



CRAG AND COMPASS

Health And Safety Policy

STATEMENT OF GENERAL POLICY

1. Crag And Compass fully accepts the obligations placed upon it by the various Acts of Parliament covering health and safety. The Company requires its Director to ensure that the following policy is implemented and to report annually on its effectiveness.

MANAGEMENT ORGANISATION AND ARRANGEMENTS

Introduction

2. This policy has been prepared and published under the requirements of Health & Safety at Work legislation. The purpose of the policy is to establish general standards for health and safety at work and to distribute responsibility for their achievement to all managers, supervisors, and other employees through the normal line management processes.

MANAGEMENT RESPONSIBILITIES

Director

3. The Director has overall responsibility for the implementation of the Company's policy. In particular, he is responsible for ensuring that the policy is widely communicated and that its effectiveness is monitored.

Instructors

4. These staff members are wholly accountable to the Director for the implementation and monitoring of the policy within the area of their specified responsibility.

Safety Officer

5. The Safety Officer is a nominated manager responsible for co-ordinating effective health and safety policies and controls across the organisation.
6. The Safety Officer is responsible for:
 - The production and maintenance of the Company's policy and ensuring that Department Guidelines are consistent with policy;
 - Its application;
 - Monitoring and reporting on the effectiveness of the policy;
 - The provision of general advice about the implication of the law;
 - The identification of health and safety training needs. The safety officer can also act on behalf of the Director, as the Company's formal link with the Health and Safety Executive, Environment Health Departments and other external agencies;
 - The production and maintenance of any health and safety documents or codes of practice as necessary for any relevant area of the Company services where this is required.



HEALTH AND SAFETY MANAGEMENT PROCESS

7. Crag And Compass believes that consideration of the health, safety and welfare of staff and clientele is an integral part of the management process. The provision of the Health and Safety at Work Act, associated Codes of Practice and other relevant Directives will be adopted as required standards within the Company.
8. The Company requires staff to approach health and safety in a systematic way, by applying training from NGB awards or in house training to identify hazards and problems, planning improvements, taking action and monitoring results so that health and safety needs will be met.
9. For major additional expenditure, cases of need will be submitted by staff to the Director.
10. If unpredictable health and safety issues arise during the year, the Director must assess the degree of risk, in deciding the necessary resources and actions to commit to addressing these issues.

HEALTH, SAFETY AND WELFARE GUIDELINES

11. It is the policy of Crag And Compass to require the Director or staff with specialist knowledge to produce appropriate departmental health and safety policies or guidelines. These should embody the minimum standards for health and safety for the department and the work organised within it.
12. It shall be the responsibility of the Director to bring to the attention of all members of his or her staff, the provisions of the guidelines and to consult with appropriate Health and Safety Representatives about the updating of these guidelines. Suggested model contents of a guideline are:
 - a clear statement of the role of the department;
 - regulations governing the work of the department;
 - clear reference to safe methods of working, for example nursing procedures, manufacturers' manuals;
 - information about immediate matters of health and safety concern, such as fire drills, fire exits, first aid;
 - training standards;
 - the role and identity of the Health and Safety Representative;
 - names of specialist advisers who can be approached about the work of the department;
 - the manager responsible for organisation and control of work;
 - accident reporting procedures;
 - departmental safety rules;
 - fire procedures;
 - policies agreed by the Company.



IDENTIFICATION OF HEALTH AND SAFETY HAZARDS Annual Audit And Regular Risk Assessment

13. It is the policy of Crag And Compass to require a thorough examination of health and safety performance against established standards in each department, **at least** annually. The technique to be adopted for such examinations will be a 'Safety Audit'. The Audit requires review of:
 - standards laid down in the policy;
 - departmental guidelines;
 - relevant regulations;
 - environmental factors;
 - staff attitudes;
 - staff instructions;
 - methods of work;
 - contingency plans;
 - recording and provision of information about accidents and hazards and the assessment of risk.
14. The information obtained by the Audit will be used to form the basis of the plan for the department for the following year.
15. The responsibility for ensuring that audit activity is carried out as part of this policy rests with the Director and will be carried out by the Safety Officer.
16. It is the Directors responsibility to ensure that any deficiencies highlighted in the Audit are dealt with as speedily as possible, these tasks may be delegated to appropriate staff members.
17. In addition to carrying out Safety Audits, it is the responsibility of the instructor to have checked equipment prior to each session or expedition and to ensure that all problems are immediately dealt with or defective kit is not used.
18. Any defective kit is to be quarantined or stored separately to ensure it is not used by mistake until a suitably qualified member of the team can either repair or dispose of the item.
19. The Management has a continual responsibility for reducing hazards where possible in order to maintain a safe working environment, although there is a necessity for a level of risk in some activities which is to be managed by suitably qualified or trained staff. Management will also be expected to carry out regular **risk assessments** in line with the Health and Safety Executive Guidelines; that is follow the 5 steps:
 1. Identify the hazards
 2. Decide who might be harmed and how
 3. Evaluate the Risks and decide on precautions
 4. Record the findings and implement the precautions
 5. Review the assessment and update when necessary



SAFETY REPRESENTATIVES

20. Crag And Compass will support Safety Representatives in carrying out their role and give all reasonable assistance. Safety Representatives will be encouraged to discuss specific health and safety issues with the Director. They may also formally report hazardous or unsafe circumstances to the Head of Department or Director and will be formally notified of the remedial action taken or be given a reason why the action cannot be taken.

TRAINING

21. Health and Safety training shall be incorporated within annual training programmes, as part of the development of a systematic training plan. Health and Safety training needs will, therefore, be identified and planned for in the same manner as other training needs.
22. Three areas of need shall be given special priority:
 - Training for managers, to equip them with an understanding of the manager's responsibilities under this policy, and the role and purpose of safety representatives;
 - All members of staff to acquaint themselves with the main provisions of the law and its practical implication, the main features of this policy and key safety rules;
 - Induction and in-service training for staff at all levels to acquaint them fully with new requirements and hazards.

RECORDS, STATISTICS AND MONITORING

23. The Company will operate systems for recording, analysis and presentation of information about accidents, hazard situations and untoward occurrences. Advice on systems will be provided by the Safety Officer, in conjunction, where appropriate with specialist advisory bodies for example National Governing Bodies of activities or local Environmental Health Departments, and the responsibility for the operation of these systems rests with staff at all levels. Information obtained from the analysis of accident statistics must be acted upon and, where necessary, bids for additional expenditure made to the Director.

REPORTS TO THE HEALTH AND SAFETY EXECUTIVE

24. The responsibility for meeting the requirements of the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1985 (RIDDOR) to the Health and Safety Executive, shall rest with the Director as delegated to the Safety Officer.

SPECIALIST ADVISORY BODIES

25. Certain bodies and the individual members of those bodies, have always had a Health and Safety role, most notably, the Health & Safety executive, or local Environmental Health Departments. If further specialist advice is required, this may be obtained by Managers from expert individuals or bodies outside the Company including National Governing bodies such as The British Mountaineering Council and British Canoeing.



THE OCCUPATIONAL HEALTH SERVICE

26. It is the policy of the Company to obtain independent Occupational Health advice when required. Such services can include counselling on health and associated matters, investigation of hazards and accidents, environment studies, health interviews and employment medicals.

FIRST AID

27. It is the policy of the Company to make provision for First Aid and the training of 'First Aiders' in accordance with the First Aid Regulations (1982). The Safety Officer is responsible for ensuring the Regulations are implemented and for identifying training needs. Freelance Instructors are expected to supply evidence of a minimum of one day first aid at work or to adhere to National Governing Body guidelines for 'Off-Site' Activities (Usually 16 hour Remote/Wilderness First Aid)

CONDEMNATION AND DISPOSAL OF EQUIPMENT

28. Procedures for the, condemnation and disposal of equipment are determined by the Director. Staff introducing new equipment should have such equipment checked initially by the Safety Officer.

FOOD HYGIENE

29. Those Staff Members who have responsibility for food acquisition, storage, processing and serving or staff induction and hygiene training are responsible for ensuring that these functions are undertaken to the necessary legal standards. Any suspected outbreak of food poisoning or other unexplained and possibly food related incidents must be reported to the Safety Officer.

LIFTING AND HANDLING

30. The Safety Officer is responsible for informing staff of safe lifting techniques. The Safety Officer will identify specific training needs and ensure training in lifting and handling is provided to staff who require it.

NON-SMOKING

31. Crag And Compass policy is that there will be no smoking by anyone in or around its buildings, grounds or any other site, this extends to when wearing, using or being within the vicinity of equipment or on any sessions either on-site or off-site. The overall aim is to reduce smoking and to save life, reduce risk of fire, prevent unnecessary illness and chronic disability and promote wellness. Crag And Compass instructors are role models to the people they work with, there should be no suspicion from clientele or evidence of them smoking before, during or after contact time this includes smell on clothes, breath or hair and no smoking paraphernalia left in open pockets, bags or anywhere else where it could be seen. These rules also extend to e-cigarettes / vaping.



CONTROL OF SUBSTANCES HAZARDOUS TO HEALTH

32. The Control of Substances Hazardous to Health Regulations (COSHH) require the Company to identify those substances which are in use and which are hazardous to health (as legally defined) and to assess the risk of those substances. The Company must also provide and use controls to prevent exposure to substances hazardous to health; maintain controls by monitoring exposure, or by health surveillance of employees; and provide information, instruction and training for employees on all these matters. The Safety Officer is responsible for implementing these Regulations.

COMPUTER INSTALLATIONS AND VISUAL DISPLAY UNITS

33. All new computer installations must adhere to the British Standard Specifications and comply with the Health and Safety (Display Screen Equipment) Regulations 1992. All new employees operating such equipment are expected to read the Health and Safety Executive guidance entitled 'Working with Display Screen Equipment'.

CONTROL OF WORKING TIME

34. Crag And Compass is committed to the principles of the Working Time Regulations. No member of staff is expected to work more than 48 hours per week (including overtime) unless there are exceptional circumstances. Similarly all other requirements of the regulations e.g. in relation to breaks, night workers etc. will be complied with.

HEALTH AND SAFETY AND THE INDIVIDUAL EMPLOYEE

35. The Health and Safety at Work Act requires each employee 'to take reasonable care for the Health and Safety of himself and of other persons who may be affected by their acts and omissions' and co-operate with management to enable management to carry out their responsibilities under the Act. Employees have equal responsibility with the Company for Health and Safety at Work.
36. The refusal of any employee to meet their obligations will be regarded as a matter to be dealt with under the Disciplinary Procedure. In normal circumstances counselling of the employee should be sufficient. With a continuing problem, or where an employee leaves themselves or other employees open to risk or injury, it may be necessary to implement the formal stages of the Disciplinary Procedure.

PEOPLE WORKING ON COMPANY PREMISES NOT EMPLOYED BY THE COMPANY

37. Persons working in Crag And Compass premises who are employed by other organisations are expected to follow Company Health and Safety Policies with regard to the safety of Company employees, their own personal safety (and that of other parties such as the general public if appropriate) and their method of work. This responsibility will be included in contracts or working arrangements.



VISITORS AND MEMBERS OF THE PUBLIC

38. The Company wishes to ensure that as far as is reasonably practicable, the Health, Safety and Welfare of visitors to Company establishments will be of the highest standard.
39. Any member of staff who notices persons acting in a way which would endanger other staff or clientele, should normally inform Management. If the danger is immediate, common sense must be used to give warning, call for assistance or give aid as necessary. It is equally important not to over-react to a situation.

CONTRACTORS

40. Crag And Compass wishes to ensure that as far as is reasonably practicable, the Health, Safety and Welfare of Contractors working in the Company's sessions and expeditions will be of the highest standards. In addition, Contractors and their employees have an obligation so far as is reasonably practicable to ensure all equipment, materials and premises under their control are safe and without risks to health.
41. An Crag And Compass Manager will be identified as having authority to stop the work of Contractors who are placing themselves, other staff, or visitors at risk. Any member of staff who judges there is a risk where contractors are working, should inform their Manager or the director immediately.
42. The Crag And Compass Management will be responsible for monitoring the Health and Safety performance of the Contractor and the Contractor's performance will be a factor in deciding whether or not to invite the Contractor to tender again.