

HEALTH AND SAFETY POLICY

Introduction

This is a statement of policy by the Cornwall Buildings Preservation Trust (CBPT) about its intentions, organisation and arrangements for ensuring the health and safety of its trustees, and other interested parties, whilst in trust owned or managed sites, and whilst carrying out all other trust related business.

Our statement of Policy is:

- To provide adequate control of the health and safety risks arising from trust activities;
- To consult with our trustees on matters affecting their health and safety;
- To provide and maintain safe plant and equipment;
- To provide information, instruction and supervision of trustees;
- To prevent accidents and cases of trust related ill health;
- To maintain safe and healthy working conditions; and
- To review and revise this policy at necessary and regular intervals.

Responsibilities

- The overall and final responsibility for health and safety is that of the Chair of Trustees.
- Day to day responsibility for ensuring this policy is put into practice is delegated to:
The Project Manager for each Project,
Chair of Trustees for overall trust business, and
- **Trustees** are to take responsibility for their own day to day trust activities.

All trustees shall:

- Co-operate with the project manager and Chair of Trustees (as appropriate) on health and safety matters.
- Not interfere with anything provided to safeguard their health and safety.
- Take reasonable care of their own health and safety; and that of others who may be affected by their acts or omissions.
- Report all health and safety concerns to an appropriate person (as detailed in this policy statement).

General arrangements for health and safety

Health and Safety risks arising from our trust activities

Risk Assessments will be undertaken by:

- Project manager or Chair of Trustees (as appropriate) and the trustee scheduled to carry out the task.

The findings of the risk assessments will be reported to:

- Project Manager or Chair of Trustees (as appropriate) and any others who may be affected by the findings.

Trustees must act in accordance with the limits set within the legal liabilities of the trust insurance policy schedule, to include:

- Height limit for working: 10 meters.
- Depth limit for excavations: 2 meters.

Actions required to remove/control risks will be approved by:

- Project Manager or Chair of Trustees (as appropriate).
- The Project Manager or Chair of Trustees (as appropriate) will be responsible for ensuring that the required actions are implemented.
- The Project Manager or Chair of Trustees (as appropriate) will check that the implemented actions have removed/reduced the risks.
- Assessments shall be reviewed as a result of an incident/ accident or investigation or when the work activity changes, whichever is soonest.
- The methodology and format of risk assessments will be reviewed every 2 years,

Safe Plant and Equipment

- All trustees are responsible for identifying equipment and plant needing maintenance.
- The project manager or Chair of Trustees (as appropriate) will be responsible for ensuring effective maintenance procedures are drawn up.
- The project manager or Chair of Trustees (as appropriate) will be responsible for ensuring that all identified repairs are carried out.
- Any problems found with the plant or equipment should be reported to the project manager or Chair of Trustees (as appropriate).

Information, Instruction and Supervision

- Health and Safety advice is available from the project manager or Chair of Trustees (as appropriate).
- Supervision of volunteers or students will be arranged, undertaken and monitored by the respective trustee.
- Trustees are responsible for ensuring that they are given relevant health and safety information when visiting sites managed by others.

Accidents, First Aid and Work Related Ill Health

- Health surveillance will be arranged as required by risk assessment.
- Health surveillance will be arranged by: the project manager or Chair of Trustees (as appropriate).
- Health surveillance records will be kept by: project manager or Chair of Trustees (as appropriate).

Monitoring

To check our working conditions, and ensure our safe working practices are being followed, we will:

- i. Investigate accidents
- ii. Conduct safety inspections
- iii. Instigate planned maintenance programmes

The Chair of Trustees is responsible for investigating accidents and cases of trust related causes of sickness absences.

The Chair of Trustees is responsible for acting on investigation findings to prevent a recurrence.

Emergency procedures – fire and evacuation at CBPT owned or managed sites

- The building owner is responsible for ensuring the fire risk assessment is undertaken and implemented.
- Escape routes are checked by building operator on a weekly basis.
- Fire extinguishers are maintained by a third party and are formally inspected annually.
- Fire extinguishers are checked monthly by the building operator.
- Fire alarms and emergency lights are maintained by a third party and are formally inspected annually.
- The fire alarms are tested by the building operator on a weekly basis.

Review

This policy and its application will be subject to annual review to ensure that it continues to reflect the aims and objectives of CBPT and promotes continuous environmental improvement throughout the charity's operations.

This statement was approved by the Board of Trustees on 7th February 2023.

Signed:



Kirsty Worden
Chair, Cornwall Buildings Preservation Trust

END OF POLICY