



Canal & River Trust

Health & Safety Foundation

Canal & River Trust Safety Policy Statement:

"As the chair and chief executive of the Canal & River Trust we are committed to the highest standards of Health and Safety at work for all our employees, volunteers, contractors, partners, customers, visitors and neighbours. Specifically our goal is to minimise accidents and injuries, and their impacts, aiming to reduce and eliminate them."

Tony Hales & Richard Parry September 2013

This policy is based on a management system which complies with legislation.

- Clearly lays out what we must each do
- Ensures all are equipped with the right tools, knowledge and skills
- Full support for improving H&S
- Managers specific safety objectives
- Engagement is essential.

This translated to:

- Going home safe is a right
- To work safe is a responsibility:

"C & RT is never satisfied, for its people and customers, when it comes to safety performance"

C&RT Safety Principles:

The C&RT Safety Principles supplement and expand on the Trust's Safety Policy Statement and they describe the arrangements the trust has put into place to achieve its safety policy aims. The Safety Principles have been reviewed and compared to externally recognised management standards and in particular, British Standard OHSAS 18001

The 20 Principles:

The principles are categorised into three areas:

Planning	
P1	Health & Safety Planning
P2	Risk Assessment & Control
Implementation & Control	
P3	Management Arrangements
P4	Health & Safety Committees
P5	Personal Health & Safety
P6	Personal Health & Safety
P7	Staff Competence and Training
P8	Asset Design, Maintenance & Control
P9	Work Equipment
P10	Emergency and First Aid Arrangements
P11	Occupational Health & Well Being
P12	Visitor Safety
P13	Management of Contractors/Others
P14	Learning from Others
P15	Managing Change
P16	Operational Procedures
Checking	
P17	Incident Reporting and Investigation
P18	Safety Performance Measurement, Monitoring and Internal Audit
P19	Operational Records
P20	Control of Safety Documentation

Legal Duties

Health & Safety at Work Act 1974

- Provides a framework for Health & Safety in workplaces
- Sets **minimum** standards
- Makes safety everyone's responsibility
- Not intended to prevent work
- Intended to make people stop and think

Employers Duties:

- Provide safe working environments
- Ensure the health & safety of employees
- Ensure the health & safety of others
- Consult with employees
- Provide training, information & supervision
- Provide safe and proper equipment
- Provide welfare facilities



Employees Duties:

- Ensure your own safety
- Ensure safety of others
- Cooperate with your employer
- Don't interfere with safety equipment
- Use equipment in line with training
- Report health & safety issues

Penalties for getting it wrong



- **Magistrates Court**

- Fine up to £20,000 *Unlimited fines*
- And/or ~~6~~ ¹² months imprisonment

- **Crown Court**

- Unlimited fines
- And/or imprisonment

Hierarchy of Control

What is the best way of being safe?

- | | |
|------------------------------|-------------------------|
| • Discipline | 1. Eliminate the hazard |
| • Isolate the hazard | 2. Reduce the hazard |
| • PPE | 3. Isolate the hazard |
| • Eliminate hazard at source | 4. Control the hazard |
| • Control the hazard | 5. PPE |
| • Reduce hazard at source | 6. Discipline |

Most Effective



Least Effective

Controlling the Risk

1. Denial/Restriction of access
2. Provision of warnings (safety signs)
3. Training/Education
4. Provision of rescue equipment
5. Acquisition of rescue and survival skill

Management of Risk

Morally: It is socially unacceptable to allow people to die or be injured whilst at work or through the action of other at work

Legally: Within UK law everybody in the workplace has duties place on them

Financially: Every year injuries or worse cost hundreds of millions of pounds

Accidents

The HSE define an accident as:

“Any unplanned event that resulted in injury or ill health of people, or damage or loss to property, plant, materials, the environment or a loss of business opportunity”.

Near Miss Incident:

A “near – miss” incident can be defined as any event, which under slightly different circumstances, may have resulted in injury or ill-health of people, damage or loss to property, plant, materials, the environment or a loss of business opportunity.

Causes of Accidents:

- | | |
|---|---|
| <ul style="list-style-type: none">• Structure• Poor housekeeping• Design• Working environment• Defective machinery• Lack of guarding• Ineffective supervision• Bonus regime• Age• Gender• Pressure of home life | <ul style="list-style-type: none">• Sky larking• Lack of attention• Rule breaking• Complacency• Distraction• Haste• Carelessness• Lack of PPE• Fatigue• Working under the influence• Lack of training |
|---|---|

Accident Ratio:



Accident Prevention:

- Competent supervision & management
- Well trained / informed staff
- Correct use of equipment / PPE
- Safe and considerate conduct
- Near miss reporting

Risk Assessments

Why do Risk Assessments?

It is set out in law that risk be assessed and controlled in the workplace:

The Law

- The Health & Safety at Work Act 1974
 - Section 2
 - Section 3
 - Section 7
- Management of H&S at Work Regulations 1999
 - Every employer / self-employed person to make a suitable and sufficient assessment of risk
 - Assessments have to be reviewed
 - Record significant findings (5 or more employees)
- Manual Handling Operations Regulations 1992
- PPE at Work Regulations 1992
- H&S (Display Screen Equipment) Regulations 1992
- Noise at Work Regulations 2005
- COSHH Regulations 2002
- Control of Asbestos Regulations 2012
- Control of Lead at Work Regulations 2002

What is Risk?

Risk is the combination of the likelihood of a hazardous event occurring and the consequence of the event:

RISK – LIKELIHOOD X CONSEQUENCE SEVERITY

		Likelihood (Probability)				
		Unlikely	Possible	Probable	Very Likely	Certain
Consequence (Severity)	Minor Injury	1	2	3	4	5
	First Aid Injury	2	4	6	8	10
	3 Day Injury	3	6	9	12	15
	Major Injury	4	8	12	16	20
	Fatality/Disability	5	10	15	20	25

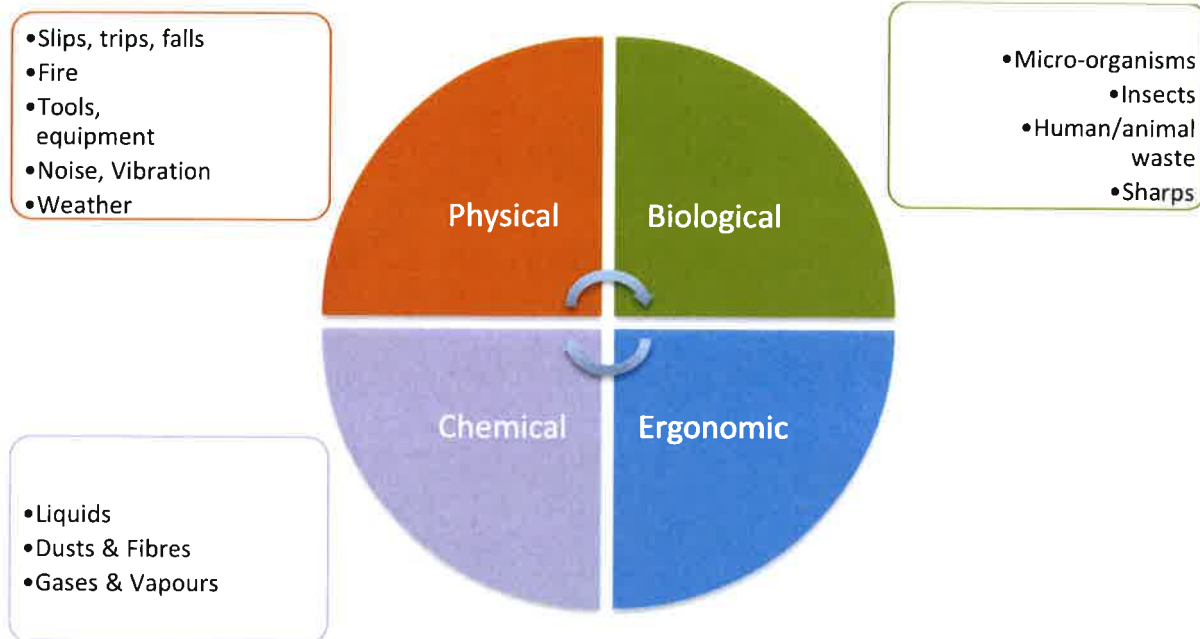
Acceptable	1 – 4	No further action, but ensure controls are maintained
Adequate	5 – 9	Look to improve at next review
Tolerable	10 – 16	Look to improve within specified timescale
Unacceptable	17 – 25	STOP activity and make immediate improvements

What is a Risk Assessment

"A systematic process of evaluating the potential risks that may be involved in a projected activity or undertaking."

Oxford Dictionary

Hazard Groups



5 Stages of Risk Assessment



Stage 1 of 5 – Identify the Hazards

- Walk around
- Ask employee's / others
- Visit HSE website
- Contact trade associations
- Check Manufacturers instructions
- Look back at your accident / ill health records

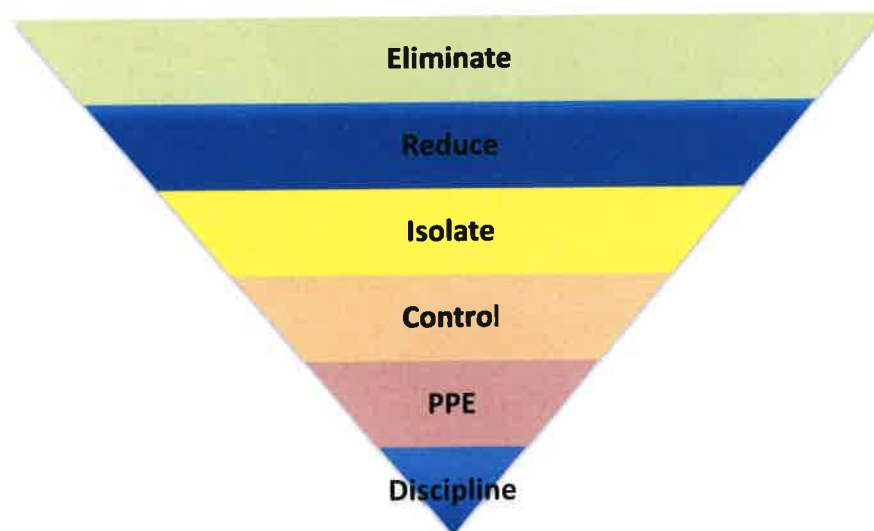
Stage 2 of 5 – Decide who might be harmed and how

- Identify groups of people
- ID particular requirements – new / young workers, expectant workers, people with disabilities
- Other who may not be in your workplace all the time – cleaners, visitors, maintenance workers
- Members of the public
- Shared work places

Stage 3 of 5 – Evaluate the risks and decide on precautions

- Having spotted the hazard you have to decide what to do about them
- Compare with good practice (HSE website)
- Is there more I should be doing?
 - Can I get rid of the hazard altogether
 - If not how can I control the risks so that harm is unlikely
 - Less risky options, prevent access, organise work to reduce exposure to hazard, issue PPE

Hierarchy of Control (ERIC PD) – Using the hierarchy of control, what is the best control(s) got the hazards you have identified?



Stage 4 of 5 – Record your findings and implement them

- Write down results and share them
- Keep it simple when writing it down i.e

“Tripping over rubbish” – bins provided, staff instructed, weekly housekeeping checks

- On completion of the risk assessment prioritise and tackle the most important things first

Stage 5 of 5 – Review your assessment and update if necessary

- If no longer valid – staff changes, new equipment, new procedures
- If there has been an accident
- Good practice to review annually

Safety Cultures & Behaviours

Safety Culture

The safety culture of an organisation is the product of individual and group values, attitudes, perceptions, competencies and patterns of behaviour that determine the commitment to, and the style and proficiency of an organisations health and safety management



Signs of **poor** safety culture:

- Widespread short cuts
- Safety rules being ignored
- Not wearing PPE
- Accidents
- Unrealistic expectations
- Lack of reporting

Signs of **positive** safety culture:

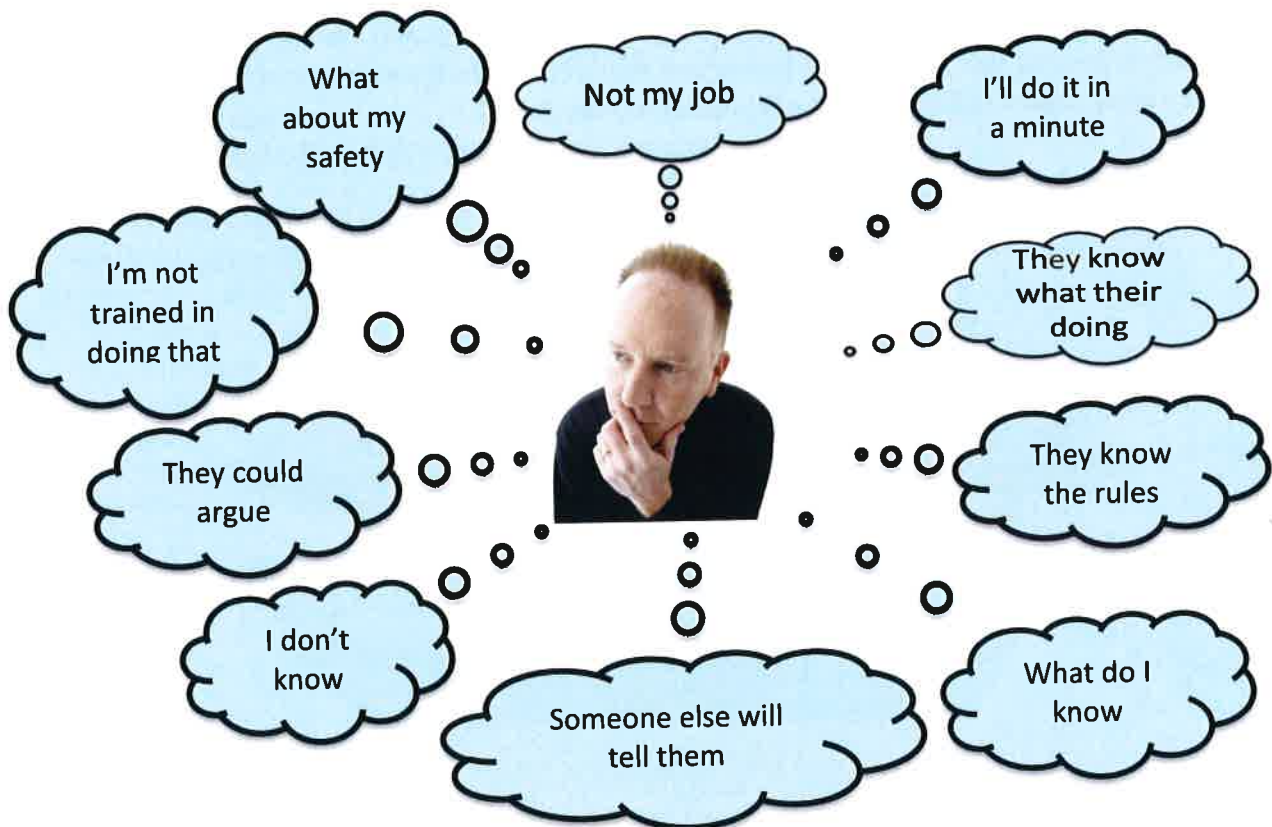
- Employee's taking ownership
- Visible evidence
- Good reporting
- Good communication
- Involvement of staff
- Training

What can you do?

- | | | |
|-------------------------|------------------------------------|---------------------------------------|
| • Work Safely | • Report near misses | • Highlight safety failings of others |
| • Think before you act | • Highlight concerns to Management | • Set a good example |
| • Use correct equipment | • Report faulty equipment | • Assist others |
| • Follow procedures | | • Do not walk by |

Worker Engagement

Why don't we engage?



How to motivate safe behaviour

- Effective communication
- Cooperation / Coordination
- Competent persons
- Shared ownership
- Good leadership
- Never ignore safety problems
- Not allowing priorities / pressures to influence people to condone short cuts / deviations
- Being approachable / Polite
- Positive reaction
- Praising good safety

Engaging with the workforce

- Stop and observe
- Put people at ease, introduce yourself
- Explain what you are doing and why
- Ask what the job is and how it is carried out
- Praise aspects of observed behaviour
- Ask what is the worst accident that could happen and how
- Explore any observed unsafe behaviour
- Ask person to identify what corrective action is required
- Get commitment to action in future
- Record the discussion for future analysis