



## Glasgow Vintage Vehicle Trust

### Health and Safety Policy

#### 1. Statement of Intent

1.1 This is the health and safety policy of:

**Glasgow Vintage Vehicle Trust**

1.2 Our health and safety policy is to:

- Prevent accidents and cases of ill health as a result of work carried out on GVVT premises or during events that GVVT organise or participate in.
- Manage health and safety risks in GVVT premises and at events that we organise or participate in.
- Provide clear instructions and information to members and contractors and ensure they are adequately trained to carry out activities while on GVVT premises.
- Provide clear instructions, information and adequate training, to ensure members are competent to carry out activities related to events that GVVT organise or participate in.
- Set out requirements for personal protective equipment.
- Consult with our members on matters affecting their health and safety.
- Provide and maintain safe buildings, plant and equipment provided by the trust. It is the responsibility of members to ensure that any equipment they bring into the site for use is safe and correctly maintained.
- Ensure safe handling and use of substances.
- Maintain safe and healthy conditions for those working on or visiting GVVT premises and those travelling on vehicles at events that GVVT organise or participate in.
- Implement emergency procedures, including evacuation in case of fire or other significant incident.
- Review and revise this policy regularly.

Signed

29/05/19

Date

STEVEN BOOTH

Print Name

29/05/20

Review Date

FOR & ON BEHALF OF THE  
TRUSTEES OF THE GLASGOW  
VINTAGE VEHICLE TRUST



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

### **2.1 Overall and final responsibility for health and safety:**

- GVVT trustees

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

- Duty keyholder (On days where the garage is not scheduled to be open to members and there is not an allocated duty keyholder, the keyholder present must assume the responsibilities of the duty keyholder).
- Event organisers
- Back on the Road Supervisor (responsible for day to day health and safety matters related to Back on the Road)

### **2.3 To ensure health and safety standards are maintained/improved, the following areas are highlighted. Overall responsibility for these areas lies with the GVVT trustees:**

- Risk assessments
- Consulting members
- Accidents
- First aid
- Activity related ill health
- Monitoring
- Accident and ill-health investigation
- Emergency procedures
- Fire and evacuation
- Maintaining equipment and keeping records of maintenance
- Information
- Instruction and supervision
- Training
- Maintaining the H&S policy and H&S plan and awareness of current legislative requirements

### **2.4 All members, visitors, passengers and contractors should:**

- Co-operate with Trustees, duty keyholders and the Garage Management Team on health and safety matters;
- Take reasonable care of the health and safety of themselves and others; and
- Report all health and safety concerns to an appropriate person (as detailed above).

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

### **3.1 Risk assessment:**



- We will complete risk assessments for garage activities and events and take action where necessary.
- We will review risk assessments regularly (minimum annual review) and when working practices or conditions change

### 3.2 Training

- We will give members, contractors and visitors (out with open events) a health and safety induction and provide training for garage related activities, driving, guarding and event duties and any other tasks as appropriate.
- We will set out requirements for personal protective equipment.

### 3.3 Consultation, Communication and Engagement on health and safety

- We will consult members routinely on health and safety matters as they arise and formally when we review health and safety.
- We will share best practice as it becomes available
- We will ensure that we disseminate health and safety information to those who need to know in a timely manner

### 3.4 Hazard reduction

- We will aim, where possible, to eliminate hazards within the trust's premises. Where this is not possible, appropriate mitigation will be put in place.

### 3.5 Evacuation

- We will make sure escape routes are well signed and kept clear at all times.
- Evacuation plans will be tested from time to time and updated if necessary.