



## Trust Health and Safety Policy

This is the Health & Safety (H & S) Policy Statement of Gloucester Civic Trust in relation to all events, tours and other activities promoted and operated by the Trust. Additional clauses apply in a separate statement relating specifically to the operation of Bishop Hooper House, 99-101 Westgate Street Gloucester

It is the policy of Gloucester Civic Trust to operate in a culture of safety throughout all its business activities. In this regard the Trust will take all reasonable practical steps to:

- Provide a safe operational environment for all our business, conservation and community activities
- Provide an appropriate level of practical control and response to all health and safety risks arising from The Trust's activities
- Ensure our partners, tenants, all service providers, contractors and volunteers are competent to do their tasks, have suitable level of information, supervision and where appropriate have demonstrated an appropriate level of consideration of the tasks, services and responsibilities which they are intending to undertake.
- Protect the health and safety of others who may be affected by our activities
- Deal with waste in an environmentally responsible manner
- Review this policy as necessary at regular intervals

In pursuance of this policy The Trust, in conjunction with its service providers, will progressively identify risks and take all reasonable measures to mitigate all such identifiable risks. The Trust is aware that many aspects of our intended activities will carry inherent risk. While these risks cannot be eliminated totally, The Trust will undertake effective risk management procedures to identify and eliminate such risks where ever possible, so far as is reasonably practical. Where residual risk is identified, measures to mitigate such risks will be identified and appropriate actions taken and monitored by the Trust.

## Objectives

1. Risk is managed and reduced to as low as is reasonably practicable by the application of a risk assessment process
2. Our procedures and health and safety performance will be based upon best practice and subject to continuous review and improvement.
3. Provide all persons with a safe place of to visit, work, trade and study that is free from risks to health and safety, so far as is reasonably practicable.
4. Arrange for competent and adequately resourced personnel and contractors to plan, manage, control and deliver services, and events.
5. Ensure operational procedures are in place and that personnel have been given adequate training, information and instruction.
6. As far as possible, minimize the risk of manual handling injury in relation to Trust staff, volunteers and our suppliers and contractors
7. Have no reportable accidents at the venue.

8. Ensure all Staff and volunteers are adequately briefed, and in particular understand their role and responsibilities in the case of an incident.
9. Ensure all events and activities on Trust Premises comply with relevant legislation, and best practice.

## Corporate Responsibilities

- Gloucester Civic Trust is ultimately responsible for ensuring the Trust complies with its statutory health and safety obligations
- Executive responsibility for health and safety management of the Trust's activities is invested in the Chairman who is assisted by the Secretary of the Trust, Trustees and Trust Managers. The Chairman is responsible for ensuring that:
  - The Trustees are advised immediately of any major incidents, whether or not anyone is injured
  - The Board of Trustees receives a report at least once a year confirming the Trust discharge of our Health and Safety responsibilities, including confirmation of reportable incidents, scope and effectiveness of shared assessments undertaken with Gloucester Historic Buildings Trust and other partners, review of best practice and or changes in legislation.
  - All accidents are reviewed, monitored and where appropriate mitigation measures undertaken. Where appropriate this information will be shared with Gloucester Historic Buildings Trust and other partners.
- Operational Trustees and Trust Managers will be responsible to the Trust Board for ensuring that:
  - Risk assessments are undertaken for all activities being carried out within their areas of control
  - Safe working procedures and practices are regularly monitored for compliance and effectiveness
  - All equipment, structures and outside areas for which they are responsible is maintained in a safe and satisfactory condition and where necessary inspected, tested and appropriate records kept
  - Operational Trustees and Trust Managers will report to RIDDOR where required for any reportable occurrence during a Trust event, letting or other use in consultation with the Chairman and informing Gloucester Historic Buildings Trust and other partners
  - Appropriate first aid cover is provided for Trust managed events and daily activities.

## Individual Responsibilities

- Take reasonable care of their own health and safety whilst at work, as a volunteer, as a visitor or as an organiser of an activity or event on Trust premises
- Take reasonable care for the health and safety of other persons on Trust premises, who might be affected by the things they may or may not do during their presence on the premises.
  - Co-operate with those arrangements made by Gloucester Civic Trust and in some cases by Gloucester Historic Buildings Trust as our Landlord, in compliance with our statutory obligations.
  - Take care of, and not intentionally or recklessly interfere with or misuse, anything provided in the interests of Health and Safety.

## Procedures

Operational procedures relating to specific areas of Trust activities will be prepared and issued to Operational Trustees and Trust Managers. These procedures will provide guidance across all Trust activities and provide a basis by which we deliver our Health and Safety objectives and responsibilities.

## Aims and Commitment

*Gloucester Civic Trust Trustees have ultimate responsibility for overseeing the development and implementation of adequate safety management systems and arrangements. We are committed to providing a secure environment for every visitor, volunteer, staff member, service and temporary event provider. We consider the safety of all as paramount. Our assessments, reviews and proposed procedures will provide the basis by which we will meet our policy.*

Robin Morris [Chairman]

Signature:.....

Date:.....

Gloucester Civic Trust  
Health and Safety Policy Statement  
Issued March 2019

