

Health & Safety at Work, etc. Act 1974

Health and Safety Policy

Kingsway Adventure Centre

and

Kingsway Adventure Activities

Alston Road
Middleton in Teesdale
County Durham
DL12 0UU

Part 1 GENERAL STATEMENT OF SAFETY POLICY

The Kingsway Adventure Centre, recognises and accepts responsibility as an employer to provide a safe and healthy workplace and working environment for all employees. To meet this general policy particular attention will be paid to the provision and maintenance of plant, equipment and systems of work that are safe.

Sufficient information, instruction, training and supervision to enable all employees to avoid hazards and contribute positively to their own safety and health at work, including the provision of appropriate personal protective clothing.

Safe arrangements for the use, handling, storage and transport of articles, materials and substances.

A safe place of work, and a safe access to it.

A healthy working environment.

Adequate welfare facilities.

The Kingsway Adventure Centre, also accepts the responsibility for the health and safety of other persons who may be affected by the Company's activities.

This Policy will be kept up to date as legislation changes, as the business grows and / or changes in nature, or if and when an unforeseen accident or dangerous occurrence happens. In any case the Policy will be reviewed in February each year.

Signed:

Date:

PART 2 GENERAL RESPONSIBILITIES

a. Management Responsibility

Overall and final responsibility for health and safety in the Company, to meet the standards laid down in Part 1 is that of:-

The Proprietors with the Senior Instructor as Deputy.

b. Employees Responsibilities

1. All staff members shall make themselves familiar with, and conform to, safety and health Acts, Regulations, Orders and Codes of Practice at all times.
2. Staff are responsible for their own safety and shall observe all safety rules at all times, and, in particular, shall take note of the Centre operating procedures and those Codes of Practice/Guidance Notes contained in this Safety Policy concerning their work activities.
3. No person shall interfere with or misuse anything provided in the interests of health, safety or welfare.
4. All staff members shall wear the appropriate safety equipment and use appropriate safety devices at all times.
5. All staff shall co-operate fully with their employer in the field of health and safety, and conform to all instructions given by superiors responsible for such matters.
6. Staff shall ensure that neither by their acts or omissions do they put any other person's safety in jeopardy.
7. Staff shall ensure that the public are not exposed to any safety risks arising out of their actions.
8. Staff shall report immediately to the proprietors if a Health and Safety Inspector issues a Prohibition Notice or an Improvement Notice.
9. Staff shall immediately inform the proprietors when an accident occurs. If it is a serious accident, the relevant Health and Safety Inspectorate must be notified by telephone, and the scene of the accident must not be disturbed until it has been inspected by an Inspector.

c. All other persons on the premises

Shall observe all the Company's safety rules, and shall follow any instructions given by management or staff enforcing this Safety Policy, given either verbally, in writing or as advertised by Notices displayed in and about the premises.

PART 3 SPECIFIC INDIVIDUAL RESPONSIBILITIES

a. The Proprietors

1. Shall ensure that the Safety Policy is understood by staff at all levels, and will provide induction training in health and safety to all new staff, reinforced by additional training as part of an integral Company Training Strategy.
2. Shall take a direct personal interest in health and safety programmes and publicly support all persons carrying them out.
3. Shall monitor and review general safety performance, policies, procedures ,etc., with a view to making necessary adjustments and proposing revisions, new policies etc., to reduce unfavourable trends.
4. Shall ensure that appropriate resources are available to provide and maintain safety awareness through training, protective clothing, a safe workplace and allied services.
5. Shall carry out regular spot checks of equipment, protective clothing, workplaces (indoor and outdoor), and staff to ensure the spirit of this Policy is being met.
6. Maintain good housekeeping at all times, including promoting a policy of “Clean As You go”.
7. Ensure that all staff know what to do in the case fire; know the location of, and how to use, fire equipment if necessary; take the advice of the Fire Authority from time to time; periodically, to test the Fire Drill Procedures by dummy runs, each occasion to be logged in writing.
8. Shall ensure that no member of the public is exposed to health and safety risks by the activities of the business.
9. Shall ensure that no member of staff who handles food (including drink) shall be allowed to work with food whilst suffering from the symptoms of food poisoning. or known to be a symptomless carrier of food poisoning. Such instances must be reported to the Environmental Health Department and the staff member instructed to seek medical attention.

PART 3 SPECIFIC INDIVIDUAL RESPONSIBILITIES

ALL FOOD HANDLERS

1. Shall observe all Codes of Practice and/or safety rules in relation to any equipment, machinery or substances which they use.

2. Shall ensure that food is not put at risk by cross contamination. In particular, they shall ensure that cooked and uncooked foods are kept separate, both in storage and whilst under preparation.

N.B. a) Uncooked material should be stored underneath cooked materials in the refrigerator, and
 b) Surfaces must be disinfected after being in contact with uncooked foods, in particular, poultry and raw meats.

3. Shall ensure they are aware of the temperature control provisions of the Food Hygiene (Amendment) Regulations 1990, and shall carry out the periodic testing and recording of the temperatures of the relevant foods as directed. Any irregularities or inefficient refrigerator equipment shall be reported to management immediately.

4. Shall exercise good personal hygiene at all times. In particular;
a) Wash their hands each time they enter the food room.
b) Wash their hands after using the toilet.
c) Wash their hands after handling uncooked foods, vegetables etc.
d) Wash their hands after using a handkerchief.
e) Wash their hands after picking spots, boils, hair, nose or other orifices.

5. Shall report to Management if they are suffering from the symptoms of food poisoning; that is, severe headache, nausea (feeling sick), diarrhoea, vomiting, abdominal pain, and shall seek immediate medical attention.

6. Shall operate a system of "Clean As You Go".

7. Shall not smoke whilst on duty. N.B. It is an offence for food handlers to smoke and carries a penalty of £2,000.

8. Shall cover all spots, boils, and cuts with suitable coloured waterproof dressings.

9. When engaged on work around the kitchens and food preparation areas staff must be aware of colleagues particularly when using knives, other portable hand tools or when carrying pans with hot oil or boiling water.

10. Shall read all labels on containers each time before using the contents, and follow the instructions for use. Staff must be aware of the COSHH requirements in relation to substances they are trained to use. They must not use any substances labelled as very toxic, toxic, corrosive, harmful, or irritant unless they have been trained in the use of that particular substance, and are wearing all the necessary personal protective clothing. If in doubt, seek managerial advice.

11. Before cleaning equipment, if hot, it must be allowed to cool to a safe working temperature. Electrical equipment must be unplugged, or the power supply isolated - a warning notice should be clearly displayed that maintenance is taking place - and the supply must not be reconnected. Gas equipment must have the gas supply cut off, including tile pilot light.

12. Ensure that when lifting heavy materials, (e.g. cases of drinks or food cans) staff shall keep their backs straight and bend their knees allowing the thigh muscles to take the strain. Do not twist from the waist when lifting or carrying heavy objects.

13. Where clients have access to areas where children may be playing, such as gardens, swimming pools, play areas etc., then only Plastic Drinking Vessels should be issued for use in those areas.

NOTE All food handlers must have a basic knowledge of food legislation. They can be personally liable for many provisions of food law, and can be liable, on conviction, for penalties of up to £2,000 on each offence.

PART 3 SPECIFIC INDIVIDUAL RESPONSIBILITIES

Cleaners

1. Shall ensure that they are fully aware of the COSHH requirements in relation to any substance in use in relation to their duties.
2. Shall in any case always read the labels on containers before using substances contained therein.
3. Shall be aware that some substances in contact with each other can cause a chemical reaction releasing poisonous substances e.g. detergents and drain cleaners mixing can release chlorine gas.
4. Shall never decant materials into other containers unless those containers have affixed the product labels detailing dangers and precautions to be taken when handling.
5. Shall always use the protective clothing provided.
6. Shall examine electrical plug and lead for physical damage and loose connections before using electrical equipment.
7. Shall avoid using electrical equipment in wet areas or conditions, unless the equipment is designed for such use, and in any case, shall always use Residual Circuit Breakers when provided.
8. Shall ensure that when lifting heavy materials they shall keep their backs straight and bend their knees allowing the thigh muscles to take the strain. Do not twist from the waist when lifting or carrying heavy weights.
9. Shall ensure that passageways and stairs are kept free from obstructions, and that no accumulations of refuse or unwanted equipment are allowed to build up in cubby holes or work rooms.

10. Puddles or water left on floors are a danger to other workers and customers. Always dry them as much as you can. Some shoes slip very easily on wet floors - take extra care when working on wet floors. Wash mops and hang up to dry after use. Mops should not be left in buckets.

11. Rubber gloves are for your use only; they shall not be loaned to or used by other staff or customers. After use they should be turned inside out, washed thoroughly, rinsed, and dried. Report defective gloves immediately, for replacement.

12. No equipment used for cleaning toilets is to be brought into the kitchen at any time.

Drivers

1. It is a company rule that drivers do not drink and drive. or smoke and drive.
2. Drivers shall observe all speed limits and rules of the road when on company business.
3. Vehicle checks are to be carried out as laid down elsewhere.
4. If it is anticipated that there may be danger when backing a vehicle with restricted rear vision, particularly where children or the elderly may be at risk, seek assistance with the manoeuvre.
5. Never leave the vehicle until the engine has been switched off and the handbrake firmly applied
6. Shall not carry passengers other than in the seats provided for passengers. No passengers are to be carried in or on any vehicle which has not been designed to carry passengers.
7. Shall ensure that all loads carried must be within the laden weight limits for the vehicle, that they are firmly secured, and must not protrude over the sides or rear so as to be dangerous. Any protruding load must be flagged with a fluorescent or white cloth.

FIRST AID PROVISIONS

First Aid Boxes will be provided and maintained within easy 'reach of all work stations and staff informed accordingly. Also, First Aid Boxes will be provided and maintained on all company vehicles.

ACTION TO BE TAKEN IN CASE OF ACCIDENT

In the event of an emergency occurring carry out the following procedure:

1. Stop the activity.
2. Collect the group.
3. **Plan your actions.**
4. Apply necessary first aid.
5. Write out a message for help.
6. One instructor stays with the casualty, one goes to get help. The instructor going for help must take up to three assistants to act as guides for the emergency services.
7. Make two calls for help, **FIRST** one to the ambulance service(999), the other to Kingsway Centre (01833 640881 / 07702 012978). When calling the ambulance you will be asked your name, where the accident is, and what help is required.

Notes

- a. All accidents must be recorded in the Accident Book.
- b. Serious accidents must be reported immediately by telephone to your local health and safety inspector. All accidents involving 3 or more days off work must be reported on the Prescribed Form.
- c. Staff must be aware and alert to the possibility of AIDS and HEPATITIS in cases where the victim is bleeding. Staff must put on disposable rubber gloves before attempting to treat anybody who is bleeding.
- d. All members of staff are strongly recommended to undertake a course of TETANUS injections and to keep up with the booster doses.

FOOD ROOMS- SAFE WORKING CODES OF PRACTICE

Knife Safety

Some points to remember when using knives:-

1. Always choose a knife designed or suitable for the task.
2. Keep knives sharp - a blunt knife is dangerous.
3. Always hold the knife firmly.
4. Do not cut towards your body.
5. Do not leave knives on tables or in washing up water.
6. Put the knife away after use.
7. Always carry the knife point down.
8. Never try to catch a falling knife.
9. Always wear protective gauntlets and aprons when provided.

Ovens & Ranges

1. Always use a dry oven cloth or oven gloves when handling anything in a hot oven or on a range.
2. Remember, metal surfaces of equipment adjacent to ovens and ranges may also be very hot and dangerous.
3. Always stand to one side when opening an oven door and open the door slowly.
4. When using gas, and using tapers make sure the taper is lit before turning on the gas supply.
5. Make sure all gas burners light and remain alight.
6. Do not leave bottom hinged oven doors open.
7. Do not rest anything heavy on a the bottom hinged doors, for example, a large meat joint whilst basting.
8. Never use a forced convection oven if the ran guard is not in place.
9. If a fan interlock is fitted to the oven, but does not switch off when the door is opened, report the defect immediately.
10. Do not leave pan handles sticking out over the sides of ranges.

WATER BOILERS

1. Never heat other liquids in a hot water urn.
2. Do not tilt an urn to draw off hot liquid from below the level of the tap.
3. Do not let an urn boil dry. Do not let an urn boil over.
4. Make sure the water level in the jacket is up to the mark.
5. Always use the shortest possible pour to minimise splashing.
6. Keep the drip tray in position.

DEEP FAT FRYERS

The main hazard associated with deep fat fryers is from contact with the hot fat causing burns. Hot oil or fat splashes if the basket is dropped quickly or carelessly into the fat bath. If there is excess water or moisture on or in the food, the hot oil or fat will spit or boil over. Fire is a major hazard both from the apparatus itself and from fat or oil deposited and allowed to accumulate on surrounding wall and ceiling surfaces, and on the inside of ventilation canopies and ducting. In addition:-

1. Check that the oil is up to the oil level mark.
2. Do not overfill.
3. Preferably, introduce fresh oil or fat when the fat bath is cold. Otherwise break up dripping or fat into small lumps and introduce slowly into the hot fat.
4. Do not top up with oil from large containers.
5. Do not leave the fryer unattended while in use.
6. Ensure the food is dry before immersing it in hot oil.
7. Brush ice crystals off frozen foods.
8. Do not overload the basket.
9. Do not let the basket drop into the hot oil.
10. Take care when shaking food in the basket.
11. Allow oil to cool before draining.
12. Before re-filling check the drain tap is closed.
13. Clean up spills and drips from the floor immediately.

MICROWAVES

1. Read the manufacturer's instructions.
2. Do not put metal decorated dishes in the microwave.
3. Do not put metal dishes in the microwave unless the manufacturer's handbook says that it is safe to do so.
4. Do not cook eggs in their shells in the microwave.
5. Always pierce clingfilm covering food in dishes before cooking.
6. Remove lids from jars or take away food containers before putting them in the microwave.
7. Do not cook in a sealed container unless it has been specially manufactured for use in the microwave.
8. Keep the inside of the oven, and the door and door seals clean.
9. Do not use the oven if the door does not close properly.
10. Take care to be accurate when setting the time clock.
11. Do not use the oven if it does not switch off automatically when the door is open. report the defect.
12. Food containers can be very hot as an oven cloth or oven gloves when taking finished product out of the microwave.
13. Remove clingfilm carefully and keep out of the way of steam.
14. Never switch on the microwave if it is empty.

BAINS-MARIE, HOT SERVING COUNTERS AND CUPBOARDS

1. Do not touch the hot top or sides of the unit, or the lamps or shelves where fitted.
2. When removing containers, hold them over the trough to let hot water or steam drip off.
3. Use an oven cloth or oven gloves when handling hot food containers.
4. Do not leave serving utensils projecting over the edge of the containers.
5. Turn off the heat source when serving is completed.
6. Drain the heating water into suitable containers and carry them carefully.

SLICING MACHINES

1. No person shall operate a slicing machine unless they have been trained in its use and have a knowledge of the hazards.
2. No person under the age of eighteen shall operate a slicing machine, and shall not clean the machine unless the power source has been isolated and the operative is supervised.
3. The operator shall check all guards to ensure that they are correctly in position and secure, at the beginning of each use.
4. The machine must only be used for the purpose for which it was designed. Meat slicers must not be used for slicing small uneven shaped or slippery foods such as cucumbers,. oranges, tomatoes etc.;
- 5.. The last slice device or meat pusher must be used when the joint is reduced to the last half dozen or so slices.
6. The power supply must be switched of and the plug removed before any cleaning of a slicing machine is undertaken.

OTHER MACHINES AND HAND TOOLS

1. No person shall operate a machine or hand tool unless they have been trained in its use and have a knowledge of the hazards.
2. No person under the age of eighteen shall operate or clean any machinery or hand tools unless supervised.
3. The operator, at the beginning of each working day shall check all guards to ensure they are correctly in position and secure. Before use, the operator shall check all casings and electrical leads for damage. If defects are found, the power supply must be disconnected, and the defects reported to management.
4. Power machinery and hand tools should not be used in wet conditions unless specifically designed for such conditions and residual circuit breakers are provided.

LIQUEFIED PETROLEUM GAS

1. LPG containers should be stored in the open air in a protected lockable compound. Full containers should be separated from empty containers. Each is equally dangerous.
2. If it is suspected that a container or a valve or a flexible lead is leaking it can be tested by using soapy water.
3. Cylinders must always be handled with care, with the outlet valve uppermost. They must never be dropped or struck.
4. Cylinders must be protected from the direct rays of the sun and never exposed to naked flames.
5. When exchanging cylinders staff must ensure that the correct cylinder replacement has been issued.
6. Never smoke whilst handling or changing cylinders. Ensure no person smoking approaches whilst cylinders are being changed.
7. Ensure all appliance gas taps are turned off whilst the cylinder is being changed. Remember to relight pilot lights.
8. Ensure the gas cylinder valve is tightly closed before the empty cylinder is disconnected. Ensure the gas cylinder valve on the replacement cylinder is tightly closed before the plug or plastic cap is removed.
9. Hand tightness on valves is not sufficient. Use the correct spanner to ensure the connections can be properly tightened.
10. Cylinders must not stand or be in water, or in any area where there are weeds and/or high grass or other combustible materials. No refuse should be allowed to accumulate in the compound.

STEPLADDERS

1. Before using a ladder, check it for defects. Check the treads for splitting and cracking. Ensure that hinges, stays and cords are in good condition. Do not use steps with only one cord or if otherwise defective. Report defects.
2. Before mounting the steps make sure they are stable and not liable to slip or move sideways as you climb.
3. Do not attempt any high level work without a stepladder. Do not climb onto equipment, tables, chairs, toilet seats etc., to save time - you could spend time in hospital.
4. Never over reach. If the work is beyond your comfortable reach, move the steps, or if this is not possible, use long handled tools.
5. Use barriers to prevent other people coming too close to the work area where stepladders are in use.

MACHINE AND HANDTOOL SAFETY

1. Staff on site must always be aware of machines and hand tools being used by colleagues, and must keep a safe distance away from such operations.
2. Where prescribed dangerous machines are in use, then use shall be restricted to those personnel allowed to operate or maintain the machines by the Regulations. No unqualified or under age operatives shall be allowed to deal with the machines.
3. When using any machines or hand tools, operatives shall wear at all times the protective clothing provided, and follow any codes of practice or instructions issued by management in relation to the safe operation of the equipment. Do not take short cuts because the length of time to carry out a task is short -for example - an eye can be lost with the first blow of a hammer and chisel on brick, as well as at any later time during the job. A simple pair of protective goggles will prevent the loss of an eye.
4. Before using any equipment ensure that it is in good order and repair, that all the necessary guards are fixed in place and are secure. Where isolation switches are fitted to doors ,guards etc., they should be checked periodically, and in any case at least once per week by a competent person.
5. Ensure you know how to stop the machine before starting the task.
6. Ensure that materials to be used are clear of the working parts of the machine before starting work.
7. Keep the area around the machine clean, tidy and free from obstruction. Adopt a policy of "Clean As You Go".
8. Report any defective equipment immediately.
9. Never attempt to clean, maintain, or free obstructions from a machine that is still connected to the power source. Before such operations, turn off the engine, or switch off the machine and unplug the electrical supply. Be aware that such machines may be extremely hot, or have parts under tension and stress which may spring when released.
10. Never use a machine or appliance which has a danger sign attached. Danger signs must only be removed by an authorised person who is satisfied that the machine or process is safe.
11. Do not wear loose clothing. loose long hair, dangling wrist or neck chains, rings or other materials which could get caught in moving parts.
12. Do not distract any person working with machines and hand tools.

LAWNMOWERS

1. Lawnmowers should not be used by any staff unless they are qualified by training or experience. In any case no employee under 18 years of age shall operate lawnmowers.
2. Before using mobile lawnmowers, check the machine visually for damage and check petrol, oil levels, tyres and brakes.
3. Ensure all covers and guards are securely in position.
4. NEVER attempt to unblock, adjust or sharpen the lawnmowers or remove the guard when the engine is running. SWITCH OFF.
5. PETROL should only be carried plastic cans with a secure lid. Keep it away from the public and out of the direct rays of the sun. NEVER SMOKE whilst handling petrol. Be careful not to spill it onto clothing. Make sure that petrol containers always stand firm.
6. Appropriate Protective Footwear must be worn when using a power mower.

On slopes and embankments, these should be of the crampon type, with toe protection.

7. Report all defects as soon as possible.

STRIMMERS

1. No one shall use trimmers unless qualified by training or experience, and authorised to do so by management.
2. Before using the trimmer ensure that all covers and guards are securely in position. Check petrol levels.
3. The engine must always be switched off before blades are changed or sharpened, or flails changed.
4. Correct protective clothing must be worn when using trimmers including protective footwear and eye protection. Defects in protective: clothing must be reported to management.
5. PETROL should only be carried plastic cans with a secure lid. Keep it away from the public and out of the direct rays of the sun. NEVER SMOKE whilst handling petrol. Be careful not to spill it onto clothing. Make sure that petrol containers always stand firm.

NOTE

- a) Where electrical equipment is used, all machinery, leads and plugs shall be waterproof, and only used in conjunction with Residual Circuit Breakers.
- b) Staff shall ensure that the electrical leads do not come into contact with the cutting blades of lawnmowers, trimmers or hedgecutters.

COSHH-MANAGEMENT

The management recognise their responsibilities under the provisions of the Control of Substances Hazardous to Health regulations 1988 and undertake:-

- a~) To identify all substances in use in the business which are labelled as highly toxic, toxic, corrosive, harmful or irritant.
- b) To identify situations where harmful micro-organisms or dusts or other substances or mixtures of substances may be encountered arising from any work process which could be harmful to health either alone or in combination.
- c) To be aware of the characteristics of each substance by obtaining current manufacturers product information sheets (MPIS) on each substance.
- d) From time to time to review each substance to see if a less harmful substance can be substituted which is capable of fulfilling the same specification.
- e) To be aware of situations where substances may come into contact with each other, either in normal use or by accident, and whether dangerous conditions may arise as a result, and to ensure work practices are such that such situations are prevented.
- f) To identify which staff are authorised to use what substances and to ensure that those staff are fully trained in their use and are fully aware of the hazards.
- g) To provide and maintain all the necessary protective clothing recommended by the manufacturers to be worn when using the substance, and to train staff in its use. To provide additional training from time to time to ensure staff retain an awareness of the hazards connected with each substance they use.
- h) To provide and maintain such specific First Aid measures and equipment as may be necessary; to be aware of what measures must be taken in case of an accident,

and to ensure staff receive training to deal with any accident.

- i) To provide secure storage for substances accessible only to authorised persons trained in their use.
- j) If indicated by the MPIS, or by the health and safety inspectorate, to monitor and record exposure.
- k) If indicated by the MPIS, or the health and safety Inspectorate, to arrange health surveillance and regular medical check-ups and maintaining health records.
- l) As far as can be reasonably expected, to be aware of medical conditions in the staff which could be aggravated or worsened by substances hazardous to health.

COSHH - STAFF

1. All staff responsible for the storage and use of any substance hazardous to health shall ensure that they fully understand the dangers of those substances and take all such precautions as are necessary to avoid the hazards associated with those substances.
2. Staff shall use at all times the necessary protective clothing' issued for use when handling a hazardous substance.
3. Staff shall know what First Aid action is to be taken in the event of an accident, and shall make themselves aware of First Aid stations and any other equipment provided for use in the event of an accident. Staff shall notify management of an accident immediately it occurs, or as soon as possible afterwards if emergency action is required which prevents immediate notification. In addition, staff shall notify management of any dangerous occurrence which may occur which, although not causing injury, requires remedial action or training to ensure it does not recur.
4. Staff are actively encouraged to notify management or any problems which may arise in the use or any substance and will welcome any suggestions for improving procedures etc., to ensure greater safety.
5. Before using any substance hazardous to health. staff shall read the label on the container which will detail the health hazards and the precautions. This means every time a substance is used - do not presume that the containers and contents are the same as the last time the material was used - check each time to make sure.
6. If required, staff shall take part in any health surveillance or monitoring exercises designed to protect their health, safety or welfare.
7. Staff shall take part in any training sessions and emergency practice sessions as required by management from time to time.