



HEALTH & SAFETY POLICY

For

Camp Jojo

Date: April 2024

Address:

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Camp Jojo is a registered charity 1189163

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RECORD OF AMENDMENTS

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General Statement of Policy

Camp Jojo is bound to abide by the Health and Safety at Work Act. This lays down certain duties of staff and volunteers. The duties are to take care of their own safety and that of other staff and volunteers, visitors, and campers, to co-operate with the Trustee Board to enable it to carry out its responsibilities.

Staff and volunteers have a duty to:

- work safely, efficiently and without endangering the health and safety of themselves, their colleagues or any other person who has a right of access, at any time, to the premises at which the organisation is operating
- adhere to safety procedures laid down by Camp Jojo from time to time, and conform to all instructions given by those with a responsibility for health and safety
- record all accidents, near miss occurrences and hazardous situations in the Health and Safety/Accident book.
- meet their other statutory safety obligations including that laid down in Section 8 of the Act, which states that “no person shall intentionally or recklessly interfere with or misuse anything provided in the interests of health, safety or welfare in pursuance of any of the relevant statutory provisions”.

Operation of the Policy

Camp Jojo will:

- Ensure that the managerial responsibility and accountability for the safety, health and welfare of its people as well as for the health and safety of others that may be affected by its undertakings, is specified in writing.
- Ensure that the appropriate safety training and instruction is provided, and that accident prevention is included in all relevant training briefings.
- Sustain an awareness of the need to prevent accidents and risks to health in the minds of all employees and volunteers.
- Take into account, when risk assessing its work, any aspects which may help to eliminate injury, industrial disease, pollution and waste.
- Ensure First Aid is adequately available.
- Prepare, discuss, agree and review, as required, suitable amendments and conditions to the Health and Safety Policy as may from time to time be considered necessary.
- Not allow any person suffering a reduction in levels of alertness and/or ability due to illness or fatigue to work if this might jeopardise the health and safety of that person or any other person.

1. Organisation and responsibilities

1.1 Trustee Board

Overall and final health and safety responsibility within the organisation lies with the Trustee Board. The Trustee Board shall appoint two people, the “Camp Leaders” for each camp to liaise with the Site Manager, who will take the responsibility for drawing to the attention of the Trustee Board, staff and volunteers any health and safety matters that need to be discussed and/or acted upon.

1.2 Delegated responsibilities

The Site Manager shall be given delegated responsibility for ensuring that the Health and Safety policy is carried out within the organisation. For the purposes of Camp Jojo’s summer camps, The Site Manager is the person appointed by the Charity to oversee the safe and efficient running of the camps. This person may be, but not necessarily, The Site owner; in any case they will work closely with the Site owner with regard to the specific requirements for each camp. In particular, s/he will be given delegated responsibility for:

- investigating and reporting accidents
- ensuring that a Health and Safety Workplace poster on “Health and Safety Law” is displayed
- ensuring that campers and volunteers are made familiar with emergency procedures at the camp site and action to be taken in the event of a fire
- with assistance from the Health & Safety Consultant, draw to the attention of the Trustee Board, camp leader and staff any new legislation on H&S relevant to the work of Camp Jojo.
- drawing to the Trustee Board’s attention any matters with which s/he is unable to deal with.
- ensuring that all equipment is serviced/LOLER tested where appropriate annually, and maintained in good order

1.3 Paid Staff (non PAYE) & Contract based Staff

Paid Staff (non PAYE) & Contractors must observe and comply with the information in the Camp Jojo’s Health & Safety Policy. They must rectify risks to health and safety themselves where possible. Failing this, the risk must be reported straight away to the appropriate person.

Under the Health and Safety at Work etc Act 1974, you must:

- Take reasonable care for their own health and safety
- Have regard for the health and safety of other people within the facility
- Have the same regard for members of the public
- Co-operate with the Camp Leader to enable them to discharge their responsibilities successfully
- Not interfere with manufacturer's safety devices as required by Health and Safety regulations

1.4 Volunteer Responsibilities

All volunteers of Camp Jojo:

- Have a legal duty to take reasonable care of themselves and others and ensure that they cooperate fully on points of health, safety and risk.
- Must ensure that they comply with all emergency arrangements that are communicated to them.
- Must ensure that they report all accidents, near misses or damage to machinery and property as soon as possible.
- Where applicable, must complete any Camp Jojo Health and Safety training provided.
- Must refrain from wilful measures or interference with anything provided in the interests of health, safety and welfare.
- Must carry out tasks in a safe manner and follow the requirements of any Risk Assessment, instructions or safe systems of work that may be provided for them. Should a volunteer feel that there are situations that may pose a hazard they have a duty to report such findings to a Camp Leader.
- Have a duty to ensure that any personal protective equipment provided for their protection is worn, maintained and stored in the correct manner.

1.5 Review

The Site Manager in conjunction with the Trustee responsible for Health & Safety or the Chair of Trustees, will keep this Policy under constant review to reflect any changes in legislation. The Policy will be fully reviewed every year and will be subject to approval by the Trustee Board.

2. General arrangements

2.1 Accidents, near-miss occurrences, and hazardous situations

Camp Jojo maintains a Health and Safety Accident Book, and all incidents, no matter how small, must be recorded as soon as possible after the incident. (Usually by the designated First Aider for the camp). The incident should also be reported to the Site Manager. In addition to reporting accidents, it is equally important to report near misses and potential hazards to enable preventative action to be taken.

It is the responsibility of the Site Manager in conjunction with the Trustee responsible for Health & Safety, to ensure that any necessary follow up action is taken to reduce the risk of the accident or near accident reoccurring.

The Site Manager, with assistance for the Health & Safety Consultant, is responsible for reporting incidents which come within the Reporting of Injuries, Diseases & Dangerous Occurrences Regulations (RIDDOR), to the Health and Safety Executive. RIDDOR covers the following incidents:

- fatal accidents
- major injury accidents/conditions
- dangerous occurrences
- accidents causing more than 7 days incapacity for work
- certain work-related diseases.

A First Aid kit is available. Its contents are kept up to date by the designated First Aider.

2.2 General fire safety

The Site Manager is responsible for the maintenance of the firefighting equipment and the arrangement of regular fire safety checks and fire drills. The site manager also undertakes a Fire Risk Assessment for the building.

All campers must also read and understand the Fire Procedure.

Smoking Policy

Public health laws in the UK state that enclosed or substantially enclosed workplaces and public places must be smoke free, there will be a designated smoking area outside and away from all others at each camp, this will be notified at Camp briefing along with a safe place to dispose of used stubs.

2.3 Training

All volunteers will complete an induction programme with information about Health and Safety arrangements at the camp site. Any updates or changes to these arrangements will be discussed at Trustee meetings. The

site manager will ensure that all campers and volunteers fully understand the Policy and are made aware of fire extinguishers, fire blankets, fire exits in the buildings and assembly point in the case of fire.

2.4 Work equipment

Camp Jojo will take all reasonable steps to ensure the safety of all persons using work equipment. As well as ensuring the safety of others who may be affected by the equipment. Camp Jojo will liaise with suppliers to ensure that any new machinery is designed and supplied to work in a safe manner and will inform and train employees to use the equipment in a safe and efficient manner.

All work equipment is tested and maintained as per the required regulation, and this includes Lifting Operations and Lifting Equipment Regulations (LOLER) and Provision and Use of Work Equipment Regulations (PUWER). Should any persons have any problems relating to the operation of equipment, or the safety of that equipment, they should immediately inform a Camp Leader so that steps can be taken to remedy the situation promptly.

2.5 Manual Handling

Camp Jojo's objective is to minimise any risk to employees and volunteers of accident or injury resulting from manual handling activities. Camp Jojo will endeavour to avoid the need for manual handling activities, so far as is reasonably practicable.

Volunteers will be given Toolbox Talk training on health and safety aspects of this work.

The following controls are in place and will reduce the risk of accident or injury to the lowest extent reasonably practicable:

- Lifting and moving of people, should always wherever possible, be done by the mechanical hoists rather than physical manual handling.
- Lifting and moving of objects should always be done by mechanical devices rather than manual handling wherever reasonably practicable and necessary. The equipment used should be appropriate for the task at hand.
- The load to be lifted or moved must be inspected for sharp edges and wet or greasy patches.
- When lifting or moving a load with sharp or splintered edges, gloves must be worn. Gloves should be free from oil, grease or other agents which might impair grip.
- The route over which the load is to be lifted or moved should be inspected to ensure that it is free of obstructions or spillage which could cause tripping.
- Volunteers should not attempt to lift or move a load which is too heavy to manage comfortably. Assistance should be sought if there is any danger of strain.
- Where team lifting or moving is necessary one person should act as co-ordinator.
- When lifting an object off the ground, volunteers should assume a squatting position, keeping the back straight. The load should be lifted by straightening the knees, not the back. These steps should be reversed for lowering an object to the ground.

2.6 Control of Substances Hazardous to Health (COSHH)

Where required, a risk assessment will be conducted of all work involving exposure to hazardous substances. The assessment will be based upon manufacturers' and suppliers' health and safety guidance. Camp Jojo will ensure that any exposure of volunteers to hazardous substances is minimised and adequately controlled in all cases. Those identified as likely to come into contact with hazardous substances will receive comprehensive and adequate training and information on the health and safety issues relating to that type of work.

Assessments will be reviewed periodically whenever there is a substantial modification to the work process.

2.7 Risk Assessment

Premises and Activity Risk Assessments are completed and reviewed for Camp Jojo. All completed risk assessments are signed off by a member of the Camp Jojo senior team that are responsible for the event before the activity takes place. Copies of the completed Risk Assessments are filed and can be viewed by request.

2.8 Housekeeping

- Camp sites must be kept clean and tidy.
- Any spillage must be cleaned up immediately.
- Waste materials and rubbish must be placed in the receptacles provided and removed routinely.
- All combustible waste materials must be discarded in sealed metal containers.
- All holes must be covered when not in use and clearly marked with warning signs when in use.
- All materials must be properly and safely used, and when not in use, properly and safely secured.
- Gates are to be kept closed to prevent animals escaping and to prevent children accessing unauthorised areas.

2.9 Access and egress

- Walkways and passageways must be kept clear from obstructions at all times.
- If a walkway or passageway becomes wet, it should be clearly marked with warning signs and/or covered with non-slip material. Any liquid spilt on the floor should be wiped up immediately.
- Trailing cables are a trip hazard and should not be left in any routes or passageway.
- Where objects that are stored in or around walkways and routes must be taken to ensure that no long or sharp edges jut out in such a way as to constitute a safety hazard
- Where a route is being used by any vehicles or other moving machinery, an alternative route should be used by pedestrians wherever possible. If no alternative route is possible, the area should be clearly marked with warning signs.
- Vehicles are NOT generally allowed on the camping field once the camp is declared open. Families can have a banksman to guide them for loading and unloading.

3. Camp Checklist for each camp

The following is a list of things to be checked at Ivy farm every year, before camps begin.

Please date accordingly:

Camp Checklist	Completed
Date of Event:	Please circle
Volunteers have been appropriately trained to carry out their tasks.	Yes / No
First Aid Box is in place and adequately stocked.	Yes / No
Accident Book and procedure is in place and volunteers are informed of these.	Yes / No
Exits and walk-ways are kept clear and accessible to wheelchair users.	Yes / No
Electrical and other equipment are safe to use and are not being misused.	Yes / No
Power sources are safe to use and are not misused.	Yes / No
No trailing wires and damaged floor coverings.	Yes / No
Warning notices, where necessary, are clearly displayed.	Yes / No
Procedures relating to hygiene and cleanliness are complied with.	Yes / No
Health and safety procedures are available on site.	Yes / No
Health and Safety poster displayed.	Yes / No
Fire and Emergency procedure notice displayed.	Yes / No
Register of people on site maintained.	Yes / No
Fire Assembly point notice on display.	Yes / No
Up to date risk assessment are available for all activities.	Yes / No

4. Review date

This document was last reviewed on: 02nd April 2024 and was approved at the Board meeting on 02nd April 2024

Next review due on: 01st April 2025