


This is the statement of general policy and arrangements for: Creed Outdoor Learning Trust

Creed Outdoor Learning Trust is a “not for profit” organization with three (non paid) Directors and less than 5 staff, The Managing Director (Paul Oxberry) is responsible for the day to day health and safety of all clients and employees

Overall responsibility for Health and Safety : Paul Oxberry (APIOL)

STATEMENT OF GENERAL POLICY		RESPONSIBILITY OF: Name/Title
To prevent accidents and cases of work-related ill health and provide adequate control of health and safety risks arising from work activities.		Paul Oxberry
To provide adequate training to ensure employees are competent to do their work.		Paul Oxberry
Action required	Responsibility	Action taken
To check NGB qualifications of all staff and to undertake site specific training with them	Paul Oxberry, on behalf of the directors	Make sure all staff are inducted and have been given all relevant risk assessments, policies, procedures and site specific training in order for them to carry out their duties safely, a technical advisor may be called upon if required
To maintain and update all risk assessments, policies and procedures on a rolling annual basis	Paul Oxberry	Managing Director holds and keeps up to date National Governing Body qualifications for all the activities undertaken by Creed Outdoor Learning Trust
To check and maintain activity equipment is fit for purpose and logged on the appropriate Creed forms	All staff to check and report to Paul Oxberry	It is the duty of all staff to make sure that all equipment used is fit for purpose and that all faulty equipment is reported to the Manager and recorded on the appropriate Creed forms
PPE clothing and equipment used by staff and customers	All staff	Staff can provide their own PPE weather proof clothing, however Creed Outdoor Learning can provide this if required. All activity PPE equipment for customers will be provided by Creed Outdoor Learning Trust
To record all relevant safety checks carried out on equipment on the appropriate Creed forms	All staff Paul Oxberry	It is the responsibility of all staff to make sure that Creed activity and safety record forms are filled out every time that equipment is used
Reporting of all incidents, accidents, safeguarding and near misses	All staff Paul Oxberry	It is the responsibility of all staff to report such occurrences to the Manager and if required to check that they are followed up

Health and safety poster	First-aid box and accident book are located:		
Although less than 5 employees a health and safety leaflet is in the induction pack. Accidents and ill health at work reported under RIDDOR: (Reporting of Injuries, Diseases and Dangerous Occurrences Regs.) www.hse.gov.uk/riddor Tel: 0845 300 9923	All outdoor activity staff are first aid trained in accordance with the requirements of their national governing body awards If mobile activities the first aid kit is kept under the drivers seat of the vehicle, If on site activities the first aid kit is kept in the designated staff area,		
Signed: 	Paul Oxberry	Date:	01/07/2014
Subject to review, monitoring and revision by:	Paul Oxberry	Annually, unless NGB updates/review/ monitoring requires an update sooner	