



BOVINGTON HOLIDAY ADVENTURE CLUB



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## Health and Safety Policy Statement

We are responsible for the health and safety of our clients at all times and as such need to comply with current UK laws regarding health and safety. We should always conduct both generic and specific risk assessments at all times and ensure that we know of any specific potential problems with our clients. We should always have an emergency plan and ensure all staff are aware of its existence as well as having people on site suitable and qualified. We should also be aware of current UK health and safety laws and requirements. All activities are risk assessed in advance. Copies of these are provided to the host school.

### Our statement of general policy is:

- To provide adequate control of the health and safety risks arising from our work activities;
- To consult with our employees on matters affecting their health and safety;
- To provide and maintain safe plant and equipment;
- To ensure safe handling and use of substances;
- To provide information, instruction and supervision for employees;
- To ensure all employees are competent to do their tasks, and to give them adequate training;
- To prevent accidents and cases of work-related ill health;
- To maintain safe and healthy working conditions; and
- To review and revise this policy as necessary at regular intervals.

### Health and Safety Policy Statement & Designated person responsibilities

1. Overall and final responsibility for health and safety is that of Louise Regan and Joe Peartree
2. Day-to-day responsibilities for ensuring this policy is put into practice is delegated to Louise Regan and Joe Peartree
3. To ensure health and safety standards are maintained /improved, the following people have responsibility in the following areas: Louise Regan and Joe Peartree as owner in all areas.
4. All employees have to:
  - cooperate with supervisors and managers on health and safety matters;
  - not interfere with anything provided to safeguard their health and safety;
  - take reasonable care of their own health and safety; and
  - report all health and safety concerns to an appropriate person (as detailed in this policy statement).
  - Risk assessments will be undertaken by Joe Peartree
  - The findings of the risk assessments will be reported to Joe Peartree
  - Action required to remove / control risks will be approved by Joe Peartree
  - Assessments will be reviewed every 3 months or when the work activity changes, whichever is soonest.
  - Any problems found with equipment should be reported to Louise Regan and Joe Peartree
  - Joe Peartree and Louise Regan will check that new equipment meets health and safety standards before it is purchased.

- Joe Peartree will be responsible for identifying all substances which need a COSHH assessment.
- Induction training will be provided for all employees by Louise Regan and Joe Peartree
- Job specific training will be provided by Joe Peartree
- Training records are kept for 6 years
- The first aid kits are kept at 5 Curzon Road in Poole Dorset, on site, mobile walk around and in vehicles. The First Aid kit (the green first aid Bag & camo aid rucksack) These kits are checked before the beginning of each session.
- The appointed person(s) / first aider(s) is / are Louise Regan and Joe Peartree
- Fire extinguishers are maintained and checked by James White / every 6 months.

In an emergency mobile phone connection is good on site & when mobile the leaders communicate with the main site by 2-way radios. A "Designated Safety Point" has been allocated in the car park area. In the event of an emergency, all staff and students are to gather here before departing as a group. Escape routes are checked by Loise Regan or Joe Peartree every course.

All medical details are assessed from the consent forms before the start of the programme.

All accidents and cases of work-related ill health are to be recorded in the accident book. The book is kept on site.

All staff are responsible for reporting accidents, diseases and dangerous occurrences to the enforcing authority.