



## **HEALTH AND SAFETY POLICY**

### **Introduction**

It is our policy to seek to provide a safe and healthy work place and working environment for all staff and volunteers. To this end Path Hill Outdoors is committed to the removal of potential hazards where possible and to the setting up of procedures for dealing with unavoidable hazards and any resulting incidents that occur. It also intends to institute training in order to reduce the likelihood of such incidents.

Path Hill Outdoors will meet these responsibilities, in particular paying attention to the provision and maintenance of:

- a) A safe place of work and safe access to it
- b) A healthy working environment
- c) Equipment and systems of work that are safe
- d) Safe arrangements for the use, handling, storage and transportation of articles and substances
- e) Sufficient information, instruction, training and supervision to enable staff and volunteers to avoid hazards and contribute positively to their own health and safety at work

However, the Health and Safety at Work Act 1974 lays down certain duties on all employees. The duties are to take care for the health and safety of themselves and of other persons who may be affected by their acts or omissions.

### **Employees and Volunteers Responsibility**

All employees and volunteers will ensure that:

- They are fully conversant with this safety policy
- They comply with this policy
- They co-operate with supervisors or managers on health and safety matters
- They take care of their own health and safety and of others who may be affected by their acts or omissions
- They report all accidents, near misses and dangerous occurrences immediately to the manager
- They are fully conversant with all fire procedures applicable to the area in which they are working
- If they identify any condition which in their opinion is hazardous, they will report the situation to the manager



## **Premises**

It is the responsibility of the Directors to ensure that premises are:

- Kept adequately secure from intruders and hazards
- Properly lit
- Adequately heated and ventilated
- Have enough space for the number of staff and volunteers (and in the case of meetings held on the premises for other people present)
- Cleaned regularly

The Directors are responsible for identifying all equipment/infrastructure needing maintenance and will be responsible for drawing up effective maintenance procedures and ensuring that they are implemented.

Staff and volunteers are responsible for reporting unsafe equipment and following the safety procedures for equipment. They should at all times be aware of their own safety and the safety of staff, volunteers and all visitors.

Path Hill Directors are responsible for making sure that staff and volunteers trained in use of equipment and are aware of this health & safety policy

## **Personal Safety**

Trust your own judgement about your own safety. If you have any concerns, talk to other colleagues. Staff and volunteers are advised not to give out their home address, phone number or personal details to visitors or users/clients.

All incidents, violence or threats of violence must be reported to the Directors

### **Personal safety whilst in Path Hill Outdoors premises**

At times when premises are open to the public, every effort will be made to ensure that there are at least two people on site. Staff or volunteers who are working on their own are generally advised not to allow in visitors without an appointment, except if they know the person. Volunteers are not expected to work alone on any premises. Please also refer to the Path Hill Lone Working Procedures

### **Personal safety whilst working away from Path Hill Outdoors**

Path Hill Outdoors should be notified of all activities off their premises carried out on behalf of Path Hill Outdoors. If there is a significant change to their plans in the course of a day, staff or volunteers must contact Path Hill Outdoors staff as soon as possible to let them know where they are. See also Travelling with Students procedures.

Mobile phone(s) will be available for use by staff and, where necessary, by volunteers.



Staff members who are unable to use a car or public transport when on work business may use a taxi or minicab at the organisation's expense. Staff members who are required to work in the evening may use the safest means of getting home after dark.

### **Personal safety whilst holding or carrying money or valuables**

Large amounts of cash (over and above petty cash) will not be kept on Path Hill Outdoors premises.

Visits to the bank should not be at a regular time or on a regular day.

Under no circumstances should staff put themselves at risk on account of the organisation's property. If money is demanded with threats it should be handed over.

### **First Aiders**

First aiders will be responsible for taking prompt action following any accident, whether involving a member of staff, volunteer or a member of the public.

All accidents, no matter how minor, will be reported on the correct accident report form and entered in the accident book. The accident book is located in the 'Back office'.

First aid boxes are taken out with every course leader. There is also a First Aid box in the 'Resources room'.

All staff will be expected to be First Aid trained. First Aid training is available for all staff members, long-term freelancers and volunteers.

### **Emergency procedures – fire and evacuation**

Fire extinguishers are to be found on the wall of the office and the reception areas.

If you feel confident in being able to tackle a small fire please do so. Otherwise vacate the premises immediately closing doors behind you and contact the fire brigade. The assembly point is out in the lane by the footpath sign and visitors and staff members will have this explained to them.

### **Training**

To comply with the general duty to provide such information, instruction, training and supervision as are necessary to ensure, so far as reasonably practicable, the health, welfare and safety of staff and volunteers, health and safety training will be provided as follows:

- At inductions
- When changes are made to systems of work
- When training needs are identified during risk assessments



### **Risk assessments**

The Directors will ensure that all premises and activities subject to risk assessment are assessed in accordance with the relevant legislation. Assessments will be regularly reviewed and repeated whenever any of the following factors occur.

- Change in legislation
- Change of premises
- Significant change in work carried out
- Transfer to new technology
- Original assessment is no longer valid

Assessments will be recorded and records maintained by the Directors/competent person.

The findings of risk assessments will be reported to the Directors who will approve action to remove or control risks.

### **Reporting and investigating of accidents and dangerous occurrences**

All accidents, dangerous occurrences and near misses will be reported immediately to the manager or as soon as possible after the event.

The Directors will investigate all accidents, near misses and dangerous occurrences within 24 hours and they are also responsible for acting on investigation findings to prevent a recurrence.

Accidents, near misses and dangerous occurrences will be discussed and reviewed the day that they occurred or as soon as possible afterwards at the morning and/or afternoon briefing meetings that take place each day.

### **Consultation with staff**

Consultation with employees is provided by regularly reviewing health and safety as a standing item on staff meeting agendas. Health & Safety issues will be brought up in the daily briefing meetings that take place each day before and after students are on site at Path Hill Outdoors.

### **Directors**

Kim George                      Overall responsibility for Health & Safety  
Mark Hillyer

David Tridgell                 Senior staff member responsible for health & safety, risk assessments and first aid



Policy last reviewed 30/08/2017

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