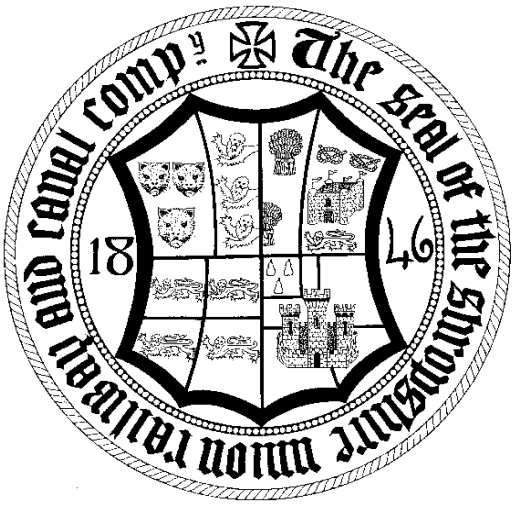
SHROPSHIRE UNION CANAL SOCIETY

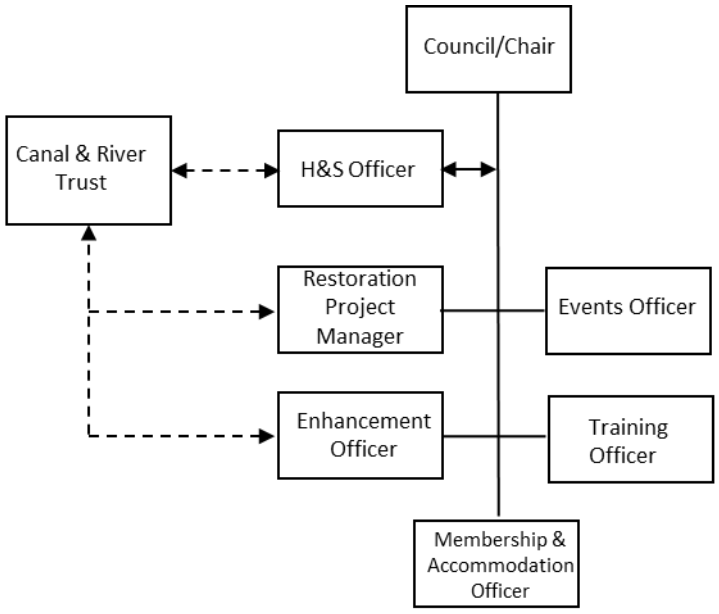
Health and Safety Arrangements 2026 Edition



SHROPSHIRE UNION CANAL SOCIETY

ARRANGEMENTS for HEALTH and SAFETY

Organisation for Health & Safety Management :



General Responsibilities:

The **Chair and the Council of Trustees** share an overall responsibility to ensure:

- Full compliance and adherence to Society policy, procedures and systems as defined within this document.
- Ultimate responsibility for safe operations
- Adequate resources are made available to the organising Officers.
- Health and Safety is regularly reviewed and discussed as an agenda item at Council meetings.
- All volunteers are made aware of their personal and legal responsibility for the health and safety of themselves and others and to co-operate with the Society in complying with these responsibilities and the law.
- When delegating responsibilities to appointed persons that are asked to manage specific tasks and / or events, that they are appropriately competent and equipped to do such tasks.

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Specific Responsibilities:

1. **The Health and Safety Officer** is responsible for:

- Ensuring that Council is kept informed of legal duties and required standards in accordance with current Health & Safety legislation.
- Preparation of all necessary Health, Safety and Environmental procedures and supporting documentation in conjunction with the Restoration Project Manager, Event Officers and the Training/Administration officers.
- Ensuring that Health issues associated with the site work are identified and addressed.
- Ensuring that regular reviews are carried out on the Society Health & Safety policy, processes and procedures.
- Liaison with Canal and River Trust on Health and Safety related matters regarding the work being carried out by the Society on the Shropshire Union Canal network.
- Providing Health and Safety support and advice as required and when requested to the Project Manager, Enhancement Officer and the Event Officer/s.
- Carry out thorough investigations into any reported accident or near-miss and liaising with the Canal and River Trust's Health and Safety group on matters regarding the reporting of time-loss injuries in accordance with the current RIDDOR regulations.
- Audit of Society Health & Safety operations and provide reports as appropriate.

2. **The Restoration Project Manager** is responsible for:

   The overall direction, co-ordination, and completion of the restoration project ensuring consistency with Society strategy and commitments. The main tasks and responsibilities, either directly or delegated, are as follows:

- Lead the strategy, planning and implementation of the project.
- Ensure Society policies are followed.
- Overall responsibility for Health and Safety policy and implementation on the project.
- Define project tasks and resource requirements.
- Develop full scale project plans.
- Assemble and coordinate other project specialists.
- Produce regular progress for Council.
- Track project deliverables using appropriate tools.
- Provide direction and support to project team.
- Liaison with Canal and River Trust on Health and Safety related matters regarding restoration project work being carried out by the Society.
- Liaison and negotiation with external organisations.
- Liaison with local residents and site visitors.
- Organisation of volunteer site inductions.
- Organisation of site first aid provision.
- Support investigation of accidents and the maintenance of accident records.
- Maintain restoration site welfare accommodation (washing, rest and refreshment facilities).
- Maintenance of all restoration site records, including H&S, first aid, volunteer skills and qualifications, timesheets.
- Maintain site stores.

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3. **The Enhancement Officer** is responsible for:

   The overall direction, co-ordination, and completion of the enhancement activities ensuring consistency with Society strategy and commitments. The main tasks and responsibilities, either directly or delegated, are as follows:

- Lead the strategy, planning and implementation of the activity.
- Ensure Society policies are followed.
- Overall responsibility for Health and Safety policy and implementation on the activity.
- Define project tasks and resource requirements.
- Develop activity project plans.
- Produce regular progress for Council.
- Track project deliverables using appropriate tools.
- Provide direction and support to team.
- Liaison with Canal and River Trust on Health and Safety related matters regarding enhancement work being carried out by the Society.
- Liaison with and negotiate with Canal and Rivers Trust.
- Organisation of volunteer site inductions.
- Organisation of site first aid provision.
- Support investigation of accidents and the maintenance of accident records.
- Maintenance of all enhancement records, including H&S, first aid, volunteer skills and qualifications, timesheets.

4. **The Events Officer(s)** is responsible for:

   The planning and operational management of Society fund raising events, social events, gatherings and rallies:

- Operating Society processes and using approved procedural documents.
- Overall responsibility for Health and Safety policy and implementation on the event.
- Site hazard appraisal and assessment of public interaction.
- Liaison with other co-organising groups as may be required.
- Identification of specific skills and training requirements necessary for the task.
- For each event, identification and appointment of any event manager, supervisor or lead volunteers.
- Induction, skill assessment and supervision of volunteers as appropriate.
- Identifying and provisioning of appropriate welfare facilities.
- First Aid arrangements appropriate to the activity being carried out.
- Accident recording, reporting and assisting with any investigation.
- Emergency planning – communication and notification of authorities as required.
- Compilation and management of documentation and records.

5. **The Training Officer** is responsible for:
   - Identification and organisation of all training required by volunteers as recognised by Council Officers
   - Maintain records of such training and competence to ensure timely retraining as required.

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6. **The Membership Secretary** is responsible for:

   - Maintenance of mailing lists including volunteers.

7. **The Accommodation Officer** is responsible for:

   - Organisation of work party accommodation facilities off site as required.

8. **The Archivist** is responsible for:

   Securely managing and retaining historical process documentation, Health and Safety documentation and general records, generated during Society restoration work parties and events, for any future review / audit that may be required.

9. **Volunteers** All volunteers engaged in Society business have a duty to:

   - Assume personal responsibility for their own safety and for those of other work colleagues by always operating in a safe and appropriate manner.
   - Identify and support measures to eliminate or minimise hazards and unsafe conditions.
   - Co-operate with supervisors and managers on health and safety matters.
   - Not interfere with anything provided to safeguard their or other people's health and safety.
   - Only engage in work allocated to them and that is within their capability.
   - Only use the correct tools and equipment and to use PPE provided.
   - Stop work if unclear about the task and ask for clarification.
   - Report all health and safety concerns to an appropriate person as instructed at the induction.
   - Report all accidents / injuries and near misses whilst carrying out their duties as a volunteer.

Note: - When the Society's volunteers are working directly for C&RT they will be required to work in accordance with the Health and Safety processes and procedures in place at the specific location. Any matter which those participating in any activity consider may be a danger to either health or safety should be brought to the notice of the C&RT supervisor at the earliest opportunity.

10. **Consultation:**

Continuous improvement of our health and safety performance and our processes and working procedures is intrinsic to the operation of best-practice health and safety.

All Society Officers and volunteers are encouraged to discuss health and safety during Society events and work parties; feeding back ideas and concerns for consideration by Council.

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11. Enhancement work

Enhancement working parties are managed by Canal and River Trust. The Society is a "Partner Organisation" within the Canal and River Trust Volunteer Management structure and as such the Society will work to the Canal and River Trust's processes and procedures. Volunteers engaged in enhancement work are expected to follow the H&S expectations contained within this document.

12. Equal Opportunities and Safeguarding:

The Society is inclusive and welcomes the participation of all ages and abilities in its various volunteer activities. When planning working parties and events, due consideration will be given to the particular requirements of vulnerable people and that no volunteer receives less favourable facilities or treatment (either directly or indirectly) on grounds of age, disability, gender/gender reassignment, marriage or civil partnership, pregnancy and maternity, race, religion or belief, sex,or sexual orientation, consistent with the Society's Safeguarding Policy and Equal Opportunities Policy.

Amendment Record – Health and Safety Arrangements - 2026

Details	Chairperson's Signature	Date
Restoration Project Manager responsibilities updated as applicable to Crickheath South project.		17/01/2023
Minor adjustments and clarifications to other roles		17/01/2023
Section 10 aligned with the Society's Equal Opportunities and Safeguarding Policies		17/01/2023
Updated organisation chart, added enhancement officer and added HSE to individual accountabilities		03/02/2024
Section 3 -Title changed from Enhancemnet to Enhacement (typing Error)		10/01/2025
Section 10 – reference to H&S responsibilities has been reworded,		05/01/2026

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