



## Health & Safety Policy and Procedure

**Latest Update: March 2020**

This is the Health and Safety Policy Statement of Off The Grid Adventures, in accordance with the Health and Safety at Work Act 1974

Our statement of general policy is:

- to provide adequate control of the health and safety risks arising from our work activities
- to consult with our employees and volunteers on matters affecting their health and safety
- to provide and maintain safe work places and equipment
- to ensure safe handling and use of substances
- to provide information, instruction and supervision for employees and volunteers
- to ensure all employees and volunteers are competent to do their tasks, and to give them adequate support and training to do this
- to ensure that our beneficiaries are not endangered by our services or activities
- to prevent accidents and cases of work-related ill health
- to maintain safe and healthy working conditions
- to review and revise this policy as necessary at regular intervals.

### Responsibilities

Overall and final responsibility for health and safety is that of the Board of Directors.

Day-to-day responsibility for ensuring this policy is put into practice is delegated to the lead Director.

However, all employees and volunteers have a responsibility to:

- co-operate with supervisors and managers on health and safety matters;
- not interfere with anything provided to safeguard their health and safety
- take reasonable care of their own health and safety; and

- report all health and safety concerns to an appropriate person (as detailed in this policy statement).

## **Health and safety risks arising from our work activities**

Risk assessments will be undertaken by the Directors. Where appropriate, the findings of the risk assessments will be reported to the board. Action required to remove/control risks will be approved by the lead director and implemented by staff and volunteers.

In particular, this organisation will assess risks involved with the following key activities:

- youth work activities
- sporting activities
- residential experiences
- cooking
- food provision
- food growing and gardening
- growing space/allotment maintenance
- manual handling
- lone working
- engagement events
- craft and construction activities
- associated outdoor physical activities – for example woodland walks, foraging

The directors will be responsible for ensuring the action required, to mitigate risk, is implemented. The directors will check that the implemented actions have removed/reduced the risks. Assessments will be reviewed every three months or when the work activity changes, whichever is soonest.

## **Consultation with employees**

Off The Grid Adventures will consult with employees and volunteers on the following:

- any new measure which may substantially affect their health and safety at work, for example new equipment, new ways of working and new procedures
- the information we give to employees and volunteers on the risks to health and safety arising from their work, measures to reduce or get rid of these risks and what they should do if they are exposed to a risk, including emergency procedures
- planning and organising health and safety training and
- the health and safety consequences for them of any new technology/equipment that we plan to introduce.

The information provided to employees and volunteers will be in a form that can be easily understood. Employees and volunteers will be encouraged to ask questions, raise concerns and make recommendations.

## **Safe equipment**

The Directors and project Workers will be responsible for identifying all equipment needing maintenance. The nature of the maintenance needed, safety, cost and use will be considered as to whether repair or replacement is most appropriate.

The Directors will check that new equipment meets health and safety standards before it is purchased.

Off The Grid Adventures will supply Personal Protective Equipment (PPE) where appropriate. This may include protective gloves, safety glasses, ear defenders. The Directors and staff will agree what equipment is appropriate for each activity as part of the risk assessment process.

### **Safe handling and use of substances**

The Directors will check that new substances can be used safely before they are purchased.

Off The Grid Adventures will, as a minimum, assess the risks involved with the storage of the following substances:

- cooking gas canisters
- petrol for the allotment generator
- antibacterial cleansers

Off The Grid Adventures does not use any non-organic weed killers, soil supplements or cleaning materials.

### **Information, instruction and supervision**

Risk Assessments are an essential part of how we deliver our community activities. These will be shared with staff and volunteers prior to activities any instruction and supervision will be part of the ongoing training staff receive.

### **Competency for tasks and training**

Induction training will be provided for all employees and volunteers by the Lead Director. Job specific training will be assessed and planned by the Directors and training/development records will be kept.

### **Accidents, first aid and work-related ill health**

All members of staff are required to hold a minimum of 8hr first aid certificate with the 16 hr Outdoor First Aid Award being the industry preferred qualification. All staff members are required to carry group use first aid kits when out delivering activities.

At the start of external events or training sessions, the lead worker will locate the nearest first aid box and check on any local health & safety, and accident procedures.

All accidents and cases of work-related ill health are to be recorded, Lead Director to collate and monitor in line with health and safety protocol.

All serious incidents will be reported to the Board within 24 hours of occurrence. The Board will be responsible for reporting accidents, diseases and dangerous occurrences to the enforcing authority.

### **Food Hygiene**

Staff and volunteers involved in the preparation of food will be qualified to a Level 2 certification in Food Hygiene. At least one member of staff in the organisation will be qualified to a Level 3 supervisory level.

### **Monitoring**

To check our working conditions, and ensure our safe working practices are being followed, we will:

- carry out inspections and spot checks
- investigate any accidents or sickness absences that occur.
- Report findings of serious incidents to the relevant authority.
- Revise procedures when necessary

## **Emergency procedures – fire and evacuation**

Due to the nature and location of the activities we deliver, all activities are delivered off site or classified as external events. The Director or worker leading the activity will appraise themselves with the venue procedures and communicate these to other staff, volunteers and beneficiaries at the start of the session. Venue risk assessments are to be made available to staff prior to activities taking place and will be used with our in-house activity risk assessments.

This policy and procedure have been approved by Off The Grid Adventures Board of Directors, and authorised by:

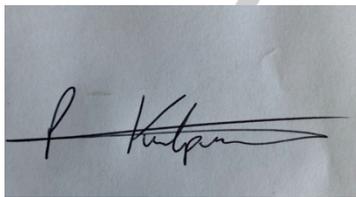
**Paul Kirkpatrick**

**Lead Director**

**Date: 20/3/20**

**Date of Review - 19/3/21**

**Signature:**

A rectangular box containing a handwritten signature in black ink, which appears to read 'P. Kirkpatrick'.A large, light grey watermark logo for 'Off The Grid Adventures'. It features a stylized mountain range with a winding river and a cluster of evergreen trees on the right. Below the graphic, the text 'OFF THE GRID' is written in a bold, sans-serif font, and 'ADVENTURES' is written in a smaller, spaced-out, sans-serif font below it.

**OFF THE GRID**  
ADVENTURES