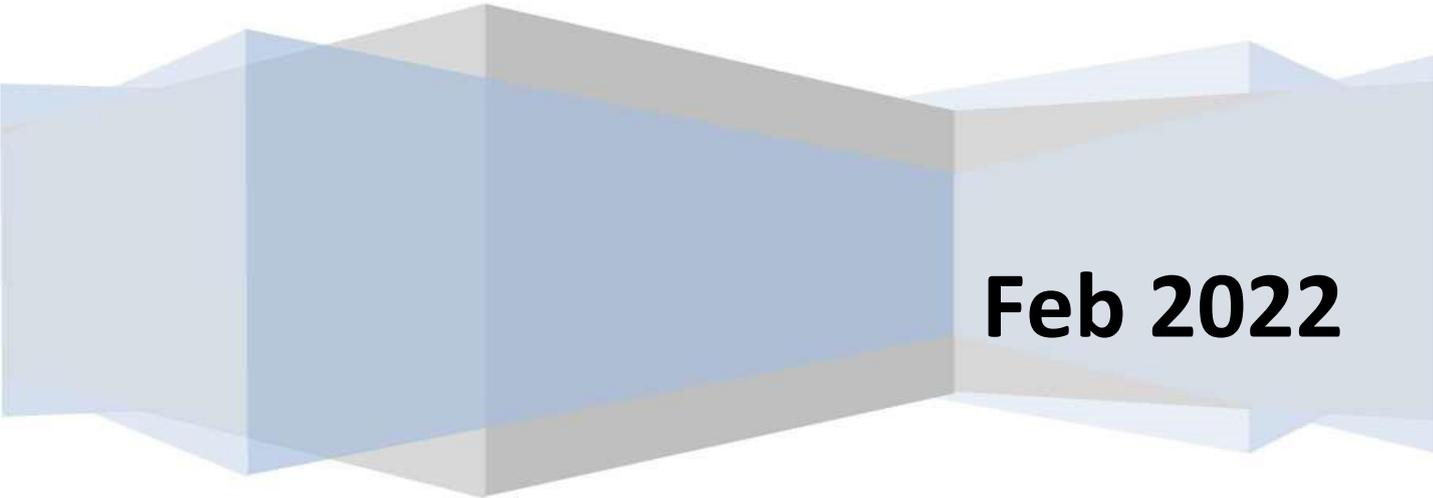


Version 3

Health and Safety Policy

Sutton Coldfield Adventure Unit

Review Date: Feb 2023



Feb 2022

Health & Safety Policy

Sutton Coldfield Adventure Unit

Introduction

Sutton Coldfield Adventure Unit (SCAU) is a 'volunteer only' organisation and consequently, it is not legally bound to have a written Health and Safety Policy. The Trustees believe that the health and safety of all those involved in SCAU is of primary importance and this policy is drafted to provide a clear statement about how we manage our responsibilities in the unit.

The areas covered by this document are:

- Risk Assessment
- Control of Substances Hazardous to Health (COSHH)
- Fire Assessment
- Health safety and welfare
- Insurance
- Registration of Activities
- First Aid
- Working with other organisations

Risk Assessment

A generic risk assessment has been conducted for the meeting locations for Lynx and Orion and cover both the building and location for use during a standard evening's activities. These apply to:

- Holy Trinity Catholic Church Hall
- Bishop Walsh School – The Newman Centre, Gym, Sports hall and surrounding areas.

Generic risk assessments are reviewed at the start of each term and will be subject to review if any significant physical changes occur to the locations. It will be the Section Leaders responsibility to ensure that dynamic changes take place when required.

Each evening's activities will be assessed and an initial risk assessment will be completed on the termly planning sheet. This will identify whether a further bespoke risk assessment (in addition to the generic assessment) is required. An additional risk assessment will need to be completed where hazards associated with an activity are identified. This will be carried out using the risk assessment template RA1 (Appendix 1) where hazards will be identified, associated risks will be assessed and measures will be put in place to reduce the risks to an acceptable level. The template includes a 'risk assessment matrix' which assists the assessor in evaluating the level of risk.

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Additional risk assessments **must** be conducted for **all** activities that take place away from the usual meeting locations listed above. This is a requirement dictated by the insurance policy which covers the Unit.

Risk assessment must only be completed by Leaders and circulated to SCAU leadership prior to the event.

Whilst the importance of completing risk assessments prior to the commencement of an activity is essential, all leaders, volunteers and parent helpers should be conscious of the need to be aware of the potential for unforeseen hazards to arise during activities. Continuous risk assessment is important during all activities and where additional hazards are identified. Measures should be taken to reduce the risks to an acceptable level. This may, in some circumstances include the termination of an activity.

Control of Substances Hazardous to Health (COSHH)

Children will not be permitted to use any substances deemed as hazardous to health without the appropriate supervision. Such substances will be stored away from the unsupervised access of children.

- Fuel for Trangias will be stored in suitable secure bottles in a lockable unit away from unit members.
- Bleach is stored out of access from the Unit members.
- If large gas bottles are stored by the unit these must be held in a secured external cage of an appropriate standard.

Fire Assessment

Both meeting locations have been evaluated for fire risks and suitable precautions have been taken by the relevant owners of the buildings. Fire blankets and extinguishers exist and their locations must be known to all leaders. Fire exits are clearly marked and test evacuations will be conducted termly for each SCAU section. The test evacuations will include reference to fire related equipment for leaders who are present on that evening. Evacuations will be the responsibility of the Section Leader to arrange.

Health, Safety and Welfare.

SCAU will ensure that volunteers receive requisite training to enable them to safely carry out their roles as leaders. In addition, it is accepted that certain procedures around health and safety need to be applied when children are cooking or preparing food. A health Inspector will provide advice to leaders to ensure that such procedures are in place. This advice will be reviewed every two years and will be recorded on each leaders training record.

Infectious Viruses

The Executive will consider and apply government and wider official guidance on the

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impact of infectious viruses with primary focus placed upon the wellbeing of members and leaders. Procedures will be put in place and regularly reviewed to ensure that appropriate controls are operated during periods of high/exceptional risk.

Insurance

Public Liability insurance is held by SCAU. The policy is with Giles Insurance and the policy number is **UKSCMC46783/017013**. The terms of this insurance will be reviewed annually, in April of each year. It is the responsibility of the person renewing the policy to ensure that each term's activities are highlighted to Giles Insurance and that suitable risk assessments are forwarded to Giles insurance where requested by them.

Any vehicle used by or hired to SCAU will be insured appropriately. It is the responsibility of the individual driving the vehicle to confirm that appropriate insurance is in place. Driving licences to drive vans or mini-buses will be checked by SCAU Section Leaders to ensure appropriate licence for the type of vehicle.

First Aid

At least one member of staff who has been first aid trained will be on duty during each evening at each meeting location. Suitably equipped First Aid kits will be easily accessible at both meeting locations and will also be carried by leaders when activities take place 'off site'.

Working with Other Organisations

SCAU may sometimes interact with other organisations (shared camps, competitions, specialist activities). SCAU will ensure that:-

- suitable risk assessments are in place by activity providers
- specialist providers are accredited by a suitable organisation where necessary (confirmation with Giles Insurance should take place if any doubts exist)
- insurance is in place for the relevant activity provider

Where a joint activity takes place, SCAU leaders will ensure that the standards in place are equal to those specified in this policy. Where this is not the case, relevant steps will be taken by SCAU to ensure that the standards are raised.



Risk Assessment form for Sutton Coldfield Adventure Unit activities

RA1

| | |
|---|--|
| NAME OF PERSON COMPLETING RISK ASSESSMENT/UPDATE: | |
| DATE OF RISK ASSESSMENT/UPDATE | |

Risk Matrix

| PROBABILITY → | Highly unlikely | Unlikely | Possible | Likely | Almost certain |
|--------------------------|-----------------|----------|----------|--------|----------------|
| CONSEQUENCE ↓ | | | | | |
| <i>Insignificant</i> | 1 | 2 | 3 | 4 | 5 |
| <i>Minor</i> | 2 | 4 | 6 | 8 | 10 |
| <i>Slightly harmful</i> | 3 | 6 | 9 | 12 | 15 |
| <i>Harmful</i> | 4 | 8 | 12 | 16 | 20 |
| <i>Extremely harmful</i> | 5 | 10 | 15 | 20 | 25 |

| Risk Level | Control |
|--------------|--|
| Trivial | No action required |
| Acceptable | Risk is either highly unlikely to happen or the consequences are insignificant. Apply controls to reduce the risk. Ensure there is a suitable system in place. Continue to monitor. |
| Moderate | If it is reasonably practicable to undertake some action to reduce the level of risk this should be done. If the risk is moderate because the consequences are extremely harmful and control measures cannot be implemented to reduce probability to highly unlikely the activity should not be undertaken |
| Unacceptable | Immediate must be taken to remove or reduce the risk. If action cannot reduce or remove the level of risk the activity SHOULD NOT be undertaken. If this level arises as the result of a DYNAMIC RISK assessment the activity should CEASE IMMEDIATELY . |

This is a dynamic risk assessment and adults should take responsibility for continuously assessing hazards and risks and making a judgement as necessary to ensure the safety of those in their care.

For the purposes of this risk assessment the term “SCAU” includes all adult leaders, Parent Helpers, Young Leaders and children.

| Hazard Observed | Risks Before Control Measures | | | Control Measures | Risk Rating if Controls Implemented | | | Control Measures to be implemented and by whom (name and date) |
|-----------------|-------------------------------|---|---|------------------|-------------------------------------|---|---|--|
| | C | P | R | | C | P | R | |
| | | | | • | | | | |
| | | | | • | | | | |
| | | | | • | | | | |

Group/Section Additional Identified Risks on day of event

| Hazard Observed | Risks Before Control Measures Implemented | Control Measures | Risk Rating if Controls Implemented | Control Measures to be implemented and by whom (name and date) |
|-----------------|---|------------------|-------------------------------------|--|
| | | • | | |

| | |
|--|--|
| Adults informed of risk assessment via all of the following means: | |
| Adults to report newly identified hazards by: | |
| Date of next assessment: | |

| | |
|------------------------------|--|
| Assessment frequency: | |
|------------------------------|--|

| | | | |
|--------------|--|----------------|--|
| Date: | | Signed: | |
|--------------|--|----------------|--|