

Health and Safety Policy

1. General Statement of policy

The policy of SAC is to:

- Provide adequate control of the health and safety risks from our work activities.
- Ensure that employees are competent to do their tasks, and to give them adequate training. (*RIATM policy*)
- Maintain safe and healthy working conditions for all employees.

2. Roles & Responsibilities

- The overall responsibility for health and safety is that of the Directors, where appropriate they are supported by Becci Camis (Camp Manager)

Employees Will:

- Co-operate with SAC on matters of safety.
- Report all health and safety concerns to the Camp Manager / Directors
- Not interfere with anything provided to maintain the health and safety of themselves and others.
- Take individual responsibility of personal health and safety.
- Read and understand This policy (*Health and Safety policy*) and carry out their work safely and in accordance with it requirements.
- Ensure that all protective equipment provided under a legal requirement is properly used in relation to any instruction / training given and in accordance with this health and safety policy
- Report to the Camp Manager / Directors any incidents, which have led or might lead to injury or damage
- Report any accidents or near misses however minor to the Camp Manager / Directors
- Use the correct tools and equipment for the job in hand and in accordance with training and instructions
- Co-operate with any investigation, which may be undertaken with the objective of preventing re-occurrence of incidents.

4. Risk Assessments

Risk assessments will be undertaken by the Directors. The findings of the risk assessments will be available to all staff and all action required to remove/control risks will be approved by the Directors. The Directors will be responsible for ensuring the action required is implemented and will also check that the implemented actions have removed/reduced the risks.

In addition risk assessments shall be carried out continuously by employees throughout their work. Hazards will be considered and work methods will be established to minimize the risk of injury to themselves and others affected by the work.

Assessments will be reviewed every twelve months or when the work activity changes, whichever is soonest.

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Signed By: Bryn Beach	Review on: Jan 2025

5. Communication / Consultation

In order to meet the legal requirements of the Safety Representatives and Safety Committees Regulations and the Health and Safety (Consultation with Employees) Regulations, SAC will communicate and consult with all employees on the following issues:

The content of this policy

- Any rules specific to a site or job. (see Risk Management and Operations sheets)
- Changes in legislation or working best practice
- The planning of Health and Safety training.

By the following means:

- Eliciting feedback from Staff and Clients
- H&S reviews with Technical Advisors

6. Training

All employees will be given training suitable to their responsibilities and in accordance with the Management of Health and Safety at Work Regulations. Once staff members have been trained they are required to work following the best practices from the training and share their learning experience with other staff. Revisiting risk assessments after the completing of training will ensure any relevant best practice is cascaded throughout SAC

Training will be specifically provided for work with hazardous substances, use of PPE (see *PPE policy*) and manual handling. Any training provided by SAC will be formally recorded. A programme of refresher training will be undertaken to keep employees up to date with legislation and industry best practice.

7. Provision of First Aid

The Health and Safety (First-Aid) Regulations 1981 require employers to provide adequate and appropriate equipment, facilities and personnel to ensure their employees/volunteers and visitors to receive immediate attention if they are injured or taken ill.

Accident and near miss records will be maintained and kept by the directors for a minimum of three years.

The Director is responsible for the recording and reporting of accidents, diseases and dangerous occurrences in accordance with the RIDDOR Regulations 1995 to the enforcing authority.

8. Work Place Monitoring

As part of our overall safety management we will monitor staff delivery for quality and safety. (See *RITAM policy*)

9. Policy review

This policy will be kept up to date, particularly as the business changes in nature and size. To ensure this, the policy and the way in which it has implemented will be reviewed every year.

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