



## HEALTH AND SAFETY POLICY

1. JAM Activity Camps (the "Employer") is committed to safeguarding the health and safety of its staff, participants, and all individuals affected by its activities. This policy outlines the responsibilities and procedures to ensure a safe environment in compliance with UK legislation.
2. This policy is a statement of intent and does not form part of any employee's contract of employment. It may be amended at the Employer's discretion and will be reviewed regularly to ensure its effectiveness.

### Employer Responsibilities

3. In accordance with the **Health and Safety at Work etc. Act 1974** (HASAWA), the Employer is responsible for:
    - a. Ensuring, so far as is reasonably practicable, the health, safety, and welfare of all employees and others who may be affected by its activities.
    - b. Providing and maintaining a safe working environment, including safe systems of work, equipment, and facilities.
    - c. Conducting risk assessments to identify potential hazards and implementing measures to control risks.
    - d. Providing adequate information, instruction, training, and supervision to ensure the health and safety of employees.
    - e. Maintaining a workplace that is safe, without risks to health, and adequate in terms of welfare facilities.
  4. The Employer has appointed the Camp Manager as the Health and Safety Officer with day-to-day responsibility for health and safety matters.
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### Staff Responsibilities

5. All staff must:
    - a. Take reasonable care for their own health and safety and that of others who may be affected by their actions.
    - b. Cooperate with the Employer to enable compliance with health and safety duties and requirements.
    - c. Comply with health and safety instructions and rules, including those related to the safe use of equipment.
    - d. Report all health and safety concerns promptly to the Health and Safety Officer.
    - e. Participate in health and safety training and follow safe working practices.
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### Risk Assessments and Manual Handling

6. The Employer will conduct regular risk assessments to identify potential hazards and implement control measures.
7. In accordance with the **Manual Handling Operations Regulations 1992**, staff will receive training on safe manual handling techniques to prevent injury.

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### **Personal Protective Equipment (PPE)**

8. Where risks cannot be adequately controlled by other means, the Employer will provide appropriate PPE, as required by the **Personal Protective Equipment at Work Regulations 1992**.
9. Staff must use PPE provided and report any defects or need for replacement to the Health and Safety Officer.

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### **Accidents and First Aid**

10. All accidents, regardless of severity, must be reported to the Health and Safety Officer and recorded in the Accident Book.
11. The Employer will ensure that first aid facilities are available and that staff are trained in basic first aid procedures.

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### **Reporting of Injuries, Diseases, and Dangerous Occurrences**

12. In compliance with the **Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR)**, the Employer will report specified incidents to the Health and Safety Executive as required.

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### **Emergency Procedures**

13. The Employer will establish and maintain emergency procedures, including fire evacuation plans, and ensure staff are trained and familiar with these procedures.
14. Fire drills will be conducted at least annually, and staff must participate and follow instructions during these drills.

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### **Severe Weather Conditions**

15. In the event of severe weather conditions, the Employer will assess risks and implement measures to protect staff and participants, including postponing activities if necessary.
16. Staff should report any weather-related hazards promptly and follow any instructions issued by the Health and Safety Officer.

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### **Compliance and Enforcement**

17. Non-compliance with health and safety rules may result in disciplinary action, up to and including dismissal, in accordance with the Employer's Disciplinary Policy.

### **Policy Review**

18. This policy will be reviewed annually or following significant changes to legislation or operations to ensure its continued effectiveness.