

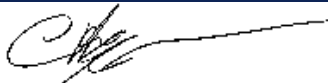


# **Health & Safety Policy for Dukes Barn Outdoor Activity Centre**

The following pages contain:

- Health and Safety Statement
- General Health and Safety Policy
- Transport Policy
- Equality Statement



<b>This is the statement of general policy for Health and Safety for Dukes Barn</b>			
<b>Colin Higginson – Head of Centre has overall and final responsibility for health and safety</b>			
<b>Colin Higginson, Andy Nettleship, Heather Cope &amp; Debbie Hawksworth have day-to-day responsibility for ensuring this policy is enforced.</b>			
<b>Statement of general policy</b>	<b>Responsibility of: Name/Title</b>	<b>Action/Arrangements (What are you going to do?)</b>	
Prevent accidents and cases of work-related ill health by managing the health and safety risks in the workplace	Colin Higginson Head of Centre	Relevant risk assessments completed and actions arising out of those assessments implemented. (Risk assessments reviewed when working conditions change.)	
Provide clear instructions and information, and adequate training, to ensure employees are competent to perform their duties.	Colin Higginson, Andy Nettleship, Heather Cope & Debbie Hawksworth	Staff, subcontractors and visitors are given a health and safety induction specific to their risk and provided with appropriate training and personal protective equipment.	
Engage and consult with employees on day-to-day health and safety conditions	All staff	Staff are routinely consulted on health and safety matters as they arise but also formally consulted at regular health and safety review meetings or sooner if required.	
Implement emergency procedures – evacuation in case of fire or other significant incident. (see fire risk assessment and procedures)	All staff	Escape routes are well signed and kept clear at all times. Evacuation plans are tested from time to time and updated as necessary.	
Maintain safe and healthy working conditions, and ensure safe storage/use of substances	Colin Higginson, Andy Nettleship, Heather Cope & Debbie Hawksworth	Toilets, washing facilities and drinking water provided. System in place for routine inspections and testing of equipment hoovers etc. and for ensuring that action is promptly taken to address any defects.	
Signed: 	Colin Higginson - Head of Centre	Date:	11 <sup>th</sup> December 2019
Health and safety law poster is displayed at (location)	Office and equipment store		
First-aid box is located:	Main dining room and climbing wall building		
Accident book is located:	Office		



## Health and Safety Policy

It is the policy of Dukes Barn Company to take all reasonable measures to provide a safe and healthy working environment.

Dukes Barn is committed to ensuring a safe working environment for all staff and participants involved in their activities.

This document outlines the procedures in place for managing safety and should be read in conjunction with the activity specific risk assessments.

Dukes Barns manages safety as follows;

- Overall responsibility of safety lies with the Head of Centre and a quarterly site safety visit takes place.
- Day to day operations is overseen by the Head of Centre.
- An AALA license (Adventure Activities License) is held by Dukes Barn and all activities regardless of the age of participants are run to this standard. For those activities where an AALA license is not applicable, we maintain high standards in-line with the industry good practice.
- Risk Assessments are completed for all outdoor activities.
- All equipment is maintained to high standards in line with the manufacturer's guidelines.
- All accidents are recorded in the reporting book that is located in the office.
- All staff hold a current first aid certificate.
- Instructors are encouraged to share incidents / near misses, a book is available for this purpose in the office.
- Management examines all reports and investigates as necessary. Any required actions are implemented.
- New staff will be inducted to the Centre and an annual training and update day is held to inform staff and freelance staff of any operational changes and to share best practice.
- Dukes Barn takes its responsibility towards child protection seriously and has a detailed child protection policy. All staff who have access to young people complete a Criminal Records Board Enhanced Disclosure.



Dukes Barn will provide information, instruction and supervision to enable all employees to contribute to their own health and safety at work. This will include:

- Appropriate equipment, (and training where necessary), for use by staff and visitors.
- Safe storage of equipment and materials particularly those hazardous to health (see COSHH guidelines).
- Safe arrangements for moving and handling materials, equipment and people.

Dukes Barn also accepts responsibility for the health and safety of other people who may be directly affected by our activities. This includes visitors, volunteers and members of the public.

Dukes Barn will record and review any incident or procedure that may contribute to avoiding accident and promoting a safe working environment.

### **General Principles:**

All employees, permanent and freelance, have a personal and legal responsibility to co-operate with managers, other staff and visitors to achieve a safe and healthy work place and to take reasonable care of themselves and others.

Whenever a member of Dukes Barn staff notices a health and safety hazard which they may not be able to deal with directly, they must report this to the person named in the section 'Individual responsibilities', or the Head of Centre.

### **Individual responsibilities:**

As 'Head of Centre' Colin Higginson performs the role of 'Health and Safety Officer'

Named staff have specific responsibilities:

Dukes Barn Centre	- Colin Higginson
Kitchen/Domestic	- Debbie Hawksworth
Office safety/Fire risk	- Andy Nettleship
Activity Equipment	- Colin Higginson
Transport	- Colin Higginson



## Transport Policy

Dukes Barn provides transport to and from activities as an integral part of some of its courses. This is one of the highest areas of risk both for employees and clients.

Dukes Barn takes the following precautions to control and minimise the associated risks.

### Drivers

- Any person who is to drive a minibus for Dukes Barn must be a capable and experienced minibus driver.  
This will normally mean that, for visiting staff and freelance instructors, they regularly drive minibuses for other organisations. Their eligibility to drive will be assessed by the Head of Centre.  
All drivers will be at least 21 years old and will have held a full driving licence for more than 1 year.
- If the driver is to tow a trailer, they must have the necessary experience and ability
- Drivers will be aware of responsibilities. This includes ensuring the vehicle is roadworthy, ensuring the vehicle is not overloaded and ensuring seatbelts are correctly fastened.
- Drivers will not drive if they are unwell or excessively tired.
- Where children are transported, a second responsible adult will travel with them to supervise the children and prevent them from distracting the driver.

### Vehicles

- All vehicles belonging to Dukes Barn are insured with One Insurance.
- All Dukes Barn minibuses will be regularly checked for safety by Lovers Leap Garage and will hold a section 19 permit.
- A first aid kit and fire extinguisher will be carried at all times
- If a vehicle not belonging to Dukes Barn is to be used for transport during a Dukes Barn course, it must be in safe running order and have the necessary insurance cover.



The centre minibuses will be properly maintained. Regular checks will be made of:

- Oil level
  - Tyre pressures
  - Lights & indicators etc.
- 
- If a driver notices a fault, they should inform the Head or Deputy Head of Centre
  - All drivers will be aware of the maximum number of passengers that may be carried and will not exceed that limit.
  - The driver will check that all seat belts are worn correctly before setting off.
  - The emergency exits of the bus will be kept clear. Equipment and baggage will be stowed in such a way that it does not prevent safe exit from the vehicle in case of an emergency.
  - All vehicles are restricted to a 5 mph max limit within the centre grounds.
  - The boarding of all vehicles must be supervised or instructed by a member of staff and it is recommended they board as a whole group.
  - As you proceed along the centre driveway access beyond the archway is restricted to Residents, Centre Staff and Food and Laundry deliveries only. All other vehicles must park and unload in the area before the archway. The first vehicle space in this area is for residents use only for the bungalow adjacent to the driveway. There is a sign at this location.

NOTE: Please see notices for drivers' responsibilities situated in each vehicle.



## Site Security

Dukes Barn is situated in a small village, population approximately 150, with little through traffic. The village has a very low crime rate and as part of the Chatsworth Estate it has regular nightly patrols from Chatsworth Security.

During the working day the office is usually occupied, this is sited in view of the front door, and the Centre is usually occupied by domestic and admin staff. On occasions when the Centre is not occupied it is locked. The Head of Centre lives in the house attached to Dukes Barn.

The Centre is not normally staffed by Dukes Barn staff in the evenings or night times. Visiting staff or organizers have keys to the buildings and it is their responsibility to secure the Centre. They are issued with a series of contact numbers to phone in an emergency. Unless otherwise arranged evening and night time supervision is the responsibility of visiting staff.

There are files next to the main office door where any other additional information may be found during the residential stay or day visit. These are labelled Visiting Staff and Self Catering Groups.

At the entrance door to the building there is a bedroom checklist which is required to be completed by all visiting groups. This list is required for a roll call in an emergency situation and is situated above the fire alarm in the main entrance hallway.

All the entrance/exit doors in the Centre, will open from the inside even when locked to allow easy escape in case of fire. Visiting staff are advised to close these doors in the evenings.

Three of the dormitories are at ground floor level. Staff and children are advised to lock the windows during the day when they may be away from the building. At night time staff are present in the adjoining rooms.

Any other visitors, work people, prospective guest are always accompanied by Dukes Barn Staff if they visit the premises.

Dukes Barn feels it has appropriate security whilst maintaining a relaxed and welcoming feeling.



## Equality policy

Aims to ensure that any person, irrespective of their age, gender, disability, race, religion, ethnic origin, creed, colour, social status or sexual orientation has equal opportunity to participate in activities provided by Dukes Barn.

In pursuing its equal opportunity policy, it will endeavor to make all reasonable efforts to limit the physical barriers participants may encounter in accessing activities. In doing so its primary concern will always be the safety and welfare of the participants.

It is committed to working towards a wider acceptance of minority groups in Adventure Education and Adventure Sports and to the innovation of ideas and equipment and training that will meet this aim.

As an employer it seeks to avoid disadvantaging persons by conditions or requirements that cannot be reasonable justified.