

Adventure Northumberland - Health and Safety Policy

1. Statement of Intent

Adventure Northumberland is committed to ensuring the health, safety and welfare of its employees, freelance staff, volunteers, and participants. We will meet our legal obligations under the Health and Safety at Work etc. Act 1974 and associated regulations, and we aim to prevent accidents, injuries, and cases of work-related ill health.

We will:

- Provide and maintain a safe working environment for all staff and participants
- Assess and manage the risks associated with our activities
- Provide clear information, instruction, and supervision
- Ensure all staff are competent through training and support
- Maintain safe equipment and ensure its proper use
- Review and improve our health and safety practices regularly

This policy will be reviewed annually and updated as necessary.

Signed:

Michael Curry

Director, Adventure Northumberland

Date: 1st April 2025

2. Responsibilities for Health and Safety

Michael Curry - Overall responsibility for health and safety across the organisation

Technical Advisors - Ensure activity safety standards are up to date and staff are assessed

Activity Leaders - Conduct risk assessments, ensure safe delivery, report hazards and incidents

Base Staff - Maintain communication with field staff, oversee check-ins and late backs

All Staff & Freelancers - Follow safety protocols, report concerns, use PPE appropriately

3. Arrangements for Health and Safety

A. Risk Assessment

We conduct and review written risk assessments for all activities, venues, and office tasks. Dynamic Risk Assessments are performed throughout activity delivery.

B. Training

All staff receive appropriate induction and regular training in:

- First aid
- Activity-specific skills
- Emergency procedures
- Use of PPE and safety equipment

Records of qualifications and refresher training are maintained.

C. Emergency Procedures

We operate emergency protocols including a Late Back Procedure, emergency contact system, and incident reporting. Staff carry mobile phones, VHF radios (where applicable), and first aid kits.

D. Equipment Safety

All equipment is regularly inspected, logged, and maintained. Defective or damaged equipment is removed from use and reported.

E. Communication

- Staff briefings are held regularly
- Safety messages are reinforced through ongoing supervision and updates
- Participants are given safety briefings before each activity

F. Accident Reporting

All accidents, near misses, and incidents are recorded and investigated. We maintain a company accident book and conduct internal reviews to improve practice.