



# National Transport Trust

Preserving the past for the future

Old Bank House, 26 Station Approach  
Hinchley Wood, Esher KT10 0SR

## Health & Safety Policy

As the National Transport Trust (the Trust) has no employees nor self-employed people working on its behalf, The Health and Safety at Work etc. Act 1974 (the Act) does not apply directly to the Trust. However, Council take the view that it represents values which the Trust holds and therefore it uses the framework set out in the Act and appropriate regulations to guide its activities. The Trust recognises its responsibility to ensure, so far as is reasonably practicable, the health, safety and welfare at work of all volunteers, and others who may be impacted by its activities.

In order to do this, the National Transport Trust will continue to ensure that, so far as reasonably practicable:

- All personnel from Council level down are made aware of their individual responsibilities;
- Equipment and systems of work are safe and without risk to health;
- Arrangements are made for the safe use, handling, storage and transport of articles and substances for use at work;
- Risk assessments are carried out and reports detailing the findings and necessary precautions made available to relevant staff and volunteers;
- Volunteers are provided with sufficient information, instruction, supervision and training necessary to maintain their health and safety;
- All relevant health and safety legislation is compiled with.

The National Transport Trust requires the co-operation of all Council members and volunteers to enable the organisation to fulfil all its health and safety obligations to volunteers and anyone else who comes into contact with the organisation and its services.

This will be achieved by;

- Working safely and efficiently;
- Reporting incidents that have led or may lead to accidents;
- Assisting in the investigation of accidents with the objective of introducing new measures to prevent a recurrence;
- Meeting Trust rules and procedures.

Accepted as a policy of the National Transport Trust at a Council meeting on 15<sup>th</sup> September 2020

A handwritten signature in black ink, appearing to read "Stuart Wilkinson", written over a horizontal line.

Stuart Wilkinson  
Chairman

## 1. MANAGERIAL ORGANISATION AND RESPONSIBILITIES

### Introduction

This policy covers all members of the Council of the National Transport Trust (the Council) and volunteers (collectively referred to as volunteers) undertaking activities on behalf of the National Transport Trust (the Trust) on premises controlled by the Trust. Where volunteers are located in sites operating their own health and safety policies then such policies will take precedence whilst volunteers are on those sites but the Trust expects volunteers to raise any health and safety concerns promptly with the controllers of those sites.

a) The Council will ultimately be responsible for all aspects of the health, safety and welfare of all its volunteers. They are specifically responsible for:

- ensuring resources are adequate to maintain health and safety standards;
- acting on reports and recommendations made by volunteers and others.

b) The Council will nominate a member of Council to be responsible for:

- ensuring that this Policy is implemented, monitored and reviewed regularly;
- ensuring all volunteers are familiar with this policy;
- reviewing activities of volunteers and where risk assessment indicates a risk to health and safety may exist, identifying any training needs or actions required to mitigate those risks;
- investigating all accidents and incidents and preparing the appropriate reports for Council;
- ensuring all new equipment or processes are introduced in line with regulations;
- making regular inspections of the property occupied by the Trust, equipment and procedures;
- delegating responsibilities for health and safety matters to adequately trained employees or volunteers as appropriate;
- acting as the competent person under the Act;
- carrying out risk assessments as required under current legislation;
- ensuring records are maintained of;
  - accidents
  - fire drills
  - safety checks
  - qualified First Aid persons where appropriate
- preparing, where appropriate, incident/accident reports as required by the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995(RIDDOR);
- maintaining up to date legislative information on Acts and Regulations;
- maintaining all certificates and registers required under relevant legislation.

## 2. COUNCIL AND VOLUNTEER LEGAL DUTIES

As a member of Council or as a volunteer you have the following responsibilities for:

- taking reasonable care for your own health and safety and that of others who may be affected by what you do or do not do;
- working in a way which does not endanger others (including members of the public);
- reporting any accidents, incidents or any near misses or any potential risks to the the nominated member of Council or the Chair as appropriate;

- complying with any instruction relating to health and safety;
- maintaining good housekeeping;
- not interfering with or misusing anything provided for your health, safety and welfare.

This policy will be reviewed every two years, and amended after major changes to legislation, processes or equipment. The review will be carried out by the nominated member of Council in consultation with all appropriate volunteers and be submitted for approval by Council before being implemented.

### 3. ARRANGEMENTS FOR HEALTH AND SAFETY

All volunteers are obligated under the Health & Safety Work etc. Act 1974 to ensure that they work in a manner which protects not only their own safety but also that of their colleagues, visitors and members of the public. All relevant Health & Safety legislation is readily available on-line. The nominated member of Council should be consulted if there is any doubt.

Compliance with the Health & Safety Policy is a condition of volunteering within the Trust and if breached may be subject to removal from the Trust in accordance with its governing document.

#### a) Reporting accidents

- Any person involved in an accident, whether or not injury is sustained or however slight the injury, must fill in an accident report and have it countersigned, if possible by a witness at the time of the accident, or as soon as possible by the nominated member of Council;
- An Accident Report Book will be kept in the office;
- Any person receiving any injury – however slight – must obtain adequate treatment from the named First Aid person (if available) or any other responsible adult;
- Any person involved in ‘near miss’ or dangerous occurrence must report this as soon as possible;
- Any unsafe conditions or work activities should be reported to the nominated member of Council immediately.

#### b) First Aid

- A first aid box will be kept in the office. It will be kept suitably stocked, and maintained and contain a first aid handbook;
- If a volunteer or visitor requires assistance, they should see a member of the Trust office staff.

#### c) Fire / Emergency arrangements

- All volunteers must make themselves aware of evacuation procedures in the event of fire or other emergency - for any office in which they work;
- Volunteers will be issued with information as to locations of fire fighting equipment and emergency exits and volunteers are required to make themselves aware of these;
- Volunteers must inform visitors of fire / emergency procedures prior to any meetings they facilitate in premises managed, owned or rented by the Trust;
- Fire drills will be held on a regular basis and everyone is required to take part. Where volunteers are in premises managed by others, they must take part in any fire drills for those

premises. These will be taken as the Trust fire drills. The nominated member of Council will keep a record of drills;

- Firefighting equipment will be serviced regularly by the owner of the property;
- The nominated member of Council will make regular checks to ensure that fire exits are kept clear and all safety notices remain conspicuously displayed.

#### **d) Training**

- All new volunteers will be required to undertake induction training;
- Health and Safety training courses will be arranged as deemed necessary;
- The nominated member of Council will identify any new training requirements prior to the introduction of any new equipment or change in working practices.,

## 4. SMOKE FREE POLICY

The Trust operates a no smoking policy in all of its office and in the vicinity of its external entrances, in line with the Health Act 2006.

The reason for this is:

- to create a smoke free work environment as the norm;
- to protect non-smokers from passive smoking;
- to ensure compliance with Government directives.

## 5. LONE WORKING POLICY

The Trust takes its responsibilities to ensure the safety and well being of its volunteers very seriously. This policy sets out the way in which the Trust, volunteers and volunteers supporting the Trust alone and those based outside of the Trust's office must operate in order to secure safety and well being whilst at work.

- the Chair, Council and volunteers are responsible for discussing with each other any concerns they have about lone working;
- all volunteers should be given basic training regarding the need for this policy and the possible risks of lone working;
- volunteers holding meetings should consider risks to their safety and well being and that of others who will be at the meeting, and if there is any doubt they should take action before the meeting to mitigate the risks;
- volunteers are expected to take their safety and well being seriously and to behave in a way that does not put them in danger whilst carrying out business and tasks for the Trust;
- all volunteers should supply a family/ friend contact number to the office manager in case of emergency.

## 6. COSHH PROCEDURE

The Trust acknowledges that it has a duty under the current edition of the Control of Substances Hazardous to Health Regulations (COSHH) to assess the health risks associated with the substances it uses. It recognises that the purpose of a COSHH assessment is to identify the health hazards of

substances before they are used and to introduce controls to eliminate risks or to reduce them as far as is reasonably practicable.

the Trust will:

- Maintain an up to date inventory of substances used or encountered as part of day to day activity;
- Identify any health hazard associated with any substance listed;
- Identify the volunteers who might be exposed to the hazard identified;
- Identify the controls put in place;
- Introduce further controls if required to eliminate risk or reduce them.
- The nominated member of Council is responsible for maintaining the COSHH inventory.

All volunteers are responsible for using the controls identified in COSHH assessments.

## Appendix I: GENERAL CODE OF PRACTICE

- Use equipment only for the purpose for which it was purchased - do not improvise;
- Use equipment with regard to the manufacturer's instructions;
- Do not continue to use equipment if a fault develops - report it to the nominated member of Council;
- Never run cables under carpets, ensure suitable cable covers are used;
- Only use multi-socket outlet adapters if these have been checked by a qualified electrician;
- Co-operate with other staff by maintaining good housekeeping, especially in your own work area;
- Filing Cabinets
  - ensure drawers are kept closed at all times.
  - fill from the bottom upwards - to prevent toppling
- Volunteers working alone in the building must ensure they are secure;
- Solitary workers must ensure that they are not suffering from a medical condition which makes it unsafe for them to work alone;
- Volunteers working alone must never take personal risks e.g. overstretching or climbing on inappropriate surfaces.

## Appendix II: CODE OF PRACTICE FOR VDU USERS

- Ensure that the screen is adjusted, with regard to brightness and contrast to suit individual users;
- Users should take short but frequent breaks - ideally five to ten minutes in each hour – by varying the type of work done;
- Each user should ensure that chairs, desks, VDU casings and keyboards are adjusted to suit their individual needs;
- Use PPE (Personal Protective Equipment) provided e.g. screen filters and footrests;
- Ensure there is no reflected light on the screen;
- Report any glare or flicker to the office manager;
- Report any environmental or hardware problems which may be specific to a user to the office manager;
- Risk assessments should be carried out when any new equipment is installed.

## Appendix III: RISK ASSESSMENT

The purpose of risk assessment is to identify any significant hazard and to ensure that the risk is where possible eliminated or controlled to minimise the potential for injury.

- Written Risk Assessment will be carried out where an unsafe condition or work practice is identified;
- A competent person shall be appointed to carry out such assessments by;
  - Identifying the hazard
  - Identifying the volunteers or third parties that may be affected by that hazard
  - Ensuring that controls are adequate
  - Where necessary actioning further controls
- The Trust will define and implement procedures for serious and imminent danger;
- Information will be made available to relevant volunteers.

## Appendix IV: MANUAL HANDLING

- When moving heavy items, staff should have regard to manual handling techniques;
- Staff must take account of their individual capability and ask for assistance with heavy or bulky loads;

## Appendix V: RELEVANT REGULATIONS

The Health and Safety at Work etc. Act 1974.

The Management of Health and Safety Regulations 1999.

Workplace (Health, Safety and Welfare) Regulations 1992.

The Health and Safety (Display Screen Equipment) Regulations 1992.

The Manual Handling (Operations) Regulations 1992 amended 2002.

The Regulatory Reform (Fire Safety) Order 2005

RIDDOR The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995.

The Personal Protective Equipment at Work Regulations 1992.

COSHH The Control of Substances Hazardous to Health 2002.

PUWER The Provision and Use of Work Equipment Regulations 1998.

The Working Time Regulations 1998.