

HEALTH AND SAFETY POLICY

This policy of the Nautical Archaeology Society (NAS) is written in accordance with the Health and Safety at Work Act 1974 and with specific reference to the Diving at Work Regulations 1997.

- 1) The objective of this Policy is to secure compliance by the NAS with all relevant statutory provisions and regulations for the purpose of ensuring the health, safety and welfare of all NAS employees and, so far as is reasonably practicable, to secure the health, safety and welfare of all persons including contractors, students, members, volunteers and third parties who may be affected by the activities of the NAS.
- 2) This policy is authorised and adopted by the Executive Committee of the NAS.
- 3) The Executive Committee delegates responsibility to the chair of the Management Committee to report regularly to the Executive Committee on the implementation of this policy and to ensure that the policy is kept up to date and to ensure that the management systems and policies and activities of the NAS operate in accordance with this policy.
- 4) Day to day operations of the NAS, including dive operations, are delegated to the NAS Project Manager, who has the responsibility to report to the chair of the Management Committee on the conduct of these operations and to ensure that such operations are conducted in accordance with this policy, that they comply with the Diving at Work regulations where applicable and that they are conducted in accordance with management systems and guidance to promote a safe working environment.
- 5) It is the policy of the NAS to establish management systems and policies to ensure that:
 - a. The management systems and guidance are maintained and monitored to ensure that health, safety and welfare practices are in accordance with good practice and, so far as is reasonably practicable, protect persons from harm and safeguard property and the environment.
 - b. Appropriate and relevant information on health and safety matters is communicated to all persons who may be affected by NAS activities.
 - c. The NAS provides and maintains a safe and healthy working environment
 - d. All persons engaged in NAS activities, whether employees, contractors, students or volunteers comply with health and safety instructions and guidelines and conduct themselves in a way that, so far as is reasonably practicable, prevents harm to themselves and to others and safeguards property and the environment.

- e. When on sites owned or operated by other organisations, NAS employees, contractors and volunteers familiarise themselves with the health and safety requirements defined by the host organisation and conduct themselves accordingly.
- f. Appropriate instructions, training and supervision are provided to ensure that all persons acting on behalf of the NAS are competent and authorised to perform their work safely and efficiently.
- g. Risk assessments are carried out before all NAS operations including training courses, projects, outreach events and dive operations and appropriate action is taken to mitigate risks so far as is reasonably practicable.
- h. All accidents and incidents are promptly investigated, that the conclusions of such investigations, together with any relevant recommendations, are promptly conveyed to the Executive Committee and timely action is taken to implement such recommendations in order to prevent re-occurrence of such accidents and incidents.
- i. Equipment and work areas are maintained in a safe working condition.
- j. Records of health and safety matters are kept and are available for inspection and review by those who have a responsibility for safety.
- k. Monitoring activities are carried out to ensure that health and safety is being maintained in practice.

Signed:

Date:

Chair of Executive Committee