



EDVENTURES | POLICY SUITE

Health and Safety Policy

Document reference	EDV-POL-002
Legal entity	EJFVENTURES LTD (company number 16938508), trading as Edventures
Version	1.0 — harmonised edition
Policy owner	Edward Fairnington, Owner and Responsible Manager
Approved by	Edward Fairnington
Approval date	16 October 2026
Effective date	16 October 2026
Next scheduled review	16 October 2027
Review frequency	Annually, or earlier following significant change or incident
Approval signature	_____

1. Policy Statement

Edventures is committed to providing and maintaining a safe and healthy environment for its participants, workers, contractors, visitors and others who may be affected by its activities.

Edventures will take all reasonably practicable steps to prevent injury, ill health and avoidable harm through effective planning, risk assessment, competent instruction, appropriate supervision, suitable equipment and continuous review.

The organisation recognises its duties under applicable UK health and safety legislation, including the Health and Safety at Work etc. Act 1974 and associated regulations.

This policy applies to independently organised Edventures activities, whether delivered outdoors, at commercial activity venues, or within hired school and community facilities.

Edventures operates independently of the organisations from which it hires premises unless a specific written agreement states otherwise.

2. Responsibilities

2.1 Owner and Responsible Manager

Edward Fairnington, as owner and responsible manager, has overall responsibility for health and safety management.

Responsibilities include:

- Establishing and reviewing appropriate health and safety arrangements.
- Providing sufficient resources, equipment and access to competent advice.
- Ensuring suitable and sufficient risk assessments are completed.
- Approving venues and activities before delivery.
- Verifying instructor qualifications, competence, insurance and suitability.
- Maintaining appropriate records of equipment inspection and maintenance.
- Ensuring emergency and first aid arrangements are in place.
- Investigating significant accidents, incidents and near misses.
- Assessing statutory reporting obligations.
- Reviewing identified hazards and implementing corrective actions.
- Ensuring responsibilities between Edventures and hired venues are documented.

Specialist advice will be obtained externally where required.

2.2 Session Leaders and Instructors

Session leaders and instructors must:

- Work within the scope and conditions of their qualifications and competence.
- Follow approved activity risk assessments and operating procedures.
- Complete relevant pre-session checks.
- Provide appropriate supervision and participant instruction.
- Check activity areas and equipment before use.
- Maintain suitable group management and supervision ratios.
- Monitor changing conditions and participant needs.
- Stop, modify or cancel activities where safety cannot be maintained.
- Report hazards, equipment defects, incidents and near misses.
- Implement emergency procedures when necessary.
- Follow safeguarding, medical and participant welfare procedures.

2.3 Other Workers and Contractors

All workers and contractors must take reasonable care of their own health and safety and that of others.

They must cooperate with Edventures' safety arrangements, use equipment correctly, follow instructions within their competence and promptly report concerns.

2.4 Participants

Participants are expected to follow reasonable safety instructions, use equipment appropriately and inform instructors of concerns or changes affecting their ability to participate safely.

Parents and carers are asked to provide accurate, relevant information about their children and notify Edventures of changes.

Participant consent, declarations or acknowledgements do not remove Edventures' responsibility to manage foreseeable risks.

3. Risk Assessment and Activity Planning

Edventures will assess significant foreseeable hazards before activities commence and record suitable and sufficient assessments where required.

Assessments will consider:

- The activity, environment and intended outcomes.
- Participant age, ability, experience and additional support needs.
- Group size, staffing and supervision ratios.
- Equipment and technical systems.
- Falls, falling objects, collisions and other activity-specific hazards.
- Access, egress, environmental and weather conditions.
- Manual handling and hazardous substances where relevant.
- Interaction with members of the public or other venue users.
- Emergency arrangements and communications.
- Transport, food or accommodation where provided or arranged.

Activity risk assessments will be reviewed at least annually, and earlier following a significant incident, material change, new equipment, revised guidance or other relevant development.

Session leaders will also make dynamic assessments during delivery.

Where changing conditions create an unacceptable risk, activities must be modified, suspended or cancelled.

4. Instructor Qualifications and Competence

Anyone engaged by Edventures to deliver a climbing session must hold a current, relevant National Governing Body (NGB) qualification appropriate to the activity, venue, technical systems and responsibilities assigned.

Edventures will verify:

- Qualification type and awarding organisation.
- Relevant scope, restrictions and prerequisites.
- Current status where applicable.
- Required first aid certification where applicable.
- Relevant experience and competence.
- Any required continuing professional development or reassessment.

- Suitability for the participant group and activity.

Other specialist activities must be delivered by appropriately qualified and competent individuals, with any applicable qualification or licence requirements verified.

Edventures does not provide in-house instructor training or award instructor qualifications.

Activity and venue briefings are provided to communicate approved procedures and local arrangements. These do not replace externally obtained qualifications or specialist instruction.

Where a proposed activity falls outside the competence or qualification of available personnel, it must not proceed.

5. Equipment Safety

All equipment supplied or controlled by Edventures must be suitable for its intended purpose, properly maintained and inspected at appropriate intervals.

Equipment management arrangements include:

- Maintaining an inventory of relevant safety-critical equipment.
- Identifying items requiring individual traceability.
- Following manufacturers' instructions and applicable standards.
- Conducting appropriate pre-use checks.
- Arranging periodic detailed inspections by competent persons.
- Recording significant inspection findings and maintenance.
- Applying relevant service-life and retirement criteria.
- Immediately removing defective or suspect equipment from service.
- Preventing quarantined equipment from being used accidentally.

Climbing ropes, harnesses, helmets, connectors, belay devices and other technical equipment will be subject to equipment-specific inspection arrangements.

Personal protective equipment will be selected, fitted, used and maintained according to the relevant activity assessment and manufacturer's instructions.

Edventures will distinguish between its own equipment and fixed or supplied equipment controlled by the venue.

6. Climbing and Technical Activities

Climbing activities must be planned and delivered within the scope of the instructor's relevant qualification and the venue's approved operating arrangements.

Controls will address, as applicable:

- Fixed walls, anchor points and structural inspection evidence.

- Ropes, harnesses, belay devices and associated systems.
- Climbing and bouldering areas.
- Fall zones and falling objects.
- Participant competence and supervision.
- Belayer competence and appropriate backup arrangements.
- Group management and safe operating capacity.
- Appropriate instruction and safety checks.
- Rescue arrangements and foreseeable emergencies.
- Separation from other venue users.

Technical systems must only be established, altered or supervised by persons competent and appropriately qualified for those responsibilities.

Edventures will not use a fixed climbing wall or anchor system unless satisfactory evidence of its suitability, inspection and maintenance has been obtained from the responsible provider.

7. Outdoor Activities and Wellbeing Experiences

Outdoor activities will be planned with consideration of:

- Terrain and route suitability.
- Weather and environmental conditions.
- Participant ability, health and mobility.
- Access and evacuation routes.
- Navigation and communications.
- Appropriate clothing and equipment.
- Group management and supervision.
- Water, traffic, livestock and other relevant hazards.
- Environmental protection and public access requirements.

Adult wellbeing experiences will be managed using suitable activity assessments, participant information and emergency arrangements.

Activities will be adapted to participants' needs and prevailing conditions.

Where appropriate, alternative routes, shortened sessions or cancellation will be considered.

8. Hired Venues and School Facilities

Before using hired premises, Edventures will confirm the allocation of health and safety responsibilities through the venue hire agreement and a completed premises hire schedule.

Arrangements must identify:

- Permitted areas and access arrangements.
- Named venue and Edventures contacts.

- Fire alarm procedures, exits and assembly points.
- Emergency vehicle access.
- Welfare and first aid facilities.
- Fixed equipment inspection and maintenance responsibilities.
- Responsibility for climbing walls and anchor systems.
- Premises defects and reporting arrangements.
- Security, opening and closing procedures.
- Arrangements for shared spaces and other users.
- Incident reporting and information sharing.

The venue provider remains responsible for premises matters allocated to it by law or agreement. Edventures remains responsible for its activity delivery, brought equipment and the safety arrangements within its control.

A hire agreement does not automatically transfer all premises duties from one organisation to another.

Edventures will obtain and assess relevant evidence before relying on fixed equipment or facilities.

Where required evidence or essential safety arrangements are absent, the activity must not proceed until the matter has been satisfactorily resolved.

9. Supervision and Participant Welfare

Edventures will establish appropriate supervision arrangements for each activity based on its risk assessment.

Ratios will take account of participant age, ability, additional needs, activity complexity, venue layout, relevant governing-body requirements and foreseeable emergencies.

Attendance will be recorded and monitored.

Youth participant arrival, collection and departure arrangements will follow the Edventures Safeguarding Policy.

Medical information, allergies and relevant additional needs will be handled in accordance with the Medical Needs and Medication Procedure and Privacy Policy.

Participation will not be permitted where essential safety arrangements cannot reasonably be established.

10. First Aid and Emergency Arrangements

Each activity must have suitable first aid arrangements proportionate to the hazards, participant group, location and accessibility of emergency services.

Before delivery, the session leader must know:

- The available first aid provision.
- Who is responsible for first aid.
- The location of relevant equipment.
- Emergency communication arrangements.
- How emergency services will access the location.
- The appropriate evacuation or rescue procedure.
- Relevant participant medical and emergency information.
- The location and procedures for any required emergency medication.

Emergency arrangements must be communicated to relevant workers before the activity.

For life-threatening emergencies, staff must contact 999 without delay.

Incidents will be managed under the Edventures First Aid and Emergency Procedures and Incident and Accident Reporting Procedure.

11. Fire Safety

For each hired venue, Edventures will obtain the relevant fire and evacuation instructions.

Before participants arrive, the session leader will establish:

- The fire alarm signal and reporting procedure.
- Available and suitable escape routes.
- The designated assembly point.
- Procedures for assisting anyone requiring evacuation support.
- Attendance and roll-call arrangements.
- Who contacts emergency services.
- Restrictions on re-entry.

Participants will receive an appropriate safety briefing.

The session leader must follow the host's emergency arrangements and account for participants during evacuation.

No person may re-enter a building until authorised by the responsible emergency personnel or venue representative.

12. Occupational Health and Welfare

Edventures will consider the health, safety and welfare of workers, including where relevant:

- Manual handling.
- Working alone.
- Fatigue and working hours.
- Weather exposure.

- Slips, trips and falls.
- Work-related stress.
- Hazardous substances.
- Infection prevention and hygiene.
- Suitable welfare facilities.

Relevant assessments and controls will be established where required.

Workers must report any circumstances that materially affect their ability to carry out duties safely.

13. Accident, Incident and Near-Miss Reporting

All accidents, significant incidents, dangerous occurrences and relevant near misses must be reported promptly.

The immediate priority is to make the situation safe and provide necessary assistance.

The responsible manager will ensure:

- Appropriate records are completed.
- Relevant persons are informed.
- Evidence is preserved where appropriate.
- Safeguarding matters are escalated separately.
- Insurers and venue providers are notified where required.
- Statutory reporting duties are assessed.
- Corrective actions are assigned and monitored.

RIDDOR reporting requirements will be assessed against current Health and Safety Executive guidance, including the applicable reporting thresholds, categories and deadlines.

A record of the reporting decision must be retained, including where an incident is assessed as not reportable.

14. Monitoring and Review

Edventures will monitor health and safety through:

- Pre-session checks.
- Risk assessment reviews.
- Equipment inspection records.
- Venue approval reviews.
- Incident and near-miss analysis.
- Feedback from participants and workers.
- Periodic observation of activity delivery.
- Corrective-action monitoring.

The owner will undertake a formal review of health and safety arrangements at least annually.

Significant incidents, changes in legislation, new activities or identified deficiencies will trigger an earlier review.

Observations of instructors are intended to monitor safe practice and compliance with approved arrangements, not to provide instructor qualification or training.

15. Records and Confidentiality

Edventures will maintain relevant records including:

- Activity risk assessments.
- Venue approval and premises hire schedules.
- Instructor qualification verification.
- Equipment registers and inspections.
- Pre-session safety checks.
- Emergency arrangements.
- Accident and incident reports.
- Corrective actions and review records.
- Relevant briefings and operational communications.

Records will be stored securely, with access limited according to role and need.

Personal information will be handled in accordance with the Edventures Privacy Policy, Data Security Procedure and Data Retention Schedule.

16. Related Policies and Procedures

This policy should be read alongside the applicable Edventures documents, including:

- Safeguarding Policy.
- First Aid and Emergency Procedures.
- Incident and Accident Reporting Procedure.
- Medical Needs and Medication Procedure.
- Lone Working Policy.
- School and Venue Hire Provider Arrangements Policy.
- Third-Party Provider and Contractor Management Policy.
- Data Security Procedure.
- Privacy Policy.
- Relevant activity risk assessments and operating procedures.

17. Policy Approval

Approved by: Edward Fairnington

Position: Owner, Edventures

Signature: *Original signed*

Date: 16 October 2026

Next review due: 16 October 2027

This policy will be reviewed annually or sooner where necessary following changes to operations, legal requirements or significant safety findings.

Controlled supporting-document cross-reference (2026 consolidation)

Operational pre-session check: EDV-CHK-OPS-01. Individual instructor verification: EDV-FRM-REC-05. Venue final approval: EDV-FRM-VEN-03.

This note identifies the current supporting document without altering the substantive policy duties or replacing required operational approvals.