



Ignite Unlocking Potential

Health & Safety Policy

(INCLUDES RISK ASSESSMENTS AND OPERATING PROCEDURES)

Last updated: 29th November, 2017

Review: Major organisational or legislative change

HEALTH & SAFETY POLICY

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POSITION: Managing Director

1. INTRODUCTION

This statement covers the general approach that **Ignite Unlocking Potential** takes to safeguard all employees and co-workers.

Ignite Unlocking Potential is committed to ensuring the health, safety and welfare of all employees and co-workers so far as is reasonably practicable. **Ignite Unlocking Potential** also accepts responsibilities for other persons who may be affected by its activities and will take steps to ensure that its statutory duties are met at all time.

Each employee will be given such information, instruction and training as is necessary to enable the safe performance of work activities.

Employees and co-workers must co-operate with **Ignite Unlocking Potential** to enable all statutory duties to be complied with. The successful implementation of this policy requires total commitment from all employees and co-workers.

Each individual has a legal obligation to take reasonable care for his/her own health and safety and for the health and safety of other people who may be affected by his/her acts or omissions.

This policy will be regularly monitored to ensure that the objectives are achieved. It will be reviewed and if necessary revised annually or when legislative or organisational changes require it.

1.1 Purpose of the Document

This document is intended to represent part of **Ignite Unlocking Potential** formal response to its responsibilities under the Health and Safety at Work Act 1974 and Associated Regulations. This includes ensuring all reasonable safety precautions are in place for those engaging in outdoor activities under the auspices of **Ignite Unlocking Potential**.

In order to achieve this objective, it is necessary to consider the issues of safety and risk management within an outdoor activity programme before describing in detail the operating procedures and criteria for safe practice when conducting a session in a particular activity.

The criteria for safe practice in any of the outdoor activities undertaken within the School and Communities Division are written to preclude a breadth of interpretation. Criteria for safety are not open to compromise. These criteria have been kept to an essential minimum to allow trained and experienced persons to make their own judgements in particular situations and because it is impossible to cover every important aspect of an unexpected situation.

Instructor guidelines are also included. These are intended to assist the instructor alongside the National Governing Bodies guidelines in enhancing the safety of participants in his or her charge whilst responding to both the needs of the participants and to variables out of the instructor's control.

This document emphasises the responsibility incumbent upon an instructor. No apology is made for this as the role of an instructor does place a great responsibility on the individual.

However, the School & Community Division and in particular the Director of the division, do bear responsibility for the actions of the instructional staff. In meeting its responsibilities, the School & Community Division will make provision for suitable and safe equipment to be variable; appropriate instructor student ratios to be maintained; and for instructors to respond to the needs of their charges on a particular occasion.

The primary concern is for the welfare of students. Hence adequate supervision with reference to the venue, time of year, weather conditions and age of group are more important than such things as rigidly adhering to instructor student ratios. Similarly, responsibility instructors will be encouraged to exercise discretion in operating within the standard operating procedures.

It is recognised that the key to safe practice i outdoor activities is the training and competence of the instructional staff. This competence may readily be demonstrated through the holding of national governing body qualifications or through the School & Community Division in-house training.

This document is therefore intended as a framework within which instructors may exercise their competence and facilitate the safety, enjoyment and learning of students.

2 SAFETY

2.1 The Nature of Risk and Safety

Outdoor activities may also be described as adventure activities. They may be engaged in for a wide range of personal, physical, social, spiritual or educational purposes and for the experience of adventure that accrues to each participant.

The experience of adventure is a subjective phenomenon. That which is stimulating to one individual may barely attract the intention of another; or another may be so scared by the same activity that it becomes a negative experience.

No value judgement should be applied to the response a student makes to adventure experience.

Inherent to challenge and adventure is an element of risk. It is recognised that all reasonable precautions should be taken to reduce the element of risk without an activity becoming so boring as to devalue it completely.

Ignite Unlocking Potential is concerned with managing risk so that the adventure deriving from perceived risk to the student is balanced by an acceptable low actual risk that pertains through good management of the activity by the instructor and the organisation. All risk assessments can be located in the Risk Assessment folder located in the **Ignite Unlocking Potential** main office (available during work hours, with request).

Safety in outdoor activities derives from:

- Identifying the hazard.
- Relating the Hazard to the student group and to the objective conditions e.g. weather.
- Determining the risk, i.e. the likelihood of a hazard causing harm.
- Managing the activity so that the risk is controlled.

Complete elimination of risk is not possible and therefore guarantees of absolute safety cannot be given, but assurances can be given that all reasonable care and sensible preparatory arrangements have been taken.

2.2

Principles of Safety

Safe practice is an attitude of mind, a way of life; it is a blend of confidence, competence and adaptability in the handling of potential dangers without causing unnecessary risks.

In the interests of safety it may be necessary to cancel or modify activities due to adverse weather conditions, unavailability of appropriate back up or the changing needs of students.

The decision to cancel/modify an activity rests with the School & Community Director and the Instructor of the activity.

It follows, therefore, that there are two principle strands in ensuring safe practice within an outdoor activity program and they are:

- That instructional staff are trained and competent in the technical, social and leadership skills required.
- That a framework is in place with which instructional staff competences can be identified and also a framework of organisational practice and procedures within which the instructors can exercise sound judgement to meet the needs of their students, whilst fulfilling their responsibilities to the organisation.

Effective communication is critical to all aspects of safe practice, between the management of CYFLEON LTD and all instructors and also between the instructors and their students. Strategies are in place to ensure communication takes place effectively.

2.3

Management and Responsibility for Safety and Good Practice

The responsibility for safety with the School & Community Division lies with the Director of that Division. Adventurous activities are part of the School & Communities core activity and the responsibility for this falls under the Director of

that Division. The Director may delegate the implementation and supervision of safety arrangements in outdoor activities to competent staff.

The School & Community Division recognises its responsibilities to exercise a duty of care for all participants in outdoor activity programmes.

The School & Community Division also recognises its obligations under Health and Safety legislation. In particular, those under Section 2.1, Duties to Employees; Section 2.3; The Formulation of a Written Safety Policy and Section 3.1; Duties of Others.

2.4

STATEMENT OF SAFETY PROCEDURE- in relation to outdoor activities.

In accordance with the requirements of the Health and Safety at Work Act 1974, the following statement of Safety Policy is published.

1. It is the policy of **Ignite Unlocking Potential** to ensure, so far as it is reasonably practicable, the health, safety and welfare at work of all its employees and students whilst using the facilities of **Ignite Unlocking Potential** including when under instructions.
2. Within this general policy, the School & Community Division will endeavour as far as it is **reasonably practicable** to:
 - a. Provide and maintain equipment and systems of work that is safe and free from risks to health. In particular to regularly inspect, test and record the condition of all equipment used for activities.
 - b. Make arrangements for ensuring safety to health in the use, handling and storage of substances. In particular to gather relevant Safety Data Sheets, to include them in staff training and to use them in conducting risk assessments.
 - c. Provide such information, instructions, training and supervision as is necessary to ensure the health and safety of its employees and students, through establishment of training plans, regular job reviews with instructors, divisional meetings and assessment of instructor competence.
 - d. Maintain each place of work and access to and egress from it in a condition that is safe and without risk to health commensurate with the undertaking of adventure activities.
 - e. Provide and maintain a healthy environment and adequate welfare facilities and arrangements during activities for employees and students.
 - f. Provide such protective equipment clothing and equipment as is necessary to ensure the health and safety at work of employees and students. Through the maintenance of the equipment, inventory updates and finance to ensure that worn and damaged equipment is replaced.
 - g. Ensure regular discussion regarding safety between employees and management to highlight problems and identify solutions.

- h. Train all employees in the procedures to be taken in the event of an emergency.
- i. Record and report all accident/incident/near miss with the detailed investigation of any serious accidents or incidents.
- j. Ensure arrangements will be made for the effective planning, organisation, control, monitoring and review of preventive and protective measures introduced as a consequence of the risk assessment:
 - Competent technical advice on safety and health matters provided where this is necessary and regular audits of safe practice will be conducted, through staff training, and the work of relevant Directors.
 - All employees and students are reminded of their own duties and obligations under Health and Safety legislation.

Signed D. Lewis

Position: Managing Director

Darren Lewis 29th November, 2017