



**Great Leaps Adventure CiC
Health and Safety Policy**

Contents

Introduction	Page 3
Policy on Fire Risk and Health & Safety	Page 3
Responsibility of employees, agency staff, contractors, clients and voluntary workers	Page 4
Accidents and First Aid	Page 4-5
General Fire Safety	Page 5-6
Hazardous Substances	Page 7
Slips, Trips and Falls	Page 7
Lighting	Page 7
Preparation of Food	Page 7
Manual Handling	Page 7
Hazardous Buildings/Glazing	Page 8
Child Protection	Page 8
Personal Safety	Page 8
Risk Assessments	Page 8
Contractors	Page 9

Introduction

The document contains the policy and risk assessments for Great Leaps Adventures use of Buckmore Park Scout Campsite and the provision of all activities provided/delivered by the company. This includes the use of the outside/indoor space (activities, experience or education) and the use of a building, as required at different times during a visit to Great Leaps Adventure.

Name and Address of Premises:

Great Leaps Adventure CiC
Buckmore Park
Chatham
ME5 9QG

Use of Premises: Education/Activity Centre

Owner: Buckmore Park Scout Campsite

Person in control of workplace for GLA: Graeme Pryke

Person in control of workplace for Scouts/Centre Contact: Paul Randall

Contact information: info@greatleaps.org.uk

Date for re-assessment or review (default to 12 months from date below):

01st September 2023

Health and Safety Risk Assessor: Graeme Pryke

Date: 01st September 2023

Policy on Fire Risk and Health & Safety

We believe that successful management of health and safety is fundamental to the wellbeing of those working and volunteering with Great Leaps Adventure, our users, and to all others brought into contact with the company and its premises.

The policy is to provide and maintain safe and healthy working conditions, equipment and systems of work for all our employees, casual labour, voluntary helpers and clients and to provide such information, training and supervision as they need for this purpose.

Great Leaps Adventure will endeavour to ensure, the health, safety and welfare of all clients, visitors, contractors, and others who may visit Great Leaps Adventure at Buckmore Park or any property being used by the Company.

The Policy will be kept up to date, taking account of changes in legislation and guidance, feedback from employees, volunteers and users, and any changes in the scope and size of the project. To ensure this, the policy and the way in which it is

operated will be reviewed regularly and at least annually and appropriate changes made.

***Overall responsibility for the Health and Safety Risk and Fire Safety Risk is that of the Buckmore Park Scout Campsite CIO who have overall responsibility for the site.**

Responsibility of employees, agency staff, contractors, clients and voluntary workers

All site users have a responsibility to co-operate in the implementation of this health and safety policy and to take reasonable care of themselves and others whilst at Great Leaps Adventure on business or on the premises in general.

All site users must therefore:

1. Comply with safety rules, operating instructions and working procedures.
 2. Use protective clothing and equipment when it is required.
 3. Report and log any fault or defect in equipment immediately to the appropriate person.
 4. Report all accidents (however minor), injuries, near misses or other potential safety hazards as soon as possible.
 5. Note the misuse of anything provided, in the interests of health and safety.
- **Report to the instructor providing/delivering the activity/education/experience. This must then be reported to the Centre Contact; Paul Randall.**

ARRANGEMENTS

This section sets out our arrangements to minimise as far as is reasonably practicable risks to the health and safety of employees, voluntary workers, clients, visitors, agency staff and contractors.

1. ACCIDENTS AND FIRST AID

First Aid. First aid boxes are located in the Kitchen, Main site Office and with each Activity/experience Tutor/Instructor.

Trained/qualified First Aiders are: All Tutors and Instructors.

The Great Leaps Accident Book is located in the Great Leaps van.

The Buckmore Park Scout Campsite Accident Book is located in the Leaders' Folder at the main office.

All accidents and incidents are to be entered in the accident book or on an accident report form and our insurers advised.

All accidents that involve a partnership school/organisations learner/pupil/young person, will have their centre nominee/contact informed, so that parents/guardians can be contacted by the partnership school/organisations at the earliest opportunity.

Accident book and accident records are reviewed weekly and quarterly by the Activities Director.

Fatal accidents, major injuries and dangerous occurrences must be reported immediately by a responsible person by the quickest practicable means (normally the radio/telephone) to the Local Authority Environmental Health Department, **01622 602205** under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995. (This office is closed over the weekend and the report should be made first thing on Monday morning). Following the initial notification, a written report on the approved form F2508 must be sent to the enforcing authority within 10 days of the accident or occurrence. If there is any doubt as to whether the accident is reportable, or to which authority it should be reported, the advice of the Health and Safety Executive should be obtained.

The following is a summary of the injuries or occurrences which must be reported (for further information, refer to the Regulations or contact the HSE or Environmental Health Officer):

- any fatality to employees or non-employees including volunteers.- major injuries to employees (this includes fractures, amputations, dislocations, loss of sight, electric shock, exposure to harmful substances, any injury resulting admission to hospital for more than 24 hours and any accident that causes more than three consecutive days off work.
- Injuries to non-employees that require the injured person to be taken straight to hospital for treatment.

RIDDOR (Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995) These accidents will be reported by the **Centre Contact; Paul Randall.**

2. GENERAL FIRE SAFETY

The policy is to fulfil our obligations under the Regulatory Reform (Fire Safety) Order 2005. In order to achieve this the **Centre Contact; Paul Randall instructs the Scout Association**, who will undertake take the following:

An assessment of the fire risks in the Centre and associated buildings. This is carried out every 12 months, or earlier if required, either as a specific exercise or as part of the health and safety risk assessments.

A check that a fire can be detected in a reasonable time and that people can be warned.

A check that people who may be in the building can get out safely Including, if necessary the provision of emergency lighting.

To provide reasonable fire fighting equipment and fire exit notices. A check that those in the building know what to do if there is a fire should also be carried out.

A regular check that the fire fighting equipment is in place and is serviceable, and that there is an annual maintenance contract in place with a reputable company.

2.1 Fire Extinguishers

Fire extinguishers are kept in the following locations:

Location

Exit from the main hall Kitchen, Main Office and by the Toilettes

Type of Extinguisher

CO₂, Water and Fire Blanket

The extinguishers noted above are checked every month by the **Centre Contact** to ensure that they are in place and have not been discharged.

2.2 Evacuation Procedures

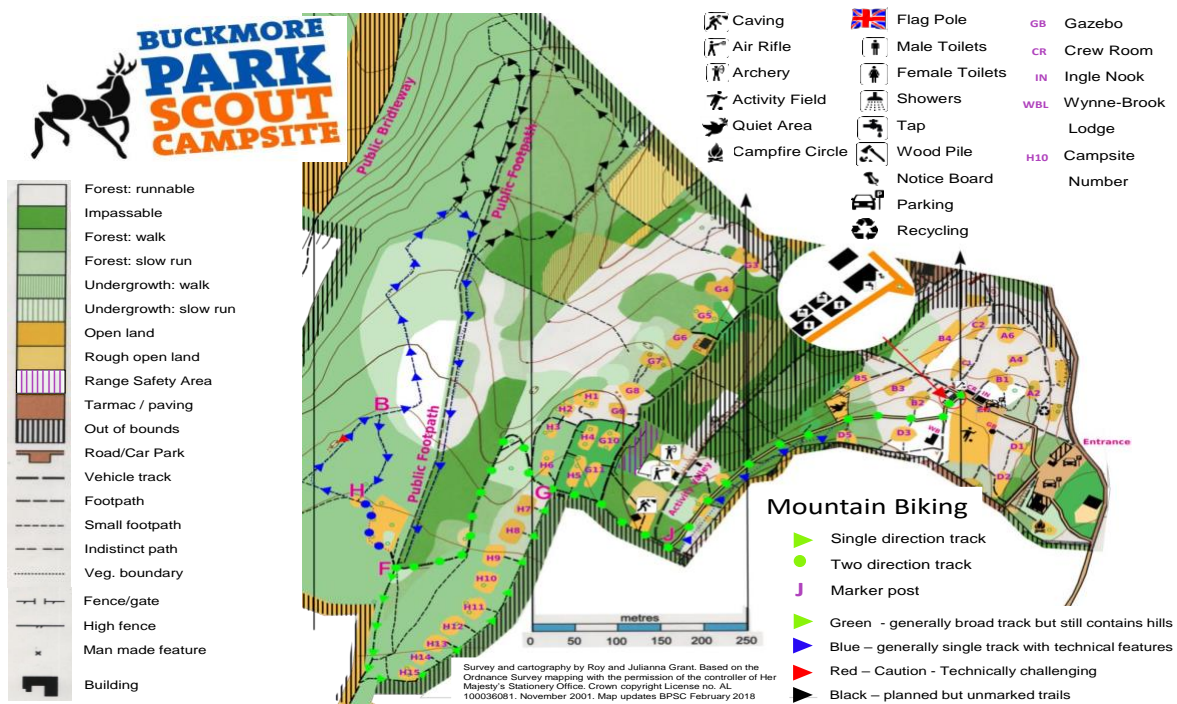
1. All designated fire doors must be unlocked before The Centre is used. The Centre is clearly marked with fire exit signs using the "Running Man" symbol.
2. A check must be made that all doors can be opened.
3. In the event of an emergency (fire/bomb threat, etc), an announcement to leave the building will be made by the person in charge
4. All persons will assemble by the entrance to the main car park near the main office.
5. The emergency services will be contacted immediately by telephone.

2.3 Evacuation Drills

All employees and voluntary workers should ensure they are familiar with escape routes and ensure these are kept clear and unobstructed. A drill will be held at least twice per annum involving all paid staff and (as far as possible) all regular volunteers.

2.4 If You Discover a Fire (No matter how small)

1. Immediately raise the alarm.
2. Telephone the emergency services.
3. Check the building for occupants.
4. Only if it is safe attack the fire, if possible within your capability using the appliances provided. If it is not possible to attack the fire or if you are unsure which fire extinguisher to use, assist in the evacuation of the building, ensuring that all doors are closed behind you. People must be safeguarded ahead of property.
5. Evacuate to the designated assembly point by the entrance to the main car park near the main office.
6. Ensure clear access for the emergency vehicles.



3. HAZARDOUS SUBSTANCES

The Centre Manager will maintain a list of all hazardous substances used at the Centre.

Where at all possible the use of hazardous substances has been eliminated. Where this is not possible, our safety arrangements are as follows:

For all hazardous substances, which include substances marked as “Harmful, Irritant, Corrosive, Toxic, Very Toxic, Flammable, Highly Flammable, Extremely Flammable, Explosive, Oxidising or Dangerous for the Environment”, data sheets or product information provided by the manufacturers are used to determine the correct method of use, protective clothing needed, method of storage and action to take in the event of an accident. A separate list of all such substances is maintained by the Centre Manager as required.

We Do not mix chemicals.

We Do not store chemicals in unmarked containers.

4. SLIPS, TRIPS AND FALLS (Condition of floors, woodland surfaces, car park, steps and paths)

In order to reduce as far as is reasonably practicable the risk of slips, trips and falls, an inspection will be made every quarter by the Centre Manager of all floors and steps, and all paths and steps in the grounds. Particular note will be made of moss, algae and leaves on paths. Any defects will be recorded for repairs to be carried out.

5. LIGHTING

In order to ensure that the Centre is adequately lit, an inspection will be made quarterly by the Centre Manager to ensure that all lights in The Centre and grounds are working. Any lamps which require replacing will be recorded to ensure that they are replaced working to the safety procedures for the replacement of lamps.

6. PREPARATION OF FOOD

Food prepared on the premises will only be carried out under the supervision.

7. MANUAL HANDLING (Lifting, carrying and moving loads)

1. Our policy is to eliminate the need for manual handling as far as is reasonably.
2. Where it is not possible to avoid the need to move loads, we will carry out a dynamic risk assessment and make use of lifting aids and combined lifting techniques as far as possible.

8. HAZARDOUS BUILDINGS/GLAZING

1. Our policy is to ensure that our buildings are safe and without risks to the health, safety and welfare of all who work in and use them. In order to achieve this, the buildings are inspected every quarter by the Centre Manager.
2. Any defects noted are immediately recorded and the procedures put in hand for repairs.
3. Where necessary, temporary measures are taken to ensure that there is no risk of accident or injury until permanent repairs can be carried out.
4. A check is made of all glazing in the buildings to ensure that any glass in windows below waist height and in doors and beside doors below shoulder height is of a safety material or is protected against breakage.

9. CHILD PROTECTION

A statement upholding our procedures will be made at each annual meeting and be suitably recorded. Our Safeguarding Policy refers to a permanent record being maintained of all accidents involving children.

10. PERSONAL SAFETY

ACTIVITIES AND OTHER AREAS THAT MAY NEED PROCEDURES

The Centre Manager or their Nominated Representative is responsible for ensuring that all necessary Risk Assessments have been undertaken and that suitable risk control strategies and procedures have been produced and are to be followed for all activities.

11. RISK ASSESSMENTS

Risk assessments will be carried out by a competent person at regular intervals on all areas of the premises and all activities that carry a significant risk in order to meet our obligations under The Management of Health and Safety at Work Regulations 1999 and other legislation.

CONTRACTORS

Anyone entering the premises for the purposes of carrying out work, other than an employee or voluntary worker of The Centre, will be regarded as a contractor. All contractors, including the self-employed, must abide by the following:-

1. Have their own health and safety policy (where required by law) and be able to provide a copy of the same.
2. Produce evidence that they have appropriate public and employer's liability insurance in place. A record of this evidence will be maintained.
3. Comply with all the requirements of this health and safety policy and co-operate with Great Leaps Adventure in providing a safe place of work and a safe system of operation.
4. Where plant and machinery is brought onto the premises by contractors, they must be able to show where necessary that the equipment has been inspected and tested to ensure its safe operation.
5. Contractors may only use sub-contractors or persons other than their own direct employees with the express permission of Great Leaps Adventure. However, responsibility will remain with the contractors.
6. All contractors will be given detailed instructions regarding the areas where they are permitted to work and the extent of the work they are authorised to undertake. This "permit to work" will also specify any safety precautions they must undertake.