



CAST Angling Project – Health and Safety Policy

Reviewed on 20th August 2025

To be reviewed on 19th August 2026

Health and Safety at Work Act, 1974

This is the Health and Safety Policy Statement of
CAST Angling Projects

Policy Statement

The CAST Angling Project recognises and accepts its health and safety duties for providing/maintaining a safe and healthy working environment (as far as is reasonably practicable) for all CAST service users, employees (paid or volunteers) and other visitors to its premises under the Health and Safety at Work Act 1974, the Fire Precautions (Workplace) Regulations 1997, the Management of Health and Safety at Work Regulations 1999, and other relevant legislation and common law duties of care.

Throughout this Statement, terms such as “staff”, “workers”, and “employees” include both paid and volunteer workers.

It is the Policy of CAST Angling Project to promote the health and safety of the service users, employees, volunteers, and of all visitors to the CAST premises, and to that intent to:

- Take all reasonably practicable steps to safeguard the health, safety, and welfare of all personnel and service users on the premises and arising from work activities;
- Provide adequate working conditions with proper facilities to safeguard the health and safety of personnel and service users, and to ensure that any work which is undertaken procures no unnecessary risk to health or safety;
- Encourage all on the premises to cooperate with CAST in all safety matters (including the identification of hazards which may exist and in the reporting of any condition which may appear dangerous or unsatisfactory);
- Ensure the provision and maintenance of equipment and systems of work are safe;
- Maintain safe arrangements for the use, handling, storage, and transport of equipment, materials, and substances;
- Provide sufficient information, instruction, training, and supervision to personnel who have particular health and safety responsibilities (such as the appointed Health and Safety Officer);



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- Make, as reasonably practicable, safe arrangements for protection against any risk to health and safety of the general public or other persons that may arise from CAST activities;
- Make suitable and sufficient assessment of the risks to the health and safety of employees and of persons not in employment of CAST arising in connection with sites and activities utilised/undertaken at CAST;
- Make specific risk assessments in respect of service users.

Our Policy is to also prevent accidents and cases of work-related ill health. We also accept our responsibility for the health and safety of other people who may be affected by our activities.

This Policy will be reviewed and revised as necessary and at regular intervals in line with recent updates set by the government in the Health and Safety: Responsibilities and Duties for Schools, April 2022:

<https://www.gov.uk/government/publications/health-and-safety-advice-for-schools/responsibilities-and-duties-for-schools>

Dean Gladwin
Company Director

Ashley Day
Company Director



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Responsibilities

Overall and final responsibility for health and safety in the organisation is that of **the Company Directors**.

Day to day responsibility for ensuring this Policy is put into practice for CAST is delegated to **Dean Gladwin** and **Ashley Day**.

Statutory Duty of CAST Angling Project

CAST Angling Project will comply with its duty to ensure, as far as is reasonably practicable, the health, safety, and welfare at work of its service users, employees and of visitors to its premises. The organisation will:

- Assess the risks to health and safety of its service users and workers/volunteers;
- Make arrangements for implementing the health and safety measures identified as necessary by this assessment;
- Provide adequate First Aid training and facilities;
- Make sure that the workplace satisfies health, safety, and welfare requirements (such as for ventilation, temperature, lighting, and for sanitary, washing, and rest facilities);



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- Make sure that work equipment is suitable for its intended use as far as health and safety is concerned, and that it is properly maintained and used;
- Prevent or adequately control exposure to substances that may damage health;
- Take precautions against dangers from flammable hazards and electrical equipment;
- Avoid hazardous manual handling operations and, where they cannot be avoided, reduce the risk of injury;
- Provide free or reimburse for any protective clothing or equipment, where risks are not adequately controlled by other means;
- Ensure that appropriate safety signs are provided and maintained;
- Report certain injuries, diseases, and dangerous occurrences to the appropriate health and safety enforcing authority.

Statutory Duty of CAST Employees

Employees also have legal duties, and CAST confidently requests non-employed (voluntary) workers to also observe these. They include the following:

- To take reasonable care for their own health and safety, and that of other persons who may be affected by what they do or do not do;
- To cooperate with CAST Angling Project on health and safety;
- To use work items provided by CAST correctly, including personal protective equipment, in accordance with training or instructions;
- Not to interfere with or misuse anything provided for health, safety, and welfare purposes;
- To report at the earliest opportunity injuries, accidents, or dangerous occurrences at work, including those involving the public and participants in activities organised by CAST.

Policy for all Visitors and Contractors

On arrival, all visitors should be directed to a member of the Senior Leadership Team situated at Cornerstone House. This person is to take responsibility for the visitor(s) and assist in their evacuation from the building during an emergency or arrange help in the event of an accident.

On arrival, all visitors, including contractors and/or their employees, must sign a record of the date and time of their arrival and, before leaving, should further record their time of departure. This is done in a GDPR-compliant Visitor's Book.

Contractors working in the building should report any concerns relating to their own safety or suspected unsafe working practices to a member of staff who will report this immediately to a Director.

General Arrangements



All employees will receive basic health and safety information and instruction during their induction. Following this, all employees will complete mandatory health and safety training that is current and applicable to their working area, and ongoing training will be implemented throughout the year (in line with updates, regulations, and legislation). Any duty, task, or activity which is identified as requiring specific health and safety knowledge/training will be provided by CAST.

The Directors are responsible for ensuring that employees working in locations away from the main office (Cornerstone House) receive relevant health and safety information. All sites and activities will be specifically risk assessed, and all staff will read and understand said risk assessments. Staff should also ensure that they are familiar with their local office's arrangements regarding health and safety, of which a copy of the local office's arrangements should be passed to the Chief Executive for inspection and retention.

Any disability adaptations which may be required by employees, service users, or visitors to enable them to carry out their work/access service(s) will be provided and will comply with the Disability Discrimination Act 1995 (amendments made in 2010).

The following government guidance has been used regarding our health and safety responsibility: Health and Safety: Responsibilities and Duties for Schools, 2022 (<https://www.gov.uk/government/publications/health-and-safety-advice-for-schools/responsibilities-and-duties-for-schools>)

First Aid

In order to carry out its responsibilities and comply with the Health and Safety (First Aid) Regulations, 1981 and First Aid at Work Regulations, 2019 (amendments), CAST will undertake the following.

Small kit usage guidelines – assessed here at CAST, linked to guidelines.

Low risk: 1 kit for less than 25 employees.

High risk: 1 kit for less than 5 employees.

The BS8599 First Aid Kit (small) provides all the essentials for the workplace and is supplied in a sturdy, green box. The box can also be wall-mounted, ensuring that it is clearly accessible when needed. **The new BS8599-1 standards for 2019 outline what employers should include in their first aid kits for use in an emergency situation and to treat workplace injuries.**



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Contents:

Item	Amount
Plasters	40
Pairs of gloves	6
Burns dressing	1
Resuscitation shield	1
Safety pins	6
Guidance leaflet	1
Pair of scissors	1
Sterile finger dressing	2
Sterile eye pad dressing	2
Sterile medium dressing	4
Sterile large dressing	1
Conforming bandage	1
Triangular bandage	2
Foil blanket	1
Microporous tape roll	1
Sterile saline wipes (boxed)	20

These are checked and updated by a designated person (Charles Reynolds).

In case of accidents, the First Aid boxes/supplies are situated as follows:

- Cornerstone House – kitchen.
- External venues and minibuses – lead tutor.
- All groups – tutors each have a rucksack with a water throw line, fire extinguisher, and first aid box which is taken out on any activity or task.

The nominated, qualified first aiders at CAST are:

- Mick Leivers – First Aid at Work
- Ashley Day – First Aid at Work
- Dean Gladwin – Emergency First Aid
- Charlie Reynolds – Emergency First Aid
- Damian O'Dell – Emergency First Aid
- Richard Harrop – Emergency First Aid
- John Beasley – Emergency First Aid
- Kelsey Grimsley – Emergency First Aid
- Eryn Ford - Emergency First Aid
- Frank Middlebrook - Emergency First Aid
- Isis Watson – Emergency First Aid
- Helen Galbraith – Emergency First Aid
- Lee Taylor - Emergency First Aid
- Connor Cobbledick - Emergency First Aid
- Blakeney Asher - Emergency First Aid



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- Mark Bexton - Emergency First Aid
- Chris Winter - Emergency First Aid

There are also a number of other basic First Aid trained staff who have received qualification prior to employment with CAST.

As part of their induction, all staff will complete an online First Aid Essentials training course. Staff will then attend an external First Aid course within 6 months of employment.

All accidents to service users, employees, volunteers, or visitors to the CAST premises must be reported to a Director and recorded in the accident book that is kept in the main office (Cornerstone House). The accident book will be completed and reviewed by a member of the Senior Leadership Team (or a member of staff who has completed the IOSH Managing Safely course). All matters should also be reported to the Education Manager (Ashley Day) for further investigation.

In cases of death or serious injury or illness, details will be recorded and reported under RIDDOR (Reporting of Injuries, Diseases, and Dangerous Occurrences) 2013. RIDDOR is the law that requires employers, and other people in charge of work premises, to report and keep records of work-related accidents that cause death.

Fire Safety

Staff and service users are shown the fire safety procedures, exit points, and assembly point during their induction. Further information is included in the CAST Fire Safety Policy. In addition, the fire drill notices are posted in all CAST premises. Staff, service users, and visitors should ensure that they are familiar with the procedures, exit points, and meeting point indicated.

The designated Fire Marshal at CAST is Charlie Reynolds. They have undertaken Fire Marshal training and are responsible for conducting fire alarm tests and fire drills on a weekly and monthly basis respectively, according to the guidelines. In addition, fire extinguishers are tested on an annual basis. All tests are recorded and logged by Charlie Reynolds.

Staff that are employed in locations away from Cornerstone House should inform the CAST Fire Marshals of data for when the first safety tests/checks have been conducted.

All staff that work within the CAST premises should ensure that they record themselves in and out of attendance for fire safety/reasons.

General Site Security



On arrival, all visitors, including contractors and/or their employees, must sign a record of the date and time of their arrival and, before leaving, should further record their time of departure. This is done in a GDPR-compliant Visitor's Book. Staff are responsible for ensuring that this has been done.

Security passwords and numbers for entry points and information should not be given to any unauthorised person(s).

CAST staff will wear ID cards, based on the CAST logo, to enable and facilitate identification of staff.

Personal Protective Equipment (PPE)/Workwear

Under the Personal Protective Equipment at Work Regulations, 1992 (amended in 2022), there is a statutory requirement for PPE to be supplied and used at work wherever there are risks to health and safety that cannot be adequately controlled in other ways. PPE must be considered in addition to all other control measures and should not be relied on as the only means of protection.

CAST will provide the required PPE for all sites and activities utilised/undertaken, including hi-vis jackets, safety boots, safety gloves, safety glasses, safety helmets, ear defenders, respiratory/dust masks, etc. These are regularly inspected prior to use and are stored in the CAST tool room.

CAST staff are advised to purchase their own safety boots (that have toecap and penetration resistant midsole protection) and suitable outdoor clothing, of which the purchase cost can be claimed back.

Housekeeping on the Premises

It is the duty of all employees to ensure that they are working in a healthy and safe environment. To this end, all staff should ensure the following.

Electrical Equipment

All electrical equipment must be maintained in a good working order. Trailing wires are avoided and/or covered with a mat if necessary. All equipment should be powered off when not in use and at the end of the day.

Regular visible inspections should be made to electrical equipment to ensure that they are health and safety compliant. PAT testing will also be carried out on an annual basis, in line with current statutory requirements.



Faulty equipment should not be used, be powered off, be marked with a “Faulty – Do Not Use” sign, and reported to a Director immediately. Repairs should only be carried out by an authorised and qualified person.

A Health and Safety Audit is completed by an external company on an annual basis. Information relating to this is stored in the main office at Cornerstone House.

Health and safety information and requirements regarding electrical equipment can be found in the Electricity at Work Regulations, 1989, and the Provision and Use of Work Equipment Regulations, 1998.

Work Equipment

Work equipment should be inspected to identify whether the equipment can be operated, adjusted, and maintained safely, with any deterioration/faults detected and remedied before it results in a health and safety risk. Not all work equipment requires formal inspection to ensure safety and, in many cases, a quick visual check before use will be sufficient. However, inspection is necessary for any equipment where significant risks to health and safety may arise from incorrect installation, reinstallation, deterioration, or any other circumstance.

The following high-risk items at CAST are inspected by a designated person (Damian O'Dell):

- Jig saw.
- Hand-held grinder.
- Drills.
- Strimmer.
- Chain saw.
- Lawn Mower.
- Hedge Cutters.

The items above have specific working instructions which are read and signed by all staff on an annual basis. In addition, the items are inspected on a daily basis. Records of such inspections are logged each week.

Display Screen Equipment

CAST recognises its responsibility to ensure the wellbeing of employees who habitually use display screen equipment for a significant part of their normal work. Employees are advised to ensure that they take a 5-minute break from the display screen equipment at least once an hour and are advised that, if they experience vision defects or other discomfort that they believe may be wholly or in part a consequence of their use of such equipment, they have the right to an eye-test at CAST's expense.



Workstations are checked regularly to ensure that they comply with recommended practices. This is done in line with GDPR and Data Retention Regulations, 2018/19 (see CAST Policies). The Data Protection Officer (DPO) will advise the team at CAST and provide information on potential data breaches.

Information regarding working with computers/laptops can be obtained from the Chief Executive and can be found in the Health and Safety (Display Screen Equipment) Regulations, 1992. In 2002, the amendments made to these regulations required employers to minimise the risks in visual display units (VDU)/keyboard work by ensuring that workplaces and jobs are well designed – please see the CAST Acceptable Use of Technology and E-Safety Policy.

Office Furniture and Equipment

All furniture and furnishings procured will comply with the Furniture and Furnishings Regulations, 1993, linked with Fire Safety. At CAST, we have some upholstered furniture that may be deemed domestic furniture, sofas, and chairs. The Furniture and Furnishings (Fire Safety) Regulations, 1988, (as amended in 1989, 1993, and 2010) set levels of fire resistance for domestic upholstered furniture, furnishings, and other products containing upholstery.

Kitchen and Food Hygiene

All staff complete a Level 2 Certificate in Food Hygiene and Safety (online) as part of their mandatory training. Please see the CAST Food and Hygiene Policy.

Generally, the kitchen is maintained in clean and tidy state. All spillages are mopped up immediately and cleaning materials and stored separate to any food/drink. A cleaner attends three times a week and focuses on the kitchen as one of the main working areas.

The fridge temperature is recorded on a daily basis (on monthly sheets) and the water is tested for Legionella on a weekly basis. This is recorded on a weekly test sheet. A Food Hygiene Assessment takes place on a bi-annual basis (every 6 months) to check the cooking equipment and areas (including outdoor cooking stoves).

Information regarding Food Hygiene and Safety can be found within the Food and Hygiene Regulations/Food Safety Act, 1990. The 2013 amendments focus on strengthening the food safety regulatory system within the country. The law provides protection to consumers so that they have access to local foods and food products that have undergone a thorough and rigid inspection.

Lifting and Carrying



As an outdoor learning provision, lifting and carrying is taught to learners as part of their education/studies. All staff complete a Level 2 Certificate in Moving and Handling (online) as part of their mandatory training.

All staff should take great care when lifting or moving objects. Assistance should be sought when moving heavy objects or appropriate equipment – a trolley is available in the main office at Cornerstone House.

Those with back problems or other physical limitations should not move heavy or difficult objects and should inform the CAST Managers.

Specific manual handling risk assessments are undertaken and in place for equipment/resources utilised at CAST by the Project Managers. These include bird feed, fishing tackle/bait, cooking equipment, tools/power tools bags, and materials.

Information and training (if required) should be sought from line managers and is contained within the Manual Handling Operations Regulations, 1992. **In brief, the 2002 amendments to the Manual Handling Operations Regulations (MHOR) state that employers have a legal obligation under the MHOR to make a sufficient and suitable assessment of the risk to employees from the manual handling of loads.**

Safe Stacking and Storage

Items should not be stacked or stored in a way that may cause injury when moved or to health. Large and/or heavy items should be stored on the floor (such as petrol trimmers, lawn mowers, soil bags, etc.).

To ensure food safety, items should be stored in an appropriate place away from potential hazards. The 7 steps of HACCP (Hazard Analysis Critical Control Point), a management system in which food safety is addressed through the analysis and control of biological, chemical, and physical hazards from raw material production, procurement, and handling, to manufacturing, distribution, and consumption of the finished product, should be followed.

Safe Handling and Use of Substances

Any substances identified within the workplace that may be considered hazardous to health are risk assessed under a COSHH assessment. Staff will be informed of potential risks and the instructions issues in order to minimise that risk.

As CAST is an outdoor provision, some substances are used for horticulture and land-based management.



This will comply with the Control of Substances Hazardous to Health Regulations, 2002, to cover their use, application, and safe storage. Further information regarding COSHH can be obtained from the Chief Executive (who is responsible for ensuring compliance in this area).

Smoking

In the interest of health and safety, CAST operates a No Smoking Policy in all of its premises.

Those who wish to smoke should do so in only the designated areas.

Please see the CAST Smoking Policy for further information.

Lone Working

CAST staff should refer to the Lone Working Policy and Procedures and Personal Safety Information issued during their induction.

Lone working at CAST is rare however, during transportation, this can arise. To minimise risks, staff should ensure that:

- Details of their location/appointment are known by other people at all times.
- An indication of their likely return time is given to other staff.
- They always carry a charged mobile phone.
- Their vehicle is in good working order.
- They park under a streetlight (where possible) and have their house/keys ready.
- They plan their journey beforehand to avoid taking risks.

Safeguarding and risks are taken into consideration when under lone working conditions. Please see the Risk and Needs Policy for further information.

The Directors should emphasise to all staff the need to take additional care when working alone.

Please see the Safer Recruitment and Equality and Diversity Policies for further information.

Risk Assessments

Regular risk assessments are carried out as required under the Management of Health and Safety at Work Regulations, 1999. These are written (and regularly updated) for locations and activities that are utilised/occur at CAST.



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Risk assessments are carried out by the Senior Leadership Team and/or staff qualified with the IOSH Managing Safely course to ensure that any risks involved with carrying out work at CAST are minimal. The Project Managers will also report any matters of Health and Safety to the Resources Committee.

A separate risk assessment for Fire Safety, as required by current statutory legislation above, will be carried out, and any significant findings will be reported to the CAST Directors. This is conducted in line with the Government Fire Safety Risk Assessment: Educational Premises, 2006. These Regulations apply to nursery, primary, and secondary schools, academies, free schools, special schools, and pupil referral units.

In addition, a separate risk assessment(s) for off-site visits, including residential visits and any CAST-led adventure activities, will be carried out. This is conducted in line with the Government Health and Safety on Educational Visits, 2018.

Fire Safety Risk Assessment: Educational Premises, 2006:
<https://www.gov.uk/government/publications/fire-safety-risk-assessment-educational-premises>

Health and Safety on Educational Visits, 2018:
<https://www.gov.uk/government/publications/health-and-safety-on-educational-visits/health-and-safety-on-educational-visits>