



## **Health & Safety Policy**

### **1. Statement of intent**

This is the health and safety policy statement of Spirit of Endeavour (Yorkshire) CIO, or SOE.

Our health & safety policy is to:

- Prevent accidents and cases of work-related ill-health
- Manage health & safety risks in our workplace
- Provide clear instructions and information, and adequate training, to ensure volunteers and employees are competent to carry out their work
- Provide personal protective equipment
- Consult with volunteers and employees on matters affecting their health & safety, and the health & safety of customers
- Provide and maintain a safe boat and equipment
- Ensure safe handling and use of substances
- Maintain safe and healthy working conditions
- Implement emergency procedures, including evacuation in case of fire or other significant incident
- Review and revise this policy regularly (annually or following an incident)

### **2. Responsibilities for health and safety**

#### **Overall and final responsibility for health & safety**

- The Trustees have a broad background of management experience covering all aspects of managing the charity and the Operational aspects of Richard's Endeavour itself. They meet regularly and follow best practice in relation to the charity and the operation of Richard's Endeavour.
- The Trustees maintain a Risk Assessment document the object of which is to identify risks of accident or injury that could affect passengers, crew or members of the public. Control measures are put in place to help manage risks and the risk assessment document is reviewed at least annually.

#### **Day to day responsibility for ensuring this policy is put into practice**

- All Skippers who make daily checks to the boat prior to every trip using a check list which is reviewed annually.

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

- Cameron Wilson: Maintenance and Safety related tests and inspections, and Crew Training.

Spirit of Endeavour (Yorkshire) CIO – charity number 1194409  
Health and Safety Policy – version 1, approved 20<sup>th</sup> January  
2026, next review 2027

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- Bob Evans: Accidents reporting to Trustees, Incidents & Ill-health investigation, consulting volunteers and employees if relevant. Reporting of Marine Casualty or Incident (as defined by Marine Guidance note 564) to the Marine Accident Investigation Branch (MAIB) in accordance with MGN 564 .  
<https://assets.publishing.service.gov.uk/media/5ca36e19ed915d0c55c71ef1/MGN564-Amendment1.pdf>
- Sally Goodman: Receive Health and Safety Concerns from volunteers and report to the Trustees.

**All volunteers and employees as appropriate should:**

- Co-operate with trustees and other appropriate personnel 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 (member of the Board of Trustees)
- Comply with SOE Code of Conduct, and Operating Instructions.



### **3. Arrangements for health and safety**

#### *Risk Assessments*

We will complete relevant risk assessments and take appropriate action, reviewing those risk assessments and method statements following incidents or when operating conditions or practices change. Our General Risk Assessment will be reviewed annually and appropriate amendments made to the Operating Instructions and volunteer training.

#### *Regular tests, inspections, certifications and servicing*

These include PAT testing, Boat Safety Scheme compliance, LOLER testing of the lift (valid 6 months), annual gas safety test, annual fire equipment service, and engine servicing.

#### *Training*

We will give volunteers, and staff a health and safety induction and provide appropriate training. We will provide appropriate personal protective equipment. This will be a suitable life-jacket and protective gloves for examination of the propeller, and for cleaning and first aid.

All Crew are required to attend annual refresher training which includes training for emergencies.

All skippers are required to be current holders of the CCBM issues by the NCBA and of a current First Aid certificate.

Skippers give crews a short briefing prior to every trip reminding them of safe procedures and highlighting and particular risks to be aware of.

#### *Safety Equipment*

The following equipment shall be maintained and checked by Skippers prior to each trip: Sealed First Aid Kit, Automated External Defibrillator, 2 life rings, 2 throw lines, and Man over Board ladder.

#### *Consultation*

We will consult volunteers and staff routinely on health and safety matters as they arise and formally when we review health and safety.

#### *Evacuation and Emergency Procedures*

We will ensure that evacuation plans for Endeavour, along with our procedures in the event of fire, gas, or major first aid incident are tested from time to time and updated where necessary.

#### *COSH*

All potentially hazardous chemicals are stored in the COSH cupboard and this is kept locked when passengers are on board. The list of hazardous chemicals is contained inside the cupboard. All containers used are supplied the original manufacturers and contain manufacturer's instructions concerning what to do in the event of an accident.

Chemicals relating to the engine are stored in the engine compartment.

#### *Lone Working*

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Lone working on or in the boat is not permitted unless boatyard staff are around.

*Smoking and Substance Abuse*

Richard's Endeavour is a 'no smoking' boat and this includes the use of vapes. All crew sign up to the volunteer Code of Conduct which includes the requirement 'Not to volunteer whilst under the influence of alcohol or drugs, (other than prescription or over the counter medication, as directed).'