

Health and Safety Policy



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Health and Safety Policy Statement

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

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

The senior management of The Outdoors Group looks upon the promotion of Health and Safety 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 and Safety Policy.

The key to successful Health and Safety management requires an effective policy, organisation, and arrangements, all of 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, as far as is reasonably practicable, suitable risk assessments, safety information, standard operating procedures, training, and supervision. The Outdoors Group will ensure continued consultation with the workforce to enable all viewpoints and recommendations to be discussed at regular intervals.

Please note: Where the term 'employee' or 'staff' is used, this is interpreted to mean anyone employed by the company to undertake a task either in a paid or unpaid capacity.

SUMMARY OF RESPONSIBILITIES

Responsibilities of the organisation

To meet its Health and Safety responsibilities, the company has implemented an Occupational Health and Safety Management system. This is held in the 'Whole Company' share point folder and is accessible to all staff.

Overall responsibility for Health and Safety rests with the Directors of the company and tasks and delivery are delegated to the Head of Operations to maintain the management system, policy, and general management of Health and Safety for the organisation.

Implementation is further delegated to the appointed Health and Safety Officer with site leads being responsible for implementing safety policy on individual sites.

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 safely use, and not interfere with, anything provided to safeguard their health and safety.

Employees should cooperate with their Line/Site 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 & Senior Management

Directors and Senior Management are responsible for promoting a positive Health and Safety culture. Directors and Senior Management will 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.

The Senior Management Team and departmental managers will consider Health and Safety as a separate agenda item at their regular meetings. At these meetings, directors or managers are to raise Health and Safety matters that: have led to a serious incident or near-miss; have legal implications; have caused significant injury to a member of staff or public; incidents from which lessons may be learnt. A record is to be kept of the outcome of these discussions.

The Directors will implement the business' Health and 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 and 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.

They are responsible for assisting departments and managers in implementing the company's policy, management of Health and Safety issues, maintenance of standards and training, and informing the Head of Operations and Directors of any significant health, safety, and welfare issues.

Site Leads / Site Managers

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. Please refer to the [First Aid Policy](#) in conjunction with this policy.

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. Please refer to the Fire Safety Policy in conjunction with this policy.

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 or themselves. Contractors must prioritise safety above the need to complete work.

Contractors are informed and managed by the organisation in accordance with the company's contractor management procedure, risk assessments, contractor evaluation forms, and any other associated documents. Please refer to the Contractor Policy in conjunction with this policy.

TOG HEALTH AND SAFETY MANAGEMENT SYSTEM

H&S Policy

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, where possible, are integrated within the company's Health and Safety management system.

This system and the Health and Safety Policy are continually developed by the Health and Safety Officer who draws on a variety of sources such as external inspections (e.g., Ofsted or specialist surveys), industry guidelines, and legislative requirements (HSE). These sources influence the contents, alongside knowledge gained through staff feedback, analysis of working practices, and the professional experience of all staff. The policy is under periodic review and feedback is welcomed.

The Outdoors Group operates the 'plan, do, check, act' model to manage Health and Safety as can be seen in Figure 1. In practice, this begins with the adoption of a Health and Safety policy, the assessment of risks within the organisation, identification of how to manage these risks, and identification of who will be responsible (through SOP's or work instructions).

Once this has been introduced, monitoring, measurement, and reviews are scheduled to ensure that processes are functional and are efficient.

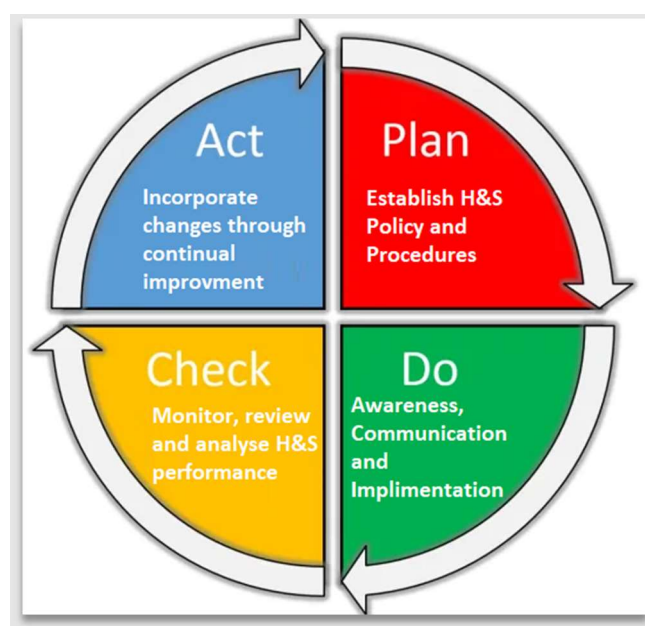


Figure 1

Risk assessments

The Management of Health and Safety at Work Regulations (1999) require the company to make suitable and sufficient assessment of the risks to Health and Safety in the workplace.

To ensure that this is effective, 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, with staff encouraged to participate in their construction. Guidance on how to undertake

a risk assessment can be found on Share Point and Basecamp and is readily available to members of staff.

Managers are responsible for ensuring that all activities associated with their department with the potential for harm have an appropriate risk assessment; that these risk assessments are circulated within the department; that a copy of all risk assessments is maintained on Share Point.

Staff have a duty to read and understand risk assessments and be familiar with their contents. Furthermore, every employee has a right and a duty to report to their manager anything they believe to be of concern.

Their manager should look to resolve the issue themselves or report it higher to have it corrected or have good reason it should not or cannot be corrected. If the complainant cannot be satisfied, they should report the complaint to the H&S Officer.

Standard Operating Procedures and Safe Systems of Work

Standard Operating Procedures (SOPs) are the main documents that lay out working procedures more generally for the organisation and should be 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. Safe Systems of Work are more practical documents must be aligned with risk assessments to set out the procedures needed to reduce the risk of a task to an appropriate level.

COMMUNICATION

General

To effectively manage the Health and Safety Management System, it needs to be communicated to a wide range of audiences, including internal, external, active, and passive. The organisation will determine the issues that are related to its purpose and its ability to achieve the outcomes of the Health and Safety Management System and communicate these to the relevant parties as detailed below.

Internal Communications

General Health and Safety information will be communicated to all staff on a variety of issues, such as changes to procedures or to raise awareness of risks that have been identified.

This will be undertaken through emails, team meetings, and staff awareness days as and when needed and identified. Further information will be disseminated using representatives and a Health and Safety committee.

Health and Safety Representatives

Each department is to nominate a Health and Safety Representative who is responsible for bringing Health and Safety matters to the attention of management through their Manager, the Health and Safety officer, or at the safety committee meetings.

They are also responsible for providing relevant feedback to their department.

Health & Safety Committee

The Representatives from each department at each site, together with the Health and Safety Officer and selected managers, are to form a Health and Safety committee under the chair of the Directors or an appointed Deputy.

The committees are to meet quarterly to discuss safety matters relating to their respective sites. Matters of a more pressing nature are to be brought to the attention of Managers or the Health and Safety Officer as soon as possible.

External stakeholders and regulatory bodies

The Outdoors Group ensures that it adheres to all relevant guidance in the management of Health and Safety in the organisation from regulatory bodies, such as:

- HSE
- OFSTED
- RIDDOR
- ROSPA
- Other government bodies as appropriate

The Outdoors Group will engage with all these organisations when appropriate to inform them of our practices and likewise use information from them to inform staff of best practice. All staff are given appropriate training to reduce risks in the relevant areas they deliver, and by engaging with external stakeholders we ensure staff are kept up to date with training for the safety of all.

General Arrangements

How we manage our staff's, students', and visitors' safety.

HEALTH AND SAFETY POLICY AND PROCEDURE OVERVIEW

Health and 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. 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 or safe system of work for the activity.
- Ensure you are clear on the details of all relevant *Outdoors Group* policies.
- Never conduct an activity for which you have no training or experience or that you are uncomfortable undertaking.
- 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.
- Review tasks after completion and update risk assessments or procedures if necessary.
- 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.

MANAGING RISKS

Monitoring of Safety and Safety Checks

Safety is monitored in a variety of ways. On an informal level, all staff are required to be aware of their own and others' safety as they undertake their daily work and report issues or concerns to their manager and or the Health and Safety team.

Various formal inspection regimes exist (such as monthly site inspections), which are used to check a site for any issues or concerns after which a formal report is submitted electronically. Critical issues can be raised immediately so that they can be resolved promptly without waiting for the next inspection.

Tools and equipment shall be inspected in accordance with our own or external best practice or legislative compliance and records shall be held of these inspections by the site manager or the Operations department where most appropriate.

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 Human Resources Department will monitor ill health and consult with the Health and Safety Officer where appropriate.

Risk Assessments

The Outdoors Group 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, but risk assessments are to be written by the user collaboratively with the help of their manager.

The agreed risk assessment is then submitted to the Health and Safety Officer for review before being published in the 'Whole Company' Share Point folder. The exceptions to this are Personal Risk Assessments for employees which are kept by Human Resources, and learner risk assessments which are kept by the School and TLP.

All risk assessments are to be held electronically, and staff have a duty to ensure they have read and understood the relevant risk assessments 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 any 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 Health and Safety are reviewed and signed off by the Health and Safety Officer who is qualified to perform the task.

For risk assessments that have a medium or high-risk rating, an SOP or Safe System of Work shall be written. This will set out the requirements for the personnel undertaking the task or activity and any control measures that need to be in place. These shall be held in the 'Whole Company' Share Point folder and reviewed at the same time as the corresponding risk assessment.

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 (except for summer holidays where there are no staff on site), 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 Operations department, who will make an assessment regarding any necessary action. Where Site Leads can easily address hazards, 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 the request for 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.

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 Staff Code of Conduct 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.

When an employee is recruited with specific duties (with regards to Health and Safety), there will be an additional induction covering their duties. When a group of employees are recruited together, there will be an additional induction covering Health and Safety where needed.

Environmental Protection

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

ACCIDENT REPORTING AND INVESTIGATION

Our procedures for reporting are laid out in the First Aid Policy and Accident and Incident Reporting Procedure. 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 fully comply 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, an external party may undertake the fire risk assessment.

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

DSE

The Outdoors Group 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 (DSE) and for compliance with the arrangements stated within the policy. For this policy, a user is defined as someone who must use DSE as a significant part of their normal work (daily, for continuous periods of an hour or more).

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, as 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 and dynamically monitor the ability and health of their staff.
- Suitable information, training, and supervision is provided for all staff engaged in manual handling tasks and 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 unless it is assessed again to provide a method with reduced risk.
- 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

People working alone, especially outside of normal working hours, may be at additional risk because of the potential increased difficulty in summoning assistance in case of injury or emergency. This risk may be increased if lone workers are carrying out difficult, complex, or hazardous tasks where there is an inherent significant risk of injury.

This would also include lone working with individuals or groups whose behaviour may be unpredictable or who are known to be violent or abusive.

The risk of injury when lone working may be further increased if the lone worker is new to a task, inexperienced or has not received appropriate training. Additional precautions must therefore be taken when working out of hours, especially where there is a foreseeable possibility of risk to the person concerned.

The Company is committed to providing a safe and healthy working environment for all team members. As part of this commitment, the Company will take reasonable and practicable steps to manage risks associated with lone working. This will include risks to employees carrying out lone working tasks in the course of their employment. The Company aims to achieve this by:

- Carrying out suitable and sufficient risk assessments of all lone working activities.
- Ensuring that all lone worker risk assessments are completed collaboratively and agreed safe working procedures must be recorded and communicated to all persons involved.
- The lone or out of hours worker and their line manager should undertake the risk assessment as a collaborative exercise. This will be communicated to everyone who may be required to work alone, and to any colleagues who have a role to play in ensuring their safety.
- Ensuring that lone workers can quickly summon assistance in an emergency and provide training such as first aid if needed.
- Not allowing any activities, to be carried out by lone workers where the risk assessment identifies that there is a significant risk of injury that can only reasonably practicably be controlled by having two or more people in attendance when that activity is performed. This applies regardless of where that work is to be carried out.

Normal working hours are defined as normally being between 08:00 and 18:00 hours, Monday to Friday. Staff should not be lone working on sites outside of these hours unless they have permission to do so.

At certain periods throughout the year, such as company closure days, workers may be on site carrying out work tasks that would otherwise be acceptable during normal company operating periods. Any tasks carried out during these periods should be risk assessed to ensure that any lone working implications are properly identified and controlled.

Following the risk assessment being conducted and lone working approved the member of staff shall ensure that they inform the Line Manager when the work has been concluded and the employee has safely left the premises. This could be through a text message or a phone call.

Responsibilities

The following people are identified as having responsibility for managing lone working issues in those areas, and for those relevant persons, which fall under their control:

Senior Leaders of all business areas are responsible for ensuring that:

- Lone working activities are risk assessed and that significant risks to lone workers are identified. Risk assessments will consider the task or activities that are to be carried out and the capability of the individual to carry out the lone working task safely.
- Sufficient resources are made available to ensure risks to lone workers are reduced to a tolerable level. This could include providing resources for equipment, training, or supervision, as necessary.
- Significant lone working risks to staff or learners that cannot be reduced to a tolerable level other than by having two or more people present are not permitted to be carried out as lone work.

Line Managers are responsible for ensuring that:

- Lone working activities carried out by members of their team are risk assessed in accordance with the Company's risk assessment procedures and that suitable and sufficient control measures are identified and implemented to reduce risks to lone workers to a tolerable level.
- Risk assessments include consideration of any individual factors that might affect the capability of specific individuals to carry out lone working tasks.
- Where activities are assessed as posing intolerable risks then these are not permitted to be carried out by lone workers.
- Lone working activities are monitored to ensure that control measures are effective and that risks have been reduced to a tolerable level.

Employees with responsibility for supervising learners will ensure that any learner that they are responsible for supervising are not put at unnecessary risk while carrying out lone working activities falling within the scope of this policy. They ensure that lone works falling under their control are:

- Risk assessed in accordance with the Company's risk assessment procedures and that suitable and sufficient control measures are identified and implemented to reduce risks to lone workers to a tolerable level.
- Individual factors that might affect the capability of specific individuals to carry out lone working tasks are considered in those risk assessments and suitable control measures implemented.
- Where lone working activities are assessed as posing significant and foreseeable risks then these are not permitted to be carried out by lone workers.
- Lone working activities are monitored to ensure that control measures are effective and that risks have been reduced to a tolerable level.

Employees and Workers are responsible for:

- Cooperating with their line manager / supervisor by complying with any lone working risk assessments that apply to the work that they will be carrying out.
- Carrying out, where appropriate, dynamic risk assessments when working alone to ensure that they do not put themselves in a position which may subject them to additional risk when lone working.
- Report to their line manager / supervisor anything they consider to be unsafe or likely to lead to ill-health.

Legal restrictions on lone working

The following items of legislation require more than one worker to be involved in a specific activity:

- Construction (Health, Safety and Welfare) Regulations 1996: Working on a ladder which requires footing; and certain work which requires immediate supervision of a competent person, such as dismantling scaffolding.
- Control of Substances Hazardous to Health Regulations 2002: Certain fumigation work and other specified work with substances hazardous to health.
- Electricity at Work Regulations 1989: Work at, or near, a live electrical conductor.
- Confined Spaces Regulations 1997: Entry into a confined space, for example, sewers or tanks.

HOMEWORKING

The Health and Safety at Work Act and its associated regulations apply to homeworkers in the same way as they do to workers at an employer's premises. Employers are responsible for ensuring risk assessments for homeworkers are completed and so the following areas are those most likely to need particular attention:

Manual Handling

The risks must be assessed, and basic training should be given to homeworkers on avoiding awkward lifting, especially stooping and twisting, as even light loads lifted awkwardly can cause injuries.

Provision of Equipment

Where the Company provides equipment for homeworkers, there are duties under the Provision and Use of Work Equipment Regulations. These duties include ensuring the initial safety of the equipment provided, arranging appropriate maintenance and, in the case of electrical equipment, arranging for its periodic examination and test.

Display Screen Equipment

Where an employee uses display screen equipment (DSE) as a homeworker, the duties under the DSE Regulations apply, regardless of who owns or supplies the equipment.

The principal duty of risk assessment may be most easily conducted by the employee themselves. DSE risk assessment training should be provided before the employee undertakes an assessment.

Electrical Safety

Employees are responsible for the safety of the wiring/electricity circuit in their own homes and for their own electrical equipment. A simple checklist for electrical equipment should be used to ensure the safety of appliances in your work area. Visual checks to make on electrical equipment include:

Cable:

- Is there any sign of overheating (stains or burn marks)?
- Is there any sign of hardening of the outer insulation?
- Is the cable kinked?
- Is the cable wound up or knotted?

Plug:

- Is the plug damaged in any way (e.g., loose parts or screws, breakage)?
- Is the cable clamp loosened?
- Is there any sign of overheating?

Equipment:

- Is the casing damaged?
- Are the switches damaged?
- Is the seal between the cable and equipment damaged?

Employees should also ensure that

- Only low power consumption appliances (computers, printers, mobile phone chargers etc) connected to extension leads.
- Equipment is always turned off at the mains when not in use.
- If multiple appliances are connected to one socket, this must be through a single fused extension lead. Extension leads should not be 'daisy-chained.'

Fire Safety

A few simple precautions will minimise the risk of injury through fire:

- Keep the work area tidy and regularly dispose of waste materials to avoid accumulation of combustibles.
- Regularly check your electrical equipment and ensure it is well maintained.
- Know how you would get out in an emergency and keep all exit routes clear.
- Have a smoke alarm fitted and tested. If you have gas fires or boilers at home, consider also having a carbon monoxide detector fitted

Psychological Stress

This may arise from the social isolation of homeworking.

It is recommended that only employees with sufficient maturity and trustworthiness, self-sufficiency, self-discipline, good time management skills, and good communication skills be permitted to become home-workers.

A system and frequency of communication should be agreed with homeworkers, to ensure that they receive adequate supervision and support.

New and Expectant Mothers

They may be at particular risk from some work activities, for example prolonged sitting.

Assessments for homeworkers who are new or expectant mothers must always take account of the additional risks. There may need to be additional special adjustment to the workstation, to allow good posture to be maintained during pregnancy.

Additionally, there may be a need for especially good communication links in case of medical emergencies, and there may be a higher risk from anxiety and depression.

Insurance for Home Workers

The Company's insurance arrangements consider the fact that increasing numbers of staff work from home, either on an occasional ad hoc basis, or in a more formal permanent way. Employers' and Public Liability insurance covers apply to employees at work regardless of where the employee is located.

The employee should inform their own home contents insurance company that they are a homeworker, due to the potential slight change in risk.

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 effective 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 not worn by multiple individuals.
- Report any defective PPE to their Line Manager.
- Report any discomfort or ill health experienced because 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, however staff are expected to be courteous and use the correct and appropriate slow speeds along the narrow access lanes leading to sites.

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. Please read the Business Travel and Mileage Policy in conjunction with this section.

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.
- Have a business insurance for personal vehicle.
- As far as is reasonably practicable, ensure that the vehicle is adequate for the purpose and is in a safe mechanical condition by checking the vehicle before use and by undertaking monthly vehicle checks. 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 their line manager if they become aware of any medical condition or take medication that might affect their ability to drive.

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 if reasonably practicable.
- Use the substance in a safer form if reasonably practicable.
- 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 through informal spot checks and/or observations.

- 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.
- Correctly use, wear, 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

It is important to realise that there is a natural incidence of problems for the new and expectant mother and for her child, and 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 23 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 to consider 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 company 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 Outdoors Group Parental Policy, as found in The Employee Handbook.

VIOLENCE AND AGGRESSION

The Outdoors Group 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 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 consider 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.

Performance and Evaluation

MONITORING, MEASUREMENT, AND ANALYSIS

The Outdoors Group will ensure that all inspections required by internal processes, external compliance, or industry best practice are recorded on the 'Whole Company' Share Point folder. This information will ensure that the company's legal requirements are met by listing all the obligations related to Health and Safety on a legal register of compliance. This document will be reviewed annually or at any time when a change in the requirements is identified.

The results and information from all monthly inspections shall be held on a spreadsheet and any risks, effectiveness of operational controls, hazards or opportunities shall be identified. This information will be reviewed monthly at director meetings along with the progress against the company's Health and Safety objectives.

SYSTEM AUDITS

The Outdoors Group shall conduct internal audits at planned intervals to provide information on whether the Health and Safety Management System is working effectively. These will look at the organisation's documentation, testing of procedures, analysis of investigations, site and other spot checks, contractor evaluations, and staff awareness.

There will be several audits focusing on separate areas. The company will ensure that they have:

- Clearly defined audit criteria and scope for each audit including the frequency, methods, and responsibilities.
- Auditors who will conduct audits to ensure objectivity and the impartiality of the audit process.
- Results reported to relevant managers, workers, and other relevant interested parties.
- Proposed action to address non-conformities and continually improve its Health and Safety performance.
- Documented information as evidence of the implementation of the audit programme and the audit results.

MANAGEMENT REVIEW

The Outdoors Group shall review the organization's Health and Safety Management System annually to ensure its continuing suitability, adequacy, and effectiveness by undertaking a formal management review. This management review shall be conducted with the Health and Safety Officer, Directors, and Senior Leadership Team and shall contain the following information:

- 1) The status of actions from previous management reviews.
- 2) Changes in external and internal issues that are relevant to the Health and Safety Management System, including:
 - a) the needs and expectations of interested parties.
 - b) legal requirements and other requirements.
 - c) risks and opportunities.
- 3) The extent to which the Health and Safety policy and the Occupational Health and Safety objectives have been met.
- 4) Information on Health and Safety performance, including trends in:
 - a) incidents, non-conformities, corrective actions, and continual improvement.
 - b) monitoring and measurement results.
 - c) results of evaluation of compliance with legal requirements and other requirements.
 - d) audit results.
 - e) results of any consultation and participation of workers.
 - f) risks and opportunities.
- 5) Adequacy of resources for maintaining an effective Health and Safety Management System.
- 6) Relevant communication(s) with interested parties.

Statement of General Policy and Arrangements

Overall and final responsibility for Health and Safety is that of: Thomas Lowday and Shevek Pring, as far as permitted by law.

Day-to-day responsibility for ensuring this policy is put into practice is delegated to: Peter Morgan the Head of Operations, Senior Managers, and anyone who has a delegated responsibility as part of their role.

STATEMENT OF GENERAL POLICY RESPONSIBILITY OF ACTION AND 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 and 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 Directors. 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 Estates Manager 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.

Appendix

DEFINITION OF TERMS

Air Pot Flask	Insulated flask to carry water or hot drinks.
Control of Substances Hazardous to Health (COSHH)	The law that requires employers to control substances that are hazardous to health (includes nanomaterials).
Display Screen Equipment (DSE)	Equipment such as PCs, laptops, tablets, and smartphones. The Health and Safety (Display Screen Equipment) Regulations apply to workers who use DSE daily, for continuous periods of an hour or more.
Employee	This is interpreted to mean anyone employed by the company to undertake a task, either in a paid or unpaid capacity.
Fire Logbook	A logbook that enables business and premises owners to record and maintain fire safety procedures and equipment required by legislation.
Lone Workers	Anyone who works by themselves without direct contact or supervision.
Manual Handling	The supporting and transporting of a load by human effort, including lifting, lowering, pushing, pulling, or carrying
<i>Risk Assessment</i>	These are working 'live' documents that work within policy to reflect the reality of working conditions.
<i>Site Lead</i>	The member of staff who oversees the day-to-day running of a site.
<i>Staff</i>	This is interpreted to mean anyone employed by the company to undertake a task, either in a paid or unpaid capacity
<i>Standard Operating Procedure (SOP)</i>	Practical documents that lay out working procedures more generally. They are designed for staff to use and refer to regularly.
<i>Work-Related Violence</i>	Any incident in which a person is abused, threatened, or assaulted in circumstances relating to their work.