
Blackland Farm Outdoor Centre

Health and Safety Policy

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Introduction

Blackland Farm Outdoor Centre recognises and accepts its health and safety duties for providing a healthy and safe environment for its sites, equipment, and activities, for all its workers (paid and volunteer) and other visitors under the Health and Safety at Work Act 1974, and comply with all statutory obligations as a minimum standard. If you have any queries about this policy, or its content, you can contact us at info@blacklandfarm.org.

4th Dimension t/a Blackland Farm Outdoor Centre (registered company in England and Wales 15182683). The Managing Directors have overall responsibility for Blackland Farm Outdoor Centre; for ensuring that we abide by our legal requirements and our own policies.

Purpose

This policy is a statutory requirement under the Health and Safety at Work Act (1974), where an organisation employs five or more persons. It is to provide an overview on the structure of its approach to Health and Safety management.

Scope

This policy applies to employees, volunteers, work experience students, and other third parties who carry out or contribute to the business.

Blackland Farm Outdoor Centre Health and Safety Policy Statement

Blackland Farm Outdoor Centre recognises and accepts its health and safety duties for providing a healthy and safe environment for its sites, equipment, and activities, for all its workers (paid and volunteer) and other visitors under the Health and Safety at Work Act (1974), and comply with all statutory obligations as a minimum standard.

Blackland Farm Outdoor Centre has a duty to ensure, so far as reasonably practicable:

- That its premises and facilities are maintained to a standard that is essential for a safe place of work, including access and egress, for all employees and visitors
- That its equipment is maintained to a safe condition
- That it provides systems of work that are safe and without risks to health and welfare
- To provide information, instruction, training and supervision as is necessary to ensure the health and safety of employees and visitors
- To provide protective equipment as required for the health and safety of employees and visitors
- To make suitable and sufficient assessments of the risks to health and safety of employees and visitors
- To encourage employees and visitors to abide by high personal standards of health and safety in order that there is a good culture of health and safety practice
- To monitor the effectiveness of health and safety provision, in consultation with appropriate authorities and representatives
- To review this policy regularly and update as required

Rachael Fisher

Mark Sinclair

Nic Taylor

Managing Directors, Blackland Farm Outdoor Centre.

1st April 2024

Responsibilities

Managing Directors: Overall responsibility for health and safety for the company, ensuring that resources are available to manage health and safety, and that it is part of the business plan. Responsible for providing management, support, and resources to the Management in order that health and safety requirements are met in their day to day operations, including implementation of policy, assessments, statutory inspections, reporting and reviewing accident and incident reports, providing information and training, reviewing issues relating to Health and Safety, identifying risks and assessing controls.

Supported by

Estate Manager: Area of responsibility and staff, including grounds, buildings, water supply, all plant and machinery, PAT testing, substances, contractors, statutory and non-statutory checks relating to the estate and facilities.

Operations Manager: Area of responsibility and staff, including programmed activities, bases, and training, including operating procedures, equipment maintenance and checks related to activities, and other operational tasks such as tent pitching.

Sales and Events Manager / Sales and Finance Manager: Area of responsibility and staff, including safe working practices and working equipment (DSE), contractor controls, communication of health and safety practice with relevant parties.

All Employees: Responsibility to co-operate and achieve a healthy and safe working environment as so far as reasonably practicable.

In the absence of one or more personnel, the responsibility of ensuring duties are fulfilled will fall to the appropriate manager.

Health and Safety Arrangements

Allocation of Finance for Health and Safety

Blackland Farm Outdoor Centre will ensure, so far as is reasonably practicable, that funds are available for Health and Safety management within its operating budgets.

Control of Hazards- General

The Management of Health and Safety at Work Regulations 1999 requires employers to carry out risk assessments on all work activities. The Management Team (or other delegated party subject to experience and expertise) will conduct risk assessments as required, and review them on an annual basis, or earlier if required.

Consultation

Employees and volunteers are consulted on a regular basis on matters of Health and Safety through regular meetings with supervisors and team meetings. Employees and volunteers are also welcome to join the Health and Safety standing agenda item at quarterly Director board meetings, with no barriers to inclusion.

Competence and Training

Employees and volunteers undergo mandatory induction training at the beginning of their employment to ensure competence in a variety of Health and Safety matters including, but not limited to, Fire Safety, Manual Handling, First Aid, Welfare, Security, Housekeeping, Reporting, and the contents of this policy. Specialist, role specific training, in addition to training for all staff, is also provided where required.

Personnel records will include details of training undertaken, as well as monitoring and refresher records to ensure ongoing competence.

Accidents, Ill-health, Hazards and Incident Reporting

All accidents, ill-health, incidents and hazards (near-misses) must be recorded on the Accident, Incident and Hazard Reporting Form. The Management Team will ensure that electronic copies of all forms are stored as per the Data Protection Policy, and reviewed for investigation, action required, trends, and reporting of Injuries, Diseases and Dangerous Occurrences as per RIDDOR 2013. Blackland Farm Outdoor Centre will comply with reporting and action as required by their insurers.

All accidents, ill-health, incidents and hazards must be reported as soon as possible, ideally within 24 hours. If an accident, ill-health, incident or hazard is not reported within 7 days,

Blackland Farm Outdoor Centre will report and investigate the occurrence but will not necessarily accept liability.

Monitoring, Review, and Improvement

Blackland Farm Outdoor Centre will ensure that data regarding accidents, incidents, ill-health and hazards are reported to the Directors at quarterly intervals, in order that trends, weaknesses and risks can be identified, reviewed, and improved. Any accident, incident, ill-health or hazard that highlights an issue which is major or can be mitigated immediately, should be done so at the point of initial reporting.

It is recommended that Blackland Farm Outdoor Centre contract an external expert assessor to conduct a Health and Safety Audit on an annual basis.

Communication

The chain of communication for Health and Safety issues is detailed above through line reports and line managers. Health and Safety should be a standing agenda item at all scheduled personal and team meetings. A copy of the Health and Safety Policy Statement should be displayed at the site and updated as required. A full copy of this policy must be available for staff to view at any time. Changes to the policy will be communicated to every staff member.

Specific Hazards- Contractors

From time to time, Contractors will be required to undertake works and services for Blackland Farm Outdoor Centre. On an annual basis, contractors will be required to provide, as a minimum:

- Acknowledgement that they have read and agree to abide by this policy
- Evidence of Public Liability Insurance up to or over £5million
- Employers Liability Insurance (if applicable)
- Appropriate certification
- Risk assessments and evidence of safe systems of work, particularly with regard to high hazard works.

Contractors must also undertake a Contractor Induction to ensure that they are aware of any health and safety management systems and compliance with these systems required.

Specific Hazards- Electricity

As per requirements, all building electrical wiring must be checked every five years. Portable Electronic Testing should take place annually and be labeled accordingly. Extension leads should be surge protected and of the strip variety. During normal use, all users should examine equipment to ensure that it is safe for use- any unsafe equipment should be reported to a manager immediately and quarantined until it has been safe for use. Users should be familiar with

the use of the electrical equipment, and training and instruction must be provided where required.

Specific Hazards- Fire

As per requirements, fire alarms, extinguishers, escape routes and emergency lighting will be checked periodically. Fire Drills will be carried out at permanently occupied buildings, and all self-catering lodge guests will be offered a fire drill on arrival. These drills should be recorded. Emergency procedures regarding fire must be displayed in each building where overnight dwelling occurs, as well as in a central file within the office for reference for each building on-site.

Blackland Farm Outdoor Centre will have a Fire Risk Assessment for the site, reviewed at regular intervals.

Personal Emergency Evacuation Plan (PEEP) templates are available at the office and are encouraged to be completed by responsible persons if required, in tandem with a Blackland Farm Outdoor Centre Duty Manager. If a PEEP is required, copies should be kept in the dwelling building, and the main office for reference.

Specific Hazards- Maintenance and Work Equipment

All facilities and equipment owned and/or operated by Blackland Farm Outdoor Centre have an inspection and maintenance schedule. This maintenance schedule includes vehicles, lifting equipment, catering equipment, boilers, PAT testing, and any other equipment considered under the Provision and Use of Work Equipment Regulations 1998. In addition to this, Blackland Farm Outdoor Centre will ensure that equipment is suitable for use, that users are suitably trained, that PPE is available where required, and that relevant risk assessments are made with regard to hazards and their controls, in line with regulations.

Specific Hazards- Personal Protective Equipment

Blackland Farm Outdoor Centre will supply personal protective equipment to employees and volunteers as required. Tasks that require PPE will be identified by risk assessments, and abide by the standards defined by the Personal Protective Equipment at work Regulations 2022, including, but not limited to, ensuring that employees have sufficient provision, information, and training for PPE, as well as ensuring proper purchase, maintenance, storage and replacement of PPE for employees.

For the management of health and safety with regard to PPE in relation to Adventurous Activities, please see the Adventurous Activities Policy.

Specific Hazards- Manual Handling

Blackland Farm Outdoor Centre requires some employees to carry out manual handling tasks as part of their role. For tasks that involve significant manual handling, a risk assessment will be carried out in order to mitigate and control risk, either as a stand alone assessment or as part of a larger task or activity assessment. Manual Handling and any relevant risk assessments will be covered in site inductions.

Specific Hazards- Work Related Ill-Health

Blackland Farm Outdoor Centre will take reasonable steps to prevent work-related ill-health. Where appropriate, risk assessments will be carried out to identify potential hazards and controls in order to mitigate risk, and will include any adjustments deemed reasonable. Affected employees may include, but are not limited to, those that are pregnant, suffering from poor mental or physical health, those working with substances that are hazardous to health, those working with equipment with high levels of noise or vibration, and those working with Display Screen Equipment.

Specific Hazards- Control of Substances Hazardous to Health

Blackland Farm Outdoor Centre requires some employees to be exposed to potentially hazardous substances as part of their duties. The control of these substances is maintained by regularly reviewed risk assessments and the review of all Manufacturers Material Safety Data Sheets, available to all staff and covered in site inductions.

COSHH applies to substances that includes, but is not limited to, chemicals, bacteria, dust, fumes and particulate matter, and these should all be considered when assessing risks.

Blackland Farm Outdoor Centre will ensure that they ensure, so far as reasonably practicable, the health and safety of their employees and visitors when managing Legionella. This includes maintaining regularly reviewed Legionella Risk Assessments, testing, maintenance of water systems, adjustments, record keeping and flushing, in line with legislation and guidance.

Specific Hazards- Driving for Work

Blackland Farm Outdoor Centre requires some employees to drive Blackland Farm Outdoor Centre vehicles as part of their regular duties. All vehicles are maintained and fit for purpose, and preventative inspections and service maintenance is carried out at regular intervals. All vehicles for public highways must have a valid MOT and relevant insurance.

Blackland Farm Outdoor Centre will undertake regular checks of driving licenses and will require all employees to abide by all associated traffic and vehicle laws. If an employee is required to drive their own vehicle for work, the vehicle must be ensured for business use.

Specific Hazards- Adventurous Activities

Adventurous Activities delivered or maintained by Blackland Farm Outdoor Centre are subject to strict requirements in line with industry safety standards and recommendations. Further detail on the management of health and safety within adventurous activities can be found in the Adventurous Activities Policy.

Specific Hazards- Emergency Procedures for Major Incidents

In the event of a major incident, such as:

- Major fire
- Accident resulting in major injury, including death
- Missing Person
- Extreme weather (floods, drought, heatwave, heavy snow, freezing temperatures, etc)
- Terrorism
- Loss of power, water, or other utility

Instruction should be taken from the Emergency Procedure Policy, which details health and safety management of the site, its employees, and customers, and other associated parties.

Specific Hazards- Lone working

From time to time, employees and volunteers of Blackland Farm Outdoor Centre may be required to work on their own without close or direct supervision. A lone-working Risk Assessment is available and considers controls that help to control the risk of incidents and accidents occurring as a result of working alone.

The Health and Safety Executive defines lone workers as those who work by themselves without close or direct supervision. The definition covers staff and volunteers in situations with varying degrees and types of risk. It is important to identify the hazards of the work and assess the risks involved before applying appropriate measures.

People who work or volunteer alone will of course face the same risks in their work as others doing similar tasks. However, additionally they may encounter the following: Accidents or sudden illnesses may occur when there is no-one to call for help or first aid available, fire, violence or the threat of violence, lack of safe way in or out of a building for example, danger of being accidentally locked in, attempting tasks which cannot safely be done by one person alone.

To reduce the risk for people working alone we carry out a risk assessment of the following issues, as appropriate to the circumstances:

- The environment – location, security, access
- The context – nature of the task, any special circumstances.
- The individuals concerned – indicators of potential or actual risk.

- History – any previous incidents in similar situations.
- Any other special circumstances.

All available information should be taken into account and risk assessments should be updated as necessary. Where there is any reasonable doubt about the safety of a lone worker in a given situation, consideration should be given to sending a second worker or making other arrangements to complete the task. In any situation where an employee or volunteer is operating alone and feels unsafe, they must remove themselves from that situation immediately and report the incident to their line manager or supervisor

Lone workers are by definition not under constant supervision. We ensure that employees understand the risks associated with their work and the relevant safety precautions.

- Employees or volunteers will be given training that covers lone working where appropriate during induction
- Employees or volunteers new to a role where they may be lone working may need to be accompanied initially
- Regular contact by phone may be appropriate and we ensure that employees or volunteers carrying out duties alone have a mobile phone available at all times to enable them to contact the office in the event of an emergency.

All staff and volunteers, including lone workers, are responsible for following safe systems of work and should take simple steps to reduce the risks associated with carrying out their normal duties.

Specific Hazards- Asbestos

Blackland Farm Outdoor Centre has an asbestos register detailing the locations and types of asbestos found in its buildings from historical builds or refurbishments. These areas of asbestos should be regularly monitored for disruption or damage, and persons, including contractors, working on or near areas where asbestos exists must be aware of the risks before commencing works.