueducts or other significant structures
- Securing an adequate water supply to the system
- Connecting the canal to the remainder of the UK system of inland waterways

The activities of the Trust are divided into the following categories of operations:

Care and maintenance: The Trust undertakes a programme of care and maintenance of sections of the canal previously restored or to be restored in the future. These works include grass mowing, strimming, hedge cutting, scrub clearance, fencing, painting etc.

Restoration projects: Restoration projects involve the restoration of structures along the line of the canal. Projects range from minor repairs to full reconstruction of structures or the creation of the waterway, sometimes in a new location. The less complex and labour-intensive operations may be performed by the Trust's volunteers subject to the availability of the required skills, with larger projects undertaken by external contractors.

Use of the waterway: As sections of the waterway and associated access routes and paths are restored, the Trust operates activities to highlight the value of the restored waterway. Events include boat trips, exhibitions, guided tours and planned walking routes.

1.3 Health and Safety Goals

The Trust's objective is to execute the work scopes with zero harm, meaning no injury to people, no damage to assets or equipment and no unavoidable harm to the environment. To achieve this the Trust, their suppliers and contractors will:

- Provide adequate control of the health and safety risks arising from its work activities;
- Consult with its volunteers, employees, suppliers and contractors on matters affecting their health and safety;
- Provide adequate training to ensure employees and volunteers are competent to carry out their work activities;
- Establish safe working conditions, identify hazards and implement practices to prevent accidents;
- Appoint specialist health and safety personnel where required;
- Provide and maintain safe plant and equipment;
- Ensure safe handling and use of substances;
- Provide suitable and sufficient information, instruction and supervision to people entering the Trust's premises and working locations;
- Ensure all duty-holders possess the necessary competence to complete their tasks safely;
- Ensure compliance with all relevant Health and Safety legislation;
- Maintain safe and healthy working conditions on all our sites;
- Actively promote a positive Health and Safety culture at all levels of the Trust's operations;
- Record and investigate injuries, incidents, and 'near-misses', and use this data to drive continued improvement;
- Conduct regular monitoring and management reviews to ensure that the Trust's Health, Safety and Wellbeing Policy, and associated management arrangements remain reflective of the Trust's activities and current legislation.

To achieve this, there is a high focus on:

People: skilled and competent persons, sufficiently resourced teams, appropriate supervision, and strong visible leadership.

Plant & Equipment: selecting and using the "right tool for the job", inspecting and maintaining all equipment at the required frequency and prior to each use, and retaining all related records.

Process: developing, implementing and maintaining well-defined and proportionate 'safe systems of work'.

The Trust recognises this plan is only as good as the attitudes and abilities of the people who are required to use it. Developing behavioural safety within the team is a key element to achieving a positive health and safety culture. To this end, the Trust empowers all employees and volunteers to stop work that they consider to be unsafe or where they consider the implemented controls measures do not provide a 'safe system of work'.

These Health and Safety organisational arrangements further detail how the Trust intends to meet its obligations.

1.3.1 The Health and Safety arrangements

The Health and Safety organisational arrangements of the Trust have been created to provide the structures and systems necessary to successfully implement the Trust's Health, Safety and Wellbeing Policy Statement, and to manage the Trusts legal obligations.

The following diagram illustrates the Trust's hierarchical structure of the Health and Safety organisational arrangements.

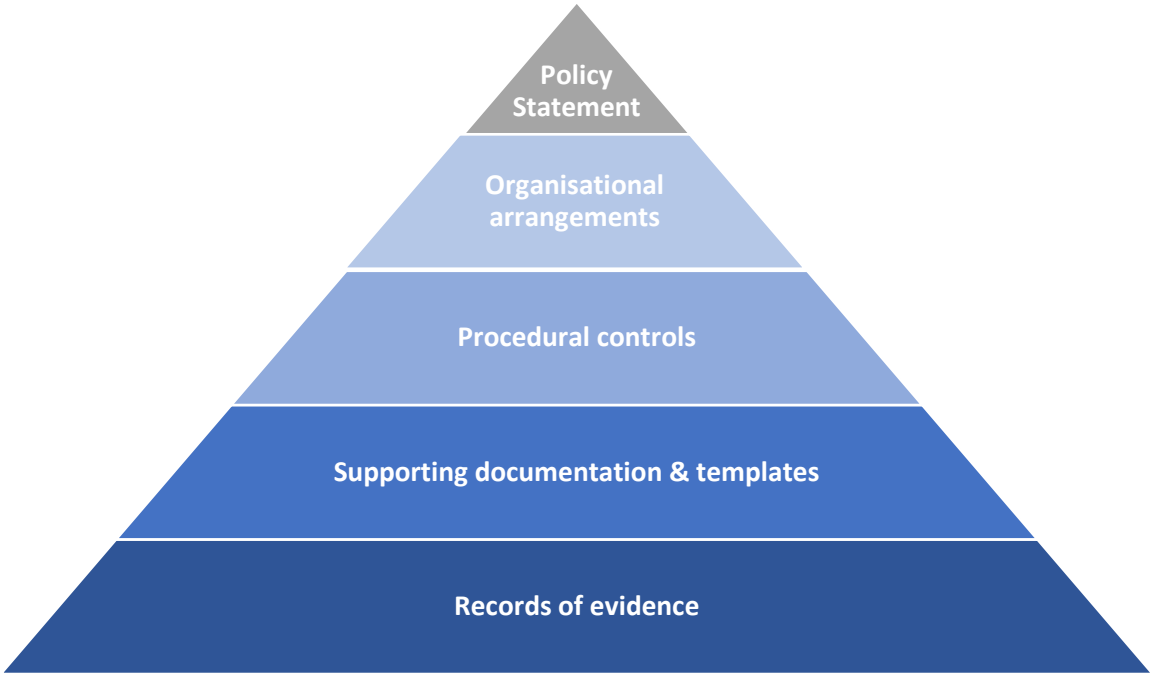


Diagram One – Health and Safety organisational arrangements

The Trust's Health and Safety organisational arrangements has been divided into five sections:

Section One: The Health, Safety and Wellbeing Policy Statement sets out the Trust's intent towards the management of Health and Safety across the Trust's activities. This policy statement is the starting point under which all other control measures are implemented and is further supported by the organisational arrangements.

Section Two: Health and Safety organisational arrangements [this document] provides the supporting structures necessary to successfully implement the Health and Safety Policy Statement, including how Health and Safety is organised, roles and responsibilities, and the controls applied ensuring competence, monitoring and reviewing the Trust's Health and Safety performance, and controlling the flow of important information.

Section Three: Health and Safety Procedures have been developed to manage specific Health and Safety risks or obligations and include the Trust's approach to risk management, supplier selection, temporary works, equipment selection and the management of work parties.

Section Four: Supporting documents and templates have been created to ensure a consistent and standardised approach to the management of Health and Safety, and includes risk assessment templates, attendance and inspection records etc.

Section Five: Records of the activities of the Trust to demonstrate compliance with the Trusts Health, Safety and Wellbeing Policy and the related procedural and legal obligations.

See Appendix G for the Health & Safety file taxonomy.

This structured approach to the systematic management of the Trust's activities is based on Health and Safety Executive guidance – HS(G) 65 Management for Health and Safety.

1.4 Health and Safety Strategy

Building on the Trust's Health and Safety goals, the following strategy aims to further support the achievement of the 'goals' through the development, implementation, and maintenance of the necessary structures and systems to enable a 'zero harm' approach to be become a 'business norm' across all activities.

This will require strong visible leadership and a continued promotion of the 'safety message' across all activities.

A collaborative and stainable series of activities, which collectively support and encourage positive change across the Trust have been developed and grouped under the following five headings:

Management arrangements: the further development and implementation of appropriate, robust yet easy to understand control systems that set the frameworks and structures required to manage safety across all areas of the Trust.

Competencies: develop a process for identifying and maintaining required competencies for all job roles at all levels.

Positive cultures: develop and implement a series of workshops that challenges misconceptions and negative attitudes towards safety and promote good safety management as a core deliverable of equal importance to other objectives.

Behavioural safety: develop a safety campaign that challenges employees and volunteers at all levels to consider their own working practices and how these affect the safety of people in the environment in which they operate.

Empowering employees and volunteers: the Trust empowers employees and volunteers to stop work that they consider to be unsafe or where the implemented controls measures do not provide a 'safe system of work'.

Clear and regular communication: identify and establish effective methods for the two-way communication of important safety messages across all areas of the Trust's activities, including the capture of important safety data that can be used to identify emerging trends and inform where changes in control are necessary.

Progress monitoring will be reported to the Board of Trustees and Executive on a regular basis along with an annual progress report.

1.5 Document Control

The Health and Safety organisational arrangements and procedural controls are owned by the Health and Safety Co-ordinator.

All new arrangements and procedural controls are created in draft and issued by the Health and Safety Co-ordinator to appropriate stakeholders for consultation and comment prior to implementation.

Once implemented, the Executive Committee is responsible for the regular review of the Health, Safety and Wellbeing Policy and the organisational arrangements. See the Health and Safety document register at Appendix B.

All revisions and changes will be managed and communicated via the Health and Safety Co-ordinator. Each document will display a version number and issue date and be recorded in the document register, see Appendix B.

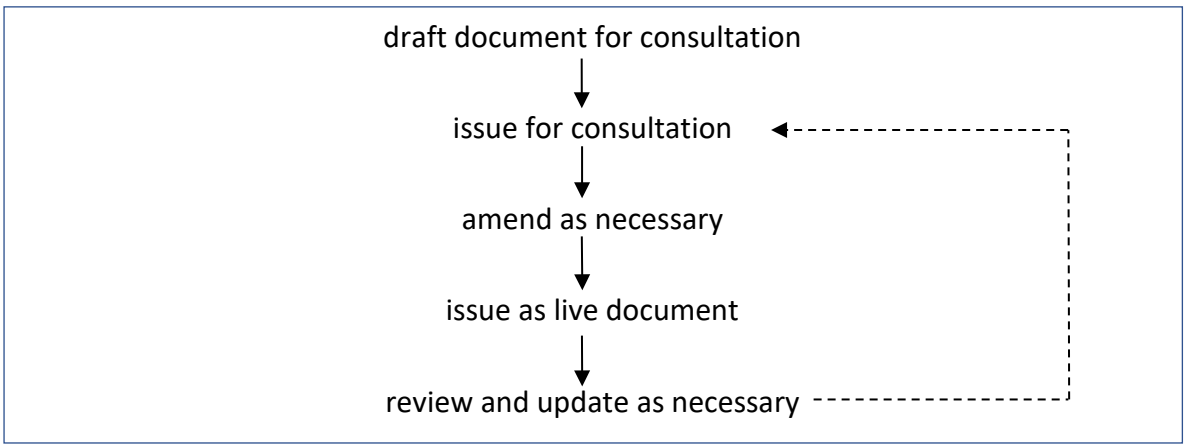


Diagram Two – document creation implementation process

2 RISK MANAGEMENT

2.1 Strategy

To assist the Trust in developing suitable and sufficient controls it has created a Health and Safety Risk Register [HSRR] that is used to record the risks related to the Trust's activities, assess the extent of the risks and identify the high-level controls applied to their elimination or mitigation.

This is the starting point of the Trust's 'lines of defence', which have been developed to protect people and the environments in which they operate from harm.

2.2 Hazard identification and risk management

The Trust has developed a risk management process that identifies the Trust-wide hazards [corporate level hazards] and operational hazards [task and project level hazards].

Trust-wide hazards are identified and recorded on the Trust's HSRR, which has been developed and reviewed by the Executive Committee, with input from employees, volunteers, and the Trustees. The content and mitigations are reviewed quarterly by the Executive Committee to ensure that the actions identified to eliminate or mitigate risks remain reflective of the Trust's activities and the associated legislative framework.

Operational hazards, in accordance with Reg.3 of the Management of Health and Safety at Work Regulations 1999, are assessed to identify the task hazards, the associated risks, and necessary control measures [risk assessment]. The Trust aims to, so far as reasonably practicable, eliminate hazards at source or through task design, where this is not possible then the aim is to reduce risks to 'as low as reasonably practicable' [ALARP]. The risk assessment process, which is based on the five steps to risk assessment, is contained within HSP-01 – Risk Assessment.

2.3 Risk elimination and mitigation measures

The Trust aims to apply a hierarchical approach to the elimination / mitigation of risks, as follows:

1. Eliminate the hazard
2. Reduce the hazardous with the less hazardous (substitution)
3. Prevent people from coming into contact with the hazard (isolation)
4. Implement safe systems of work (administrative controls)
5. Provide suitable and sufficient personal protective equipment
6. Apply suitable discipline to ensure consistent implementation and compliance

2.4 Risk Review

The review process will be completed by those with the necessary understanding of the task and the Trust's procedures applied to risk assessment.

Under normal circumstances the Trust's overall risk management arrangements is reviewed on an annual basis; however, additional reviews will be triggered following any accident / incident, near miss, non-compliance, change in legislation, change in working practices, changes of equipment, or other factor that has a material impact on the suitability of the risk assessments.

3 ROLES AND RESPONSIBILITIES

3.1 Organisation

The Trust is governed by a Board of Trustees, led by the Chairman of the Trustees. Authority to manage operations is assigned to the Executive Committee headed by the Chief Executive Officer.

Health and Safety is the responsibility of all employees, volunteers, and suppliers. Those people assigned with line management responsibilities are expected to take personal ownership for the safe delivery of their tasks, projects, or operations.

3.2 Roles and responsibilities

The following roles have been identified as 'duty-holder' in regard to the successful implementation of the Trust's Health, Safety and Wellbeing Policy and the associated arrangements and procedures:

The Trustees: The Board of Trustees is responsible for all activities of the Trust, including the Health and Safety of all persons involved. The Trust's Health, Safety and Wellbeing Policy is developed, reviewed and amended by the Board of Trustees.

The Board of Trustees appoints and monitors the Executive Committee to oversee the day-to-day operations of the Trust. The Trustees are responsible for the conduct of the Executive Committee in all their devolved duties. The Board of Trustees includes a Health and Safety Advisor who assists the Executive Committee in delivery of the Trust's Health and Safety Policy.

Executive Committee: The Board of Trustees is responsible for the appointment of a Chief Executive Officer (the "CEO") who appoints and heads the Executive Committee. The Executive Committee manages and delivers the operations of the Trust. Those operations include restoration, maintenance and activities of the Trust involving the general public. The duties devolved to the Executive Committee include the recruitment of volunteers, the identification of training requirements, the supervision of works by volunteer work parties, designers and contractors.

Health and Safety Coordinator: The Health and Safety Coordinator is a member of the Executive Committee and is responsible for overseeing all aspects of health and safety across all activities of the Trust. The Health and Safety Coordinator reports to the CEO and is assisted by Health and Safety Inspectors.

Health and Safety Specialist: A person or organisation outside of the Trust appointed by the Executive Committee to provide advice on the legal obligations of the Trust, to assist in the development of compliant procedures, to conduct independent assessments of compliance with adopted procedures and providing the Trust with feedback of its findings.

Health and Safety Inspectors: Persons appointed by the Trust to oversee the operations of the Trust, to verify compliance with procedures and to facilitate communication and consultation with employees and volunteers. The Health and Safety Inspectors report to the Health and Safety Coordinator.

Chief Engineer: The Chief Engineer leads the Engineering Team and takes responsibility for all engineering design for the Trust. Where design is conducted by the Engineering Team, the Chief Engineer is the Principal Designer, in accordance with the requirements of the Construction (Design and Management) Regulations 2015 [CDM 2015]. Where design work is conducted by others, the Chief Engineer ensures a Principal Designer is appointed and fulfils the role, including the production and issue of the Pre-Construction Information pack [PCI] and designers residual risk register [DRRR]. The Chief Engineer is responsible for ensuring members of

the Engineering Team are suitably qualified and experienced for the task. The Chief Engineer reports to the CEO.

Restoration Committee: The Restoration Committee (or "Rest-Com") is comprised of members including the Programmes Manager, the Health and Safety Coordinator, the Chief Engineer, Project Managers and Work Party Organisers. The Rest-Com is responsible for delivering the restoration projects in accordance with the procedures of the Trust and for feeding back lessons learned and proposing amendments to the procedures. For CDM projects, the Restoration Committee fulfils the role of the Contractor.

Project Manager: A Project Manager is appointed by the Executive Committee and is responsible for a defined scope of work, including the health, safety and welfare of all personnel assigned to those works. The Project Manager ensures that all other appointed duty-holders possess the required competencies to safely complete the planned works. Where no external contractor is involved, the Project Manager assumes the role of the Principal Contractor.

For tasks covered by the requirements of CDM 2015 the Project Manager shall draw up, or arrange for the drawing up, of the Construction Phase Plan and thereafter to review its requirements and update as necessary. The Project Manager shall liaise with the Principal Designer and provide any information and assistance required to maintain the Health and Safety File. He shall plan, manage and monitor all construction activities and ensure, so far as reasonably practicable, that the policies, procedures, and regulatory requirements are implemented and maintained.

Work Party Organisers: Work Party Organisers (the "WPO") are responsible for planning and managing the implementation of restoration or maintenance operations on site. WPO are experienced in the kinds of activities being undertaken and have received the required training and guidance to safely direct others in the tasks to be performed. WPO are responsible for ensuring volunteers are assigned to tasks appropriate to their ability and training (competence). The WPO delivers and records instructions and information, including task inductions and daily briefings, and ensure all volunteers understand the hazards associated with the tasks and the controls necessary to prevent injury, damage, or ill-health. During the performance of the task, the WPO monitors the performance of volunteers, advises on any corrective actions required or instructs the volunteer to stop that activity.

Volunteers: Volunteers are an essential resource to the Trust and the provision of their time is highly valued. The Trust recognises that volunteers have a wide range of skills, capabilities, and motivations that should be matched with the tasks to which they are assigned. It is the responsibility of the WPO to assign volunteers to tasks appropriate to their experience and abilities. Volunteers are required to comply with the Trust's Health, Safety and Wellbeing Policy, procedures, and task specific controls, including site rules and the directions provided by the WPO or other officers of the Trust. Volunteers are required to undertake training and achieve the level of competence as outlined in Appendix D.

Contractors and Suppliers: For more complex and/or extensive activities, the Trust employs contractors to perform works on projects. The work of contractors is governed by a contract. The contract defines the responsibilities of the contractor but in all cases, the contractor is required to work in compliance with all relevant statutory provisions, and as detailed within their Health and Safety Organisational Arrangements [this document]. Suppliers of goods, equipment and materials are required to ensure that they are delivered in good order and that all deliveries are co-ordinated with the Trust's representatives to avoid creating unsafe conditions.

3.3 Health and Safety organisational structure

The Trust has developed a hierarchical structure for the management and overall governance of Health and Safety.

Responsibilities flow from the Trustees, who provide oversight, to the Chairman, and to the individual offices, as shown within the Trust's Health and Safety organisational structure, see Appendix C.

4 TRAINING AND COMPETENCE

4.1 Approach

The Trust recognises the importance of ensuring that the employees and volunteers are competent to complete their assigned tasks safely.

For the avoidance of doubt, competence can be described as the combination of training, skills, experience and knowledge that a person has and their ability to apply them to perform a task safely. Other factors, such as attitude and physical ability, can also affect someone's competence.

4.2 Training

The Trust has developed a training matrix which applies to all employees and volunteers, especially those completing work party activities – see Appendix D – Training Matrix. This matrix is reviewed on a regular basis to ensure that the training requirements match the activities undertaken by the Trust, its employees and volunteers.

The range of Health and Safety training activities includes, but is not limited to:

- Health and Safety inductions
- Activity / equipment specific training
- Task Health and Safety briefings / tool-box talks
- Role specific Health and Safety training

The Trust records and retains records of all training activities as evidence of completion.

Prior to assigning tasks to an individual the line manager / WPO checks that the employee / volunteer has received the required level of training.

4.3 Skills and experience

In addition to the required training, the Trust monitors the skills of newly trained employees / volunteers to ensure that they demonstrate the practical application of the implied knowledge while they build experience. Where appropriate employees and volunteers are paired with more experienced operators.

Where employees / volunteers, irrespective of their level of training, fail to demonstrate the ability to complete a task safely, then they are required to stop work until the identified deficiencies are corrected.

5 HEALTH AND SAFETY COMMUNICATIONS

5.1 Principles

The Trust understands the importance of clear and concise communication with all stakeholders. It also understands the difference between communicating with and consulting with stakeholders.

Communication: a one-way process of passing information from one source to another.

Consultation: a two-way flow of information and subsequent comment/dialogue

The Trust aims to ensure effective communication by:

- Identifying stakeholder groups
- Identifying communication means / media
- Recording formal contacts
- Reviewing communication arrangements

5.2 Communication with employees and volunteers

The Trust recognises the need to establish effective communication with all its employees and volunteers. To this end, it has established various means of communication, including:

- Health and Safety inductions
- Health and Safety handbooks
- Policies and procedures
- Specific training packages
- Safety briefings and tool-box talks
- Site notice boards and signage
- Verbal instructions

The effectiveness of these communications will be assessed as part of Trust's monitoring and review process, work party compliance, monitoring, incident investigation, and Health and Safety inspections.

Where necessary, the means of communication is adapted to meet the needs of the target audience, especially where there are known factors that may create confusion / misunderstanding.

5.3 Consultation with employees and volunteers

Where necessary, the Trust actively consults with employees and volunteers on Health and Safety matters that affect them. This may take the form of:

- Task / project planning
- Hazard workshops
- Risk assessment and method statement development
- Employee / volunteer feedback on the Trust's Health and Safety arrangements

These consultation activities will be used to build understanding, ownership, and engagement with the Trust's Health and Safety control arrangements.

6 MONITORING AND REVIEW

6.1 Introduction

The process of monitoring (audits and inspections) and reviewing the practical implementation of the Trust's Health and Safety policy, and associated arrangements, provides the Trust with the means of assessing performance in a proactive (leading) fashion. This 'assurance' function also allows the Trust to identify areas for improvement and plan future activities.

6.2 Audit and inspection (monitoring)

Auditing activities aim to measure performance against specific criteria and can expand to follow processes from start to finish; these will be completed by external Health and Safety specialists, with reports issued to the Chairman and the Executive.

Inspection activities aim to review a task or location based on a checklist of common themes and factors; these will be completed by line managers and / or Work Party Organisers.

The findings of audits and inspections will be used to improve standards and drive continued improvement.

6.3 Management review

The purpose of regular management reviews of the Health and Safety policy and associated organisational arrangements is to ensure that senior managers and 'decision makers' are actively involved in Health and Safety matters affecting the Trust, in monitoring performance against stated aims, and contribute to the direction and programmes implemented by the Trust.

The management review is owned by the Chairman of the Trust, and will involve contributions from the Health and Safety Coordinator, Health and Safety Advisor, Health and Safety Consultant, the Chief Engineer, Rest Com, Work Party Organisers, nominated employee / volunteer, and a nominated representative from the Trustees.

The review process will include:

- The review of audit and inspection findings
- The review of incident and near-miss reports
- Review of the Safety Hazard Observations Cards [SHOC]

- A review of current legislative requirements
- A review of current industry standards
- A review of progress against targets
- Employee / volunteer feedback

The outputs from the review will include:

- Setting of new targets
- Identification of revisions to / need for new procedures
- Identification of revisions to the Health, Safety and Wellbeing Policy
- Identification of additional training requirements

All activities will be recorded as evidence of completion and the findings communicated with the relevant stakeholders.

7 CONTINUED IMPROVEMENT

7.1 Action Plan

As an output of the Trust's Health and Safety risk register a number of additional requirements and follow-on actions have been identified. The Trust will continue to record and monitor progress against completion of the identified actions within the Health and Safety risk register, which will be reviewed by the Chairman and Executive Committee on a regular basis (at least quarterly) to ensure continued progress is made against the stated targets and associated target dates.

The Health and Safety risk register is a live document, which is developed as an output from the Trust's risk management process where actions may be amended as necessary to record and track additional actions. (see Appendix F).

7.2 Safety Hazard Observation Cards [SHOC]

The Trust has implemented an employee / volunteer Health and Safety engagement programme which promotes the reporting of safety observations and opportunities for improvement. This process of 'Safety Hazard Observation' reporting (using form T14) allows the reporting of safety hazards and observations to the Restoration Committee via the Work Party Organiser.

The Restoration Committee (RestCom) reviews the observations and records the actions taken.

APPENDIX A REGISTER OF APPLICABLE LEGISLATION AND STANDARDS

This register is developed based on the current activities of the Trust and is reviewed on a regular basis to ensure that all relevant legal duties are identified and complied with so far as reasonably practicable.

Requirements	Date checked	How does this impact the Trust	What Trust does to comply
Health and Safety at Work, etc. Act. 1974	10/11/2021	Primary legislation that sets out the legal duties of the Employer to employees, volunteers, and others affected by the Trusts acts or omissions.	Created: • H&S policy statement. • H&S management arrangements. • Identified roles and responsibilities. • Developed procedures and safe systems of work. • Reviewed and update regularly. • Communicate requirements to all stakeholders.
Management of Health and Safety at Work Regulations 1999	10/11/2021	This builds on the requirements of the HSWA 1974 and sets specific requirements in regard to identifying hazards and assessing risks and providing competent advice among other things.	Created: • H&S management arrangements that identifies competence requirements, roles and responsibilities, etc. • Appointed a Health and Safety Specialist to advise the Trust. • Developed operational procedures to control activities.
Workplace (health, safety and welfare) Regulations 1992	10/11/2021	This regulation sets the requirements of the safety and welfare requirements of 'workplaces'	Workplace controls are detailed within maintenance management and CDM management plans.
Construction (Design and Management) Regulations 2015	10/11/2021	This regulation sets the requirements for the design and management of the 'construction' activities completed by the Trust, and also sets-out the external notification requirements.	The Trust has developed a CDM management procedure that defines roles, responsibilities and the control to be applied to CDM projects and relevant maintenance projects. (HSP-05).

Requirements	Date checked	How does this impact the Trust	What Trust does to comply
Control of Substances Hazardous to Health Regulations 2013	10/11/2021	This regulation sets the requirements for the safe selection, storage, transportation, handling, use and disposal of hazardous substances used by the Trust.	The Trust has developed a control procedure (HSP-04) that identified substances used, associated risks and supporting information.
Provision and Use of Work Equipment Regulations 1998	10/11/2021	This regulation sets the requirements for the selection, use, and maintenance of work equipment provided by / used by the Trust.	The Trust has developed a control procedure (HSP-08) which provides controls around the selection, use and maintenance of plant and equipment with supporting records.
Lifting Operations and Lifting Equipment Regulations 1998	10/11/2021	This regulation sets the requirements for the selection, use, and management of lifting equipment and lifting operations.	Linked to HSP-08.
Reporting of injuries, diseases, and dangerous occurrences Regulations 2013	10/11/2021	This regulation sets the requirements for recording and reporting of incidents as defined by the regulations, and the external notification requirements.	The Trust has developed a control procedure (HSP-06) which provides controls around incident notification, investigation and the driving of continued improvements.
Working at Height Regulations 2005	10/11/2021	This regulation set the requirements that should be applied to the management of working at height activities to reduce the risk falls from height.	Arrangements are contained within the risk management (risk assessment) process and the application of the working at height hierarchy of control.
Control of vibration at work Regulations 2005	10/11/2021	This regulation sets the requirement for the control of vibration at work and requirement to measures, records, and reduce exposure.	Linked to HSP-08
Control of noise at work Regulations 2005	10/11/2021	This regulation sets the requirements for the protection of hearing and prevention of noise induced hearing loss.	Linked to HSP-08

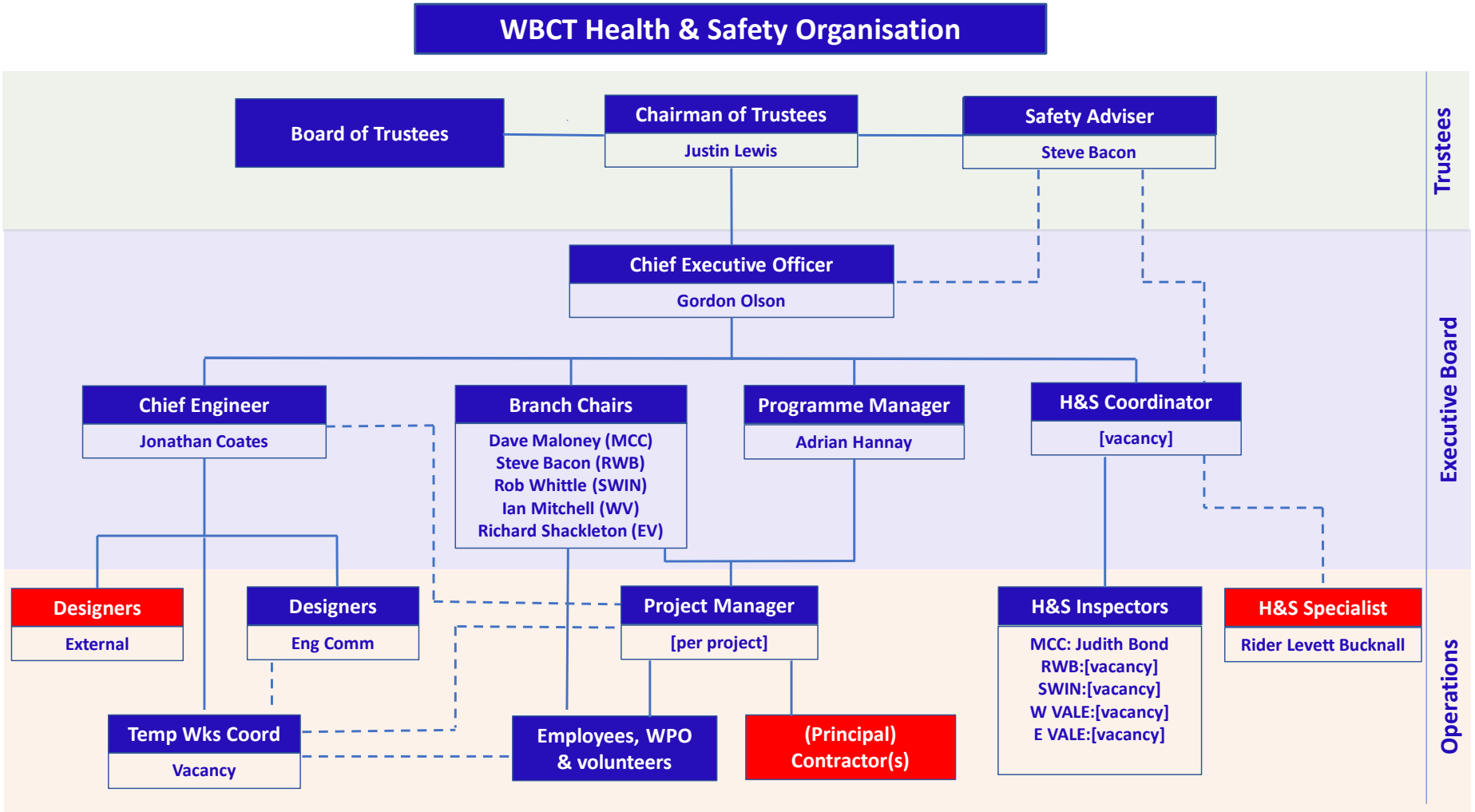
Requirements	Date checked	How does this impact the Trust	What Trust does to comply
Regulatory Reform (Fire Safety) Order 2005	10/11/2021	This order sets the requirements that should be applied to the prevention of fire, the need for fire risk assessment, and the associated management arrangements to reduce the likelihood of fire and the associated consequences.	Linked to HSP-07.
Electricity at Work Regulations 1989	10/11/2021	This regulation sets out the requirements that should be taken to control electricity in the workplace, maintain safe installations and equipment, and protect against electrocution.	Linked to HSP-08
Manual handling operations Regulations 1992	10/11/2021	This regulation sets out the requirements that should be applied to preventing manual handling and musco-skeletal injuries relating to the lifting / carrying / pushing / pulling within the workplace.	Linked to HSP-01.
Safety signs and signals Regulations 1996	10/11/2021	This regulation sets out the requirements for safety signage within the workplace.	To be incorporated within controls for site management.
Health and Safety (first aid) Regulations 1981	10/11/2021	This regulation sets out the requirements that should be taken in preparing for / responding to first aid / medical events within the workplace, and the necessary assessments needed to determine what response arrangements are required.	Linked to HSP-07.
Personal Protective Equipment at work Regulations 1992	10/11/2021	This regulation sets out the requirements for the selection, issue, use, maintenance and storage of suitable PPE.	Linked to HSP-01.

Requirements	Date checked	How does this impact the Trust	What Trust does to comply
Health and Safety (Consultation with employees) Regulations 1996	10/11/2021	This regulation sets out the requirements for the consultation with employees (and volunteers) on matters that effect their health, safety, and wellbeing.	The Trust has identified means of communications and consultation within this organisational arrangement. See Appendix E.
Occupiers' Liability Act 1957 & 1984	10/11/2021	This regulation applies the occupier's duty towards visitors. The duty of is to take reasonable care to ensure that the visitor is reasonably safe.	Controls have been developed within HSP-01, HSP03, and HSP-05.

APPENDIX B HEALTH AND SAFETY DOCUMENT REGISTER

Document Number	Document name	First produced	Review frequency	Current revision	Revision date	Document owner
WBCT 13.0.001	Health Safety and Wellbeing Policy Statement	13/05/22	Annual	Rev 4	13/05/23	Chairman of Trustees
WBCT 13.0.002	Health and Safety Organisational Arrangements	13/05/22	Annual	Rev 1	13/05/23	Executive Committee
WBCT 13.0.003	HSP-01 Risk Assessment Procedure	13/05/22	Annual	Rev 1	13/05/23	Executive Committee
WBCT 13.0.004	HSP-02 Temporary Works Procedure	13/05/22	Annual	Rev 1	13/05/23	Chief Engineer
WBCT 13.0.005	HSP-03 Amenity Management Plan	13/05/22	Annual	Rev 1	13/05/23	Restoration Committee
WBCT 13.0.006	HSP-04 Chemical Safety Procedure	13/05/22	Annual	Rev 1	13/05/23	Restoration Committee
WBCT 13.0.007	HSP-05 CDM Project Management	13/05/22	Annual	Rev 1	13/05/23	Executive Committee
WBCT 13.0.008	HSP-06 Incident Reporting & Investigation	13/05/22	Annual	Rev 1	13/05/23	Executive Committee
WBCT 13.0.009	HSP-07 Emergency Procedure	13/05/22	Annual	Rev 1	13/05/23	Executive Committee
WBCT 13.0.001	HSP-08 Selection & Use of Plant & Equipment	13/05/22	Annual	Rev 1	13/05/23	Restoration Committee

APPENDIX C HEALTH AND SAFETY ORGANISATIONAL STRUCTURE



APPENDIX D TRAINING MATRIX

The Trust has developed the following competence matrix for the identified roles:

Task description	Training provider / competence	Validity period
First Aider	WRG / Certificate of First Aid	3 years
360˚ Excavator operation <7T	WRG- Ticket issued, automatic re issue on application	3 years
360˚ Excavator operation 7T>	WRG- Ticket issued, automatic re issue on application	3 years
Dumper – Rear steer	WRG- Ticket issued, automatic re issue on application	3 years
Dumper- FWD tip (Artic)	WRG- Ticket issued, automatic re issue on application. WBCT on site training by qualified trainers	3 years
Towing - road trailer	WRG- Ticket issued, automatic re issue on application	3 years
Towing- onsite trailer	WRG- Ticket issued, automatic re issue on application WBCT on site training by qualified trainers	3 years
Wheel Horse tractor + towpath Trailer	WBCT on-site training by qualified trainers	Refresher after 5 years
Minibus driver	WRG- Ticket issued, automatic re issue on application	3 years
Quad bike operator	Lantra- ticket issued	Refresher after 5 years
Tractor <1 tonne operator	WRG- Ticket issued, automatic re issue on application	3 years
Tractor > 1 tonne operator	WRG- Ticket issued, automatic re issue on application	3 years
Chainsaw - Cross cut (basically logging)	Lantra training	5 years

Chainsaw – Felling/processing up to 380mm	Lantra training	5 years
Brush cutter operation	WBCT on-site training by competent volunteer	5 years
Hedge trimmer operation	WBCT on-site training by competent volunteer	5 years
Powered pole saw operation	WBCT on-site training by competent volunteer	5 years
Strimmer operation	WBCT on-site training by competent volunteer	5 years
All terrain mower (28”)	WBCT on-site training by competent volunteer	5 years
Tirfor winch operation	WBCT on-site training by competent volunteer	5 years
Use of hand tools	WBCT on-site training by competent volunteer	5 years
Small passenger boat- skipper	WBCT by experienced personnel	5 years
Small passenger boat- crew	WBCT by experienced personnel	5 years
Public passenger boat - skipper	National Community Boats Association – Certificate of Community Boat Management	5 years
Public passenger boat - crew	WBCT by experienced personnel	5 years
Health and Safety for WPO’s	CITB – SSSTS certificate	5 years
Health and Safety for Managers	CITB – SMSTS certificate	3 years
Temporary Works Coordinator	CITB – TWC Certificate	5 Years
H&S induction for all	WBCT- by WPO	1 year

APPENDIX E HEALTH AND SAFETY COMMUNICATION PLAN

Stakeholder	Reason for contact	Frequency	Point of Contact
Trustees	Performance monitoring and monthly updates.	Monthly	CEO & Chairman
	Incident reporting	Ad-hoc	
	Annual reports	Annual	
Employees / volunteers / visitors	Transfer of Health & Safety information: communication of information, inductions, safety alerts, briefings and control measures; consultation on changes to controls, new processes and management arrangements, risk assessment findings and associated controls).	As necessary.	Line Managers WPO Other Trust Officers
Health & Safety Executive	Regulatory compliance. Required notifications. RIDDOR. F10	As necessary	Authorised employees
Members of the public.	Public interest.	As necessary.	Authorised employees

APPENDIX F WBCT HEALTH AND SAFETY RISK REGISTER

RR Title		Wilts & Berks Canal Trust			Issue No.	2				
Site / area of operation		All operations			Review date	21/12/2021				
Risk Register Owner		Executive Committee	Review frequency	Quarterly		Brief summary of the organisations activities	Summary of works • Reinstating the canal route or providing diversions where the previous route is no longer accessible • Restoration / construction of at least 70 locks • Restoration / construction of more than 120 bridges, aqueducts or other significant structures • Securing an adequate water supply to the system • Connecting the canal to the remainder of the UK system of inland waterways			
Item	Description of Hazard	Associated risks	Who is exposed	Risk Rating L-M-H	Date first recorded	Risk Owner	Controls and mitigations	Risk Rating L-M-H	Details of any residual risks	Details of additional control requirements
		Initial Design Review					Residual Risk			
WORK PARTY OPERATIONS										
1.00	**Design Risks / Operational risk**									
1.01	Insufficient task planning and organisation of the resources.	Equipment damage. Fire. Personal injury. Ill-health. Fatality	Employees Volunteers Suppliers Members of the public	H	20/12/2021	Executive Team RestComm Work Party Organiser	All works are to be planned by a competent Work Party Organiser (WPO) using the Water Recovery Group Guidance as the basis of control. All tasks will be reviewed and suitable and sufficient resources applied (numbers of competent people, appropriate plant and equipment, competent supervision, and supporting controls). All controls will be documents within the Work Party Management Plan and communicated to all members of the work party.	L	Local hazards. Changes in work party members. Changes in environmental conditions. Non-compliance with WBCT Health and Safety Policy and supporting arrangements.	The Work Party Organiser will review the controls against the 'on-site' condition prior to the commencement of work to ensure that foreseeable risks have been identified and suitably controlled. The Work Party Organiser will completed a 'pre-start' health and safety briefing with all members of the work party, which will be recorded in the Work Party Management Plan. Work Party Management Plans to be retained as evidence of procedural compliance and reviewed as a demonstration of 'due diligence'.
1.02	Insufficient plant and equipment maintenance / incorrect plant and equipment selection.	Equipment damage. Fire. Personal injury. Ill-health. Fatality	Employees Volunteers Suppliers Members of the public	H	20/12/2021	Executive Team RestComm Work Party Organiser	All plant and equipment is to be selected based on the needs of the task and the competence of those selected to complete the task. All plant and equipment requiring a statutory inspection (lifting equipment / tackle, vehicles, mobile access equipment / MEWP's, compressors / pressure vessels, etc.) are to be inspected by a competent person as required by the scheme of thorough examination (LOLER / PUWER) with records retained as evidence. All hired plant and equipment is to be obtained from a reputable supplier (ideally CPA registered) and be supplied with testing and inspection records.	L	Equipment damage during use. No testing and inspection records. Hire company supplies different equipment that ordered.	All plant and equipment maintenance records are to be provided by the hire company and retained by WBCT. Any damaged plant and equipment must not be used and put beyond use until it can be repaired by a competent authorised person. Plant and equipment must only be used by those people with the necessary skills, knowledge and experience and authority to do so safely. If incorrect plant / equipment is supplied then it must not be used, a replacement should be arranged. Plant and equipment should be checked prior to use by the operator for correct operation and the inspection recorded as evidence.
1.03	Lack of employee / volunteer competence.	Equipment damage. Fire. Personal injury. Ill-health. Fatality	Employees Volunteers Suppliers Members of the public	H	20/12/2021	Executive Team RestComm Work Party Organiser	All employees and volunteers will receive a WBCT Health and Safety Induction. All employees and volunteers competences will be recorded; where necessary additional training will be provided in-line with the WRG guidance. As part of the task planning activities the Work Party Organiser will assign employees and volunteers with the necessary competence to the tasks.	L	Change of employees / volunteers. Absence / no-show. Lack of competence due to changes in the plan of work.	Once agreed, the scope of work must not change without the necessary review of all controls including the assigned resources. If insufficient employees / volunteers attend the task then works should not progress. All employees and volunteers must receive the 'pre-start' health and safety briefing, which must be recorded.
1.04	Insufficient hazard identification and risk management.	Equipment damage. Fire. Personal injury. Ill-health. Fatality	Employees Volunteers Suppliers Members of the public	H	20/12/2021	Executive Team Chief Engineer Work Party Organiser	All work party activities are to be planned and co-ordinated by those with the necessary knowledge, skills and experience to identify the foreseeable hazards associated with the task (work party organiser and RestComm). All hazard identification and associated risk elimination / mitigation measures should be completed at the planning stage and reviewed prior to the commencement of works (on-site). All controls are to be detailed within the Work Party Management Plan.	L	Lack of hazard perception. Non-compliance with WBCT policies and procedures. Lack of change management. Lack of employee / volunteer competence.	Those employees / volunteers leading work parties must be aware of their role and responsibilities, and must have been provided with suitable and sufficient training to adequately implement all identified risk mitigation measures. Where changes are needed the Work Party Leader must stop and reassess the impact of the proposed changes, and what additional controls must be applied. All changes must be recorded in the Work Party Management Plan and communicated to the members of the work party. WBCT should complete Health and Safety site inspections to monitor compliance with policies and procedures (frequency to be confirmed).

Item	Description of Hazard	Associated risks	Who is exposed	Risk Rating L-M-H	Date first recorded	Risk Owner	Controls and mitigations	Risk Rating L-M-H	Details of any residual risks	Details of additional control requirements
Initial Design Review							**Residual Risk**			
1.05	Insufficient communications and implementation of WBCT Health and Safety arrangements.	Fire. Personal injury. Ill-health. Fatality	Employees Volunteers Suppliers Members of the public	H	20/12/2021	Executive Team RestComm Work Party Organiser	All employees and volunteers are to receive training specified in the Health and Safety Management Arrangements (section 4.1). All training records to be retained. Ensure that the communication with employees and volunteers matches the requirements detailed in the Health and Safety Management Arrangements (section (5.1).	L	Non-compliance with WBCT policies and procedures. Lack of change management. Lack of employee / volunteer competence.	The Work Party Organiser will review the training and communication records prior to the commencement of work to ensure that everyone has the correct training and induction. Work Party Management Plans to be retained as evidence of procedural compliance and reviewed as a demonstration of 'due diligence'.
1.06	Unauthorised use of plant and equipment.	Equipment damage. Fire. Personal injury. Ill-health. Fatality	Employees Volunteers Suppliers Members of the public	H	20/12/2021	Executive Team RestComm Work Party Organiser	The Work Party Organiser will review the training and communication records prior to the commencement of work to ensure that everyone has the correct training and induction. All plant and equipment is to secured where possible, keys removed or assigned to the person responsible for operating the plant. All risks form the unauthorised use of plant to be included in inductions. The working area to be secured.	L	Lack of hazard perception. Non-compliance with WBCT policies and procedures. Lack of change management. Lack of employee / volunteer competence.	The Work Party Organiser will review the security of all plant and equipment at regular intervals
1.07	Insufficient design, planning, implementation, and monitoring of 'temporary works' situations.	Structural instability / collapse. Personal injury. Ill-health. Fatality	Employees Volunteers Suppliers Members of the public	H	20/12/2021	Executive Team Chief Engineer Temporary Works Coordinator Work Party Organiser	All works are to be planned by a competent Work Party Organiser (WPO) and reviewed by the Chief Engineer and if required a suitably qualified Temporary Works Co-Ordinator is to be appointed who is capable of performing those activities as prescribed in BS5975:2019 and who is vested with the authority to ensure implementation of the temporary works design. The Temporary Works Coordinator shall ensure that suitable temporary works are designed, checked and implemented on site in accordance with the relevant drawings and specifications. During the works, the Temporary Works Coordinator shall ensure that a Temporary Works Register is held to identify all temporary works items associated with the project. All controls are to be detailed within the Work Party Management Plan.	M	Non-compliance with WBCT policies and procedures Lack of understanding of what works are considered temporary works. Changes in design. Changes in environmental conditions. Unauthorised alteration of work onsite by employees, volunteers or members of the public	The Work Party Organiser will review the controls against the 'on-site' condition prior to the commencement of work to ensure that foreseeable risks have been identified and suitably controlled. The Work Party Organiser will complete a 'pre-start' health and safety briefing with all members of the work party, which will be recorded in the Work Party Management Plan. Work Party Management Plans to be retained as evidence of procedural compliance and reviewed as a demonstration of 'due diligence'. Daily and recorded weekly inspections.
1.08	Lack of emergency planning and response arrangements.	Equipment damage. Fire. Personal injury. Ill-health. Fatality	Employees Volunteers Suppliers Members of the public	H	20/12/2021	Executive Team RestComm Work Party Organiser	All work party activities are to be planned and co-ordinated by those with the necessary knowledge, skills and experience to identify the foreseeable hazards associated with the task (work party organiser and Chief Engineer). The work party organiser is to review the planned works and prepare a fire risk assessment, fire prevention and emergency response plan / evacuation plan.	L	Local hazards. Changes in work party members. Changes in environmental conditions. Non-compliance with WBCT Health and Safety Policy and supporting arrangements.	The Work Party Organiser will review the controls against the 'on-site' condition prior to the commencement of work to ensure that foreseeable risks have been identified and suitably controlled. The Work Party Organiser will complete a 'pre-start' health and safety briefing with all members of the work party, which will be recorded in the Work Party Management Plan. Work Party Management Plans to be retained as evidence of procedural compliance and reviewed as a demonstration of 'due diligence'.
1.09	Remote working locations and related response times in the event of an emergency.	Equipment damage. Fire. Personal injury. Ill-health. Fatality	Employees Volunteers Suppliers Members of the public	H	20/12/2021	Executive Team RestComm Work Party Organiser	All work party activities are to be planned and co-ordinated by those with the necessary knowledge, skills and experience to identify the foreseeable hazards associated with the task (work party organiser and Chief Engineer). The work party organiser is to review the planned works and prepare a remote working and emergency response plan / evacuation plan.	L	Local hazards. Changes in work party members. Changes in environmental conditions. Non-compliance with WBCT Health and Safety Policy and supporting arrangements.	The Work Party Organiser will review the controls against the 'on-site' condition prior to the commencement of work to ensure that foreseeable risks have been identified and suitably controlled. The Work Party Organiser will completed a 'pre-start' health and safety briefing with all members of the work party, which will be recorded in the Work Party Management Plan. Work Party Management Plans to be retained as evidence of procedural compliance and reviewed as a demonstration of 'due diligence'.

Item	Description of Hazard	Associated risks	Who is exposed	Risk Rating L-M-H	Date first recorded	Risk Owner	Controls and mitigations	Risk Rating L-M-H	Details of any residual risks	Details of additional control requirements
Initial Design Review							**Residual Risk**			
1.10	Insufficient segregation of the working area and the actions of members of the public.	Property damage Fire. Personal injury. Ill-health. Fatality	Employees Volunteers Suppliers Members of the public	H	20/12/2021	Executive Team RestComm Work Party Organiser	All work party activities are to be planned and co-ordinated by those with the necessary knowledge, skills and experience to identify the foreseeable hazards associated with the task (work party organiser and Chief Engineer). All hazard identification and associated risk elimination / mitigation measures should be completed at the planning stage and reviewed prior to the commencement of works (on-site). All controls are to be detailed within the Work Party Management Plan.	L	Local hazards. Changes in work party members. Changes in environmental conditions. Non-compliance with WBCT Health and Safety Policy and supporting arrangements.	The Work Party Organiser will review the controls against the 'on-site' condition prior to the commencement of work to ensure that foreseeable risks have been identified and suitably controlled. The Work Party Organiser will completed a 'pre-start' health and safety briefing with all members of the work party, which will be recorded in the Work Party Management Plan. Work Party Management Plans to be retained as evidence of procedural compliance and reviewed as a demonstration of 'due diligence'.
1.11	Working on / near open water.	Environmental damage Personal injury / drowning Ill-health. Fatality	Employees Volunteers Suppliers Members of the public	H	20/12/2021	Executive Team RestComm Work Party Organiser	All work party activities are to be planned and co-ordinated by those with the necessary knowledge, skills and experience to identify the foreseeable hazards associated with the task (work party organiser and Chief Engineer). All hazard identification and associated risk elimination / mitigation measures should be completed at the planning stage and reviewed prior to the commencement of works (on-site). All controls are to be detailed within the Work Party Management Plan.	L	Local hazards. Changes in work party members. Changes in environmental conditions. Non-compliance with WBCT Health and Safety Policy and supporting arrangements.	The Work Party Organiser will review the controls against the 'on-site' condition prior to the commencement of work to ensure that foreseeable risks have been identified and suitably controlled. The Work Party Organiser will completed a 'pre-start' health and safety briefing with all members of the work party, which will be recorded in the Work Party Management Plan. Work Party Management Plans to be retained as evidence of procedural compliance and reviewed as a demonstration of 'due diligence'.
MANAGEMENT OF PROJECTS										
2.0	**Design Risks / Operational risk**									
2.01	Insufficient task planning and organisation of the resources.	Equipment damage. Fire. Personal injury. Ill-health. Fatality	Employees Volunteers Suppliers Members of the public Contractors	H	20/12/2021	Executive Team Chief Engineer Project Manager Principal Contractor	All works are to be planned by a competent Contractor / Principal Contractor and reviewed by the Project Manager. The CPP and RAMS are to be reviewed as suitable and sufficient (numbers of competent people, appropriate plant and equipment, competent supervision, and supporting controls).	M	Local hazards. Changes in design Changes in environmental conditions. Non-compliance CPP or RAMS.	The project manager will have a pre-start meeting and will review the controls against the 'on-site' condition prior to the commencement of work to ensure that foreseeable risks have been identified and suitably controlled. Pre-start meeting notes to be retained as evidence of procedural compliance and reviewed as a demonstration of 'due diligence'.
2.02	Insufficient design management and application of the principles of prevention.	Enforcement action Reputational damage Increased operational costs Personal injury. Ill-health. Fatality	Employees Volunteers Suppliers Members of the public Contractors	H	20/12/2021	Executive Team Chief Engineer Project Manager Principal Contractor	The requirements of CDM 2015 (schedule 1) and the aims set out within the 'principles of prevention are to be applied through the design phase to 'eliminate risks' at source. A CDM (design) workshop should be held to identify hazards related to a project and the measures taken to eliminate. Residual risk will be contained in the project residual risk register and communicated to the Principal Contractor.	L	Remaining (residual) risks not eliminated at the design stage.	The PC will need to review the RRR and apply suitable controls throughout the construction phase. Residual risk relating to the operational phase will need to be reviewed by the Client / owner, with suitable controls developed and implemented.
2.03	Failure to appoint 'duty holders' as required by CDM 2015.	Enforcement action Reputational damage Increased operational costs	The Trust	H	20/12/2021	Executive Team Chief Engineer Project Manager Principal Contractor	Apply the controls as set-out in HSE document L153 (Managing health and safety in construction Construction (Design and Management) Regulations 2015. Guidance on Regulations))	L	Lack of documentary evidence	All records relating to competence checks and appointments are to be retained.
2.04	Insufficient plant and equipment maintenance / incorrect plant and equipment selection.	Equipment damage. Fire. Personal injury. Ill-health. Fatality	Employees Volunteers Suppliers Members of the public Contractors	H	14/12/2021	Executive Team Project Manager Principal Contractor	All plant and equipment is to selected for the planned task and defined in the RAMS. Substitute equipment is not to be utilised without completing management of change procedure. All risks from the use of alternative equipment or unauthorised use of selected equipment is to be included in inductions. The working area to be suitably secured.	L	Equipment damage during use. No testing and inspection records. Hire company supplies different equipment that ordered.	All plant and equipment maintenance records are to be provided by the contractor Any damaged plant and equipment must not be used and put beyond use until it can be repaired by a competent authorised person. Plant and equipment must only be used by those people with the necessary skills, knowledge and experience and authority to do so safely. If incorrect plant / equipment is supplied then it must not be used, a replacement should be arranged. Plant and equipment should be checked prior to use by the operator for correct operation and the inspection recorded as evidence.

Item	Description of Hazard	Associated risks	Who is exposed	Risk Rating L-M-H	Date first recorded	Risk Owner	Controls and mitigations	Risk Rating L-M-H	Details of any residual risks	Details of additional control requirements
Initial Design Review							**Residual Risk**			
2.05	Insufficient hazard identification and risk management.	Equipment damage. Fire. Personal injury. Ill-health. Fatality	Employees Volunteers Suppliers Members of the public Contractors	H	20/12/2021	Executive Team Chief Engineer Project Manager Contractor	All works are to be planned by a competent Contractor / Principal Contractor and reviewed by the Project Manager. The CPP or RAMS are to be reviewed as suitable and sufficient (numbers of competent people, appropriate plant and equipment, competent supervision, and supporting controls). Works are to proceed on the issue of a letter of adequacy.	L	Lack of hazard perception. Non-compliance with WBCT policies and procedures. Lack of change management. Lack of contractor competence	External H&S site inspections.
2.06	Insufficient design, planning, implementation, and monitoring of 'temporary works' situations.	Structural instability / collapse. Personal injury. Ill-health. Fatality	Employees Volunteers Suppliers Members of the public	H	20/12/2021	Executive Team Chief Engineer Project Manager Contractor Principal Contractor	All works are to be planned by a competent Contractor / Principal Contractor Chief Engineer and if required a suitably qualified Temporary Works Co-Ordinator is to be appointed who is capable of performing those activities as prescribed in BS5975:2019 and who is vested with the authority to ensure implementation of the temporary works design. The Temporary Works Coordinator shall ensure that suitable temporary works are designed, checked and implemented on site in accordance with the relevant drawings and specifications. During the works, the Temporary Works Coordinator shall ensure that a Temporary Works Register is held to identify all temporary works items associated with the project. All controls are to be detailed within the Work Party Management Plan.	H	Changes in design. Changes in environmental conditions. Unauthorised alteration of work onsite by employees, volunteers or members of the public	The Principal Contractor / Contractor / Restcomm to review the controls against any design changes work to ensure that foreseeable risks have been identified and suitably controlled. Residual Risk Register to be updated
2.07	Lack of emergency planning and response arrangements.	Equipment damage. Fire. Personal injury. Ill-health. Fatality	Employees Volunteers Suppliers Members of the public	H	20/12/2021	Executive Team Chief Engineer Project Manager Contractor Principal Contractor	The Contractor / Principal Contractor is to review the planned works and prepare a suitable emergency response plan all of which are to be submitted for review with the CPP.	M	Local hazards. Changes in environmental conditions. Non-compliance with CPP and RAMS	The Principal Contractor / Contractor to review the controls against the 'on-site' condition prior to the commencement of work to ensure that foreseeable risks have been identified and suitably controlled.
2.08	Remote working locations and related response times in the event of an emergency.	Equipment damage. Fire. Personal injury. Ill-health. Fatality	Employees Volunteers Suppliers Members of the public	H	20/12/2021	Executive Team Project Manager Contractor Principal Contractor	The Contractor / Principal Contractor is to review the planned works and prepare a suitable emergency plan which is to be recorded and communicated all of which are to be submitted for review with the CPP.	L	Local hazards.. Changes in environmental conditions. Non-compliance with CPP and RAMS	The Principal Contractor / Contractor to review the controls against the 'on-site' conditions prior to the commencement of work to ensure that foreseeable risks have been identified and suitably controlled.
2.09	Insufficient segregation of the working area and the actions of members of the public.	Property damage Fire. Personal injury. Ill-health. Fatality	Employees Volunteers Suppliers Members of the public	M	20/12/2021	Executive Team Project Manager Contractor Principal Contractor	The Contractor / Principal Contractor is to ensure that the site has suitable and sufficient barriers..	L	Local hazards. Changes in design Changes in environmental conditions. Non-compliance CPP or RAMS.	The Principal Contractor / Contractor to review the controls against the 'on-site' condition prior to the commencement of work to ensure that foreseeable risks have been identified and suitably controlled. Regular inspections of control measures to be performed and recorded.
2.10	Authorised storage of materials	Slips, trips and falls. Fire. Personal injury. Death.	Employees Volunteers Suppliers Members of the public	M	14/12/2021	Executive Team Project Manager Contractor Principal Contractor	All storage of material are to be planned by a competent Contractor/ Principal Contractor and reviewed by the Project Manager. Regular inspections to be completed and any incorrectly stored materials relocated.	L	Controls not followed.	Prepare, update and implement a site layout plan indicating storage locations.

Item	Description of Hazard	Associated risks	Who is exposed	Risk Rating L-M-H	Date first recorded	Risk Owner	Controls and mitigations	Risk Rating L-M-H	Details of any residual risks	Details of additional control requirements
Initial Design Review							**Residual Risk**			
2.11	Insufficient smoking controls.	Fire. Personal injury. Property damage.	Employees Volunteers Suppliers Members of the public	**M**	14/12/2021	Executive Team Project Manager Contractor Principal Contractor	Define no smoking areas to cover all communal areas.	**L**	Controls not followed.	Enforce no smoking rules.
2.12	Insufficient contractor competence during the works	Fire. Personal injury. Property damage. Death.	Employees Volunteers Suppliers Members of the public	**H**	14/12/2021	Executive Team Project Manager	Site rules and contractor management arrangements are to be applied to ensure that minimum standards of workmanship and behaviours are met.	**L**	Controls not followed.	Implement improvement measures and expulsion of non-compliant contractor.
2.13	Insufficient contractor management arrangements.	Fire. Personal injury. Property damage. Death.	Employees Volunteers Suppliers Members of the public	**H**	14/12/2021	Executive Team Project Manager	Site rules and contractor management arrangements are to be applied to ensure that minimum standards of workmanship and behaviours are met.	**L**	Controls not followed or defects found.	Remove non-compliant contractors from the site and deletion from Trust's list of chosen contractors.
2.14	Acts of arson	Fire. Personal injury. Property damage. Death.	Employees Volunteers Suppliers Members of the public	**M**	14/12/2021	Executive Team Project Manager	Site security at more remote locations is to be reviewed and, where necessary improved. Combustible materials are to be stored as far as possible away from perimeter of site and in location not to endanger other materials or installations.	**L**	Determined arsonists. Controls not followed.	Prepare, update and implement a site layout plan indicating storage locations.
2.10	Working on / near open water.	Environmental damage Personal injury / drowning Ill-health. Fatality	Employees Volunteers Suppliers Members of the public	**M**	14/12/2021	Executive Team Project Manager Contractor Principal Contractor	All works are to be planned by a competent Contractor / Principal Contractor and reviewed by the Project Manager. The CPP or RAMS are to be reviewed as suitable and sufficient (numbers of competent people, appropriate plant and equipment, competent supervision, and supporting controls).	**L**	Local hazards. Changes in design Changes in environmental conditions. Non-compliance CPP or RAMS.	The Principal Contractor / Contractor to review the controls against the 'on-site' conditions prior to the commencement of work to ensure that foreseeable risks have been identified and suitably controlled.
MANAGEMENT OF BUILDINGS										
3.00	**Design Risks / Use of building**									
3.01	N/A at this stage									
SUPPLIERS & CONTRACTORS										
4.00	**Design Risks / Use of building**									
4.01	N/A at this stage									

Item	Description of Hazard	Associated risks	Who is exposed	Risk Rating L-M-H	Date first recorded	Risk Owner	Controls and mitigations	Risk Rating L-M-H	Details of any residual risks	Details of additional control requirements
Initial Design Review							Residual Risk			
ENVIRONMENT										
5.00	**Design Risks / Use of building**									
5.01	Insufficient environmental management of impacts.	Environmental damage Enforcement action Reputational damage Increased operational costs	Wildlife / flora / fauna Water courses Local communities Members of the public	H	20/12/2021	Executive Team Chief Engineer Project Manager Contractor Principal Contractor	Identify environmental impacts and the associated interfaces. Identify the controls necessary to prevent / reduce environmental impact. Where necessary develop pollution prevention plans (see PPG's).	M	Environmental spills / contamination from work party activities or projects	Emergency plans to be developed and implemented.
CORPORATE RISKS										
6.00	**Design Risks / Use of building**									
6.01	Lack of Organisational compliance with relevant Health and Safety legislation.	Enforcement action Reputational damage Increased operational costs	Employees Volunteers Suppliers Members of the public	H	20/12/2021	Executive Team	Identify the activities completed by the Trust, the legislative requirements, and the control arrangements necessary to comply with the legal requirements.	M	Changes in legislation. Lack of awareness of requirements. Non-compliance with requirements	The Trust has developed a Health and Safety Policy and supporting set of management arrangements.
6.02	Insufficient policies, arrangements and procedural controls to manage the organisation risks.	Equipment damage. Fire. Personal injury. Ill-health. Fatality	Employees Volunteers Suppliers Members of the public	H	20/12/2021	Executive Team	Review the guidance within HS(G)65 and other HSE published documents as a guide to compliance. Develop a risk based approach to management of the activities completed by the Trust.	M	Changes in legislation. Lack of awareness of requirements. Non-compliance with requirements	The Trust has developed a Health and Safety Policy and supporting set of management arrangements.
6.03	Lack of Organisation competence (MHSWR).	Equipment damage. Fire. Personal injury. Ill-health. Fatality	Employees Volunteers Suppliers Members of the public	H	20/12/2021	Executive Team	Review the requirements of the Management of Health and Safety at Work Regulations 1999 and identify what additional requirements / appointments may be needed to provide competent advice.	M	Lack of internal competence.	External H&S consultant appointed to support Trust and monitor competence.
6.04	Failure to assign suitable and sufficient resources to the implementation of the Health and Safety Policy Statement.	Enforcement action Reputational damage Increased operational costs	Employees Volunteers Suppliers Members of the public	H	20/12/2021	Executive Team	The Executive Team are to review the resource requirements and ensure that sufficient time, equipment, materials, people, supervision, etc is provided.	M	Changes in legislation. Changes of Trust personnel.	Regular review of procedures. External verification of compliance and reporting.
6.05	Lack of senior management oversight and involvement in the management of Health and Safety.	Equipment damage. Fire. Personal injury. Ill-health. Fatality	Employees Volunteers Suppliers Members of the public	H	20/12/2021	Executive Team	The Executive Team are to review the H&S policy and management arrangements on a regular basis to ensure that it continues to provide a sound basis for control.	M	Lack of engagement.	All members of the Trust are to be reminded of their H&S roles and responsibilities.

Item	Description of Hazard	Associated risks	Who is exposed	Risk Rating L-M-H	Date first recorded	Risk Owner	Controls and mitigations	Risk Rating L-M-H	Details of any residual risks	Details of additional control requirements
Initial Design Review							**Residual Risk**			
6.06	Lack of effective communications with employees, volunteers and other relevant stakeholders.	Equipment damage. Fire. Personal injury. Ill-health. Fatality Enforcement action Reputational damage Increased operational costs	Employees Volunteers Suppliers Members of the public	H	20/12/2021	Executive Team	The Executive Team are to develop a H&S communication plan. Consultation with employees, volunteers and relevant stakeholders. Operate Safety Hazard Observation Card scheme and provide feedback.	M	Lack of engagement.	Regular H&S team briefings and toolbox talks are to be delivered and recorded. Encourage wide participation.
6.07	Lack of individual competence for the assigned tasks.	Equipment damage. Fire. Personal injury. Ill-health. Fatality Enforcement action Reputational damage Increased operational costs	Employees Volunteers Suppliers Members of the public	H	20/12/2021	Executive Team	The Executive are to ensure that suitable controls are applied to the allocation of tasks and that all employees, volunteers and suppliers only complete tasks within the competence and capability.	M	Employees, volunteers, suppliers working beyond their skills and capabilities.	Competences are included within the H&S management arrangements and WPMP.
6.08	Insufficient reporting, monitoring and review arrangements relating the health and safety performance.	Equipment damage. Fire. Personal injury. Ill-health. Fatality Enforcement action Reputational damage Increased operational costs	Employees Volunteers Suppliers Members of the public	H	20/12/2021	Executive Team	The Executive Team are to ensure that a suitable incident reporting and monitoring process is developed and implemented.	M	Lack of awareness and recording of incidents.	Incident reports are to be reviewed to drive continued improvement.
6.09	Insufficient arrangements for the management and response to emergency situations.	Equipment damage. Fire. Personal injury. Ill-health. Fatality Enforcement action Reputational damage Increased operational costs	Employees Volunteers Suppliers Members of the public	H	20/12/2021	Executive Team	The Executive Team are to ensure that a suitable emergency management plan is developed, resourced, implemented, and tested.	M	Insufficient communication, instruction, testing.	Regular H&S team briefings and toolbox talks are to be delivered and recorded.
6.10	Insufficient arrangements relating to the ongoing review of the WBCT health and safety organisational arrangements.	Equipment damage. Fire. Personal injury. Ill-health. Fatality Enforcement action Reputational damage Increased operational costs	Employees Volunteers Suppliers Members of the public	H	20/12/2021	Executive Team	The Executive Team are to review all aspects of the Trust's Health and Safety Management arrangements at least annually.	M	Changes in legislation. Lack of awareness of requirements. Incidents.	Annual reviews are to be recorded. Health and Safety is an standing item of the Trust's management meeting agenda.
INFORMATION SECURITY & DATA PROTECTION										
7.00	Design Risks / Use of building									
7.01	Insufficient fire detection system testing and maintenance.	Loss of data. Breach of regulations. Enforcement	Employees Volunteers Suppliers Members of the public	M	20/12/2021	Executive Team	The Executive are to ensure that suitable arrangements are implemented for the remote storage and management of data.	L	Malicious cyber attack	Maintain protection systems and back-up of data.

APPENDIX G WBCT H&S MANAGEMENT SYSTEM TAXONOMY

1.0 Health, Safety & Wellbeing Policy Statement

2.0 Health & Safety Organisational Arrangements

3.0 Health & Safety Procedures

HSP-01 Risk Assessment Procedure
HSP-02 Temporary Works Procedure
HSP-03 Amenity Management Plan
HSP-04 Chemical Safety Procedure
HSP-05 CDM Project Management
HSP-06 Incident Reporting and Investigation
HSP-07 Emergency Procedures
HSP-08 Selection & Use of Plant & Equipment

4.0 Health & Safety Forms

T1 Signing in and daily briefing record
T2 Health and Safety induction record
T3 RAMS receipt
T4 WPO TOR and appointment
T5 Personnel training record
T6 RAMS register
T12 First aid kit inspection
T14 Safety Hazard Observation Card
T15 RAMS template
T16 Designers residual risk register
T17 Maintenance management plan
T18 Chemical inventory
T19 Chemical risk assessment
T20 TWC appointment
T21 Pre-Construction Information pack
T22 Construction Phase Plan
T23 Incident notification
T24 Incident investigation
T25 Ladder inspection register
T26 Daily plant and equipment inspection

5.0 Health & Safety records

1 - Risk Register
2 – Project Management
3 – Equipment Safety
4 – Training and Competence
5 – Chemical safety

6 – Incident management

7 – Supplier management

8 – Performance management

9 – Emergency management