

SALEM ACTIVITY BREAKS

Health & Safety Policy



1.0 INTRODUCTION

1.1 TAO Adventure Therapies Ltd is a for-profit organisation run by: Mr Matthew Leahy that runs under the brand name Salem Activity Breaks.

1.2 TAO Adventure Therapies Ltd is based at: 51 St. John Street, Ashbourne, Derbyshire, England, DE6 1GP.

1.3 TAO Adventure Therapies Ltd is dedicated to creating a positive and inclusive working environment that supports the growth and high performance of individuals and teams. We value and recognize all contributions made by our staff.

1.2 We ensure that employees have fulfilling roles, are empowered to raise health and safety concerns, and are treated with respect and provided with the necessary tools, training, and support to work safely and develop professionally.

2.0 STATEMENT OF INTENT

2.1 TAO Adventure Therapies Ltd commits to achieving excellence in health and safety management. Our goal is to continually improve our health and safety system, aligning it with our vision, values, and the expectations of our stakeholders. We prioritise the health, safety, and welfare of our staff, YPs, contractors, visitors, and the public, exceeding the minimum legal standards.

2.2 We actively work to minimise workplace risks and ensure service users, staff and all personnel which visit any site of TAO Adventure Therapies Ltd are in a safe, accessible environment for all activities that promote their wellbeing.

TAO Adventure Therapies Ltd complies with the all legal regulations and will aims to ensure that service users, staff and others know they are protected against the risks of unsafe or unsuitable dwellings by:

- The design and layout of the premises being suitable for their needs and activities
- Appropriate measures being in place to ensure the security of the premises
- The premises and any grounds being adequately maintained

- Compliance with any legal requirements relating to the premises Take account of any relevant design, technical and operational standards and manage all risks in relation to the premises
- Conduct regular reviews and risk assessments on all company premises, to identify possible hazards and implement necessary corrective actions. We ensure that our premises and equipment meet or exceed the minimum legal requirements.
- Regular checks and risk assessments for outdoor adventure activities and all equipment used within these activities.

2.3 We aim to ensure that service users are able to live their lives free from the fear of injury due to unsafe systems of work in their home.

2.4 We aim to ensure that staff work in a safe way at all times and report any hazards that they find in the home. We aim to provide sufficient information to ensure that everyone entering the premises is aware of their roles and responsibilities in relation to Health and Safety issues.

2.5 We allocate the necessary resources, both financial and physical, to achieve high health, safety, and welfare standards. Empowering our staff with quality information, training, and supervision is key to enabling them to work confidently and competently in a safe environment..

2.6 We foster an open attitude towards health and safety, encouraging our workforce to identify, report, and suggest solutions for hazards, contributing to a safe working environment.

3.0 SCOPE

3.1 Achieving a healthy and safe workplace is a collective task shared between the employer and employees. This policy applies to all employees, contractors, placements, and agency staff associated with TAO Adventure Therapies Ltd.

4.0 ROLES & RESPONSIBILITIES

4.1 TAO Adventure Therapies Ltd respects the duties placed upon it by the Health and Safety at Work Act 1974 and other protective legislation.

4.2 Management Roles and Responsibilities

The Management team are responsible for the health, safety and welfare of all those who live, work or visit the premises.

4.3 The designated Health and Safety officer is: Mr Matthew Leahy.

The Management team is further responsible for ensuring the continuing suitability and effectiveness of the monitoring and implementation of the Health and Safety Policy in the home. This includes keeping systems and employees updated of legislative changes that from time to time may be introduced.

To achieve the above, it is Management's responsibility to:

- Provide equipment and systems of work that are safe and free from risks to health
- Provide physical features within the organisation's premises, e.g stairways, office furniture and fittings etc, that are safe and suitable for their intended use.
- Ensure that all staff have the necessary experience and capability to carry out the tasks they will be expected to undertake. This will be supported by continuous staff training programmes
- Conduct thorough risk assessments and reduce significant risks to an appropriate level.
- Training records are updated and kept by the registered Manager.
- Ensure the absence of risks in health in connection with the use, storage, and handling of substances by carrying out an assessment of their effects, as required by the latest edition of COSHH regulations and implementing all control measures found to be necessary.
- Provide such information, instruction, training and supervision as may be necessary to ensure the Health and Safety of all staff and visitors.
- To ensure that all staff receive the appropriate training relative to their job duties and are fully aware of any hazards which may arise whilst undertaking them and the precautions to be adopted.
- Monitor and review the effectiveness of health and safety systems in place within TAO Adventure Therapies Ltd.
- To consider all Health and Safety factors when procuring equipment, obtaining new services, or when changing procedures or work patterns. To ensure that all necessary safety precautions are taken and that necessary safety instructions have been understood.
- Investigating all accidents/incidents to identify areas for improvement.

4.4 The Management Team is responsible for health and safety for service users and staff members. The company is additionally bound and responsible for the acts and/or omissions

of staff which give rise to liability, provided that such acts and /or omissions arise out of and in connection with legitimate work being done in the home.

4.5 The health and safety officer is further responsible for ensuring the continuing suitability and effectiveness of the monitoring and implementation of the Health & Safety Policy in the Company and overseeing that the management team continues to hold up its roles and responsibilities towards the health and safety of TAO Adventure Therapies Ltd. This includes keeping systems and employees updated of legislative changes that from time to time may be introduced.

4.4 Employees Roles and Responsibilities

Achieving a healthy and safe workplace is a collective task shared between the employer and employees. All employees have a responsibility for their personal safety and a duty of care to the young persons within their care, as well as their fellow employees.

The employee's responsibilities will therefore include:

- The duty to comply with all safety instructions and directions laid down.
- The duty to use properly the means and facilities provided for Health and Safety
- The duty to refrain from the wilful misuse of, or interference with, anything provided in the interests of health, safety and welfare and any action that may be constructed as dangerous.
- The duty to provide evidence of a safe vehicle to travel in, with the appropriate insurance.
- The duty to report any potential health and safety hazards to the employer under The Management of Health and Safety at Work Regulations 1999

4.5 In compliance with all sections of this policy, TAO Adventure Therapies Ltd will ensure that as far as is reasonably practicable employees are:

- Provided with a safe place of work and safe systems of work. This includes the provision and maintenance of safe appliances, apparatus and a safe and healthy working environment.
- Provided with such information, training and instruction as may be required to ensure the health and safety of all people employed in the home and to meet the requirements of the Health and Safety Information for Employees Regulations 1989.

4.6 Failure by an employee to comply with this Health and Safety Policy, duties, regulations, work rules and procedures relating to health and safety may lead to dismissal from

employment. In the case of a serious breach or repeated breaches, dismissal may be instant and without the requirement to serve a formal notice period.

4.7 We have in place a system for reporting accidents, diseases and dangerous occurrences as required by the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 (RIDDOR). Such events will be reported using the Form F2508.

4.8 All accidents and incidents should be reported and recorded using the Accident / Incident Report Form

5.0 GOVERNING BODIES

5.1 TAO Adventure Therapies Ltd are committed to ensuring the safety and well-being of all participants engaged in our adventure activities. As part of our dedication to safety standards, we are currently in the process of applying for accreditation from the Adventure Activities Licensing Authority (AALA). This accreditation demonstrates our commitment to maintaining high safety standards and adhering to industry best practices.

5.2 During this phase of the AALA application process, our organisation is subject to formal inspections to assess our compliance with safety regulations and guidelines. These inspections are conducted by qualified inspectors who evaluate various aspects of our operations, including equipment safety, staff training, risk management procedures, and overall safety protocols.

5.3 While we are undergoing this process, rest assured that we are taking every measure to ensure the safety and security of all participants and only provide activities which are permitted outside AALA regulations. We are actively working to implement any necessary improvements or adjustments identified during the inspection process to enhance the safety of our activities.

5.4 We understand the importance of maintaining transparent communication regarding our safety practices and regulatory compliance. As such, we will keep our staff, participants, and stakeholders informed about the progress of our AALA application and any developments related to our safety protocols.

5.5 TAO Adventure Therapies Ltd remains dedicated to providing enjoyable and safe adventure experiences for all participants. We appreciate your understanding and support as we work towards achieving AALA accreditation and further widening our access to adventure activities and strengthening our commitment to safety.

6.0 OUR POLICY

6.1 At TAO Adventure Therapies Ltd, we believe that service users, staff and visitors should be provided with a safe environment which embraces all aspects of their life. We are committed to this in relation to Health and Safety in the home by the following. Service users and others who work in/visit any of the company premises can be confident that in relation to design and layout, the home:

- Ensures the premises are suitable for their needs and activities.
- Takes account of identified risks, which should be carried out by a person who is suitably qualified to do so.
- Ensuring that care workers and service users safety needs were addressed at all times, by carrying out detailed assessments which help to formulate the care plans.
- Meets the requirements of the Health and Safety at Work Act 1974 and associated regulations and the Regulatory Reform (Fire Safety) Order 2005 and other relevant legislation. Ensures we protect people's rights to privacy, dignity, choice, autonomy and safety.
- Ensures the premises have space, heating, lighting and ventilation that conform to relevant and recognised standards.
- Ensures the premises are accessible to people who need to enter the premises and meet the appropriate requirements of the Disability Discrimination Act 1995.
- Ensures the premises are free from preventable offensive odours. Ensures the premises are designed and operated in a way that takes account of guidance from expert bodies in relation to specific needs.
- Ensures that all safety precautions are in place and tested with regard to all specialist equipment that are physically fixed to the premises.
- Ensures care is taken to maintain a suitable and comfortable environment for treatment having regard to the impact from equipment in use.

6.2 Service users, staff and visitors can be confident that, in relation to security of premises and grounds:

- There is a risk assessment of unauthorised access relevant to the type of premises, the services provided and the needs of service users, and they implement and review procedures to take account of the risk assessment.
- Security arrangements are in place to protect service users, staff and visitors who have access to the premises and any associated grounds.
- Measures are in place to protect the personal possessions of service users.
- Service users, staff and visitors can be confident that, in relation to maintenance of premises and grounds, renewal and service continuity:
- There are clear procedures, followed in practice, monitored and reviewed, which cover:
 - l) How the premises are maintained

II) The identification, assessment, management and review of risks

6.3 Plans are developed and implemented for the adaptation of the premises in response to changes in:

I) Needs of service users.

I) Design, technical and operational guidance issued by appropriate expert bodies.

III) How the care provider intends to provide for and meet the changing needs of service users.

IV) Relevant legislation.

6.4 Appropriate risk assessments are undertaken regarding the safety and suitability of the premises in which the care is delivered.

Service users and staff understand:

- What to do in the event of an emergency
- Have read the emergency contingency file

6.5 Young persons, staff and visitors should be able to:

- Move around and be as independent as possible in activities of daily living, and meet the appropriate requirements of the Equality Act 2010.
- Have safe and secure storage facilities, including storage for the private belongings of service users.
- Have sufficient toilets, and where necessary bathroom and bathing facilities, that take into account an individual's diverse needs and promote their privacy, dignity and independence.

6.6 There are clear procedures, followed in practice, monitored and reviewed, which cover:

- What will happen in the event of electricity, water or gas supply failure
- What will happen in the event of a fire or flooding
- Other emergencies that occur on the premises
- How the situation will be managed should IT or communication systems, which are integral to the premises, fail.

7.0 PROCEDURE

7.1 The Health and Safety Officer is responsible for all aspects of health and safety ensuring all risk assessments are in place and reviewed.

- The health and safety officer is responsible for ensuring that all staff are adequately trained to effectively carry out their duties.
- Senior management & the Operational Manager are to carry out risk assessments only.
- The health and safety officer is responsible for making staff aware of their roles and responsibilities in relation to health and safety.
- All staff are responsible for working in a safe manner, following procedures, health and safety guidance and reporting hazards to the Manager.
- The Management team should ensure that a suitable number of staff are appropriately trained and available on each working shift to deal with accidents, incidents and emergencies that may from time to time arise. There should be a suitable number of adequately stocked first aid boxes within the office.

7.2 In addition the management team should ensure that the following are displayed in any property used within TAO Adventure Therapies Ltd and made available to any young person in a format appropriate to their needs and understanding:

- The Health and Safety Manual
- The Fire Policy
- The Smoking Policy
- Complaints Policy

7.3 All new employees should be assigned a “supervisor” who will act as a guide and mentor in the early stages of employment.

Only those staff who have been authorised by the manager to act as a “supervisor” should be allowed to undertake the role.

8.0 HEALTH & SAFETY CHECKING

8.1 The manager should ensure that daily checks are carried out on the properties in order to identify any potential hazards and confirm that safe working practices are being observed.

8.2 An entry should be made in the ‘Daily Log’ of any issues raised or hazards observed and reported to the ‘On-call manager’ immediately.

8.3 When a Health and Safety Inspection has been carried out, a written report of the findings should be made using the Health and Safety Inspection Report Form.

8.5 The manager should receive the report as soon as possible and sign that they acknowledge receipt.

8.6 The manager should read the report and initiate such action as may be required to remedy any issues raised.

8.7 Where it is not possible to take action or the action will be over a protracted period, the manager should indicate on the Inspection Report Form the likely time scale for actions. If the manager feels that no action is either required or possible, they should indicate this on the Health and Safety Inspection Report Form with reasons why action cannot or will not take place.

8.8 Completed Inspection Report Forms should be displayed in the office for at least 28 days and copies made available to staff and service users in their home.

9.0 REPORTS AND RECORDS REQUIRED

9.1 The manager is responsible for maintaining a system of record keeping which documents all reports of accidents, incidents and hazards.

9.2 All staff are responsible for reporting any accident, incident or hazard. The report should be made to the senior member of staff on duty at the time

9.3 The manager is required to report any event which is covered by Regulations 18,19 and 20 of the Health and Social Care Act 2008 (Regulated Activities) Regulations 2010:

- To the local authority and responsible person of the young person without delay.

9.4 When reporting any accident, incident or hazard to a relevant enforcing agency, the manager should ensure that the correct notification method has been used.

The notification will typically require:

- Health and Safety Executive - usually begins with an initial phone call, Fax or email followed within 24 hours by RIDDOR Form F2508.
- Environmental Health Department - Initial phone call from the property with confirmation given by GP usually.

10.0 COMPLIANCE WITH POLICY

10.1 All employees of TAO Adventure Therapies Ltd are required to comply with the policy. Any failure to comply with the health and safety policy may result in disciplinary action.

11.0 LEGAL FRAMEWORK

11.1 TAO Adventure Therapies Ltd complies with the following legislations:

- Health and Safety at Work etc. Act 1974
- The Workplace (Health, Safety and Welfare) Regulations 1992
- The Management of Health and Safety at Work Regulations 1999
- The Regulatory Reform (Fire Safety) Order 2005
- The Fire Safety Act 2021 (amending the Fire Safety Order 2005)
- The Building Safety Act 2022 (affecting fire safety and building management obligations)

12.0 REFERENCES

- HSG65 Managing for Health and Safety 2013, <http://www.hse.gov.uk/pubns/books/hsg65.htm>, 18/09/19
- INDG275(Rev 1) Plan, Do, Check, Act 2013, <http://www.hse.gov.uk/pubns/indg275.pdf>
- INDG417(Rev 1) Leading Health and Safety at Work, 18/09/19 <http://www.hse.gov.uk/pubns/indg417.pdf> 18/09/19
- Worksmart, 2019, What are the main health and safety regulations? <https://worksmart.org.uk/health-advice/health-and-safety/employer-duties/what-are-main-health-and-safety-regulations>, 19/09/19

13.0 REVIEW & UPDATES

13.1 This health and safety policy has been approved by the TAO Adventure Therapies Ltd will be regularly monitored and reviewed:

- In accordance with changes in legislation and guidance on the health and safety in the workplace, or any changes within TAO Adventure Therapies Ltd.
- Following any issues or concerns raised about the health and safety of an employee or young person within the care of TAO Adventure Therapies Ltd.
- In all other circumstances, at least annually.

14.0 CONCLUSION

14.1 TAO Adventure Therapies Ltd is committed to ensuring the health and safety of any individual involved within the company is kept to the highest legal standards and is integral to our ongoing efforts to protect the well-being of the children we serve. Health and safety is a shared responsibility, and we strive to create a safe and nurturing environment where every child and employee can thrive.

Author Name and Title: Managing Director: Olivia Cree

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Approved by: Salem Activity Breaks (by TAO Adventure Therapies Ltd) Management Team

TAO ADVENTURE THERAPIES LTD