HSE

Health and Safety Executive

Policy statement

Part 1: Statement of intent

This is the health and safety policy statement of:

Orkney Historic Boat Society (OHBS)

Our health and safety policy is to:

1. Prevent accidents and illness related to workers on Society projects
2. Manage health and safety risks in the Society's places of work and in the field
3. Provide workers with appropriate Personal Protective Equipment (see OHBS PPE document)
4. Provide workers with a list of the most likely risks which may be encountered in Society work
5. Ensure all Society tools and machinery is safe and fit for purpose
6. Ensure safe handling and storage of all substances
7. Adhere to all location emergency procedures, including evacuation in case of fire or other emergency
8. Review and revise this policy as appropriate on an annual basis

[redacted]

Signed

Nov 2026

Date

James Clouston

Print name

Nov 2027

Review date

Part 2: Responsibilities for health and safety

1 Overall and final responsibility for health and safety:

Matthew Vaughton

2 Day-to-day responsibility for ensuring this policy is put into practice:

All Society workers. All Society workers are at all times responsible for ensuring their personal safety and the safety of others. No volunteer will be expected to undertake any task for which they feel unable, or are unwilling, to perform, or where they feel a task is beyond their level of skill or competence.

3 To ensure health and safety standards are maintained/improved, the following people have responsibility in the following areas:

Risk Assessments - on site experienced Society worker

First Aid Facilities - Matthew Vaughton

Equipment: maintenance & safety - Matthew Vaughton

4 All Society workers should:

- co-operate with trustees on health and safety matters;
- take reasonable care of their own health and safety; and
- report all health and safety concerns to an appropriate person (as detailed above).

Part 3: Arrangements for health and safety

Risk assessment

A risk assessment will be undertaken by an experienced Society worker before all "changes of activity". See the separate OHBS Risks and OHBS Risk Assesment documents for a list of the most likely risks to be considered. A risk assessment need not always be in the form of a written document, it may, in simple changes of activity, take the form of a mental check of the OHBS Risks document.

Training

While Society workers are expected to have familiarity with safe hand held tool working and workshop practices informal training by an experienced Society worker will be provided on a case-by-case basis. The onus is on each Society worker to request training if they feel training is required.

Consultation

The Society will consider health and safety matters at regular trustees meetings and annually at the Society AGM.

Evacuation

The Society will ensure emergency evacuation routes and all fire regulation requirements are met at all times at work locations the Society manages. The Society will adhere to the requirements for evacuation routes at all other locations at which it operates.