



# HEALTH & SAFETY POLICY

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# **HEALTH & SAFETY POLICY**

## **STATEMENT OF INTENT**

It is Ackers Adventure's intention to achieve high standards of workplace health and safety, and to ensure so far as is reasonably practicable the health, safety and welfare of all employees, guests, visitors, contractors and any other persons who may be affected by the Company's activities and operations.

To this end, the Board of Directors has prepared this Health and Safety Policy in accordance with Section 2(3) of the Health & safety At Work Act 1974.

We are committed to achieving compliance with the health, safety and welfare obligations primarily outlined in the Health & Safety At Work Act 1974, the Management of Health and Safety Regulations 1999, the Workplace (Health, Safety & Welfare) Regulations 1992 and where applicable any other relevant protective legislation. We seek to apply these requirements as standard to all business activities.

Where relevant recognised industry standards of a health and safety basis also exist, we will endeavour to apply them fully to our operations. In addition to our statutory responsibilities, we also acknowledge the special responsibility placed upon us for the care and welfare of the young people who participate in our activities. We will continue to diligently discharge these responsibilities to ensure our guests' ongoing safety and wellbeing.

We recognise that the effective management of health and safety in the workplace is both a shared responsibility and a management responsibility of equal importance to any other. To this end, we encourage involvement in safety management from all employees, and will provide the necessary training, guidance and support to enable employees at all levels in the organisation to be effective stakeholders in their own and other people's safety in the workplace.

Created by:

DATE: 27/02/2023

Steve Jewell

CEO

Ackers Adventure

## **POLICY OBJECTIVES**

To support our Statement of Intent, Ackers Adventure will:

### **1. Manage Risk**

- Take steps to identify, assess and control any hazards that present an unacceptable risk to our staff, guests or visitors.

### **2. Manage Contractors, Suppliers and Premises**

- Engage with third parties who provide services to us or on our behalf, or who may be affected by our operations, to ensure that an acceptable level of health, safety and welfare is understood, agreed and achieved.

### **3. Manage Incidents**

- Prepare and implement procedures and arrangements to deal with health and safety concerns, near misses, accidents, illness, injuries and emergency situations.

### **4. Safeguard Children**

- Ensure that all our staff meet the required standards to safely supervise young people.

### **5. Maintain High Standards of Welfare and Wellbeing**

- Have staff in place with designated responsibility for the assessment and maintenance of our premises, infrastructure and equipment
- Ensure that all our premises provide welfare facilities of a good standard.

### **6. Communicate and Consult**

- Seek the active involvement of all employees in maintaining high standards of health and safety by maintaining systems to enable communication of workplace issues with managers and empowering them to take responsibility for their own well-being in the workplace.

### **7. Be Competent**

- Ensure employees receive suitable and sufficient training so that they have the necessary knowledge and skills to fulfil their duties without risk to their health and safety.

### **8. Record**

- Provide accurate documentation to support the delivery of our operations and make this easily accessible to those who need it

### **9. Measure, Review and Evaluate**

- Provide and maintain systems to monitor the effectiveness of risk control measures in order to confirm that company standards and legislative obligations are met.
- Undertake periodic reviews of our Health and Safety arrangements, including this policy, to ensure they remain up-to-date.

- Evaluate the effectiveness of our Safety Management System to ensure it remains fit for purpose.

## **General Arrangements (to achieve Policy Objectives):**

### **1. Manage Risk**

It is neither practical nor beneficial to remove all risk from outdoor learning, and we do not seek to do so. We recognise the importance that learning outside the classroom brings to young people's education. It increases self-confidence and helps to develop risk awareness, both vital to preparing them for their lives ahead. Our policy on risk control of adventurous activities is therefore to retain a level of managed risk where doing so brings benefit and enrichment to the learning experience. However, we will take steps to reduce risk where its retention does not contribute to learning and development or where the risk to employees or guests far exceeds the potential benefits.

For all other risks arising out of our operations but not related to outdoor learning, we will take all reasonably practicable steps to remove hazards and reduce risks to an acceptable level. We will conduct suitable and sufficient risk assessments in order to reduce the likelihood of employees, guests and visitors suffering accidents, incidents or cases of work-related ill-health. We will implement arrangements to ensure that:

- all significant hazards are identified
- all risks are assessed using a common method
- appropriate controls are identified and implemented
- the significant findings are recorded and made known to those they affect
- Risk Assessments are reviewed in light of incidents or changes to work arrangements

### **2. Manage Contractors, Suppliers and Premises**

We will engage with third parties who provide services to us or on our behalf, or who may be affected by our operations, to ensure that an acceptable level of health, safety and welfare is understood, agreed and achieved. We will implement arrangements to ensure that:

- contractors and service providers are assessed for their suitability to work with us and our clients
- where a service provider works on our premises there is an exchange of information before works begin such that we and the provider are aware of any risks that may impact on the others' activities

### **3. Manage Incidents**

We will endeavour to protect all employees, guests and visitors to our premises from harm at all times. However, we acknowledge that there will be times that incidents occur and that we must be able to give a competent, timely, effective and proportionate response. We will implement arrangements to ensure that:

- there is access to qualified first aid assistance during normal periods of operation
- incidents are reported in a standardised way
- statutory notifications are made in compliance with the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013
- all employees, guests and others are safe from the dangers of fire
- plans are prepared for the management of serious incidents and emergencies

### **4. Safeguard Children**

Working with young people carries a responsibility to ensure that they are cared for and their welfare needs are met, and that our staff are suitable to provide this support. We will implement Safeguarding arrangements to ensure that:

- we only employ people who are suitable to work with young people
- systems are in place to report safeguarding concerns to people able to deal with them
- staff are trained to recognise warning signs in young people and handle a disclosure if it is made to them

### **5. Maintain High Standards of Welfare and Wellbeing**

Our staff are our most valued resource and we will provide a work environment that supports safe, healthy and productive working. This will include a consideration of the place of work, the type and variety of work, the work equipment, the welfare facilities provided and the mechanisms for the raising and resolving of welfare concerns. We will implement arrangements to ensure that:

- staff have access to adequate management support in their normal daily duties
- work scheduling and rotas allow for sufficient rest breaks and time off
- work premises are adequately maintained and provide sufficient welfare facilities
- work and activity equipment is adequately maintained
- flexibility is provided for individuals with specific needs

### **6. Communicate and Consult**

We want all our employees, guests, visitors and others to be well informed about the matters that may affect their Health and Safety, and to be able to provide feedback on these and the measures in place to protect them. We will implement arrangements to ensure that:

- information on health and safety arrangements is provided to the right people, in the right format and at the right time
- all employees are consulted over changes to procedures or workplace organisation likely to affect their health or safety,
- sufficient opportunities are provided for anyone to raise a health and safety concern
- Health and Safety is a standard agenda item at meetings at all levels of the business

### **7. Be competent**

Training will be delivered at the start of employment that will provide all employees with general health and safety awareness, together with role and workplace specific instruction on the safe practices that must be followed. Additional and refresher training will be provided as necessary as an employee's role within the company develops, and as training needs are established following One to One's. We will implement arrangements to ensure that:

- roles and responsibilities are clearly defined with respect to health and safety
- competence requirements for specific tasks and general employment are identified
- training courses are devised and delivered to fulfil these requirements
- training outcomes are recorded for all employees and are accessible to supervisors and managers
- arrangements are in place for verifying existing training

### **8. Record**

Our health and safety management system is built from the elements outlined in this policy. In order that the system can operate successfully, each part must be documented so that those who need to apply it can understand what is required and how it should be implemented. We will implement arrangements to ensure that documents supporting our health and safety management system have:

- defined purposes
- standardised formats
- clear ownership and authorisation
- specified filing locations (where necessary)
- assured access
- regularly reviewed and updated content

### **10. Measure, Review and Evaluate**

We want to be sure that the standards of health and safety outlined in this policy or established in other operating procedures are being met. We will implement arrangements to ensure that:

- suitable metrics or other criteria are documented against which to measure standards
- an audit programme is in place to monitor standards
- Key Performance Indicators are set and reported on

We will use the outcomes from significant incidents, site inspections, external audits, feedback from guests, and consultations with employees to monitor the effectiveness of our health and safety management arrangements. We will implement arrangements to ensure that:

- our Health and Safety Policy (this document) is reviewed biannually
- an Executive level review of Health and Safety arrangements is conducted annually
- deficiencies in the Safety Management System are identified
- improvement actions are devised and implemented

We will also open our operations to external inspection and accreditation schemes, such as:

- LOTC quality badge
- AAIAC Adventure mark
- British Canoeing
- Independent inspection of Health and Safety and Food Safety standards

## **ORGANISATIONAL ROLES AND RESPONSIBILITIES**

### **Board of Directors:**

- Place a high value on good standards of health, safety and welfare and promote a positive Health and Safety culture within Ackers Adventure.
- Make available sufficient resources to its Officers, Directors, Managers and staff to allow them to fulfil their Health and Safety responsibilities.
- Undertake periodic reviews of Health and Safety performance with reference to Key Performance Indicators.

### **CEO:**

- Take overall operational responsibility for Health and Safety.
- Ensure that any managers with specific health, safety and welfare responsibilities have the necessary competence, resources and support to carry out this function.
- Appoint one or more competent persons to assist the organisation in meeting its Health and Safety responsibilities.
- Ensure arrangements are in place for the management of welfare, wellbeing and occupational health issues.
- Ensure the company has a Safety Management System in place sufficient to manage the risks within its area of operation.
- Provide the Board with Health and Safety data, to assist with Board review of group Health and Safety performance.
- Ensure periodic reporting of Health and Safety performance takes place against agreed Key Performance Indicators.
- Take overall responsibility for ensuring that staff within Ackers Adventure are provided with sufficient training to undertake their work in a healthy and safe manner.
- Support the continuing professional development of staff members as a means of improving their health and safety performance.
- Ensure safe equipment (including vehicles) is sourced and provided to staff for use, and where necessary is accompanied by manufacturer's instructions and / or Company Safe Operating Procedures.
- Ensure that any contractor employed to undertake works is competent to do so and that appropriate checks have been made to confirm this.
- Ensure that work environments are maintained in a safe condition, with safe access and egress and welfare facilities.
- Ensure that suitable and sufficient welfare facilities are provided to staff, in accordance with any relevant Code of Practice or other regulatory guidance.
- Ensure that reasonable workplace adjustments are made and maintained for the benefit of a disabled employee.

### **Activities Manager:**

- Shall be directly responsible to the CEO and to have overall responsibility for health and safety issues as follows:-
- To pay particular attention to the promotion and organisation of outdoor activities ensuring, as far as possible, that The Ackers activity guidelines, national guidelines from sport associations and governing bodies are complied with. To provide all necessary information, training and instruction to comply with this requirement.



- To ensure that staff receive adequate training/supervision to carry out the jobs safely and in accordance with this safety policy.
- The maintenance and control of equipment used by the staff and public in connection with activities is in a condition which makes it safe for use when used in compliance with the suppliers or manufacturers instructions.
- To ensure as far as possible that staff are given clear instructions on carrying out their duties in compliance with The Ackers safety policy and codes of practice. To monitor that these instructions are observed with particular attention being given to machinery, dangerous substances, fire procedures and precautions, water safety etc.
- To ensure that all appropriate staff are adequately trained and qualified in first aid and that provision of first aid equipment and consumables is adequate throughout the site.
- Together with the CEO, to supervise the carrying out of risk assessments and thus to identify hazards and prioritise remedial work.
- To draw up and distribute safety instructions and procedures as necessary.

**Senior Management team:**

- Ensure that staff are aware of this Policy and can access it when required.
- Implementation of all company Health & Safety procedures and standards applicable to their sites
- Ensure that staff are consulted on any significant changes to their workplace health, safety and welfare arrangements.
- Ensure there is adequate supervision of employees, guests and others during normal work activity.
- Ensure that Risk Assessments are in place relevant to the site's activities and operations, including assessments for young persons, vulnerable persons and DSE users.
- Ensure that all applicable incidents are reported to the UK regulator in accordance with RIDDOR and within the specified timescales.
- Ensure that arrangements are in place to receive visitors to the premises and provide whatever information, induction or supervision is necessary to maintain their health and safety.
- Ensure where necessary that suitable and sufficient lone worker provisions are in place and adhered to.
- Ensure that any necessary safety signs or instructions are displayed in accessible workplace areas.
- Ensure that the current Employer's Liability Insurance Policy and the Health and Safety Law poster are displayed in areas where they are accessible to staff.
- Maintain an 'open door' approach and proactively liaise directly with staff on health and safety matters wherever reasonably possible.
- Have a positive and proactive approach to matters of health, safety and welfare.

- Encourage team discussion of health, safety and welfare matters and ensure that any significant workplace hazards or defects raised are reported to an appropriate person.
- Cascade to their team any health and safety information issued to them.
- Ensure that their team are provided with the necessary information, instruction and training (including Induction Training) to enable them to work in a healthy and safe manner.
- Ensure there is sufficient supervision of new employees until they have achieved sufficient competence to work without supervision.
- Ensure that team members perform work tasks safely and in accordance with any task guidance, procedures, training, or Risk Assessment control measures.
- Monitor the use of Personal Protective Equipment and ensure that it is worn when required by risk assessments or method statements.
- Ensure that all work equipment provided is safe for use and is operated in accordance with manufacturer's instructions and / or Company Safe Operating Procedures.
- Ensure that suitable and sufficient health, safety and welfare arrangements are in place in any third party venue or placement where team members may have to work.
- Ensure that departmental staff take their statutory minimum annual leave entitlement and have sufficient rest time away from work.

#### **All Staff:**

- Take reasonable care for their own health and safety and the health and safety of any other people who may be affected by what they do or fail to do.
- Co-operate with the Health and Safety arrangements of Ackers Adventure to assist it in fulfilling its legal and moral duties.
- Report promptly any defect or condition that represents a danger to the health, safety or welfare of any employee, guest, visitor or other persons.
- Follow the instructions and training provided in respect of work tasks, work equipment and substances. This includes wearing and caring for any Personal Protective Equipment provided to undertake a task safely.
- Follow company procedures on Fire Safety, Incident Reporting and First Aid, and any other specific procedures relating to their health and safety at work.
- Cease immediately any work task that they believe will / is placing them or others at risk of harm.
- Ensure their workplaces are kept clean, tidy and a safe environment for all.
- Must not interfere with, or wilfully misuse, anything provided in the workplace for health and safety purposes.
- Observe all safety arrangements, instructions, guidance and signage where it exists.
- Familiarise themselves with the health and safety arrangements in force at 3rd party premises where they may have to work at the earliest opportunity.
- Positively influence the health and safety attitudes and behaviours of colleagues, and report poor attitudes and behaviours for the collective benefit and protection of all.