

Reality Adventure Works in Scotland Ltd.

HEALTH AND SAFETY POLICY (revised and dated Dec 2008)

1. Introduction

This Health and Safety Policy has the following sections:

Section 2.....Policy Objectives

Section 3.....Organisation and Responsibilities to carry out these objectives

Section 4.....Administrative arrangements

Section 5.....Appendices

Appendix 1 - Company Code of Safe Practice: Offices

Appendix 2 - Dealing with emergencies (general)

Appendix 3 - Health and Safety Procedure for Workers at or away from the Offices

Appendix 4 - Lone Working Practice

Appendix 5 - Manual Handling Procedures

Appendix 6 - Health and Safety Procedure for workers at camp.

Appendix 7 - RIDDOR

Appendix 8 - Risk Assessments

2. Policy Objectives

The Board of Reality Adventure Works in Scotland Ltd. (Reality) recognises that

- 2.1 Reality is a small non-profit-making charitable business employing 4 persons at Dean House, 65 Kirkintilloch Road, Lenzie, East Dunbartonshire, G66 4LD and using the services of between 50 and 80 volunteers each year in the course of carrying out its charitable work.
- 2.2 for the purposes of this Policy, employees and volunteers are referred to as 'workers'
- 2.3 it is committed to operating the charity in accordance with the Health And Safety at Work Act 1974 and all applicable regulations made under the Act, so far as reasonably practicable.
- 2.4 health and safety are Board responsibilities ranking equally with other Board responsibilities under law
- 2.5 it is the duty of management to see that everything reasonably practicable is done to prevent personal injury in the

administration and processes of all aspects of the work of the charity, in the design, construction and operation of all plant, machinery and equipment, and to maintain a safe and healthy place of work

- 2.6 it is the duty of all workers to act responsibly, and to do everything they can to prevent injury to themselves and fellow workers. The Board, recognizing its responsibility for the implementation of this Policy, will rely heavily on the cooperation of those who carry out the services and take the risks.
- 2.7 the Chairman of the Board has the prime responsibility at Board level for health and safety and the implementation of its monitoring. This will be agreed and 'signed off' by the Board annually.
- 2.8 it will, so far as is reasonably practicable, pay particular attention to:
 - 2.8.1 The provision and maintenance of plant and systems of work that are safe and healthy.
 - 2.8.2 Arrangements for ensuring safety and absence of risks to health in connection with the use, handling, storage and transport of articles and substances.
 - 2.8.3 The provision of such information, instruction, training and supervision to ensure the health and safety at work of employees and others.
 - 2.8.4 The control of the place of work maintaining it in a safe condition including the provision of a safe means of access to and egress from the place of work.
 - 2.8.5 The maintenance of a working environment that is safe, without risks to health and provides adequate facilities and arrangements for welfare at work.
 - 2.8.6 Consultation with workers on matters affecting their health and safety.

3. Organisation and Responsibilities

- 3.1 *Executive:* The Board is responsible for safety in the company and will monitor the safety policy on a regular basis. The Board will be apprised of health and safety matters to ensure that sufficient resources are available to provide any health and safety equipment, personal protective equipment and the provision of relevant medical assessments for those workers habitually using display screen equipment. Moreover, information and training for workers will be provided in order (as far as is reasonably practicable) to achieve and maintain a high standard of safety proficiency. On a practical day-to-day basis, this responsibility is delegated to the Safety Officer.

- 3.2 *Safety Officer.* The Safety Officer is the Project Manager. The Safety Officer's main role will be that of advising the Board on its legal obligation and providing guidance, training and monitoring to ensure the company complies with these whose responsibilities cover the maintenance of safety records, investigation of accidents, providing accident statistics, and keeping a watching brief on changing safety legislation; and reports directly to the Board at every quarterly meeting or at a convened extra-ordinary meeting. Full investigation of accidents will be carried out by the Safety Officer with a view to the prevention of future occurrences.
- 3.3 The Safety Officer is responsible for monitoring that the company's obligations in respect of risk assessment, control and monitoring of the workplace and premises used by Reality in the course of its business (eg activity centres), work equipment, manual handling operations, personal protective equipment, display screen equipment are met and hazardous substances are met.
- 3.4 The Safety Officer has the responsibility to provide leadership and to promote responsible attitudes towards health and safety. Where necessary and appropriate eg at camps where the Safety Officer may not be present, this immediate responsibility is delegated to a designated Camp Team Leader.
- 3.5 The Safety Officer will:
- 3.5.1 ensure that each new worker is given induction training, including the precautions procedures appropriate to their specific jobs (all new workers will be shown the location of first aid boxes, fire exits and fire-fighting equipment)
 - 3.5.2 ensure that all workers are made aware of any procedures in place if they face any serious or imminent danger, and the name of the competent person(s) designated to implement those procedures
 - 3.5.3 ensure all workers understand the Health and Safety Policy and any documents mentioned in this Policy, which the Safety Officer has for inspection at the offices of Reality.
 - 3.5.4 ensure that any temporary worker, before he or she commences work, shall be supplied with comprehensible information about any special occupational qualifications or skills required in order that the work can be carried out safely
 - 3.5.5 keep up to date with health and safety matters applicable to the operations of the company
 - 3.5.6 investigate all accidents with a view to prevention

- 3.5.7 ensure good housekeeping standards are applied
- 3.5.8 review periodically all new and existing equipment with reference to mechanical and operational safety and, in particular, the location of all equipment bearing in mind the requirements of the workplace and the use of work equipment regulations
- 3.5.9 carry out regular safety checks and audits.

3.6 Particular regard will be paid to:

- 3.6.1 plant machinery and equipment and methods of working to ensure they are safe and do not endanger health
- 3.6.2 providing safe arrangements for the handling, storage and movement of materials, equipment and substances hazardous to health
- 3.6.3 supplying sufficient information, instructions, training and supervision to enable employees to avoid hazards and contribute positively to their own health and safety at work including office and IT equipment.
- 3.6.4 inspecting equipment such as lighting, passageways, fire alarms, fire escapes, fire extinguishers, first aid facilities and work practices on a regular basis to ensure their efficiency and maintenance
- 3.6.5 ensure that workers for whom they are responsible are aware of any procedures in place to deal with serious or imminent danger.

3.7 *Camp Team Leaders.* In the absence of the Safety Officer at a Reality camp (activity break), the health and safety responsibilities are delegated to the Camp Team Leader who will undertake the duties of the Safety Officer as far as it is reasonably practical and relevant within the period of the camp, including their implementation in any necessary travelling arrangements to and from and during the camp (See Appendix 3.3).

3.8. *Workers .* All employees have a responsibility to do everything they can to prevent injury to themselves, their fellow workers and others affected by their actions or omissions at work. They are expected to follow company procedures in particular, to report any incidents which have or may have led to injury or damage.

All workers should ensure that they use any equipment provided in accordance with the training and instruction that they have received, inform the Safety Officer about any serious or imminent danger, and also report any shortcomings that they see in the protection arrangements. If the Safety Officer or his or her delegated assistant eg Camp Team Leader is not available, a worker may stop work and immediately proceed to a place of safety in the event of being exposed

to serious, imminent and unavoidable danger. Any worker who is faced with such a conflict between the demands of safety and his or her job should raise the matter as soon as possible with the Safety Officer after the danger has ceased or has been dealt with.

4. Administrative Arrangements

- 4.1 *Accountability.* The purposes of this Policy is to identify the accountability which lies with the Board, the Chairman, the Safety Officer, the Camp Team Leader and all workers for their individual and joint responsibilities in the pursuance of the duty of care towards themselves and those involved in the work of the charity. This duty of care as set out in this and other appropriate policies is incumbent on all these whilst they are carrying out their roles and responsibilities in the business of the charity.
- 4.2 This requires all to:
- 4.2.1 co-operate with any provision made towards achieving policy objectives and complying with statutory duties
 - 4.2.2 follow policies and procedures as set out in the appropriate current editions of Reality Documents including Protecting Children, Young People and Volunteers ... towards Good Practice Activity Breaks dated Aug 2008, Team Leader's Guidelines on Care and Control Policy on Reality Activity Events dated 2008, "The Beginners Guide to Reality" and as set out in specific training activities
- 4.3. *Reporting accidents.* The standard procedure for all accidents is:
- 4.3.1 Report the full details to the Safety Officer, who will record the incident in the accident book. The accident will be reported to the inspecting authority as and when necessary.
 - 4.3.2 Any "near miss" incident which occurs should also be reported to the Safety Officer who will be responsible for making a report to the Board.
 - 4.3.3 All accidents will be investigated by the Safety Officer. A report will be made to the Board, who will ensure that necessary action is taken to prevent recurrence. (see also Appendix 7 RIDDOR)

Appendices

5. Appendix 1 - Company Code of Safe Practice: Offices

5.1 Good housekeeping:

- 5.1.1 Undue hurrying and forgetfulness cause many office accidents. Do not run down steps. Use handrails going down or up stairs.
- 5.1.2 Watch out for someone coming round a blind corner or opening doors quickly.
- 5.1.3 Never read while walking.
- 5.1.4 Leaving lower filing drawers open causes many trips and falls. Please make sure they are closed.
- 5.1.5 Electrical and telephone cords must not be allowed to lie uncovered on the floor and should be taped down, since they are major tripping hazards.
- 5.1.6 Ensure that floor areas are well lit and free of obstruction.
- 5.1.7 Spilled coffee or soft drinks and tracked in rain or snow should be cleaned up immediately.
- 5.1.8 Pointed objects such as pencils, pens, letter openers, files and the like must be used carefully to avoid puncture wounds.
- 5.1.9 Ensure that your work station is correctly set up to reduce most of the causes of pain and discomfort from sitting at a computer.

5.2 Electrical equipment:

- 5.2.1 Electrical equipment is normally safe, provided it is properly installed and regularly inspected.
- 5.2.2 Remember that water and liquids are conductors of electricity and their association with faults caused by, for example, damaged cables, flexes, plugs and sockets, the overloading of circuits and fuses, etc would make the shock more severe. Therefore, you should:
- 5.2.3 NEVER touch electrical equipment with wet hands; or move any portable electrical equipment without disconnecting it from the mains; or make electrical repairs or do other electrical work unless you are an authorised person.
- 5.2.4 KEEP electrical supply cables and flexes away from wet areas, or from where they will be damaged by being walked over or knocked when moving equipment about.
- 5.2.5 ALWAYS switch off all equipment when not required, unless continuous operation is necessary; disconnect electrical equipment at night by removing the plug from the socket, again unless continuous operation is necessary and/or instructed otherwise; report defective equipment to the safety officer.

5.3 *Working at heights: reaching, etc*

5.3.1 Do not attempt to obtain items which are beyond your reach. If you cannot reach, get a ladder or stepping stool. Be sure the ladder is in a safe condition. Do not use chairs, open drawers, or any makeshift device for climbing. Do not climb up the shelves themselves. Do not overreach on the ladder. It is safer to get down and move the ladder.

5.4 *Disciplinary action:*

5.4.1 If you contravene the provisions of this policy, whether or not in doing so you place the health and safety of yourself or others at risk, you will be disciplined and if appropriate, dismissed, as set out in the Employee Handbook.

6. Appendix 2 – Dealing with emergencies (general)

6.1 *First aid:*

- 6.1.1 During the induction programme employees will be shown the location of the nearest first aid box to their work area.
- 6.1.2 Names of first-aiders and appointed persons together with information on how to contact them are given on the notice board.
- 6.1.3 In the event of an accident causing injury you must ensure that the injured person is being cared for and send immediately for a first-aider. **DO NOT MOVE THE INJURED PERSON** unless there is a greater risk in leaving them where they are.

6.2 *Fire:*

- 6.2.1 Fire exits must be kept clear from obstruction. All employees must know their evacuation route and assembly point in case of fire.

If you DISCOVER a fire:

- 6.2.1.1 Immediately operate the nearest fire alarm call point.
- 6.2.1.2 **WITHOUT PERSONAL RISK**, and only if you have received the appropriate training, try to put out the fire with the nearest appropriate fire appliance provided.

If you HEAR THE FIRE ALARM:

- 6.2.1.3 The switchboard operator will be responsible for calling the fire services.
 - 6.2.1.4 Leave the building immediately by the nearest available exit and report to the Safety Officer or a delegated representative at your evacuation assembly point (EAP).
DO NOT RUN. DO NOT USE LIFTS. DO NOT DELAY FOR PERSONAL BELONGINGS.
 - 6.2.1.5 Do not re-enter the building until instructed by the Safety Officer or a delegated representative.
- 6.2.2 Training for use of the fire appliances currently maintained at the Reality office is provided for all employees on an annual basis by the Company which provides, inspects and services the

equipment in the terms of BS5306. (See also 2.2 Organisation and Responsibilities above)

- 6.2.3 The use of any other fire appliance at either Dean House or at any centre or other premises being used by Reality workers in connection with its business is expressly prohibited.

7. Appendix 3 - Health and Safety Procedure for Workers at or away from the Offices

Reality requires workers to:

- 7.1 Co-operate with any provision made towards achieving policy objectives and complying with statutory duties
- 7.2 Follow policies and procedures as set out in the appropriate current editions of Reality Documents: Protecting Children, Young People and Volunteers ... towards Good Practice (Activity Breaks) dated Aug 2008 and as set out in specific training activities
- 7.3 Car and minibus drivers at a Reality event must follow the guidelines on the appropriate information leaflet, when travelling to and from and during the period of camp.
- 7.4 Make full and proper use of any control measure, personal protective equipment, or other facilities provided to eliminate or reduce risks to health and safety.
- 7.5 Appendix 6 relates to Health and Safety Procedures for workers at Reality Activity Breaks (camps)

8. Appendix 4 - Lone Working Practice

- 8.1 Reality recognises that there may be a number of occasions when staff are working by themselves without close or direct supervision. In these circumstances, the broad duties of the HSW Act and MHSW regulations still apply and it is the responsibility of the Safety Officer to identify the hazards of the work, assessing the risks involved and putting measures into place to avoid or control the risks in conjunction with the members of staff facing these working situations, as set out in the HSE Document Working Alone in Safety, lodged with the Project Manager
- 8.2 It is the policy of Reality that volunteers, in pursuant of Reality business, will not be placed in a lone working situation apart from any personal travelling arrangements when this is unavoidable.

9. Appendix 5 – Manual Handling Procedures

- 9.1 Manual handling is all about moving. It includes physically lifting, lowering, holding, pushing, pulling, carrying or moving an object or load. Most manual handling accidents cause back injury, though hands, arms and feet are also vulnerable. Most manual handling injuries build up over a period of time rather than being caused by a single handling incident.
- 9.1.2 Musculoskeletal disorders include conditions affecting many parts of the body. They range from back injuries that may result from manual handling activities to upper limb disorders that may arise from repetitive movements, such as those involved in display screen equipment use.
- 9.1.3 They may be caused by a whole range of manual handling activities carried out during the course of work. Some of them may be carried out away from base work premises. This work may involve the following actions: bending down, reaching up or down, stretching, twisting, stooping, repetitive movements, prolonged periods of activity, pushing or pulling, supporting static weights in one position.
- 9.1.4 Workers may be involved in all sorts of lifting and moving activities, from helping young people, to clearing rubbish, moving equipment, helping people with disabilities participate in sporting and recreational events. Workers may not be involved in lifting animals.
- 9.2 As manual handling causes so many injuries, there are specific regulations which set out ways to help protect employees. Although the duties under the Manual Handling Operations Regulations 1992 do not extend to non-employees, Reality recognizes that the general duties under the HSW Act, Section 3 do require organisations to ensure their health and safety so far as is 'reasonably practicable'. Thus Reality, in maintaining good practice, extends the protective measures described in these Regulations to all workers.
- 9.3 The law requires Reality to avoid manual handling activities by workers which pose risk of injury to them so far as is reasonably practicable. If these activities cannot be avoided, Reality will carry out a suitable and sufficient assessment of those activities and reduce any risks of injury to the lowest level reasonably practicable. Risk assessment for manual handling activities will follow the recommended HSE 5 step approach to risk assessment to find the precise risks and how to control them as set out in Appendix 8, Risk Assessment. The significant findings will be recorded and kept by the Safety Officer or designated officer. A new risk assessment will be made if there are any significant changes to the work activities.

- 9.4 Each risk assessment will take account of:
- 9.4.1 the task – including holding loads away from the body; twisting, stooping or reaching upwards; large vertical movements; long carrying distances; strenuous pushing or pulling; unpredictable movement of loads; repetitive handling; insufficient rest or recovery time; a work rate imposed by process.
 - 9.4.2 the individual performing the task – including
 - 9.4.2.1 experience and training: regular training is important in reinforcing correct procedures and for introducing new techniques and equipment;
 - 9.4.2.2 strength: some manual handling activities may require a certain level of strength;
 - 9.4.2.3 stamina / level of fitness: some risk activities occur regularly over prolonged periods and may require a certain level of stamina and fitness;
 - 9.4.2.4 age: a young person will not be required do work that is beyond their physical capacity. Increasing age, too, may increase the risk of injury;
 - 9.4.2.5 gender: women generally do not have the same level of muscle development as men, although this does not automatically put them more at risk;
 - 9.4.2.6 health status: particularly any existing health or medical conditions. These may increase the risk of injury, eg backache, pregnancy, heart and/or breathing problems;
 - 9.4.2.7 height: this is particularly important in 'two person' lifts.
 - 9.4.3 The load (inanimate or otherwise) - including
 - 9.4.3.1 *Inanimate*: checking the weight, physical size, flexibility or rigidity, shifting centre of gravity: eg vessels containing fluids; before committing themselves to a lift and to get help from colleagues, whether the load is made up of smaller units and whether these are securely bound together (smaller or secure items are likely to be more easily moved or lifted); common manual handling activities include moving furniture, delivering boxes of photocopying paper, pushing

trolleys, removing and replacing heavy files and books from shelves (eg planning the storage of items on shelves so that heavy items are at chest height, and not below knee level or above shoulder level, can significantly reduce the risk of injury);

9.4.3.2 *Lifting or moving people, including children:* taking into account, for example, some people may refuse to be lifted by a hoist or become aggressive; certain medical conditions may cause a client to go into sudden fits and body spasms causing their bodies to become suddenly very rigid or very flexible. Clients should be encouraged to assist in any transfers or other manual handling activities as much as they are able to. In situations where a client is unable to do this, the use of transfer boards, turntables, standing belts, hoists, etc, should be used wherever possible to safeguard the Reality worker and the dignity of the client. Any clients' care plans will include details of any agreed manual handling procedures such as hoisting, two person lifts, etc.

9.4.3.3 *The work environment* - where the manual handling activity is carried out, is also important and may significantly increase the risk of injury. Reality recognizes that its workers may be invited into in a client's own home or be working at a Centre. (In both cases Reality recognizes that both have to make their own Risk Assessments and that it has no a priori legal right to require changes or the provision of equipment in order to control identified manual handling risks. However, Reality does have a duty to ensure, so far as is reasonable practicable its workers' health and safety in such situations.)

9.5 All workers are trained to make an initial assessment of the whole situation and should identify the immediate problem areas, including necessary manual handling activities and aids. Where there are significant risks to a worker's health and safety which cannot be addressed, entrance into such an environment may need to be refused or withdrawn. For example the presence of other hazards: hot, cold or slippery surfaces, sharp edges, splinters, etc; the presence or absence of secure handholds/ grips; available space in which to carry out the activity eg spaces with restricted access may require people to bend while moving items if they cannot stand upright. Many old buildings, often used as administration centres, have small, steep and narrow stairways, particularly to higher floors. This may necessitate manually carrying up furniture and stationery items, etc; there is not always a lift

access to these areas; presence of any other factors such as obstructions; presence of available lifts, poor lighting or ventilation conditions; provision of personal protective equipment and safety clothing

- 9.6 If Reality workers are using DSE (Display Screen Equipment) for a significant part of their working day, a risk assessment will be carried out to help reduce many of such problems as upper limb disorders, backache, headaches and even stress from using their DSE. This will include assessment on their workstations eg the DSE itself and the worker using it, by advising on correct furniture and posture, the placement of the screen, keyboard and other equipment, planning frequent breaks, and the provision of eyesight tests and glasses, if needed. The workers will be properly trained in the use of the equipment including workers who use laptops or other portable DSE as a significant part of their normal work.
- 9.7 Reality recognizes that training is a prerequisite in the reduction and control of risks and the prevention of accidents. Workers will be given appropriate training in all areas of their work at induction and at regular intervals during service. This training will include use of equipment, risk assessments and dealing with specific needs as they are identified by other staff by the Safety Officer. It will form part of staff appraisals. For other workers (camp volunteers), this training will take place at the annual training days and augmented by various team training events led by Team Leaders. (see Items 2.3,4 and 3.1) above.

10. Appendix 6 – Health and Safety Procedure for workers at Reality Activity Breaks (camp)

- 10.1 In the absence of the Safety Officer at a Reality camp (activity break), the health and safety responsibilities are delegated to the Camp Team Leader who will undertake the duties of the Safety Officer as far as it is reasonably practical and relevant within the period of the camp, including their implementation in any necessary travelling arrangements to and from and during the camp (See Appendix 3.3).
- 10.2 During the period of the camp, it is the responsibility of the Camp Team Leader to make sure that all workers and young people follow policies and procedures as set out in the appropriate current editions of Reality Documents including Protecting Children, Young People and Volunteers ... towards Good Practice (Activity Breaks) dated Aug 2008, Team Leader's Guidelines on Care and Control Policy on Reality Activity Events dated Aug 2008, "The Beginners Guide to Reality" and any other related matters as set out in specific training activities.
- 10.3 It is the responsibility of the Camp Team Leader that all workers co-operate fully and follow the Outdoor Pursuits Safety Policies and Procedures and instructions of all Centres where any Reality Activity Break takes place, and as outlined by the Centre and their staff who have the primary responsibility on behalf of their organisations. Workers must enable children and young people to actively adhere to these Policies, Procedures and instructions during their visit. All Centres will comply with AALS registration requirements.
- 10.4. *Reporting Accidents*
- 10.4.1 If there is an accident on your Camp and a member or leader is killed or suffers a major injury (including as a result of physical violence) then there is a legal obligation for this to be reported to the Department of Health.
- 10.4.2 The most common incidents which require reporting under RIDDOR are the following:
- 10.4.2.1 fracture (other than to fingers, thumbs or toes);
- 10.4.2.2 dislocation of the shoulder, hip, knee or spine.

A full list of reportable incidents (RIDDOR) is to be found in Appendix 7

10.5 First Aid

- 10.5.1 It is the responsibility of the Safety Officer to make sure that each centre has a qualified First Aider at the premises. During the period of the camp, it is the responsibility of the Camp Team Leader to acquaint the First Aider with any implications of the medical history of any worker or young person attending the camp and to satisfy him/herself of the procedures for contacting the First Aider in an emergency.

10.6 General safety

- 10.6.1 There will be one designated Board or staff member to be able to assist Camp Team Leaders with any emergency during the period of each camp by phone.
- 10.6.2 The absolute minimum ratio of team members to young people for each activity should be 1 : 2, but it is hoped that camps can operate below this.
- 10.6.3 When assessing the required ratio for any particular situation, the following factors should be taken into account:
- 10.6.3.1 sex, age and ability of group
 - 10.6.3.2 members with special educational or medical needs
 - 10.6.3.3 nature of activities
 - 10.6.3.4 experience of leaders in off-site supervision
 - 10.6.3.5 duration and nature of the journey
 - 10.6.3.6 requirements of the organisation / location being visited
 - 10.6.3.7 competence and behaviour of the members
 - 10.6.3.8 available first aid cover.
- 10.6.4 The procedure for dealing with young people absconding or attempting to runaway from camps is fully dealt with in the Team Leaders Guidelines for Care and Control dated August 2008

10.7 Fire safety

- 10.7.1 It is the responsibility of the Safety Officer to ensure that each Camp Team Leader has a clear and documented plan of how to handle a fire alarm.
- 10.7.2 Any centre building or other site with staff must already have carried out a fire risk assessment. The Camp Team Leader being the main immediate liaison with the centre should get hold of the site's emergency fire procedure and be aware its fire risk assessment. Seeing the risk assessment will help the Camp Team Leader to understand the site's policy. Assuming there is an automatic fire detection system, detail of its operation and a "map" of sensors and panic buttons would also be useful.
- 10.7.3 In every case, the Camp Team Leader must be satisfied that :
- 10.7.3.1 All fire exits must be clearly marked.
 - 10.7.3.2 Escape plan and escape routes clearly posted in each dormitory — it may be appropriate to put up notices in other key places too.
 - 10.7.3.3 The muster point must be clearly marked (if this is inside a building an alternative is needed in the event of a fire at the muster point).
 - 10.7.3.4 A copy of the site map, a list of all leaders and members and a pen to be kept at the muster point.
 - 10.7.3.5 A full drill to be carried out within 24hrs of arrival.
- 10.7.4 Action to be taken in the event of a fire alarm:
- 10.7.4.1 If a fire is discovered, the alarm is sounded immediately and the centre's fire procedures are to be followed immediately. Therefore, it is imperative that these

procedure are discussed with the centre staff on arrival at the centre, or in advance, to clarify any differences or specific situations

- 10.4.7.2 eg if there is a disabled person on the camp, specific plans and risk assessment must be carried out to establish how that person will get out of the building in an emergency. Some routes may be inaccessible or too long depending on the nature of the disability.
- 10.4.7.3 The standard procedure is to get everyone quickly and quietly to the muster point where the Camp Team Leader will take a roll call (using the list at the muster point). When taking the roll call remember to include any visitors and exclude anyone off-site (a sign out/in list for off-site trips should be in place). First priority is to get everyone out.
- 10.4.7.4 All fire doors must be kept shut and not wedged open - try to ensure doors and windows are closed on exit.
- 10.4.7.5 Stay out of the building until it is declared safe by the fire brigade. Do not reset the alarm, although it is safe to silence the alarm once you know everyone in your care is out of the building (make sure any staff at the site know not to reset the alarm.).
- 10.4.7.6 If the roll call shows that one or more people are missing, do NOT go in search of them. Fighting a fire with extinguishers is secondary, possibly dangerous and both are the responsibility of the centre and it's staff.

11. Appendix 7 - RIDDOR

11.1 Reportable major injuries

- 11.1.1 fracture other than to fingers, thumbs or toes;
- 11.1.2 amputation;
- 11.1.3 dislocation of the shoulder, hip, knee or spine;
- 11.1.4 loss of sight (temporary or permanent);
- 11.1.5 chemical or hot metal burn to the eye or any penetrating injury to the eye;
- 11.1.6 injury resulting from an electric shock or electrical burn leading to unconsciousness or requiring resuscitation or admittance to hospital for more than 24 hours;
- 11.1.7 any other injury: leading to hypothermia, heat-induced illness or unconsciousness; or requiring resuscitation; or requiring admittance to hospital for more than 24 hours;
- 11.1.8 unconsciousness caused by asphyxia or exposure to harmful substance or biological agent;
- 11.1.9 acute illness requiring medical treatment, or loss of consciousness arising from absorption of any substance by inhalation, ingestion or through the skin;
- 11.1.10 acute illness requiring medical treatment where there is reason to believe that this resulted from exposure to a biological agent or its toxins or infected material.

11.2 Reportable diseases

- 11.2.1 certain poisonings;
- 11.2.2 some skin diseases such as occupational dermatitis, skin cancer, chrome ulcer, oil folliculitis/acrie;
- 11.2.3 lung diseases including: occupational asthma, farmer's lung, pneumoconiosis, asbestosis, mesothelioma; infections such as: leptospirosis; hepatitis; tuberculosis; anthrax; legionellosis and tetanus;

- 11.2.4 other conditions such as: occupational cancer; certain musculoskeletal disorders; decompression illness and hand-arm vibration syndrome.
- 11.3 Reportable dangerous occurrences
 - 11.3.1 collapse, overturning or failure of load-bearing parts of lifts and lifting equipment;
 - 11.3.2 explosion, collapse or bursting of any closed vessel or associated pipework;
 - 11.3.3 failure of any freight container in any of its load-bearing parts;
 - 11.3.4 plant or equipment coming into contact with overhead power lines; electrical short circuit or overload causing fire or explosion;
 - 11.3.5 any unintentional explosion, misfire, failure of demolition to cause the intended collapse, projection of material beyond a site boundary, injury caused by an explosion;
 - 11.3.6 accidental release of a biological agent likely to cause severe human illness;
 - 11.3.7 failure of industrial radiography or irradiation equipment to de-energise or return to its safe position after the intended exposure period;
 - 11.3.8 malfunction of breathing apparatus while in use or during testing immediately before use;
 - 11.3.9 failure or endangering of diving equipment, the trapping of a diver, an explosion near a diver, or an uncontrolled ascent;
 - 11.3.10 collapse or partial collapse of a scaffold over five metres high, or erected near water where there could be a risk of drowning after a fall;
 - 11.3.11 unintended collision of a train with any vehicle;
 - 11.3.12 dangerous occurrence at a well (other than a water well);
 - 11.3.13 dangerous occurrence at a pipeline;
 - 11.3.14 failure of any load-bearing fairground equipment, or derailment or unintended collision of cars or trains;

- 11.3.15 a road tanker carrying a dangerous substance overturns, suffers serious damage, catches fire or the substance is released;
- 11.3.16 a dangerous substance being conveyed by road is involved in a fire or released;
- 11.4 Reportable except in relation to offshore workplaces:
 - 11.4.1 unintended collapse of: any building or structure under construction, alteration or demolition where over five tonnes of material falls; a wall or floor in a place of work; any false-work;

12. Appendix 8 - Risk Assessments

General Risk Assessment

12.1 Policy Statement

- 12.1.1 Reality accepts that **some** of the tasks and duties that require to be carried out by workers can create risks unless they are properly controlled. Reality will therefore take all reasonably practicable measures to remove the risk, where possible, or if it cannot be removed, reduce it to an acceptable level.
- 12.1.2 Wherever risk assessments are to be undertaken by Reality workers, it will take all reasonable steps to ensure that workers are given information, training and support to help achieve this objective.
- 12.1.3 Any worker who discovers a hazard whilst at work must report this hazard to any management present so that an appropriate control measure can be put in place to prevent any unnecessary risk. Should the hazard remain uncontrolled, contact must be made with the Safety Officer at Dean House, who will take all reasonable steps to implement any necessary action.

12.2 Definition

- 12.2.1 A risk assessment is used to identify what, in the workplace, could cause harm, to staff, workers, service users or visitors. Whether the appropriate level of precaution is in place or whether additional control measures are required will be identified from this assessment. Having the appropriate level of precaution will ensure that no one gets hurt or becomes ill whilst carrying out various tasks in their workplace.
- 12.2.2 It is important to know the difference between a hazard and a risk, as this will then give a better understanding of what risk assessments are.
- Hazard:* anything that has potential to cause harm eg chemicals, electricity, lifting a service user. etc.
- Risk:* the likelihood or chance that the potential harm will be realised.
- 12.2.3 Employers who have duties under the relevant statutory provisions, for example: Management of Health and

Safety at Work Regulations 1999, Control of Substances Hazardous to Health Regulations 2002, Manual Handling Operations Regulations 1994 etc and the Fire Precautions (Workplace) Regulations, must assess risks in the workplace. It is therefore a legal obligation to carry out risk assessments.

- 12.2.4 Reality recognizes that if an incident occurs where the level of risk was unacceptably high, and an assessment had not been carried out, or where an assessment had been done but an appropriate control measure had not been put in place, then criminal charges may be brought against the Charity.
- 12.2.5 In the absence of the Safety Officer at a Reality camp (activity break), the Health and Safety responsibilities including Risk Assessments are delegated to the Camp Team Leader who will undertake the duties of the Safety Officer as far as it is reasonably practical and relevant within the period of the camp, including their implementation in any necessary travelling arrangements to and from and during the camp (See Appendix 3.3 and below).
- 12.2.6 It is the responsibility of Reality to undertake risk assessments of the behaviour and attitudes of each young people and children being referred for participation in camps, in relation to their health, wellbeing, offending background, personal and social skills through gaining such relevant background information through pre-camp home visits and from agreed disclosure by social workers, educational, health and justice agencies as is appropriate and to communicate this information to Team Leaders.
- 12.2.7 It is the recognized that all aspects of Risk Assessment in connection with instructed activities, administration of first aid and all other matters in connection with the provision of subcontracted services including residential and catering services are the first responsibility of the management of the Centres where the Reality events are taking place. It is the subsequent responsibility of the Camp Team Leader that all workers co-operate fully and follow the Outdoor Pursuits Safety Policies and Procedures and instructions of all Centres where any Reality event takes place, and as outlined by the Centre and their staff who have the primary responsibility on behalf of their organisations. Workers must enable all children and young people to actively adhere to these Policies, Procedures and instructions during their visit.

All Centres will comply with AALS and other relevant local and national registration requirements.

- 12.2.8 During the period of the camp, it is the responsibility of the Camp Team Leader to make sure that all workers and young people follow policies and procedures as set out in the appropriate current editions of Reality Documents including Protecting Children, Young People and Volunteers ... towards Good Practice (Activity Breaks) dated Aug 2008, Team Leader's Guidelines on Care and Control Policy on Reality Activity Events dated Aug 2008, "The Beginners Guide to Reality" and other related matters as set out in specific training activities.

12.3 How to Carry Out a Risk Assessment

- 12.3.1 Reality follows the recommended HSE 5 Steps to Risk Assessment. The main steps involved in completing risk assessments are :

- Step 1** Identify the hazards that are, or may be, involved in all tasks and situations.
- Step 2** Identify those who may be exposed to the hazards and how they could be affected.
- Step 3** Evaluate the risks and decide whether the existing control measures are sufficient or whether additional measures need to be developed.
- Step 4** Record findings.
- Step 5** Review the assessments periodically and make any necessary adjustments.

12.4 **STEP 1 – Identify the Hazards**

- 12.4.1 This involves looking for hazards in and around the workplace. They may take the form of using equipment, or the process of carrying out a task, eg washing the kitchen floor, or helping service users move about.
- 12.4.2 It is important that work colleagues are consulted especially those who have to carry out the specific tasks as they may notice hazards that you have missed or have not thought of; sources of information; relevant legislation.

- 12.4.3 Remember that it is only the significant risks that you are looking for. Here's a (not exhaustive) list of hazards to look out for: manual handling, chemicals, electricity/gas, water /surface temperature, fire, medical emergency and infectious diseases, various domestic duties, equipment, lift, garden area, furniture — office and domestic, food, vehicles, any other hazards specific to the location or operation

12.5 STEP 2 – Identify who may be harmed and how

- 12.5.1 Once a hazard has been identified, it must be decided who is at risk; and how they could be harmed by the hazard.
- 12.5.2 Using the list of hazards as set out in Step 1, potential injury sustained if the hazard is realized :
manual handling – muscle strain ; chemicals – skin irritation, toxic fumes, asphyxiation to death; electricity / gas – shock, burns to death; water / surface – scalding, burns to death; fire – burns, smoke asphyxiation to death; medical emergency and infectious disease – short term sickness, long term illness; domestic duties – muscle strain (see also chemicals); equipment use – shearing, entanglement, tripping, muscle strain, cuts, abrasions; lift – knocked over by door, shock; garden area – slips, trips to falls; furniture – muscle strain, tripping, food(kitchens) – food poisoning; vehicles – whiplash, broken bones, death

12.6 STEP 3 — Evaluate the Risk

- 12.6.1 It must be decided at this stage what the likelihood is of each of the hazards causing harm. It must be determined whether there are appropriate control measures in place or whether additional work is required. If more work is required to reduce the level of risk, then it must be decided what additional precautions require to be put in place. An 'action plan' must be developed - what can be done and when i.e. prioritise the implementation of the control measures.
- 12.6.2 Order of Control Measure Priority
- 12.6.2.1 Total elimination or avoidance of risk at source

- 12.6.2.2 Reduce risk at source; substitution by something with less risk
- 12.6.2.3 Control risk by enclosure, for example, guards
- 12.6.2.4 Reduce employee's exposure to risk
- 12.6.2.5 Produce a safe system of work which is known and understood by all employees
- 12.6.2.6 Ensure adequate supervision
- 12.6.2.7 Training
- 12.6.2.8 Have safety rules and issue instruction
- 12.6.2.9 Provide personal protective equipment
- 12.6.2.10 Inform employees to be careful

12.6.3 Risk Rating

- 12.6.3.1 To work out level of risk of identified hazard the following should be used:

$$\text{Risk} = \text{Hazard} \times \text{Exposure or Risk Frequency} \times \text{Severity}$$

12.6.4 Frequency Rating:

- 12.6.4.1 Highly improbable occurrence
- 12.6.4.2 Remotely possible but known occurrence
- 12.6.4.3 Occasional occurrence
- 12.6.4.4 Fairly frequent occurrence
- 12.6.4.5 Frequent and regular occurrence
- 12.6.4.6 Almost a certainty

12.6.5 Severity ratings:

- 12.6.5.1 Negligible injury
- 12.6.5.2 Minor injury

- 12.6.5.3 Major injury
- 12.6.5.4 Single fatality
- 12.6.5.5 Multiple fatalities
- 12.6.5.6 Multiple fatalities (including ones outwith building)

12.7 Risk Rating:

- 1 – 4 Low risk
- 5 – 9 Medium risk
- 10+ High Risk

- 12.7.1 Potential control measures which can be used to reduce levels of risk (based on previous list of hazards):
- manual handling – staff training, hoist and / or lifting equipment; chemicals – gloves, face mask, well ventilated room; electricity / gas – check all portable appliances, regular maintenance on gas equipment; water / surface temperatures – mixer valves, warning notices, covers for hot surfaces; fire – alarm system, drills, service user’s assessments, vigilance; medical emergency and infectious diseases – first aiders, universal protection, training; domestic duties – training, reviewing systems of work, appropriate equipment; equipment use – staff training, warning notices, maintenance; lift – maintenance; garden area – ensure nothing left lying around, pathways clear; furniture – system of work, staff training, appropriate equipment, training; food (kitchens) - hazard analysis and critical control measures, staff training; vehicles - ensure drivers are competent, have vehicles regularly serviced

13. STEP 4 — Recording

- 13.1 It is essential that all significant risk assessments are written down on the form provided. (see end) For each assessment this document must contain:

- 13.1.1 what the hazard is
- 13.1.2 who it effects and how
- 13.1.3 the level of risk (high, medium or low)
- 13.1.4 what control measures are in place, if any

- 13.1.5 what control measures or additional control measures are
- 13.1.6 required to make the hazard safer.
- 13.2 Once the assessment has been carried out and initially written down, it is transferred on to the Reality computer (reference Risk Assessments) This will prevent having to rewrite the complete assessment if alterations are required after they have been reviewed.
- 13.3 Once assessments have been written down, staff are given the risk assessments appropriate to their activities. The Safety Officer (or delegated worker eg Camp Team Leader) will go through the assessments and explain them to the members of staff or other groups of workers eg camp teams

14. STEP 5 - Reviewing

- 14.1 All risk assessments will be reviewed either after a set period of time or when there is a significant change, eg the purchase of new equipment, an alteration in the way a specific task is carried out, a new member of staff etc.
- 14.2 Risk assessments are active documents and assessing is a continual activity; it is never exhaustive. It is inconceivable that all potential hazards will be identified but once a situation has been identified a full assessment must be carried out.
- 14.3 Regulations
 - 14.3.1 In addition to the main regulation; Management of Health and Safety at Work Reg. 1999 (Management Regulations), there are many other regulations when risk assessments must be carried out to ensure that people are not exposed to hazards. Below are 7 of the main regulations:
 - 14.3.1.1 Manual Handling Operations Regulations 1992 (Manual Handling Regulations)
 - 14.3.1.2 Personal Protective Equipment at Work Regulations 1992 (PPE Regulations)
 - 14.3.1.3 Health and Safety (Display Screen Equipment) Regulations 1992 (as amended in 2002)(Display Screen Regulations)

- 14.3.1.4 Control of Substances Hazardous to Health Regulations 2002 (COSHH Regulations)
- 14.3.1.5 Noise at Work Regulations 1989 (Noise Regulations)
- 14.3.1.6 Control of Asbestos at Work Regulations 1987 (Asbestos Regulations)
- 14.3.1.7 Control of Lead at Work Regulations 1980 (Lead Regulations)

14.4 Reality recognizes that the last three listed above of these regulations will have little, if any, significance to its work. However, this does not mean that due consideration is not given to them should there be a problem within any of the premises Reality uses.

14.5 Forms: Risk Assessment Analysis (See Below)



Reality Adventure Works

RISK ASSESSMENT FORM

ACTIVITY _____

POTENTIAL HAZARD	HAZARD EFFECT	SEVERITY*	PROBABILITY*	RISK**	TO MINIMISE RISK

Camp Code _____

Leader's Name _____

Signature _____

Date _____

* 1 = Slight, 5 = High

** Severity x Probability = Risk

POTENTIAL HAZARD	HAZARD EFFECT	SEVERITY*	PROBABILITY*	RISK**	TO MINIMISE RISK
journeys	Travel sickness / breaks Disruptive behaviour including refusal to wear seat belt and absconding				No fizzy drinks Leaders in bus. If necessary, stop the bus until order returned. Limited and well supervised stops (including smoking)
meals	Not eating properly Stealing food & cutlery Disruptive behaviour Absconding thru toilet visits				Role (and example) of leader including making clear plan that all stay at table until adult tells us go. Leaders to sit between kids. Leader to keep open eye on amount of sugar and salt being consumed and if necessary, check cutlery at end of meal. No food fights and messiness cleared up at once. Limited one-at a time toilets visits
Uninstructed times	Boredom leads to disruptive behaviour & damage Chill out times disruption Ditto just before and after meals (hyper)				Supervised rooms on a rota. Provision of lots of alternative activities and games. Be proactive to get kids doing good fun stuff together. Be creative eg mass rounders No-one allowed into dorms after a certain time.
Bed times	Staying up / no sleep Damage to rooms Inappropriate behaviour Visiting other rooms (bathroom)				Supervised landings- time and space Daily inspections / competitions to keep tidy. Clear up at once Strict adherence to times
Assorted general : Bullying and threatening behaviour Damage to property Fights / arguments Theft of property Absconding Unwillingness to join in General challenging behaviour Sickness / accidents					Supervision level > teams > Leaders > overall Simple rules / motto / signed contracts sanctions * and withdrawal rewards for individuals and teams spare room to cool off / sleep alone first aid c/o centre
					<ul style="list-style-type: none"> to include limitation of games hall / sports hall activities (yp need accompaniment); no spending money / tuckshop ; limited activities eg playstation; attendance in quiet / cool off room compulsory for agreed time withdrawal of smoking time for a period NB leaders to monitor over a period + special conversation with team leader

