

OUTDOOR CENTRE & CANOE CLUB HEALTH AND SAFETY POLICY

Scope

Phoenix Canoe Club Limited (PCCL) is strongly committed to encouraging our members to take part, but the health, wellbeing and safety of each individual is always our paramount concern. We recommend the level/nature of training and activities to be dependent on age and ability, and expect our members to participate within these boundaries.”

Statement of Intent

Our Health & Safety policy is to:

- prevent accidents and cases of work-related ill health
- manage health and safety risks in our activities
- provide clear instructions and information, and adequate training, to ensure staff, officers and volunteers are competent to do their work
- provide personal protective equipment
- consult with our staff, officers and volunteers on matters affecting their health and safety
- provide and maintain safe plant and equipment
- ensure safe handling and use of substances
- maintain safe and healthy working conditions
- implement emergency procedures, including evacuation in case of fire or other significant incident
- review and revise this policy regularly

Responsibilities for Health & Safety

The Trustees, members, volunteer staff and employees are to comply, as far as is reasonably practicable, with the requirements of the Health and Safety at Work etc. Act 1974, and with all its statutory provisions. All parties are required to assist in achieving this aim.

Overall and primary responsibility for maintaining a safe and healthy working environment within PCCL rests with the Chair of Trustees. The onus of overall and primary responsibility does not absolve individuals from their specific responsibilities.

The Chair of Trustees shall:

- have overall and final responsibility for health & safety.

The Centre Development Director shall:

- have day-to-day responsibility for ensuring this policy is put into practice
- maintaining equipment, information, instruction, training and supervision
- recording of accidents, incidents, first aid and work related ill-health

To ensure health & safety standards are maintained / improved, the Chair of Trustees and Centre Development Director shall have responsibility in the following:

- monitoring accident & ill-health investigation, emergency procedures and fire safety
- preparing and maintaining risk assessments and consulting with members, volunteers, employees, Trustees, participants and contractors.

Each and every member, volunteer staff and employees is required:

- to take reasonable care for the health and safety of themselves and of other persons who may be affected by their acts or omissions.
- to co-operate with the Trustees, Centre Development Director / Centre Activities Manager / Lead Coach / Duty Coach, or any other person, so far as is necessary, to enable them to comply with any health and safety duty, or requirements placed upon them.
- to avoid intentionally or recklessly interfering with, or misusing anything provided in the interests of health, safety or welfare

If a member, volunteer staff, employee or external contractor is unsure how to perform a certain task, or feels it would be dangerous to perform a specific job, then it is their duty to report this to the Trustees, Centre Development Director / Centre Activities Manager / Lead Coach / Duty Coach.

Where applicable, disciplinary action will be taken where breaches of regulations and/or wilful disregard of safe practices or procedures occur.

Arrangements for Health & Safety

Risk Assessment

- PCCL will complete relevant risk assessments and take action to implement them
- PCCL will review risk assessments on an annual basis and when working habits or conditions change.

- PCCL's Health and Safety Policy will be continually monitored and updated, particularly when changes in the scale and nature of our operations occur. The policy will be reviewed annually.

Training

- PCCL will give volunteers, staff, participants and contractors a health and safety induction and provide appropriate training necessary to carry out their tasks safely
- PCCL will provide relevant personal protective equipment
- PCCL will make sure suitable arrangements are in place for members, volunteer staff, employees and contractors working remotely or lone working.

Consultation

- We will consult staff routinely on health and safety matters as they arise and formally when we review health and safety.

Evacuation

- We will make sure escape routes are well signed and kept clear at all times
- Evacuation plans are tested from time-to-time and updated if necessary

Phoenix Canoe Club Limited Health & Safety Officer:

Location of First Aid Facilities:

Kitchen – Main First Aid Box, Eye Wash Station, Automated Emergency Defibrillator (AED), Fire Blanket

Power Boats – First Aid Kit

Forest School Hut – First Aid Kit, Burns Kit, Fire Blanket

Office – Mobile First Aid Kits for off-site use

Minibus – First Aid Kit, Emergency Foil Blankets, Blanket, Hi-Viz Vests

Location of Telephones: There are no land-line phones available on site. The Centre Activities Manager and Centre Development Director have mobile phones that can be used in an emergency.

Qualified First Aiders: All instructors and coaches are First Aid trained