

Health and Safety Policy

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Policy Statement

The following is a statement of The Outdoors Group Ltd Health & Safety Policy in accordance with Section 2 of the Health & Safety at Work etc Act 1974. We regard all health & safety legislation as the minimum standard.

It is the policy of The Outdoors Group Ltd to, so far as is reasonably practicable, ensure the health, safety and welfare of all staff and volunteers working for the business and other persons who may be affected by our undertakings. It is also policy to prevent damage to personal property and the environment so far as is reasonably practicable.

The senior management of The Outdoors Group Ltd looks upon the promotion of health and safety (H&S) measures as a mutual objective for themselves, staff, and volunteers. Therefore, responsibility for health and safety is shared between Directors, all employees, volunteers, contractors, and visitors. The degree of responsibility is detailed in the Health & Safety Policy.

The key to successful H&S management requires an effective policy, organisation, and arrangements, which reflect the commitment of senior management, the values of the organisation and feedback from employees. To maintain this commitment, we will continually measure, monitor, improve and revise where necessary to ensure that health and safety standards are adequately maintained.

The business will ensure a systematic approach to identifying hazards, assessing risks, determining suitable and sufficient control measures, and ensuring staff and volunteers are informed of the correct procedures needed to maintain a safe working environment. We will provide, so far as is reasonably practicable, suitable risk assessments, safety information, standard operating procedures, training, and supervision.

The Outdoors Group Ltd will ensure continued consultation with the workforce to enable all viewpoints and recommendations to be discussed at regular intervals.

Responsibilities

Summary of Responsibilities

All Employees & Freelance Staff

All employees have a legal duty to take reasonable care of their own health and safety and the health and safety of others who may be affected by their acts or omissions. Employees are expected to properly use and not interfere with anything provided to

safeguard their health and safety. Employees should cooperate with their Line Managers on health and safety matters and concerns should be reported to an appropriate person. All employees are expected to read and follow the safety information relevant to their role.

Directors and Senior Leadership

Directors and Senior Management are responsible for promoting a positive health and safety culture. Directors and Senior Management should establish an effective communication and management structure. This would include ensuring that information about health and safety is accessible by all who need it. They should consider the health and safety implications of all business decisions and set targets for improvement. They should ensure that employees have the sufficient resources (including time and tools) to follow safety procedures.

Directors and Senior Management should lead by example and should be seen to promote positive messages regarding health and safety. The Directors will implement the Business's Health & Safety Policy and recommend any changes to meet new circumstances. The Outdoors Group recognises that successful health and safety management contributes to successful business performance and will allocate adequate finances and resources to meet these needs.

Health & Safety Officer

The Health and Safety Officer should maintain the Health & Safety Management System and ensure that policy and risk assessment is fit for purpose. The Health and Safety Officer should review performance and take both proactive and reactive actions to improve safety.

Site Leads

Site Leads are responsible for the day-to-day operations of our locations. They are responsible for communicating any safety concerns to an appropriate person on behalf of the staff working at the location. Site Leads should ensure that staff working at their site are aware of safety measures and have access to PPE relevant to their jobs. Site Leads undertake formal monitoring of the sites.

First Aiders

First Aiders should provide treatment in accordance with their training and keep a record of all treatment given. They should ensure that relevant information is passed onto other staff and emergency services. They should ensure that the stock of first aid equipment is replaced.

Fire Wardens

In the case of evacuation, Fire Wardens should perform a sweep of their allocated area and encourage people to leave. They should turn off equipment, close doors and inform senior staff that the evacuation is done.

Designated Safeguarding Lead

The Designated Safeguarding Lead (DSL) has a number of important responsibilities to fulfil on an ongoing basis. As the lead, it is part of their duty to ensure others in the organisation understand and follow safeguarding procedures. They will also work closely with any other senior individuals to coordinate safeguarding duties. They will apply this knowledge to help implement and maintain safeguarding procedures and policies, as well as be alert to safeguarding issues on a day-to-day basis. This includes ensuring that staff have received appropriate training, that their own training is up to date, that safe recruitment practices are sufficient, and that all actions are within the best interest of safeguarding children. If the DSL identifies any concerns or another member of staff raises them, they will coordinate with the child's primary caregiver(s) if suitable and the necessary external bodies to pursue a course of action.

Designated Safeguarding Officer

The Designated Safeguarding Officer (DSO) will support deputies for the Designated Safeguarding Lead. They will have a number of important responsibilities to fulfil on an ongoing basis. They will apply relevant knowledge to help implement and maintain safeguarding procedures, as well as remain alert to safeguarding issues on a day-to-day basis. If the DSO identifies any concerns or another member of staff raises them, they will coordinate with the child's primary caregiver(s) if suitable and the necessary external bodies to pursue a course of action.

Staff Welfare Officer

The Welfare Officer is responsible for providing early support to staff dealing with stress and issues within their roles. This could be with learners or other general factors that are affecting their roles across the company. They will provide the initial welfare support and guidance through appropriate signposting and, if necessary, go beyond the scope of the role by providing in-house counselling or arranging an external counsellor if needed.

Contractors

Contractors have a legal duty to take reasonable care of their own health and safety and the health and safety of others who may be affected by their acts or omissions. Contractors have a duty to follow the health and safety arrangements laid out in risk

assessments, whether they are provided by The Outdoors Group Ltd or themselves. Contractors must prioritise safety above the need to complete work.

Regulatory Bodies

The Outdoors Group Ltd adheres to all relevant guidance from regulatory bodies, such as:

- Health and Safety Executive (HSE)
- Office for Standards in Education (Ofsted)
- Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR)
- The Royal Society for the Prevention of Accidents (RoSPA)
- Other government bodies as appropriate

The Outdoors Group Ltd adheres to all guidelines in the production of Health & Safety documentation to ensure the safety of our course participants and staff.

All staff are trained in the relevant areas they deliver, and we ensure staff are kept up to date with mandatory training for the safety of all.

Health and Safety Management System

The Management of Health and Safety at Work Regulations (Regulation 5) requires the employer to have arrangements in place to cover health and safety. These arrangements should, where possible, be integrated within the management system that is already in place for the business.

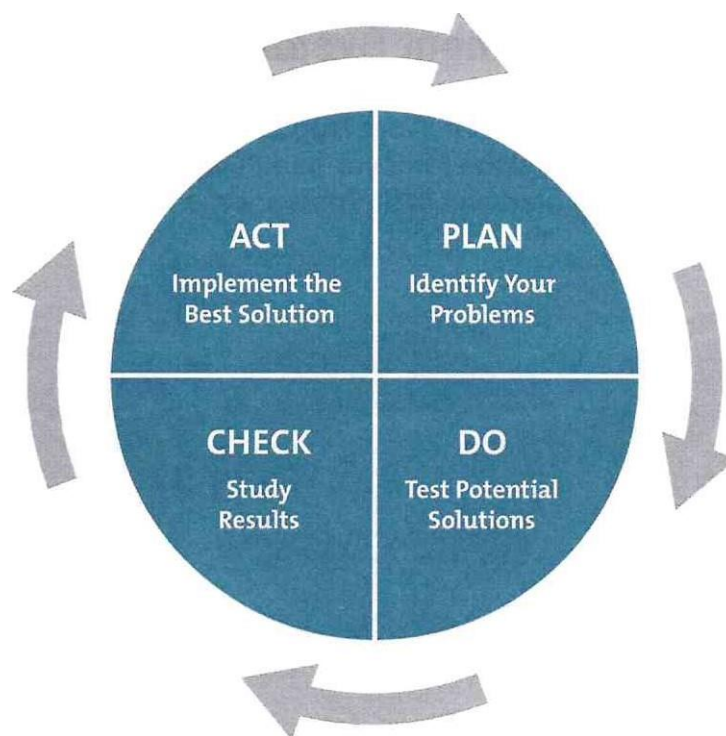


The Outdoors Group Health & Safety Policy is developed by the Health & Safety Officer but draws on a variety of sources. External inspections (e.g., Ofsted or specialist surveys) and guidelines (e.g., HSE) influence the contents, alongside knowledge gained through the professional experience of all staff. The policy is under periodic review and feedback is welcomed. The policy operates within legal parameters.

Risk assessments are treated as working 'live' documents that reflect the reality on the ground. They work within policy but also help to inform it. Staff are able to participate in the construction of risk assessments. Staff have a duty to read and understand risk assessments and be familiar with their contents. Risk assessments must work within policy.

Standard Operating Procedures (SOPs) are practical documents that lay out working procedures more generally. They are designed for staff to use and refer to regularly. The measures detailed here must be achievable and if they are not, all staff have a duty to ask why and seek to either change working procedures to suit or report the issue to Line Managers. SOPs must be aligned with risk assessments.

The Outdoors Group operates the 'Plan, Do, Check, Act' model to manage health and safety:



Arrangements

Health and Safety Policy and Procedure Overview

Health & Safety matters are critical to the effective delivery of our work. All staff are responsible for the health and safety of participants and colleagues. Staff delivering courses/education need to be aware that others on site may not know or be aware of the risks present. In order to ensure that the safety of participants and staff is effectively managed, all staff need to consider the following:

- Being aware of and understanding the up-to-date risk assessment for the activity and the site risk assessment.
- If you are unsure about whether the activity is risk assessed, speak to your line manager.
- Being aware of and understanding any SOP for the activity.
- Ensure you are clear on the details of all The Outdoors Group policies.
- Never carry out an activity for which you have no training or experience or that you are uncomfortable delivering.
- Undertake your own dynamic risk assessment as you work and be prepared to change plans with the weather or if changes in behaviour increase risks.
- Report any accidents/incidents through the correct procedures.
- If you need a refresher on the delivery of activities, ask the team. You are the only one who will know whether you feel comfortable delivering an activity/session.
- Any abuse, bullying or other incident must be recorded following The Outdoors Group procedures as laid out in policy and SOPs.

Risk Management

Monitoring of Safety and Safety Checks

Safety is monitored in a variety of ways. On an informal level, all staff are required to monitor safety as they undertake their daily work. Various formal inspection regimes exist, which are designed to be appropriate to the subject. Sites are inspected monthly, and reports are filed electronically. Critical issues are flagged directly so that more immediate action can be taken. Equipment is inspected in accordance with industry standards and records are held of these inspections. Accident reports are monitored by the Health and Safety Officer who will flag any potential issues with safety controls and investigate where necessary.

Where necessary, individual staff may have health monitoring and Line Managers must ensure that tasks are suitable for the individual. Staff within the HR Department will monitor ill health and liaise with the Health and Safety Officer where appropriate.

General trends in safety are considered by Directors and Senior Management.

Risk Assessments

The Outdoors Group Ltd uses a selection of risk assessments.

These include:

- Site Specific Risk Assessments (for each permanent location)
- Activity Risk Assessments (for both non-educational and educational activities)
- Fire Risk Assessments (for each permanent location)
- Personal Risk Assessments (e.g., learner assessments, or pregnant mother assessments)
- Specialist Risk Assessments (e.g., Legionella assessments, or COSHH assessments)
- Dynamic Risk Assessments (non-written assessments we make during our daily work that inform our decisions and judgement of risk in real time)

The process of writing risk assessments is managed by the Health & Safety Officer. Risk assessments can be written collaboratively but are published via the Health & Safety Officer. However, in the case of Personal Risk Assessments for employees, these may be kept by Human Resources and can be viewed by the Health & Safety Officer at request.

All risk assessments are held electronically, and staff have a duty to ensure they have read and understood the relevant risk assessments and to ensure they read the document annually. An annual update and reminder will be provided to all staff that refers to risk assessments and health and safety management.

If an activity is found not to have a risk assessment, it is the duty of staff to report this, and the Health & Safety Officer will advise upon this. Staff have a duty to report concerns they have relating to risk assessment, and this is encouraged as part of a positive feedback process to improve and review content.

Our accident and incident procedures are in line with HSE guidelines and are reviewed annually along with all risk assessments. All risk assessments relating to H&S are reviewed and signed off by the Health & Safety Officer who is qualified to perform the task.

Site Inspection

Staff using our sites are expected to undertake an informal inspection for visual hazards as they go about their daily work. Any immediate concerns should be reported or dealt with promptly.

Each month, Site Leads perform a formal site survey to cover all aspects of the site including access, fencing, play equipment, safety equipment and other items. These surveys are automatically sent to the Health and Safety Officer, who will make an

assessment regarding any necessary action. Where hazards can be easily addressed by Site Leads, there is an expectation that they do so.

Site Leads are expected to ensure that after a severe weather event (as defined in the Adverse Weather Policy), the site has been visually checked for hazards and a copy of this is sent electronically to the Health and Safety Officer. If there is a hazard present, the Site Lead will decide if the site can be used safely and will be expected to mitigate risk if needed.

The trees at our woodland sites are fully surveyed every 30 months by a qualified professional. The Health and Safety Officer is responsible for ensuring that monitoring and remedial works are undertaken.

Hygiene Facilities

Every site must have access to hand washing water. This may be provided either via a piped supply or using air pot flasks. Soap and antibacterial gel must be available. The locations of these facilities must be such that they promote hand washing at appropriate times, such as at toilets, entrances, and areas where food is prepared and eaten.

Nappy changing facilities are provided at sites where needed and extra hygiene measures are provided for kindergartens. The Site Lead is responsible for ensuring that the daily maintenance of our compost toilets is undertaken. Showers are provided at our Outdoor School sites when required to do so.

Induction

Health and Safety information is a key part of the induction process and is included on the induction checklist. The Employee Handbook also requires new members of staff to sign to say they have read and understood the Health and Safety Policy and procedures for The Outdoors Group Ltd.

When an employee is recruited with specific duties (with regards to H&S), there will be an additional induction covering their duties. When a group of employees are recruited together, there will be an additional induction covering H&S.

Environmental Protection

The Outdoors Group Ltd have an Environmental and Sustainability Policy that sets out our organisation's principles and approach. Our risk assessments consider the environment and ecological harm.

Accident Reporting and Investigation

Our procedures for reporting are laid out in the First Aid & Accident Reporting Policy. Within our accident reporting procedure, we invite any suggestions that staff may have to prevent further accidents. An informal investigation may be undertaken to establish a cause. This informal process may be limited to a series of conversations and a request to take small measures or change behaviour. In some instances, a more formal process may take place that would involve various staff members. The Outdoors Group will comply fully with any external party that has the authority to investigate accidents or incidents.

Fire and Emergency

The Health and Safety Officer is responsible for ensuring that a fire risk assessment is undertaken. For our woodland sites containing no significant buildings, the fire risk assessment is undertaken by the Health and Safety Officer using an approved template. For sites that have significant buildings or potential hazards, the fire risk assessment may be undertaken by an external party. The Health and Safety Officer is responsible for organising the remedial work and informing the relevant parties. The fire risk assessment is stored in our electronic filing system and will be reviewed annually.

All staff will be briefed on the contents of this plan at induction and on an annual basis. This will be augmented by fire drills which will be undertaken termly. Evacuation procedures are also made known to all contractors/visitors.

Site Leads and the Health and Safety Officer are responsible for maintaining the Fire Logbook.

Evacuation Procedures

The evacuation procedure for each location is displayed and all staff and visitors must ensure that they are familiar with this. This information is also available to staff electronically.

Specific Arrangements

Display Screen Equipment (DSE)

The Outdoors Group Ltd is committed to ensuring that persons within their area of control are not subjected to adverse health effects from the use of display screen equipment and for compliance with the arrangements stated within the policy. For the purpose of this policy, a user is defined as someone who has to use DSE equipment

for a significant part of his/her working day and has little freedom to organise his/her workload.

The Outdoors Group will fulfil its obligations by:

- Identifying all DSE users in line with the regulations.
- Reducing the risk associated with DSE use to the lowest practicable level.
- Providing suitable work equipment and arrangements for regular breaks.
- Ensuring that all DSE users receive sufficient information, instruction and training relating to risks to health and how these can be avoided.
- Respond to matters raised in DSE assessments and take corrective action.
- Cover the cost of one adult annual eye test per year and provide a contribution towards eyewear when it is specifically required for the use of DSE.

Manual Handling

Manual handling injuries can occur wherever people are at work. Manual labour, awkward postures, manual materials handling and previous or existing injury are all risk factors implicated in the development of manual handling injuries. Manual handling is defined as the supporting and transporting of a load by human effort and includes lifting, lowering, pushing, pulling, or carrying.

The Outdoors Group will ensure that:

- Manual handling operations that present a risk of injury are identified in risk assessments.
- Handling operations which present a risk of injury are avoided, so far as is reasonably practicable, by eliminating the need for the load to be moved or by the introduction of automation or mechanisation.
- Those operations that cannot be avoided are assessed using an ergonomic approach that considers the Task, Individual Capacity, Load and Environment (TILE) elements to determine the level of risk.
- Measures required to eliminate the risk (or reduce it to the lowest level that is reasonably practicable) are identified from the information in the risk assessment.
- Any new work that might involve manual handling operations is considered.
- Re-assessment is carried out immediately if any of the components of the work situation have changed. Incidents that result in musculoskeletal injury to assistants and volunteers are fully investigated and risk assessments and systems of work are reviewed in the light of such incidents.
- Staff recruited to posts involving manual handling are suitable for the work they are required to undertake.
- Job descriptions sent to applicants for employment include details of manual handling tasks where these are part of requirement of the post.
- Line Managers actively monitor the ability and health of their staff.
- Suitable information, training and supervision is provided for all staff engaged in manual handling tasks and that such training is recorded, monitored, evaluated, and reviewed.

All staff involved with manual handling activity should:

- Follow the company's risk assessment and should not deviate from this without good reason.
- Not undertake a manual handling activity when a reasonably practicable alternative exists.
- Use any mechanical aids that have been provided for their use and for which they have been trained.
- Immediately report any faults with mechanical aids.
- Assist and cooperate with the process of the assessment of risk.
- Report all accidents, injuries and near misses involving handling activities – however trivial.
- Inform their Line Manager if they are unable to undertake their normal manual handling duties because of injury, illness, or any other condition.
- Not undertake any manual handling operation that they believe is beyond their ability.

Lone Working

A lone worker can be anyone who works by his/herself without direct contact or supervision.

The Outdoors Group will ensure that:

- Suitable and sufficient assessment of the risk is made to the health and safety of lone workers and others who may be affected.
- Preventative and protective measures needed are identified, so far as is reasonably practicable.
- Mechanisms are in place to account for and trace the whereabouts of lone workers and these systems are regularly checked.
- Lone workers have no medical conditions which make them unsuitable for working alone.
- Supervision of lone workers will be provided, and which will be based upon the findings of the risk assessment.
- Emergency procedures are in place.
- Appropriate support is given to staff following an incident.
- Staff who are recognised as lone workers will:
 - Cooperate with the company by following rules and procedures designed to protect their safety as a lone worker.
 - Attend personal safety training programmes as necessary.
 - Provide information on their whereabouts during working hours to the school management team.
 - Report all incidents relating to lone working.

PPE

Personal Protective Equipment (PPE) is to be supplied and used at work wherever there are risks to health and safety that cannot be adequately controlled in other ways. PPE will only be used as a last resort when preventative or other control measures cannot be applied.

The Outdoors Group will ensure that:

- Protective equipment is provided when the risk presented by a work activity cannot be adequately controlled by other means. All reasonable steps will be taken to secure the health and safety of staff, assistants, volunteers, and pupils who use PPE.
- Information and training are provided regarding the correct choice and use of PPE either via risk assessment or via formal or informal training.
- PPE is assessed for suitability.
- Where two or more items of PPE are used simultaneously, these are compatible and are as effectively used together as they are separately.
- PPE that has been provided meets a statutory obligation and is maintained.
- All staff will:
 - Make full and proper use of all PPE that has been provided.
 - Inspect all PPE before use to ensure that it is suitable, clean, and undamaged.
 - Ensure that all PPE is sterilised when worn by multiple individuals.
 - Report any defective PPE to their Line Manager.
 - Report any discomfort or ill health experienced as a consequence of wearing the equipment.
- Not undertake any activities or work unless the correct equipment is being provided.
- Correctly store PPE and contact their Line Manager if they require storage.

Driving at Work

Driving for work includes driving a company vehicle or driving any vehicle when on company business. This includes travel between sites outside the normal commute. How people drive on their own commute and in their own vehicle is a private matter, but there is an expectation that the good practice of driving for work is adopted on a voluntary basis and that all legal requirements for driving are met at all times. If it is suspected that a member of staff is in violation of the law, regardless of whether this is during a commute or on company business, staff are duty bound to report this to Senior Management.

The Outdoors Group will ensure that:

- Consideration is made to the avoidance of driving or use of an alternative mode of travel, where these are reasonably practicable alternatives.
- A risk assessment is provided for driving at work and will communicate the necessary control measures to the relevant members of assistants and volunteers.

- Drivers are fit and competent to drive and they hold a valid driving licence. They are suitably insured for business use, are familiar with the vehicle and the task, understand the risk assessment findings and control measures, and have received appropriate training as necessary.
- Drivers of company vehicles are competent at undertaking vehicle checks.
- Company vehicles are appropriate for the task and maintained in a clean and roadworthy condition.

Staff who are driving for work must:

- Follow any advice, information, instruction, and training given by the company.
- Have a valid driver's licence for the class of vehicle they are driving.
- So far as is reasonably practicable, ensure that the vehicle is adequate for the purpose and is in a safe mechanical condition. This is particularly important for privately owned and driven vehicles.
- Comply with traffic legislation, be conscious of road safety and demonstrate safe driving. It is expected that any person driving vehicles on company business will not be under the influence of drink or drugs and must not drive whilst disqualified.
- Stop after a crash or similar incident with which they are involved. All relevant assistants and volunteers must provide a copy of their driving licence on request and declare any driving convictions.
- Inform the school office if they become aware of any medical condition or take medication that might affect their ability to drive.

Control of Substances Hazardous to Health (COSHH)

Using chemicals or other hazardous substances at work may put people's health at risk, thus the company is required to control exposure to hazardous substances to prevent ill health. The aim is to protect members of staff, pupils and others who may be exposed by complying with the Control of Substances Hazardous to Health Regulations (COSHH) as amended.

Hazardous substances include:

- Substances used directly in work activities (e.g., chemicals, paints, adhesives, cleaning agents) and substances generated during work activities.
- Naturally occurring substances (e.g., dust) and biological agents (e.g., bacteria and other microorganisms).

The Outdoors Group recognises its responsibilities in the provision of a safe environment in relation to the management of potentially hazardous substances and shall:

- Identify and list those hazardous substances that are used or stored.
- Identify all activities likely to produce or generate hazardous substances.
- Obtain hazard data sheets from suppliers or other sources.
- Identify who may be affected e.g., staff, pupils, contractors, members of the public.

- Appoint a competent person to complete and record the COSHH assessments and review the assessment regularly if it is deemed to be no longer valid.
- Replace the hazardous substance with a less hazardous substance.
- Use the substance in a safer form.
- Adopt methods to reduce exposure.
- Adopt methods to control leaks.
- Provide suitable storage for substances.
- Determine the need to monitor exposure or if health or medical surveillance is required.
- Ensure that control measures (e.g., ventilation and extraction) remain effective by inspection, testing, thorough examination (where relevant) and maintenance of plant and equipment.
- Provide employees with suitable personal protective equipment (PPE) .
- Ensure emergency procedures are in place and that arrangements to dispose of waste are implemented.
- Make available a copy of each relevant COSHH assessment to those persons considered at risk.
- Provide information, instruction, training and supervision in the safe use and handling of hazardous substances.
- Regularly monitor compliance to the control measures implemented.
- Consider the risks to other persons who may come into contact with hazardous substances, particularly vulnerable groups (e.g., visiting children and women of childbearing age) and implement the necessary controls to minimise or eliminate harm.

All staff have responsibilities under COSHH Regulations, and are expected to:

- Take part in training programmes.
- Observe container hazard symbols.
- Practice safe working with hazardous substances.
- Report any concerns immediately.
- Wear, correctly use and maintain any personal protective equipment provided.
- Return all hazardous substances to their secure location after use.
- Observe all control measures correctly.

New and Expectant Parents

Pregnancy is not an illness and whilst it is important to realise that there is a natural incidence of problems for the new and expectant mother and for her child, it is known that their health may be affected by external workplace factors. We are committed to protecting the health and safety of all new and expectant mothers. The phrase "new or expectant mother" means a worker or learner who is pregnant, who has given birth within the previous six months or who is breastfeeding. "Given birth" is defined in the regulations as delivered a living child or, after 24 weeks of pregnancy, delivered a stillborn child.

The Outdoors Group will:

- Carry out a personal risk assessment to identify any actions that need to be addressed or implemented to ensure a safe environment for new or expectant mothers. The risk assessments will be ongoing in order to take into account the possible risks that may occur at different stages of the pregnancy.
- Ensure that all practical measures will be taken to minimise exposure to chemicals and any other harmful agents.
- Consider the possible or adverse effects to the new or expectant mother and her unborn child during the assessment of risks posed by work conditions.
- Request that all employees report as soon as pregnancy is suspected so that any necessary advice can be given.
- Arrange for frequent rest breaks to be taken by the new or expectant mother.
- Provide appropriate facilities for expectant and breastfeeding mothers to rest e.g., first aid room equipped with a comfortable chair.
- Assess risks to all assistants, volunteers, and pupils (including new and expectant mothers) and do what is reasonably practicable to control those risks.

Staff who are new and expectant mothers will:

- Report their pregnancy as soon as it is confirmed.
- Follow advice and information given by the school in relation to safe working practices.
- Report any hazardous situation so that arrangements for the appropriate remedial action can be taken.
- Familiarise themselves with The Outdoor Group Parental Policy, as found in The Employee Handbook.

Violence and Aggression

The Outdoors Group Ltd recognises the difficulties in managing violence and aggression at work and aims to put in place steps to identify and minimise risks to support members of staff, assistants, and volunteers. The Outdoors Group Ltd will monitor incidents to help address any potential problems.

The Health and Safety Executive's definition of work-related violence is any incident in which a person is abused, threatened, or assaulted in circumstances relating to their work. All staff members, assistants, and volunteers whose job requires them to deal with the public can be at risk from violence.

The Outdoors Group will:

- Consider risk from violence and aggression in consultation with staff and their representatives, where appropriate. Control measures and residual risk will be recorded in risk assessments.
- Provide instruction and training regarding violence at work to staff, assistants, and volunteers on induction and during other workplace training sessions as appropriate to the role.

- Record all physical and verbal threats to assistants and volunteers.
- Classify all incidents in accordance with HSE's guidelines, using headings such as place, time, type of incident, potential severity, people involved and possible causes. The school will investigate all complaints which relate to violence at work.
- Report any violence and aggression to the police at the member of staff's/assistant's/volunteer's request.
- Establish monitoring arrangements and if a violent or aggressive incident occurs, risk assessments will be reviewed immediately to take into account the circumstances surrounding the incident to prevent or minimise the risk of a further occurrence.

All staff will:

- Attend appropriate training sessions if they are deemed to be at risk at work from violence or aggression.
- Report any incidents of violent or threatening behaviour to their Line Manager.
- Complete an incident report form after any violent incidents. This form outlines who has been involved, along with details of the situation that lead to the incident occurring.
- Cooperate with management arrangements for dealing with violence and aggression

Statement of General Policy and Arrangements

Overall and final responsibility for health and safety is that of: Peter Morgan, Head of Operations, as far as permitted by law.

Day-to-day responsibility for ensuring this policy is put into practice is delegated to: Emma Williams, Health and Safety Officer and Senior Managers and anyone who has a delegated responsibility as part of their role.

Statement of General Policy Responsibility of Action Arrangements

- To prevent accidents and cases of work-related ill health and provide adequate control of health and safety risks arising from work activities.
- To provide adequate training to ensure employees are competent to do their work.
- To engage and consult with employees on day-to-day health and safety conditions and provide advice and supervision on occupational health.
- To maintain safe and healthy working conditions, provide and maintain plant equipment and machinery, and ensure safe storage/use of substances.

- To implement emergency procedures - evacuation in case of fire or another significant incident.
- The responsibility for evacuation falls to the instructor of any given course. Overall responsibilities for evacuation procedures fall to the Directorship of the company.
- Accident and incident forms, risk assessments for all activities, site surveys and fire logbooks are available online. An annual health and safety report for business is compiled and an annual review of health and safety procedures including risk assessments and accident and incident reports is undertaken. Training days for all staff to include Health & Safety, First Aid and Risk Assessment protocols. All staff are put through training specific to their roles, including first aid training, food hygiene and relevant professional training. Staff are notified annually and go through policy changes and risk assessment updates. RIDDOR reporting is undertaken.
- In the first instance, the responsibility is that of the director on site at any given time. This is only changed if there is direct devolved responsibility to a specific manager as written in a job description that provides them with the lead responsibility for a particular project or area of the business.
- All COSHH and working conditions are reviewed on the annual health and safety review by the Head of Operations and company directors. All reporting of issues should go through instructors to the directorship and will be dealt with in line with policy and procedure. All fire drill protocols are explained to staff and any person who is leading a programme of delivery or is responsible for the students on that course. Overall responsibilities for who is on site at any given time falls to the directorship of the company as co-ordinated by the company administration team.

Health & Safety Law poster is displayed: At all permanent worksites.

First-Aid box is located: At all permanent worksites and in company vehicles.