



# Health and Safety Policy

## **Part 1: Statement of Intent**

SEAS Sailability is committed to ensuring the health, safety and welfare of employees, volunteers, participants and all others affected by our activity. It is important to us that harm is not caused to anyone as a result of our actions. We recognise and accept the responsibilities placed upon us by health and safety legislation as well as our common law duties of care for all involved with our undertakings.

For all activities undertaken with a partner organisation, SEAS Sailability will take due diligence to ensure appropriate Health and Safety policies are in place. Where the partner organisation is responsible for activity delivery, we will ensure that our employees, volunteers and participants fall within their policies and follow their operating procedures.

## **Part 2: Responsibilities for health and safety**

Overall and final responsibility for health and safety is with the board of Trustees.

Day-to-day responsibility for ensuring this policy is put into practice falls to the Operations Manager.

Everyone who works with us (employees or volunteers) has a responsibility to be aware of the health and safety policy, to take reasonable care of themselves and others and to report all health and safety concerns to an appropriate person.

## **Part 3: Arrangements for health and safety**

### **Training**

All employees and volunteers will receive suitable health and safety information and training relevant to the roles and responsibilities that they might hold.

### **Risk assessments**

Where SEAS Sailability is working within a partner organisation, it will ensure that the partner has an appropriate system of risk assessment that forms the basis of the partner's operating procedures. We will follow the partners operating procedures and use their reporting systems to ensure currency.



SEAS Sailability will create and maintain its own risk assessments for activities that fall outside the scope mentioned above. These will be regularly reviewed by the Operations Manager.

## **Part 4: Recording and reporting**

Incidents and accidents will be recorded using our reporting system. There may be a requirement to report through our partners systems also. Where accidents, incidents or near misses are reportable (RIDDOR, MAIB, RYA, Charity Commission) this will be done by the Operations Manager in conjunction with the partner organisation as appropriate.

After each report, the Operations Manager will ensure a review occurs to identify any possible causes and actions that may be taken to prevent reoccurrence. Recommendations will be circulated as appropriate including liaison with any partner.

An annual review of all accidents and incidents will be conducted by the Operations Manager and reported to the Board of Trustees.