

The Military Vehicle Trust - HEALTH & SAFETY POLICY

Background

The Military Vehicle Trust (MVT) is a charitable organisation established for the public benefit without distinction of ability, sex, sexual orientation, race or political, religious or other opinions. The charity's objects are specifically restricted to the following:

- The MVT is established for the purpose of restoring and preserving military vehicles of historical interest and the preservation of books, drawings, records, documents, sound and visual recordings, films, photographs and other media and ephemera relating to such vehicles, their history and development, and promoting and encouraging the same aim in others.

In furtherance of the above objects but not otherwise the directors shall have the power to:

- To organise, sponsor and support military vehicle and such other shows and events and encourage the appearance of historic military vehicles at public events and shows for the provision and stimulation of information, education and interest in such vehicles.

The MVT has no employees and is made up of 8 Trustees, consisting of a Chair, Treasurer, Secretary and 5 others; in total the MVT has over 5,600 members.

The MVT has no premises of its own and there are no office or opening hours.

The MVT has prepared its own health and safety policy statement, using the combined template available on the HSE website at www.hse.gov.uk/risk/risk-assessment-and-policy-template.doc

Officers, trustees, managers and administrators of the MVT genuinely care for our members and volunteers and want to portray this in this policy.

The MVT has downloaded the template and referred to the example policy statement and other guidance available on the HSE website at www.hse.gov.uk/risk. This helped the MVT trustees to think about the things that should be documented and built into our own health and safety policy, such as remote working, personal protective equipment, consultation and training, etc. The MVT trustees decided that the Chair, Secretary and lead trustee for Safety and Safeguarding would be the most competent, experienced and capable people to take responsibility for health and safety issues.

This policy statement was presented at the trustees meeting on 8th February 2020 where it was adopted and the trustees agreed to review and update the document every year or straightaway if there are any major changes.

Notes:

Employers with less than five employees don't have to write down their health and safety policy.

For further information and to view our example risk assessments, see www.hse.gov.uk/risk

Example health and safety policy published by the Health and Safety Executive 08/14

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<p>This is the statement of general policy and arrangements for: The Military Vehicle Trust – Registered Company Number: 02226906 (England and Wales)</p> <p>Registered Charity Number: 327768</p>		
<p>Simon Johnson – Trustee & Chair: has overall and final responsibility for health and safety</p>		
<p>Simon Bromley – General Secretary & the lead trustee for Safety – Jon Newbold: have day-to-day responsibility for ensuring this policy is put into practice</p>		
Statement of general policy	Responsibility of: Name/Title	Action/Arrangements (What are you going to do?)
Prevent accidents and cases of work-related ill health by managing the health and safety risks for the MVT	Simon Johnson (Trustee & Chair)	Relevant risk assessments completed and actions arising out of those assessments implemented. (Risk assessments reviewed when working habits or conditions change).
Provide clear instructions and information, and adequate training, to ensure Trust officers, trustees, managers, administrators, members and volunteers are competent to do their work	Simon Bromley (General Secretary) & Jon Newbold (Safety)	Trust officers, trustees, managers, administrators, members, volunteers and subcontractors given necessary health and safety induction and provided with appropriate training (including working at height, asbestos awareness and electrical safety) and personal protective equipment. We will ensure that suitable arrangements are in place to cover people engaged in work remote from any site, e.g. event and show sites.
Engage and consult with Trust officers, trustees, managers, administrators, members and volunteers on day-to-day basis to ensure adequate health and safety conditions	Simon Johnson (Trustee & Chair) Simon Bromley (General Secretary) Jon Newbold (Safety), and all volunteers	Trust officers, trustees, managers, administrators, members, volunteers and subcontractors routinely consulted on health and safety matters as they arise but also formally consulted at regular health and safety performance review meetings or sooner if required.
Implement emergency procedures – evacuation in case of fire or other significant incident. You can find help with your fire risk assessment at: https://www.gov.uk/workplace-fire-safety-your-responsibilities	Simon Johnson (Trustee & Chair)	In the event of anyone being present on site, escape routes well signed and kept clear at all times. Evacuation plans are tested from time to time and updated as necessary.
Maintain safe and healthy working conditions, provide and maintain plant, equipment and machinery, and ensure safe storage/use of substances	Simon Bromley (Secretary) & Jon Newbold (Safety)	Toilets, washing facilities and drinking water provided. System in place for routine inspections and testing of equipment and machinery and for ensuring that action is promptly taken to address any defects.
Signed: Simon Johnson (MVT Trustee & Chair)	<i>Simon Johnson</i>	Date: 8 th February 2020

You should review your policy if you think it might no longer be valid, e.g. if circumstances change. If you have fewer than five employees, you don't have to write down your policy.

Health and safety law poster is displayed at (location)	The MVT has no premises, however, details will be displayed at any MVT organised event
First-aid box is located:	As required at any MVT organised event requiring volunteers
Accident book is located:	As required at any MVT organised event requiring volunteers