



Health & Safety Policy

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Part 1. Health and Safety Policy

1.1 Statement of Risk and Intent

Leicester Outdoor Pursuits Centre has a long and successful history of providing outdoor and adventure education activities to young people and adults. The benefits of these activities for participants are numerous and include:

- Increased levels of trust and opportunities to examine the concept of trust (us in them, them in us, them in themselves, them in each other).
- Involvement in activities, which case studies show, lead to greater academic and vocational learning with improved achievement and attainment across a range of curricular subjects. Students are active participants, not passive consumers and a wide range of learning styles can flourish.
- Enhanced opportunities for 'real world' 'learning in context' and the development of social aspects of intelligence.
- Increased risk-management skills through opportunities for involvement in practical risk-benefit assessments ('what do we want to do and what do we need to do to make it safe enough?'). Giving learners the tools and experience necessary to assess risks for themselves in a range of contexts.
- Opportunities to practically examine the components of challenge; i.e. chance of gain or benefit / risk of loss or harm / accurate goal setting and judgement / willingness and commitment / activity outside the comfort zone (physical and / or emotional).
- Greater sense of personal responsibility.
- Enhanced emotional intelligence (including a greater awareness of their needs and the needs of others).
- Possibilities for genuine team working, including enhanced communication skills.
- Enhanced social skills which contribute to them becoming a valued member of their local community.
- Improved environmental appreciation, knowledge, awareness and understanding. Including opportunities to interact with a wild environment.
- Improved awareness and knowledge of the importance and practices of sustainability in the modern world.
- Physical skill acquisition and the development of a fit and healthy lifestyle.

These benefits inform the Centre's risk-management policy. The Centre's aim is to achieve an appropriate level of challenge to maximise the learning for each

participant. The aim is **“Not to make the learning environment as safe as possible, but as safe as it needs to be.”**

Clearly, adventurous activities involve an element of challenge and, therefore, risk of loss or harm. This could involve participants, visiting staff, Centre staff or members of the public in proximity to the activity.

Using the following strategies the Centre will balance the benefits and risks in such a way as to bring the residual level of risk to an appropriate and tolerable level for each group and individual.

- Employment / deployment of competent staff.
- Induction and initial / ongoing training.
- Agreed and regularly reviewed operating procedures and practices.
- Peer and management monitoring of delivery.
- Awareness of, and involvement in, regional and national developments in activity delivery and management.
- Benchmarking delivery against recognised standards set by the Adventure Activity Licensing Service, Council for Learning Outside the Classroom, AdventureMark, British Canoeing, British Mountaineering Council, Mountain Training and Ofsted.

All staff at the Centre are competent to lead their programmed activities. Competent means they:

- Either hold a National Governing Body (NGB) award or have been judged competent by a Technical Adviser / Centre Management.
- Have been inducted into the Centre's procedures.
- Have shadowed that session being delivered where necessary.
- Have been observed delivering a full session by a senior member of staff before delivering that session independently where appropriate.
- Have received additional training appropriate to their role, including first aid, minibus training, working at height, manual handling and management of the water environment as appropriate.
- Undergo an on-going process of monitoring and feedback from Centre Management.

Leicester Outdoor Pursuits Centre recognises and accepts the responsibilities for the prevention of accidents and other health hazards to its employees and other individuals visiting its premises and / or undertaking activities. Our aim is to comply with all current legislation and to provide and maintain a safe and healthy working conditions, equipment and systems of work for all employees and visitors as far as is reasonably practicable.

What lies herein is our system for Health and Safety management. We believe it is a robust system that entails components of organisation, planning and implementation, measuring performance, reviewing and auditing.

The Health and Safety Policy Aims are:

- To maintain a safe and healthy working environment throughout the Centre for staff and all visitors.
- To develop and maintain a culture of safety amongst all staff.
- To establish and maintain safe systems of work.
- To provide emergency procedures to be followed in the event of an incident.
- To continuously monitor the effectiveness of this policy and thereby seek improvement.

1.2. Roles and Responsibilities

Leicester Outdoor Pursuits Centre staff team

Health and Safety at the Centre is the priority and responsibility of all staff. Individuals within the team have identified specific Health and Safety responsibilities, however, as the staff team we discuss, make decisions, question, support each other and feed in information as a team. Instructors are encouraged through meetings, informal discussions and sharing of the Health and Safety document to become involved in decision-making.

Operational Roles

Duty Manager

On a daily basis a suitable, experienced member of staff will be given the responsibility of performing the role of Duty Manager. In this role it is their responsibility to support Health and Safety by:

- Checking that all activities throughout the day are staffed and resourced in accordance with the policies laid out in this document.
- Reviewing the activity timetable, factoring on staff, activity location, knowledge of the group, previous experience and the weather forecast.
- Taking responsibility for all staff and visitors to the Centre in the event of an incident, following our procedures.

If the Duty Manager is not trained to a sufficient National Governing Body level in a given activity then they must take advice from somebody who is.

Group Director

A Group Director will be assigned for every group that visits the centre. The role of the Group Director is to support Health and Safety by:

- Liaising with visiting group leaders on a regular basis to gain information regarding medical details, group members, additional needs and group characteristics.
- Making this information available to Leicester Outdoor Pursuits Centre staff by posting it on the notice board in the office or briefing the appropriate staff.

Technical Advisors

The role of the Technical Advisor is to inform the Centre Manager of up to date developments, health and safety issues and good practice advice from National Governing Bodies, Manufacturers and other appropriate bodies. These responsibilities may also extend to training and assessing staff for competence in activities and agreeing supporting paperwork.

The Centre will seek to employ people, measured by NGB's, who are competent to give such advice. Where this is not the case then this advice will be sought from other appropriate persons.

Fixed Roles

Instructor and Freelance Instructor

It is the duty of every Instructor to support Health and Safety by:

- Co-operating with the Duty Manager and the Centre Management as far as is necessary to secure compliance with this document and other relevant statutory provisions.
- Becoming involved in solutions relating to Health and Safety, at staff meetings, training sessions, and during the review of the Health and Safety documents.
- Questioning and / or clarifying any Health and Safety matters they are unsure about.
- Feeding information concerning Health and Safety issues to their Line Manager and / or Duty Manager.
- Not misusing equipment provided in the interest of Health and Safety and welfare.
- Reporting and safely isolating any equipment found to be faulty.
- Making themselves aware of their group's additional needs and medical needs prior to the activity session.
- Briefing the participants on Health and Safety issues.
- Check equipment for safety and appropriateness prior to the start of the session.
- Ensuring the Health and Safety of all members of their group whilst participating in activities.
- Log arrival and departure times for childcare provisions.
- Ensure, where appropriate, children are only collected by nominated adults and that this adult is appropriately recorded.
- Reading and understanding the minutes of staff meetings.

The Instructor has the right to withdraw an activity or to recommend the withdrawal of an individual for safety or operational reasons.

After School Club and Holiday Schemes Coordinators

It is the duty of the After School Club and Holiday Scheme Coordinators to support Health and Safety by:

- Ensuring the arrival and departure logs are completed.
- Ensuring the list of nominated adults for collection is up to date.
- Ensuring medical and additional needs information is available for all Childcare programmes.
- Acting as a Duty Manager on a rota basis.
- Performing the role of an Instructor and adhering to the duties of the Instructor.

Management Team and Senior Instructors

It is the duty of every Management Team member and Senior Instructor to support Health and Safety by:

- Making recommendations to the Centre Management on matters of health and safety.
- Monitoring staff performance.
- Acting as a supervisor for instructional staff, conduct supervisory meetings and monitor their induction process.
- Ensuring the COSHH file including data sheets is kept up to date and current.
- Performing the role of an Instructor and adhering to the duties of the Instructor.

Maintenance Team

It is the duty of the Maintenance Team to support Health and Safety by:

- Making recommendations to the Centre Management on matters of health and safety.
- Ensuring that staff training in the workshop addresses current Health and Safety regulations.
- Reviewing and maintaining workshop procedures in line with COSHH, RIDDOR, Lifting Operations and Lifting Equipment Regulations, Provision and Use of Work Equipment Regulations, Working at Height Regulations and Personal Protective Equipment Regulations.
- Ensuring the COSHH file including data sheets is kept up to date and current.
- Performing the role of an Instructor and adhering to the duties of the Instructor.

Deputy Centre Manager

The Deputy Centre Manager supports the Centre Manager in their role. It is their duty to support Health and Safety by ensuring that:

- All activities are appropriately resourced and staffed, following the guidelines in this document.
- All Leicester Outdoor Pursuits Centre Instructional staff, voluntary and freelance staff adhere to the operating procedures detailed in this policy.
- All activity equipment is appropriately checked and logged within given timescales.
- All visitors to the Centre are advised about the nature of the activities being delivered.
- Recommendations are made to the Centre Manager on matters of Health and Safety.
- A clear and auditable pattern of evidence to support staff training, observations and assessments is maintained.
- Copies of all Instructors activity induction, training: both structured and personal, session observations, certificates and assessments are maintained.
- Staff performance in relation to safety and quality is monitored.
- Acting as a supervisor for instructional staff, conduct supervisory meetings and monitor their induction process.
- Acting as a Duty Manager on a rota basis.
- Performing the role of an Instructor and adhering to the duties of the Instructor.

Centre Manager

The Centre Manager has overall responsibility for the management of all Health and Safety matters at the Centre. To this end the Centre Manager will ensure that:

- Staff are recruited and inducted following the Safe Recruitment Policy of Leicester Outdoor Pursuits Centre with reference to the advice of National Governing Bodies and the Adventure Activities Licensing Service.
- Keep records of staff's induction, references, DBS disclosures and any other data as deemed necessary.
- Appropriate information, instruction, training and supervision is communicated and complied with.
- A safe working environment without unnecessary risk to health is maintained. This includes regular inspections and checks of the workplace.
- A Health and Safety Policy standards and guidance manual is maintained; which is subject to a regular review.
- A statement of policies, guidance and standards are provided with respect to the Health and Safety of employees and others visiting the Centre and is brought to the notice of all staff.
- Acting as a supervisor for instructional staff, conduct supervisory meetings and monitor their induction process.
- Copies of minutes from staff meetings are maintained.
- Acting as a Duty Manager on a rota basis.
- Performing the role of an Instructor and adhering to the duties of the Instructor.

Trustees

The Board of Trustees oversee the strategy and operation of the Centre. It is their duty to support Health and Safety by ensuring that:

- All relevant policies are overseen, evaluated and approved as fit for purpose.
- Reports on Health and Safety including incidents and accidents are received and acted on accordingly.
- The Centre Manager is supported in his role of overseeing the Health and Safety of all staff, volunteers and users of the Centre.

1.3. Organisation and Management

Staffing

All Leicester Outdoor Pursuits Centre instructional staff (Including self-employed and/ or freelance) are recruited in accordance with the Centre's Safe Recruitment Policy with reference to advice from the Adventure Activities Licensing Service. Furthermore, all activity staff leading a session should hold a valid First Aid qualification and all staff must have completed the Enhanced DBS Check procedure.

Self-employed freelance staff are required to have a valid First Aid qualification and also have completed the Enhanced DBS Check process, where they are in contact with children and / or young adults.

Induction

Upon employment, staff will undergo a formal induction process. The criteria for induction is two-fold; staff will be trained in the policies relevant to working for Leicester Outdoor Pursuits Centre and contractual issues, they will also be inducted into the processes of operating activities at the Centre. The Centre's induction process is managed by the new staff member's Line Manager and encompasses training sessions and workshops with key people within the organisation.

In order to competently lead an outdoor activity session at Leicester Outdoor Pursuits Centre new staff must have received a copy of the Staff Handbook and had the opportunity to question and gain further understanding of the contents.

New staff must have demonstrated to the Technical Advisor or another member of staff as approved by the Centre Manager that they have the necessary experience, qualifications and personal attributes to be competent to conduct a safe and purposeful session. In a situation where competency cannot be adequately assessed without taking part in a practical activity then a process of participation and observation of that staff member by the Technical Advisor or another as approved by the Centre Manager will take place.

When a new staff member has read the Staff Handbook and been authorised to lead sessions the Staff Competency matrix is updated and they are deemed as competent to run the session at Leicester Outdoor Pursuits Centre.

All Freelance and Casual staff must attend an annual update session to be approved to work for any subsequent year. The content of the update session will be determined by the Centre Manager

Observation and Monitoring

The Centre operates a two-fold observation process for monitoring all activity staff.

Formal full session observations are carried out prior to an Instructor being signed off to run an activity independently, or if there are concerns to re-assess an individual's competence.

Ongoing observations are carried out throughout the year. These are aimed at assessing the achievement of the learning outcomes and the overall Health and Safety of the participants during the session. Every member of staff will be observed a minimum of once a year on roped activities and once a year on water based activities.

'Light touch' checks are aimed to be carried out more regularly during the months of April to September and of a lesser frequency throughout the quieter periods.

A session observation matrix identifies those sessions and staff that have been observed and assists the Centre Manager in monitoring all staff for a variety of sessions.

The outcome of the observation may lead to an Instructor being deemed as competent or may require the observer to carry out the following actions;

- Stepping in and taking over if safety is an issue.
- Reporting back to the Instructor on their strengths and areas for further development.
- Further training and observation of the Instructor.
- Passing on learning to the next staff meeting.

Only those who have been approved by the Centre Manager carry out observations.

Training

Following initial training and induction the Centre supports an ongoing programme of training. An analysis of training needs is compiled from the results of goal setting and appraisal meetings. Priorities concerning the allocation of the training budget are then decided based on the following criteria:

- To fulfil a specific Health and Safety or programming requirement for the Centre
- To develop the skills of the individual
- To aid the Centre's development
- To allow personal development

Staff training is requested by completion of the staff development form.

In addition regular evening training sessions, one per month during the summer period are allocated for Health and Safety training. An assessment of health and safety needs is assembled from the results of 'supervisory' meetings, formal session observations and staff requests. The criterion for training is then agreed between the Centre Management Team.

1.4. Communication and other means of Disseminating Information

Meetings

Management Team meeting

The Centre Manager, Deputy Centre Manager, Corporate Development Officer and Bookings Coordinators meet on a regular basis, to communicate issues / concerns, share decision making and highlight priorities for the near future. The agenda is flexible to ensure that all appropriate matters are discussed.

Minutes from these meetings are kept by the Centre Manager.

Supervisory meetings

Upon appointment all staff will be appointed a Line Manager. The Line Manager's position will be fulfilled by one of the Management Team. Reference should be made to the Performance Management Policy for details of supervisory meetings.

Regular staff meetings

Where practical all staff meet on a weekly basis. Minutes from this meeting are emailed to all staff including Freelance and Casual Instructors and posted on the wall in the office. Absent staff, Freelance and Casual staff must read these on their return to work.

Information dissemination and storage

Visiting groups

A summary of Information on groups, individuals, medical conditions and additional needs will be posted on the notice boards in the office. It is the Group Directors responsibility to ensure this happens. Individual parental consent forms and medical forms are kept on site in the offices. All staff will have access to these.

Health and Safety Policy

It is recognised that all instructional staff have a part to play in the production of the Health and Safety policy and procedures; however the responsibility lies with the Centre Manager. The Health and Safety policy is available to all staff. It is subject to a regular one yearly review. Updates are not only restricted to set review dates and may be made at any time, should the need for change be deemed appropriate. All superseded copies of the manual in use at the Centre are archived at each new issue.

Each member of activity staff during the induction phase is issued with a Staff Handbook, which is a condensed version of the Health and Safety policy. They are encouraged to read the document and the relevant Operating Procedures, which apply to the sessions they will deliver. Staff will sign their induction sheet to confirm they have read, understood and agree to abide by the Handbook. Opportunity is given for staff to question, clarify and observe the procedures in practice.

1.5. Equipment and Resources

Unsafe equipment and replacement of activity equipment

If an item of equipment is considered unsafe to use then Instructors will remove it from service, placing it in the faulty equipment crate in the upper A frame. In the case of boats and faulty air rifles they will have a “do not use” sign placed on them to prevent further usage. Faulty archery equipment is placed in the “archery broken equipment” barrel. Faulty paddles are placed in the bin at the back of the Canoe shed. In all cases the faulty equipment is logged on the whiteboard in the office.

A suitable, experienced Instructor will then check this item. The item may then be repaired and put back into service if it is deemed as safe to use. Some items cannot be repaired e.g. climbing harnesses; damage to the webbing, buoyancy aids; damage to the foam, so these items are removed from service and destroyed.

A planned programme of equipment renewal, which takes account of manufacturer’s recommendations on life expectancy, is maintained in the replacement plan. This is planned by the Centre Manager in consultation with the Management Team and the Technical Advisors.

Equipment checks

Equipment is thoroughly checked annually or when usage levels require. These checks are carried out by the relevant staff depending on their responsibilities, although he / she may choose to delegate some tasks to those staff considered competent and qualified enough to perform this role. Checks of equipment are recorded as taking place with a signature, the name of the Instructor, qualification and date of the check.

In addition to this it is the responsibility of the Instructor to check the relevant activity equipment before each use.

1.6. Manual Handling

Lifting and carrying loads that are too heavy for you - or lifting and carrying them in the wrong way - can result in back injury. If staff are in any doubt at all about their ability to lift or carry a particular load, they must ask for assistance. Staff follow these rules to good lifting:

- Examine the load you intend to lift. Watch out for sharp edges, splinters, etc. If necessary, wear suitable gloves.
- Stand close to the object, with feet spread either side of it. Make sure your footing is firm.
- Squat down, straddling the load somewhat. Bend the knees, but keep the back straight.
- Grasp the object firmly, making sure your grip won't slip.
- Breathe in - inflated lungs help support the spine.
- Lift with your legs, straightening them slowly. After your legs are straight, bring your back to the vertical position. Lift smoothly, avoiding jerky motions.
- Hold the object firmly, close to your body.
- When carrying, turn with your feet and legs only. Do not twist your upper body.

All staff receive basic manual handling training as part of their induction.

1.7. Working at Height

Please see LOPC's High Ropes Reference Manual for information and guidance on working at height.

1.8. Personal Protective Equipment

Where Personal Protective Equipment is provided, it should be used for your own protection. Where Personal Protective Equipment is not provided appropriate clothing and footwear should be worn. Any defects relating to Personal Protective Equipment should be reported to your Line Manager or the Duty Manager straight away.

It is acceptable for some activities where Instructors are qualified in their relevant fields that they supply and monitor their own PPE – where this is the case it must be approved by the relevant Technical Advisor.

Where activities require a helmet to be worn it is possible, in specific circumstances, for a participant to sign a waiver to allow them to participate without wearing a helmet. Approval for this form to be used must be given by the Duty Manager.

1.9. Food Hygiene

Training

Staff receive basic food hygiene training during induction that covers the following topics.

Cleaning

The kitchen areas do not get substantial use therefore it is imperative that they are cleaned before and after use. This includes:

- 1) Surfaces and floor swept.
- 2) Clean and disinfect all surfaces and floor with hot water and appropriate cleaner.

If there is not enough time to allow the area to dry naturally before use then the surfaces can be dried using disposable towels and the floor can be dried with clean cloths. Surfaces can be cleaned using a sanitiser product which cleans and disinfects at the same time.

The bin must be emptied after kitchen use and no food is to be left in the fridge after its use by date.

Personal Hygiene

The person preparing food must be free from jewellery (apart from wedding ring if applicable) and watches and have all cuts covered with either a clean dressing or blue plaster.

Outside clothes and shoes are to be changed to clean indoor ones. This clothing is to be put on prior to entering the kitchen. Hair should be tied back, covered or placed in a net.

Hands should be washed regularly including every time you enter the kitchen. This should be done by filling the small sink with hot water and using the soap provided from the dispenser – dry using disposable hand towels. If using the Activate Room then the normal sink should be used.

If you are ill this must be reported to the Centre Manager. If you are suffering from food poisoning it may be necessary to see a Doctor and you may not be able to return to the kitchen until your Doctor has given the all clear to do so.

Cooking outside

Simple cooking activities may be done outside as part of Bushcraft, camping or expeditioning activities. Where this is the case every effort should be made to protect cooking equipment and food from contamination. The procedures above should be followed as closely as possible.

Food storage

Dried goods, for Activate, are stored in the Activate Kitchen cupboard.

Perishable foods can be stored in the fridge but if you are not aware of the next time the kitchen is to be used and for what purpose then these items should be thrown away.

Raw meat and poultry should be stored on the lowest shelf.

Never put hot food in the refrigerator.

The fridge temperature should be between 1 and 4 degrees centigrade.

The freezer temperature should be below -18 degrees centigrade. Food should never be re-frozen after it has thawed.

Preparation

Work flow – due to the size of the kitchen only a limited amount of jobs can be done at once therefore only take into the kitchen what you need.

Raw food should be prepared on the work surface next to the oven or on a chopping board on the Activate kitchen work surface. Cooked food should be placed on the work surface next to the fridge. This same work surface can also then be used when cleaning pots etc after the food has been sent out for consumption.

Knives, chopping boards, mops, buckets and cloths are colour coded to help prevent cross contamination.

Pests

No animals are allowed in the kitchen.

Regular inspections of the Centre are made to identify if any rodents are getting into the building if so pest control measures are implemented.

No waste or spare food is to be left on site to help prevent rodents, insects and birds.

Further information

Refer to CIEH book Food safety First Principles for any more information on food hygiene.

1.10. Fire Safety

The fire safety system at Leicester Outdoor Pursuits Centre (LOPC) starts with an annual fire safety audit and annually reviewed risk assessments of possible sources of fire, their likelihood and consequence. This enables us to identify possible problems and reduce their impact. The current audit and risk assessments can be found at the end of this document.

Leicester Outdoor Pursuits Centre has the following evacuation procedure:

Upon discovering a fire:

- Sound the alarm immediately.
- Evacuate the vicinity by the nearest safe means.
- Only if it is safe to do so and you are able to then attempt to tackle the fire.

Upon hearing the alarm:

Duty Manager / Duty Officer:

- Ensure there is a fire.
- Co-ordinate the evacuation of the buildings by personnel.
- Ensure, where possible, the following are taken to the fire assembly point: timetable board, visitors' book, registers (After School Club, Holiday Scheme, Adventure Club, Courses as appropriate), Changing places key.
- Evacuate the buildings by the nearest means.
- Call the emergency services by dialling 999.
- Organise a roll call as quickly as possible. Ascertain whether everyone is accounted for.
- Arrange for the emergency services to be met at the main entrance and ensure they have clear access.

All other staff:

- Evacuate the buildings with your group by the quickest means.
- Close all doors behind you as rooms are emptied.
- Proceed to the fire assembly point.
- Maintain control of group throughout.
- Take action as directed by the Duty Manager / Duty Officer.

The fire assembly point is located in the picnic area and is signed.

General points:

- Do not panic. Keep calm and reassure those around you as much as possible.
- Do not allow anyone to re-enter the building.
- Do not allow anyone to wander off until the roll call has been completed.
- Smoke and toxic fumes travel faster than fire and are likely to be a bigger danger so it is essential to shut all doors as rooms are emptied.

If the alarm is activated in error:

- If the alarm is activated in error, evacuate the building. Do not contact the emergency services.
- Refer full details of the incident to the Duty Manager, who will take the decision on re-entering the building.

- To silence the alarm use the panel above the Booking Coordinator's desk, turn the key to the horizontal position, press the "silence alarms" button and then the "lamp test reset" button. The alarm should now be silenced and reset, return the key to the vertical position.
- Replacement glass panels can be found above the Alarm unit in the office.

Fire Alarm System

To enable the detection of a fire to be communicated to all Centre users we have a system of break glass units located in the following places:

- Office next to the fire exit.
- Reception area by the front door.
- Reception area by the Activate corridor.
- Riverside Room by the fire exit.
- Activate Room by the fire exit.
- A Frame by the fire exit.
- Male Changing Room by the fire exit.
- Female Changing Room by the fire exit.
- Maintenance Room by the back door.
- Changing Places room by the door.

These are checked on a monthly basis by inserting the test key into the hole on the side of the break glass unit until it clicks. This should trigger the alarm. These checks are recorded in the Premises Checks folder. Prior to testing the key on the alarm panel above the Bookings Coordinator's desk should be turned to the horizontal position, and the "Lamp Test" button pushed to ensure the panel lights up. It should be returned to the vertical position once testing is completed.

When these units are activated they operate alarm sounders located in the following places:

- Reception area above the cleaning cupboard.
- Riverside Room above the hatches.
- Activate corridor by the toilet.
- A Frame by the main door.
- Male Changing Room nearly opposite the boiler room door.
- Female Changing Room above the mirror.
- Changing Places room by the door.

These are also checked on a monthly basis alongside the break glass units to ensure they emit the appropriate sound and volume. These checks are recorded in the "Premises Checks" folder.

In addition to these checks the entire fire alarm system is serviced annually. The company currently undertaking this servicing is Assured Fire & Security. Contact number 0845 4023045. Records of this service are kept in the Abel Fire Logbook kept above the alarm unit above the Bookings Coordinator's Desk.

Emergency Lighting

To enable people to find their way out of the building in the dark the Centre has a system of emergency lighting with lights located in the following places:

- Office above the fire exit.
- Reception area above the front door.
- Reception area near the First Aid Room.
- Above the stair lift.
- Riverside Room above the main door.
- Riverside Room above the fire exit.
- Outside the Riverside Room fire exit.
- Activate corridor by the letter box.
- Activate corridor by the staff changing rooms.
- Staff female changing room.
- Staff male changing room.
- Activate corridor by the toilet.
- A Frame above the fire exit.
- Outside the A Frame fire exit.
- By the climbing wall next to the male changing room door.
- On the roof by the climbing wall.
- Male changing room by the urinal.
- Male changing room.
- Male changing room near the boiler room.
- Male changing room by the fire exit.
- Female changing room by the fire exit.
- Female changing room.
- Female changing room by the toilets.
- Female changing room by the entrance to the changing area.
- Female changing room by the door.
- Accessible Changing room.
- Changing Places.
- Tonks Hut.

These are checked by isolating the power to them every month to see that they are working and every 6 months to ensure they stay illuminated for a minimum of 3 hours. These checks are recorded in the Premises Checks folder.

Fire Exits

Fire exits are located in the following rooms:

- Office.
- Riverside Room
- Maintenance Room
- Activate Room
- A Frame
- Male Changing Room
- Female Changing Room
- Tonks Hut

The activation of these doors are checked on a weekly basis and recorded in the "Premises Checks" folder.

It is the responsibility of staff to ensure escape routes are kept clear at all times. This includes temporary items such as bags and furniture.

In addition to these there are exits from the building in the following locations:

- Front door
- Cellar
- Activate Store Room

Fire Tackling

To enable a fire to be tackled if it is safe to do so there are 19 fire extinguishers located in the following places:

- | | |
|---|----------------|
| ● Office by the fire exit. | Water |
| ● Office by the Bookings Coordinator's desk | Carbon Dioxide |
| ● Reception area by the office window | Water |
| ● Riverside Room by the main door | Water |
| ● Riverside Room by the fire exit | Foam spray |
| ● Riverside Room kitchen by the door | ABC powder |
| ● Activate Room by the radiators | Foam spray |
| ● Activate kitchen by the electrical cupboard | ABC powder |
| ● A Frame corridor by the double doors | Water |
| ● A Frame corridor by the accessible toilet | Foam spray |
| ● A Frame by the main door | Water |
| ● A Frame by the fire exit | Water |
| ● Maintenance Room by the door | ABC powder |
| ● Boat Shed by the single door | ABC powder |
| ● High Ropes tower by the door | ABC powder |
| ● High Ropes tower by the door | Foam spray |
| ● Camp field in the red box | Foam spray |
| ● Campfire area in the red box | Foam spray |
| ● Bushcraft area in the red box | Foam spray |
| ● Tonks Hut kitchen | ABC powder |
| ● Tonks Hut by the fire exit | Foam spray |

The extinguishers in the red boxes are locked with a combination lock to avoid tampering. The code is 9999.

These are checked weekly for the following criteria:

- The pin is located.
- The security tag is in place.
- The extinguisher is located correctly.
- The sign is in place stating what the extinguisher contains.
- The end of the hose is in the holder.
- Those that need them have covers.
- They do not look like they have been tampered with.

Any problems are reported to Centre Management for rectification. These checks are recorded in the Premises Checks folder.

In addition to these there are 3 fire blankets located in the following places:

- Riverside Room kitchen by the hatches.
- Activate kitchen by the electrical cupboard.
- Tonks Hut kitchen.

These are also checked weekly to ensure they are ready for use and have not been tampered with. These checks are recorded in the “Premises Checks” folder.

In addition to these weekly checks all fire fighting equipment is serviced annually. The company currently contracted to do this are Assured Fire & Security. Contact number 0845 4023045. Records of these visits are kept in the “Premises Checks” folder.

Fire drill

LOPC will carry out a minimum of two fire drills per annum. These will be carried out with minimal communication to staff. The aim is to carry them out at times that are representative of normal Centre use.

When a drill is carried out details are recorded in the Premises Checks folder and any identified issues will be resolved.

1.11. Sharps

‘Sharps’ Collection and Disposal Procedure

‘Sharps’ is a term used to describe injection needles, glass ampoules, syringes, phials etc.

Any ‘sharps’ found on site or in the river must NOT be picked up.

Those found on site must be reported to the Duty Manager and an authorised employee will be requested to collect and dispose of it.

Authorised employees will have full training in handling and disposing of ‘sharps’ and be vaccinated for Hepatitis ‘B’. A list of these employees is kept on the front of the ‘sharps’ cupboard door. Various tools and personal protective equipment are kept in the ‘sharps’ cupboard for the purposes of handling ‘sharps’.

The disposal bin for ‘sharps’ is kept in a locked cupboard in the First Aid Room. The key for this cupboard is kept on a black key ring marked “sharps cupboard” and hangs on the hooks above the safe in the Deputy Manager’s office.

This disposal bin must be emptied before it reaches the line marked on it. Please inform the Centre Management if you are aware that this is the case.

Those found in the River are to be reported to the Duty Manager who will in turn inform Leicester City Council ‘Cleansing Services’ by calling **(0116) 454 1001** during office hours or report through the Leicester City Council website after 5pm and at weekends. They will advise what they intend to do. Alternatively there may be a member of staff that is able to collect the ‘sharp’ from the river, if they are a suitable paddler and authorised to collect ‘sharps’.

Any finds must be detailed on the ‘sharps’ register which is kept on the inside of the ‘sharps’ cupboard door.

1.12. Auditing

Health and Safety minor incidents are monitored by the Management Team. All incidents are reviewed at the Management Team meetings. Actions or concerns arising from these discussions again may lead to a review of the Health and Safety Policy, discussion with staff, etc.

Completion of an accident form promotes the following chain of events:

- Accident form is passed to the Centre Manager for comments regarding follow up action.
- A RIDDOR report is completed if necessary, this should be coordinated by the Centre Manager.
- A British Canoeing Incident Report is filed if appropriate.
- Procedures and Risk Assessments are reviewed and where necessary are amended.

At the Leicester Outdoor Pursuits Centre Board of Trustee meetings all major accidents are reviewed bi-annually.

All health and safety systems are monitored and reviewed on an annual basis or sooner if the need arises.

Part 2. Emergency Action Plans

Accidents and emergencies at the Centre

First aid kits are kept in the first aid room, the kitchen, the Tower, the range container by the outside range, the Tonks Hut and the school pick up bags. Additionally there are small mobile first aid kits in dry bags for use on water activities and another for outreach activities.

Instructors are permitted to use their own first aid kit where necessary. It is the Individual's responsibility to ensure this kit is adequately stocked with in date resources. Individuals are welcome to replenish their kits from the LOPC stores.

All LOPC first aid kits are checked for stock levels and expiry dates on a monthly basis. These checks are recorded in the first aid checks folder.

Ice packs are kept in the freezer in the Activate kitchen, sleeves for them are kept in the First Aid Room.

A stretcher is kept by the lift to the A Frame

Nearest Emergency ward; Leicester Royal Infirmary

Nearest Doctor; Birstall Medical Centre, 4 Whiles Lane, Birstall, LE4 4EE,

Tel: (0116) 2675255

NHS 111 Service; 111 – for medical help fast that is not a 999 emergency

Pharos Response are available to the Duty Manager to provide support during any incidents – quote AIM member number LEICE 017

In case of emergencies, staff at Leicester Outdoor Pursuits Centre must refer to their own First Aid training and follow this plan of action:

Category 1; No physical harm to participants or Instructor, low level First Aid (TLC). However, equipment might be damaged or the incident may be considered a near miss.



Ensure the safety of yourself and the participants.



Withdraw any faulty equipment and continue with the activity if appropriate.



Report any faulty equipment as soon as practical to a member of Centre Management.



If the incident was a near miss record the event on an "Incident Form" kept in the office and place in the Centre Manager's tray.

**Category 2; Minor injury requiring
First Aid kit to be used.**

Ensure the safety of yourself and the participants.

Administer First Aid.

Continue with the activity if the First Aider perceives this to be an appropriate course of action. If not then ensure that the individual is returned to the Centre and supervised by a member of LOPC staff or visiting group leader. It is the First Aider's responsibility to inform visiting staff or parents of the incident.

Complete an "Incident Form" in the office and place in the Centre Manager's tray. The person completing the form or, if appropriate, the Duty Manager must ensure a copy of this form is offered to the group leader or parent.

Category 3; Precautionary visit to hospital. The injury may be serious but not life threatening and the casualty could be assisted to a vehicle.

Ensure the safety of yourself and the participants.



Safeguard casualty and administer First Aid.



Do not leave the casualty unattended.



If off site, contact the Centre and ask for transport to meet you.



Take the casualty to the nearest hospital (if they are under 18 years of age they must be accompanied by a LOPC member of staff or visiting group leader).



Ensure that the remainder of the group can safely return to the Centre
Inform the Centre of the incident.



On return to the Centre discuss the incident with the Duty Manager and visiting leader.



Complete "Accident Form" and pass it to the Duty Manager as soon as possible. The person completing the form or, if appropriate, the Duty Manager must ensure a copy of this form is offered to the group leader or parent.

Category 4; Major injury. The casualty needs to go to hospital immediately.

Ensure the safety of yourself and the participants.

Safeguard casualty and administer First Aid.

Do not leave the casualty unattended.

Use nearby assistance or phone to call for emergency services
If necessary, send 3 competent members of the group for assistance, with written instructions if possible.

Act on advice.

If the casualty is under 18 years of age they must be accompanied to the hospital by a LOPC member of staff or visiting group leader.

Contact the Centre to inform them of the situation, ask them to inform visiting leaders.

Complete "Accident Form" and hand it to the Duty Manager as soon as possible
All facts pertaining to the incident need to be recorded along with witness statements where appropriate.

As soon as possible inform a member of the Management Team of the incident. Who will in turn inform the Centre Manager if he is not on site.

Follow Leicester Outdoor Pursuits Centre's Critical Incident plan. Any requests from the press for information should be answered with a polite reference to the Centre Manager.