



Health and Safety Policy

Active Adventurers Ltd is committed to providing a safe working, coaching, teaching and learning environment for all personnel, learners and any related third parties.

It is ultimately the responsibility of the Head of the Centre, Luke Philpotts, to ensure that this procedure is implemented, published and accessible to all personnel, learners and any relevant third parties. However, the Qualification Coordinators specific to each qualification are responsible for ensuring this information is fully understood by their qualification team and by the learners who commence courses/programmes in their area.

All learners and personnel have a legal responsibility, as stated under Section 7 of the Health and Safety at Work Act 1974, to do everything practicable to prevent an accident or injury to themselves and to fellow learners and/or personnel.

Objectives:

Active Adventurers Ltd aims to promote health and safety, so far as reasonably practicable, by:

- Providing and maintaining safe equipment and environment, including a means of access in a condition that is safe and without risk to health
- Preventing accidents and cases of work-related ill health and safety hazards arising from work activities via effective risk identification, assessment and implementation of control measures
- Implementing regular emergency and evacuation procedures in case of a significant incident
- Protecting the health and safety and welfare of individuals and vulnerable learners via systematic risk management
- Engaging with learners, personnel and any related third parties, to provide providing relevant information, instruction, training and supervision, as is necessary to ensure health and safety
- Providing adequate training and allocating appropriately qualified members of personnel to identify and control potentially hazardous situations/environments
- Complying with statutory regulation on health and safety and welfare of learners, personnel and any related third parties

This list is not exhaustive and represents general principles followed by Active Adventurers Ltd in respect of health and safety.



Risk Assessment Procedures:

Active Adventurers Ltd ensure that suitable and sufficient control measures are in place to reduce identified risks in the delivery of all courses/programmes.

All personnel required to conduct risk assessments will be given the appropriate training and/or will be made aware of what is expected of them in advance. All recorded risk assessments are made available to all relevant staff who must ensure that all control and/or recovery measures plans are complied with and related actions recorded.

Where tutors/assessors identify additional risks which were not previously identified, or where a current risk assessment is not in place risk assessment must be conducted.



Risk

Assessment Record

Location/Site:			
Activity:			
Risk Assessor:		Date:	

Hazard Description	Cause and Consequence	Control Measures in Place	Recovery Measures in Place	Severity/ Level of risk	Action Completion Details
	<i>Cause of hazard and why harmful</i>	<i>Preventive action</i>	<i>Corrective action</i>	<i>Low/Med/High likelihood and impact</i>	<i>Date and nominated staff</i>
Signed				Time risk assessment completed	



First Aid Procedure:

All confirmed nominees are appropriately qualified first-aiders, holding current first-aid certificates. Therefore, one of the first-aiders listed above must be contacted in the event of an incident occurring, to administer any first aid required. It is important that all issues where a first-aider has been involved are recorded in the necessary accident/incident logbook(s).

The nominated/appointed individuals(s) are:

Luke Philpotts

luke@activeadventurers.co.uk

Whenever learners are present, to attend for a component of a course/programme, their tutor/assessor is responsible for making them aware of whom their nominated first-aiders are and where they can be found (they are required to be on site at the time of a course/programme taking place).

Location of First Aid Box(es):

1. Nominated first aiders are provided with appropriate first-aid equipment
2. Each site will have a designated first aid area which will be communicated to all learners upon arrival

Accident Reporting:

During a course the Tutor, Assessor, individual(s) in charge of the event (possible via delegation) involved in the accident/incident is responsible for ensuring that an investigation takes place and that an accident/incident/near miss report is completed.

In the case of an injury, following appropriate care for the injured individual, the Tutor/ Assessor/individual(s) in charge of the event must inform the nominated person Luke Philpotts at Active Adventurers Ltd.

The Accident Report Form should be forwarded immediately via the quickest route to enable details to be recorded and any actions noted.

Please note that delivery/assessment sites might also have their own recording procedures which will also need to be followed.



Active Adventurers Ltd Accident/Incident Report			
Name of Person Completing Report:			
Location (Venue)		Date:	
Office use only - Date report received:			

Injured Person's Details			
Name:		Date of Birth:	
Address:			
Postcode:		Telephone:	

Incident details:			
Date of Injury:		Time of Injury:	
Description of the Incident:			
Treatment Given:			
First Aider:			

Details of persons involved – insert details of all individuals actually involved in near miss, incident or accident:		
	Name	Contact number
1		
2		

Details of all witnesses – insert details of all individuals who witnessed the near miss, incident or accident:		
	Name	Contact number
1		
2		

Signature of Person Completing this Report:	
Contact Number:	