Issue 5 (Jan 2015) Ref. No. SN.3

Section 3

Management AND Control of THE

HEALTH & SAFETY SYSTEMS

Reference. No.

SN.3/A General

SN.3/B The Health & Safety Duties of Supervisory Personnel (See chart SN.4/A)

SN.3/C The Health & Safety Duties of All Centre Personnel

SN.3/D The Health & Safety Duties of Hirers, Contractors and Others

SN.3/E Consultative Arrangements, Codes of Practice & Safety Rules, Risk Assessments and

Emergency Plans

SN.3/F First Aid

Issue 2 (Jan 09) Ref. No. SN.3/A

1. **GENERAL**
   1. The Bibbys Farm Limited Directors note the provisions of the Health and Safety at Work, etc Act 1974 [s.3 (1)], which states that it is the duty of every employer to conduct his or her business in such a way as to ensure, so far as is reasonably practicable, that persons who are not in his or her employment but who may be affected by it are not exposed to risks to their health and safety and accepts that it has a responsibility to take all reasonably practicable steps to secure the health and safety of children, centre personnel and others using the Bibbys Farm Limited premises or participating in Bibbys Farm Limited related activities. It believes that the prevention of accidents, injury or loss is essential to the efficient operation of Bibbys Farm Scout Campsite and Activity Centre (the Centre) and is part of the good care of its users.
   2. The aim of the Directors is "To provide a safe and healthy working and learning environment for centre personnel, children, visitors and others."
   3. The arrangements outlined in this statement and the various other safety provisions made by the Directors cannot prevent accidents or ensure safe and healthy working conditions. The Directors believe that only the adoption of safe methods of work and good practice by every individual can ensure everyone's personal health and safety. The Directors will take all reasonable steps to identify and reduce hazards to a minimum but all centre personnel and users must appreciate that their own safety and that of others also depends on their individual conduct and vigilance whilst on Bibbys Farm Limited premises or whilst taking part in Bibbys Farm Limited related activities.

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1. **THE HEALTH & SAFETY DUTIES OF SUPERVISORY PERSONNEL**

2.1 All supervisory personnel will make themselves familiar with the requirements of the Health and Safety at Work, etc Act 1974 and any other health and safety legislation and codes of practice which are relevant to the work of their area of responsibility.

2.2 In addition to the general duties which all members of personnel have (see 5.0), they will be directly responsible to the Centre Manager or the member of personnel nominated by the Centre Manager to have overall day to day responsibility for the implementation and operation of the Bibbys Farm Limited health and safety policy within their relevant departments and areas of responsibility.

2.3 They will take a direct interest in the Bibbys Farm Limited health and safety policy and in helping other members of personnel, children and others to comply with its requirements.

2.4 As part of their day-to-day responsibilities they will ensure that

(a) safe methods of working exist and are implemented throughout their areas of responsibilities

(b) health and safety regulations, rules, procedures and codes of practice are being applied effectively

(c) centre personnel, children and others under their jurisdiction are instructed in safe working practices

(d) new centre personnel working within their department are given instruction in safe working practices

(e) regular safety inspections are made of their area of responsibility as required by the Centre Manager or as necessary

(f) positive, corrective action is taken where necessary to ensure the health and safety of all centre personnel, children and others

(g) all plant, machinery and equipment in the area in which they work is adequately guarded

(h) all plant, machinery and equipment in the area in which they work is in good and safe working order

(i) all reasonably practicable steps are taken to prevent the unauthorised or improper use of all plant, machinery and equipment in the area in which they work

(j) appropriate protective clothing and equipment, first aid and fire appliances are provided and readily available in the department in which they work

(k) toxic, hazardous and highly flammable substances in the area in which they work are correctly used, stored and labelled

(I) they monitor the standard of health and safety throughout the area in which they work, encourage centre personnel, children and others to achieve the highest possible standards of health and safety and discipline those who consistently fail to consider their own well-being or the health and safety of others

(m) all the signs used meet the statutory requirement

1. all health and safety information is communicated to the relevant persons
2. they report, as appropriate, any health and safety concerns to the appropriate individual.

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1. **THE HEALTH & SAFETY DUTIES OF ALL CENTRE PERSONNEL**

3.1 All centre personnel will make themselves familiar with the requirements of the Health and Safety at Work, etc Act 1974 and any other health and safety legislation and codes of practice which are relevant to the work of the department in which they work. They should

(a) take reasonable care of their own health and safety and any other persons who may be affected by their acts or omissions at work

1. as regards any duty or requirements imposed on Bibbys Farm Limited or any other persons by or under any of the relevant statutory provisions, co-operate with him or her so far as necessary to enable that duty or requirement to be performed or complied with.

3.2 All centre personnel are expected to familiarise themselves with the health and safety aspects of their work and to avoid conduct which would put them or anyone else at risk.

3.3 In particular all centre personnel will

(a) be familiar with the safety policy and any and all safety regulations as laid down by the Directors

(b) ensure health and safety regulations, rules routines and procedures are being applied effectively by all centre personnel, children and others

(c) see that all plant, machinery and equipment is adequately guarded

(d) see that all plant, machinery and equipment is in good and safe working order

(e) not make unauthorised or improper use of plant, machinery and equipment

(f) use the correct equipment and tools for the job and any protective equipment or safety devices which may be supplied

1. ensure that toxic, hazardous and highly flammable substances are correctly used, stored and labeled
2. report any defects in the premises, plant, equipment and facilities which they observe
3. take an active interest in promoting health and safety and suggest ways of reducing risks

Issue 2 (Jan 09) Ref. No. SN.3/D

1. **THE HEALTH & SAFETY DUTIES OF HIRERS, CONTRACTORS AND OTHERS**

4.1 When the premises are used for purposes not under the direction of the Centre Manager then the principal person in charge of the activities for which the premises are in use will have responsibility for safe practices as indicated in paragraph 3.0 of this document.

* 1. The Centre Manager or other nominated person will seek to ensure that hirers, contractors and others who use the Centre premises conduct themselves and carry out their operations in such a manner that all statutory and advisory safety requirements are met at all times.

4.3 When Bibbys Farm Limited premises or facilities are being used for an activity then, for the purposes of this policy, the organiser of that activity, even if an employee, will be treated as a hirer and will comply with the requirements of this section.

4.4. When the premises are hired to visiting persons it will be a condition for all hirers, contractors and others using the Bibbys Farm Limited premises or facilities that they are familiar with this policy, that they comply with all safety directives of the Directors and that they will not without the prior consent of the Directors

1. introduce equipment for use on Bibbys Farm Limited premises

(b) alter fixed installations

1. remove fire and safety notices or equipment
2. take any action that may create hazards for persons using the premises or the centre personnel, children and/or others
   1. All contractors who work on Bibbys Farm Limited premises are required to ensure safe working practices by their own employees under the provisions of the Health and Safety at Work, etc Act 1974 and must pay due regard to the safety of all persons using the premises in accordance with SS. 3-4 of the Health and Safety at Work, etc Act 1974.

4.6 In instances where the contractor creates hazardous conditions and refuses to eliminate them or to take action to make them safe the Centre Manager or Co-ordinator will take such actions as are necessary to prevent persons in his or her care from risk of injury.

4.7 The Directors draw the attention of all users of the Bibbys Farm Limited premises (including hirers and contractors) to S.8 of the Health and Safety at Work, etc Act 1974, which states that no person shall intentionally or recklessly interfere with or misuse anything which is provided in the interests of health, safety or welfare in pursuance of any of the relevant statutory provisions.

4.8 No Contractor may work on the Centre premises without first obtaining written instructions from the Centre Manager.

Issue 4 (Jan 09) Ref. No. SN.3/E

1. **CENTRE PERSONNEL CONSULTATIVE ARRANGEMENTS**

5.1. The Directors, through the Centre Manager, will make arrangements for the establishment of a safety committee by incorporating agenda items on health and safety matters into existing consultative groups. Representation on this committee will cover all appropriate areas of work or special hazards.

1. **CODES OF PRACTICE AND SAFETY RULES**

6.1 In consultation with the Directors where appropriate and taking into account the requirements of this statement, the Safety Committee will approve, where necessary, codes of practice for the observation of safety requirements at the Centre.

6.2. From time to time the Department for Education (DFE), the Health and Safety Executive and other regulatory or advisory bodies will issue codes of practice on particular topics for the guidance of those who are in control of relevant premises, who will normally incorporate such codes into their health and safety policy and procedures. If the Centre Manager considers the inclusion of all or any such documents into this policy to be inappropriate, he or she will be required to demonstrate to the satisfaction of the Directors that he or she has already introduced codes of practice and methods of working which achieve a similar or higher standard of health and safety.

1. **RISK ASSESSMENTS**

7.1. The Centre Manager will ensure that a risk assessment survey of the Centre premises, methods of work and all Bibbys Farm Limited related activities is conducted annually, or more frequently if necessary. This survey will identify all defects and deficiencies, together with the necessary remedial action or risk control measures. The results of all such surveys will be reported to the Directors. The original copies of all Risk Assessments are maintained in a Directory held in the Campsite Office.

1. **EMERGENCY PLANS**

8.1. The Centre Manager will ensure that an emergency plan is prepared to cover all foreseeable major incidents which could put at risk the occupants or users of the Centre . This plan will indicate the actions to be taken in the event of a major incident so that everything possible is done to

(a) save life

(b) prevent injury

(c) minimise loss

This sequence will determine the priorities of the emergency plan.

8.2. The plan will be agreed by the Directors and be regularly rehearsed by centre personnel, children and others the result of all such rehearsals will form part of the regular risk assessment survey and the outcome will be reported to the Directors

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1. **FIRST AID**

9.1 The arrangements for first aid provision will be adequate to cope with all foreseeable major incidents.

9.2 The number of certificated first aiders will not, at any time, be less than the number required by law.

9.3 At the discretion of the Directors other centre personnel will be given such training in first aid techniques as is required to give them a basic minimum level of competence. This level has been agreed by the Directors after seeking appropriate advice, as being up to the level of First Response. The number of such trained but uncertificated first aiders will be determined by the Directors as that being sufficient to meet the needs of all foreseeable circumstances.

9.4 Supplies of first aid material will be held at various locations throughout the Centre . These locations will be determined by the Centre Manager. They will be prominently marked and all centre personnel will be advised of their position. The materials will be checked regularly and any deficiencies made good without delay.

9.5 Adequate and appropriate first aid provision will form part of the arrangements for all Bibbys Farm Limited activities.

9.6 A record will be made of each occasion any member of personnel; child or other person receives first aid treatment either on the Centre, or as part of a Bibbys Farm Limited related activity.