

Health and Safety Policy

This is the statement of general policy and arrangements for:

Adventure Northumberland (Activities) Ltd

Overall and final responsibility for health and safety is that of:

Adventure Northumberland (Activities) Ltd

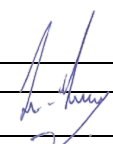
Day-to-day responsibility for ensuring this policy is put into practice is delegated to:

Michael Curry

Statement of general policy	Responsibility of (Name / Title)	Action / Arrangements (Customise to meet your own situation)
To prevent accidents and cases of work-related ill health and provide adequate control of health and safety risks arising from work activities	Michael Curry – Company Director	Validate staff qualifications and experience, maintain training records
To provide adequate training to ensure employees are competent to do their work	Michael Curry – Company Director	Annual Review of all staff training needs and validation of current certification
To engage and consult with employees on day-to-day health and safety conditions and provide advice and supervision on occupational health	Michael Curry – Company Director	Debriefs following activities take 2 forms: 1) Hot debrief for incidents on activity 2) Office debrief to discuss and share learning outcomes.
To implement emergency procedures - evacuation in case of fire or other significant incident. You can find help with your fire risk assessment at: (See note 1 below)	Paul Edgar – Company Director	Fire Risk applies only to our storage warehouse.

To maintain safe and healthy working conditions, provide and maintain plant, equipment and machinery, and ensure safe storage / use of substances	Michael Curry – Company Director	Staff are responsible for reporting damage and defects to the directors who will remedy the situation ASAP. If need be equipment will be removed from service till repaired or replaced.
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Health and safety law poster is displayed:	
First-aid box and accident book are located: Accidents and ill health at work reported under RIDDOR: (Reporting of Injuries, Diseases and Dangerous Occurrences Regulations) (see note 2 below)	First Aid Kit carried by lead staff when on activities. Accident book at office, 2b Greensfield Court, Alnwick NE66 2DE Yes Yes

Signed: (Employer)		Date:	1 st March 2018	
Subject to review, monitoring and revision by:	Michael Curry	Every:	12	months or sooner if work activity changes

Risk Assessment

Organisation name: Adventure Northumberland (Activities) Limited

What are the hazards?	Who might be harmed and how?	What are you already doing?	Do you need to do anything else to manage this risk?	Action by whom?	Action by when?	Done
Drowning	Staff and Clients	Generic Risk Assessments exist in our operating manual for all activities offered. A dynamic risk assessment is ongoing throughout a session and if required duration of these activities is amended to ensure safety and wellbeing of all.	Staff leading activities should be qualified for the role they are doing or in the case of a trainee, assisted by a qualified member of staff. Brief Clients Signed Consent forms, recording their understanding of the dangers associated with outdoor activities			Yes
Slips Trips & Falls	Staff and Clients	Generic Risk Assessments exist in our operating manual for all activities offered. A dynamic risk assessment is ongoing throughout a session and if required duration of these activities is amended to ensure safety and wellbeing of all.	Staff leading activities should be qualified for the role they are doing or in the case of a trainee, assisted by a qualified member of staff. Brief Clients Signed Consent forms, recording their understanding of the dangers associated with outdoor activities			Yes
Lifting & Carrying	Staff and Clients	Staff are trained on how to lift and carry. The appropriate number of people should be used to carry large and heavy objects.	Monitor the situation and provide training as required			Yes
Lone Working	Staff	When working alone, staff will inform a manager of their location and intended aim. Late back procedure to be adhered to.				Yes

This document should be read in conjunction with our Standard Operating procedure, which details all activities, staffing levels and staff qualification requirements.

All documents are reviewed annually and amended as required when new activities are introduced or legislation / good practice changes.