



HEALTH AND SAFETY POLICY

Health and Safety Management System

The Management of Health and Safety at Work Regulations (Regulation 5) requires the employer to have arrangements in place to cover health and safety. These arrangements should, where possible, be integrated within the management system that is already in place for the Business. The arrangements when implemented, will however depend on the size and nature of the Business and will require the following factors to be considered when integrating them into any management system:

- Plan
- Do
- Check
- Act

The flow diagram below provides a pictorial representation of good management practices in line with the HSE's normative standards; and each step is explained further below.



Plan - Initial inspection and report, develop a health and safety policy

Initial inspection/report - a visit by a Citation Ltd Health and Safety Consultant who will complete a questionnaire, inspect the premises and provide a written report. The report will identify the current practical, physical and procedural weaknesses in complying with regulations.

The policy will be developed and installed to the client by the Health and Safety Consultant. The installation visit will include an explanation of the system, advice on how to comply with legislation and an introduction to risk assessments. The Business's 'statements of intent' are contained within the policy.

Do - Organise for health and safety and implement plan

The organisational structure will be established along with individual responsibilities with regards to health and safety management within the Business. Management leading by example is essential to fostering a positive health and safety culture.

The Outdoors Group Ltd commit to adhering to the policy arrangements including identifying hazards and completing risk assessments. Implementing actions from the health and safety inspection report will assist in compliance with regulations.

Implementation of the plan will include:

- Establish and prioritise preventative and protective measures to eliminate or reduce risks, and implement
- Allocation of sufficient resources (manpower, time, funds and competent advice)
- Provision and maintenance of the correct tools and equipment to do the job
- Consult, train and instruct, to ensure everyone is competent to carry out their work
- Supervise to make sure that arrangements are followed.

Check - Measure performance

Monitoring will establish where problems may exist within the management system and will help understand what causes them and what remedial actions are required. Monitoring can include:

- Routine inspections of premises, plant and equipment by staff
- Health surveillance to prevent harm to health
- Planned function check regimes for key pieces of plant
- Investigating accidents and incidents
- Monitoring cases of ill health and sickness absence records

Act – Review performance, act on lessons learned

- Health surveillance to prevent harm to health

- Conducting accident investigations and reviewing statistics
- Monitoring cases of ill health and sickness absence
- Compliance with regulations.

The Outdoors Group Ltd will carry out an internal review of health and safety systems to establish if they require updating or improving.

To support clients in the review process, Citation Ltd conduct an annual inspection. This will be carried out by a Citation Ltd, Health and Safety Consultant and includes a workplace inspection, review of documentation and arrangements in place and progress on assessments. On completion, a written report will be forwarded along with any required policy amendments. The outcomes of the review will become the next part of the health and safety plan to continue the loop.

Health and Safety Policy Statement

The following is a statement of the Business's health and safety policy in accordance with Section 2 of the Health and Safety at Work etc Act 1974.

It is the policy of The Outdoors Group Ltd to ensure so far as is reasonably practicable, the health, safety and welfare of all staff and volunteers working for the Business and other persons who may be affected by our undertakings.

The Outdoors Group Ltd acknowledges that the key to successful health and safety management requires an effective policy, organisation and arrangements, which reflect the commitment of senior management. To maintain that commitment, we will continually measure, monitor, improve and revise where necessary, an annual plan to ensure that health and safety standards are adequately maintained.

The Directors will implement the Business's health and safety policy and recommend any changes to meet new circumstances. The Outdoors Group Ltd recognises that successful health and safety management contributes to successful business performance and will allocate adequate finances and resources to meet these needs.

The management of The Outdoors Group Ltd looks upon the promotion of health and safety measures as a mutual objective for themselves and staff and volunteers. It is therefore, the policy of management to do all that is reasonably practicable to prevent personal injury and damage to property. Also, the Business aims to protect everyone, including visitors and members of the public, insofar as they come into contact with our activities, from any foreseeable hazard or danger.

All staff and volunteers have duties under the Health and Safety at Work etc Act 1974 and are informed of their personal responsibilities to take due care of the health and safety of themselves and to ensure that they do not endanger other persons by their acts or omissions. Staff and Volunteers are also informed that they must co-operate with the Business in order that it can comply with the legal requirements placed upon it and in the implementation of this policy. The Outdoors Group Ltd will ensure continued consultation with the workforce to enable all viewpoints and recommendations to be discussed at regular intervals.

The Business will ensure a systematic approach to identifying hazards, assessing the risks, determining suitable and sufficient control measures and informing staff and volunteers of the correct procedures needed to maintain a safe working environment. We will provide, so far as is reasonably practicable, safe places and systems of work, safe plant and machinery, safe handling of materials and substances, the provision of adequate safety equipment and ensure that appropriate information, instruction, training and supervision is given.

We regard all health and safety legislation as the minimum standard and expect management to achieve their targets without compromising health and safety.

Environmental Statement

The Outdoors Group Ltd is committed to preventing pollution and to complying with all relevant environmental legislation, regulations and other environmental requirements.

We will regularly evaluate the environmental impact of our activities, products and services and we will take action to continually improve our environmental performance.

It is our policy to:

- Minimise the use of energy, water and natural resources
- Minimise waste through prevention, re-use and recycling where possible
- Dispose of waste safely and legally
- Avoid the use of hazardous materials, where practical
- Work with environmentally responsible suppliers
- Prevent environmental damage and minimise nuisance factors such as noise and air pollution.

We will define environmental objectives, targets and improvement actions that are related to this policy and to our significant environmental aspects. We will regularly evaluate progress.

We are committed to providing relevant environmental training and promoting environmental awareness to staff and volunteers and, where appropriate, to suppliers and to communicating our environmental performance.

We will implement processes to prevent environmental non-conformities and to ensure that we are prepared to deal with potential environmental emergencies.

This policy will be regularly reviewed and updated to take account of organisational priorities and changes, environmental legislation and best practice.

Food Safety Statement

Staff and Volunteers have a statutory duty to take care of themselves and others who may be affected by their acts or omissions. To enable these duties to be accomplished it is The Outdoors Group Ltd's intention to ensure that responsibilities for food safety matters are effectively assigned, accepted and fulfilled at all levels within our organisation.

As far as is reasonably practicable, we shall ensure that:

- Adequate resources are provided to ensure that proper provision can be made for food safety
- Risk assessments are carried out and periodically reviewed in accordance with the HACCP's
- Systems of work are provided and maintained that are safe and without risks to food safety
- Arrangements for use, handling, storage and transport of articles and substances for use at work are safe and without risks to health
- All staff and volunteers are provided with such information, instruction, training and supervision as is necessary to secure their safety and health at work, the safety of others who may be affected by their actions and the safety of food on the premises
- Where appropriate, health surveillance will be provided to staff and volunteers
- The provision and maintenance of all plant, machinery and equipment to ensure it is safe and without risk to health or food safety
- The working environment of all staff and volunteers is safe and without risk to health or food safety and that adequate provision is made with regard to the facilities and arrangements for their welfare at work
- The place of work is safe and that there is safe access to and egress from the workplace
- Monitoring activities are undertaken to maintain agreed standards
- All food prepared or stored on the premises complies with all food safety requirements and is of the nature, substance and quality demanded
- To take reasonable care for the health and safety of themselves and of other persons who may be affected by their acts or omissions at work and operate with us in fulfilling our statutory duties
- Not to interfere with or misuse anything provided in the interest of health and safety.

Health and Safety Policy and Procedure Overview

Health and Safety is critical to the effective delivery of forest school and other programmes delivered by The Outdoors Group Ltd. All staff are responsible for the health and safety of participants and colleagues. Staff delivering courses/education need to be aware that others on site may not know or be aware of the risks present. In order to ensure that the safety of participants and staff is effectively managed all staff need to be aware of the following:

- Never carry out an activity that has not been effectively risk assessed
- Always make sure that you have read the Risk Assessment and that it is up to date
- Make sure you have read any relevant policies and procedures
- Make sure you are aware of the site and fire risk assessments before delivery of sessions
- Ensure you are clear on the details of all The Outdoors Group Ltd policies
- Never carry out an activity for which you have no training or experience or that you are uncomfortable delivering in the environment in which the course is running
- Check weather and other factors (ie monthly site survey) and be prepared to cancel sessions if safety cannot be guaranteed
- Report any accidents/incidents through the correct procedures and on the correct The Outdoors Group Ltd paperwork
- Remember that risk assessments change with the client group, seasons and weather conditions
- Ensure you are dynamically risk assessing as you deliver activities and any highlighted risks that are not present on the risk assessments are recorded following proper procedure
- If you need a refresher on delivery of activities ask the team, you are the only one who will know whether you feel comfortable delivering an activity/session
- Any abuse, bullying or other incident must be recorded using proper paperwork and following The Outdoors Group Ltd procedures as laid out in policies and procedures for the Company.

Site Risk Assessments

There is a risk assessment for each site that covers all main aspects of the site safety procedures, copies of these are kept centrally and are accessible electronically for all staff to access.

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There are fire risk assessments for the Company that detail the fire procedures the Company follows, copies of these are kept centrally and are accessible electronically for all staff to access.

All activities undertaken as a Company are risk assessed. Copies of these are kept centrally and are accessible electronically for all staff to access.

Our accident and incident procedures are in line with HSE guidelines and are reviewed annually along with all risk assessments. All risk assessments and policies relating to Health and Safety are reviewed and signed off by a Health and Safety coordinator who is qualified to perform the task. All of the Outdoors Group Ltd Health and Safety and Risk Assessment procedures are reviewed annually by Citation in an external audit that informs both policy and procedure updates.

Fire assembly points will be made clear to all participants by instructors on site.

Site checks should be undertaken before sessions and particular care should be taken after severe weather.

Satellite sites

Satellite sites may operate differently and will have specific protocols and procedures to deal with issues that are specific to sites such as:

- Sites with public access
- Sites that have alternative activities running
- Sites that may have farm machinery present

If in any doubt please make sure you contact the Site Manager.

Regulatory bodies

The Outdoors Group Ltd adheres to all relevant guidance from regulatory bodies such as;

- Ofsted
- HSE
- RIDDOR
- ROSPA
- Other government bodies as appropriate

The Outdoors Group Ltd adheres to all guidelines in the production of health and safety documentation to ensure the safety of our course participants and staff.

All staff are trained in the relevant areas they deliver in and we ensure staff are kept up to date with mandatory training for the safety of all.

Accidents and Incidents

We record all accidents and incidents that require first aid to be administered as well as significant near misses.

Where possible all staff are first aid trained, as a minimum there will always be a first aid trained member of staff on site when there is delivery to clients and customers.

All accidents and incidents are reviewed annually and amendments to risk assessments and policies/ procedures are made as appropriate

All necessary reports are made to external agencies such as HSE and RIDDOR under their guidelines.

Hygiene facilities

We have hand washing facilities available through mains water taps, tipi taps and bowls of water with soap and antibacterial gel.

We have compost toilets available on sites that we manage and any additional sites are responsible for these facilities themselves.

Should intimate care be required on a regular basis, antibacterial wipes and changing facilities are made available.

Evacuation Procedures

Each site has it's own Emergency Evacuation Procedure – all staff will ensure that they are aware of these for all sites that they work from.

All our emergency evacuation procedures are contained within our electronic filing systems and a copy will be kept with the first aid equipment at each site.

Fire and Emergencies

The Head Teacher is responsible for ensuring that the fire risk assessment is undertaken using the RA08 document and controls implemented accordingly. The fire risk assessment is stored in our electronic filing system and will be reviewed annually.

Fire and emergency evacuation procedures are detailed in the Emergency Evacuation Procedure which is located on site and in in our electronic filing system.

All staff will be briefed in the contents of this plan at induction and on an annual basis. This will be augmented by fire drills which will be undertaken termly. Evacuation procedures are also made known to all contractors/visitors.

Daisy Thomas at Shillingford site, Lee Smith at Tiverton Adventure Playground are responsible for ensuring that the Fire Log is kept up to date, under the supervision of the Deputy Head, Jon Breeze.

For full details relating to fire safety, reference should be made to the HS0018 Fire Safety Guidance Note.

Where to find Risk Assessments

All our risk assessments are contained within our electronic filing systems, as are our HSE documents and our SOE5 documentation. These are all available to the relevant clients upon request and are available to staff through their login details to our system.

Site survey procedures

A daily visual inspection of the site is done by staff to ensure that they are fit for delivery and free from danger for clients. An in depth monthly site survey is also carried out for each area of the site and the record of these are kept by the manager of each site. Details of issues are fed back to our health and safety manager who advises on actions to be taken.

Induction

Health and safety information is a key part of the induction process and is included on the induction checklist. The Employee Handbook also requires new members of staff to sign to say they have read and understood the health and safety policy and procedures for The Outdoors Group Ltd.

This is the statement of general policy and arrangements for:

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

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

The Outdoors Group Ltd
Robert Kendall, Estates Manager
Robert Kendall, Estates Manager and Senior Managers

Statement of general policy	Responsibility of	Action / Arrangements
To prevent accidents and cases of work-related ill health and provide adequate control of health and safety risks arising from work activities	Robert Kendall, Estates Manager and Tom Lowday, Director	Accident and incident forms available at all locations, RA for all activities and termly site surveys for delivery sites. Annual health and safety report for business compiled and annual review of health and safety procedures including RA and accident and incident reports.
To provide adequate training to ensure employees are competent to do their work	Shevek Pring and Tom Lowday (Directors), HR Team and external training if required	Training days for all staff including H&S, First Aid and RA protocols. All staff are put through training specific to their roles, including first aid training, food hygiene and relevant professional training. Staff are met annually and go through policy changes annually after their review.
To engage and consult with employees on day-to-day health and safety conditions and provide advice and supervision on occupational health	Shevek Pring and Tom Lowday (Directors), and any delegated roles and responsibilities that are passed to Managers as part of their job description	In the first instance the responsibility is that of the director on site at any given time. This is only changed if there is direct devolved responsibility to a specific manager as written in a job description that provides them with the lead responsibility for a particular project or area of the business
To maintain safe and healthy working conditions, provide and maintain plant, equipment and machinery, and ensure safe storage / use of substances	Robert Kendall, Estates Manager and Shevek Pring and Tom Lowday (Directors),	All COSHH and working conditions are reviewed on the annual health and safety review by the estates manager and company directors. All reporting of issues should go through instructors to the directorship and will be dealt with in line with policy and procedure.
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)	The responsibility for evacuation falls to the instructor of any given course. Overall responsibilities for evacuation procedure is the Directorship of the company	All fire drill protocols are explained to staff and any person who is leading a programme of delivery is responsible for the students on that course. Overall responsibilities for who is on site at any given time falls to the directorship of the company as co-ordinated by the company administration team.

Health and safety law poster is displayed:	In the staffroom/office at Shillingford copse site and Straw Barn school office.
First-aid box and accident book are located: Accidents and ill health at work reported under	First aid facilities and accident reporting facilities are kept at all company maintained sites. RIDDOR forms are held by the Estates Manager.

RIDDOR: (Reporting of Injuries, Diseases and Dangerous Occurrences Regulations) (see note 2 below)	
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Signed: (Employer)		Date:	6 th October 2020
Subject to review, monitoring and revision by:	The Company Directorship	Every:	12 months or sooner if work activity changes

Note 1: <https://www.gov.uk/workplace-fire-safety-your-responsibilities>

Note 2: <http://www.hse.gov.uk/riddor>

Date amended: 6th October 2020

Signature of Director or Company Secretary:

A handwritten signature in black ink, appearing to read 'Shevek Pring', written in a cursive style.

Name: Shevek Pring

Review date set: 1st February 2021

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