



Hampshire
County Council

Hampshire Outdoors

Hampshire Outdoors

Health & Safety Policy

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| Reviewer(s): | Jodie Bascombe |



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Health & Safety Policy

1.0 Introduction

This policy sets out Hampshire Outdoors (HO) local arrangements for health and safety, identifying arrangements that are in place to ensure we contribute to effective health and safety for all HO staff and learners.

As employees (staff and apprentices) of Hampshire County Council (HCC) we work in line with HCC's health and safety policy statement under the direction of the Children's Services Health and Safety Team.

2.0 Scope

This policy refers to all programmes, supported and/or delivered by Hampshire County Council through Hampshire Outdoors.

This policy establishes how we will:

- promote the policy;
- get commitment to the policy;
- train our employees in implementing the policy;
- have people who are responsible for health and safety;
- identify and manage health and safety concerns;
- have a procedure for accidents or ill health of learners;
- review the policy and how often.

2.1 Related policies

This policy statement is developed in the context of other related Corporate & Service policies, including:

[Health and safety corporate policy organisation and arrangements \(sharepoint.com\)](#)
[Corporate Health and Safety - COR - Corporate health and safety policy statement of intent - Leader - Chief Executive - Issue 8 - May 2022.pdf - All Documents \(sharepoint.com\)](#)
[COR - Corporate health and safety procedure - Workplace safety - Issue 7 - October 2022.docx \(sharepoint.com\)](#)
[Accident and incident reporting \(sharepoint.com\)](#)
[Personal Protective Equipment \(PPE\) and Respiratory Protective Equipment \(RPE\) \(sharepoint.com\)](#)

3.0 Health & Safety responsibilities

3.1 Responsible Manager

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| Person with responsibility for managing Health & Safety provision within Hampshire Outdoors | Name: Clare Dobbs | Position: Head of Service (Hampshire Outdoors) |
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The Responsible Manager with overall responsibility for Health and Safety will:

- Develop a safety culture throughout the Service including at designated learning venues

- Consult staff and promote information, training, and instruction so that staff are able to perform their various tasks safely and effectively
- Ensure a safe and healthy learning environment and where practicable, provide suitable welfare facilities
- Make operational decisions regarding health and safety
- Ensure significant hazards are assessed and risks are managed to prevent harm
- Ensure staff and learners are aware of their health and safety responsibilities
- Monitor and periodically review all policies and procedures.

3.2 Staff

All staff have a statutory obligation to co-operate with the arrangements set out here and to take care of their own health and safety and that of others affected by their activities. HO will seek to promote and get commitment to all aspects of Health and Safety through staff inductions, initial and annual refresher training, and regular team meetings.

- Supporting the Councils/department/learning centre/school premises health and safety arrangements
- Ensuring their own work area remains safe at all times
- Not interfering with health and safety arrangements or misusing equipment
- Complying with all safety procedures, whether written or verbally advised, for their own protection and the protection of those who may be affected by their actions
- Reporting safety concerns to their staff representative or other appropriate person
- Reporting any incident that has led, or could have led to damage or injury
- Assisting in investigations due to accidents, dangerous occurrences or near misses
- Not acting or omitting to act in any way that may cause harm or ill-health to others
- As part of own CPD a commitment to undertake all mandatory H&S training, including identified annual updates; attend any identified relevant bespoke CPD events.
- Take a register (if completing an electronic class register, tutors will need to have a list of learners attending each session), to muster/assembly point for a head count.
- Staff undertaking observations of teaching, learning and assessment are asked to report on the health, safety, and suitability of learning spaces. If an observer has any concerns about Safeguarding, Prevent or Health and Safety, they should report their findings to the relevant Designated Safeguarding Lead at Hampshire Outdoors as soon as possible and must be within 24 hours of the observation taking place.

3.3 Learners

We ask all learners to:

- Behave in a way that will ensure the health and safety of all those in the area of activity (classroom, playground, field etc) and ensures that our caring, safe and inclusive ethos is actively maintained.
- To fully cooperate and comply with their employer's health and safety requirements, instructions and training.

4.0 Health & Safety Arrangements for all learners

Accident/Incident Reporting & Investigation

Our aim is to minimise the risk of fire, injury to people or damage to property, within reasonable limits. Tutors will explain the Health & Safety and Emergency Evacuation Procedures to all learners at the first session; all learners are asked to adhere to these.

Fire and Emergency Evacuation:

In all learning venues/HCC buildings if the fire alarm sounds, then staff and learners are expected to leave the premises via the nearest designated exit. Everyone should report to the designated assembly point, outside the building.

First Aid:

Any staff or learners feeling unwell or who have an accident, injury, or near miss whilst in class/on site should contact the nearest member of staff. The staff member will contact a first aider or call the Emergency Services, if required. All incidents and accidents need to be reported as soon as possible after the event on the appropriate Accident or Incident Form.

Medication:

If staff or learners are on routine medication or use medical equipment (e.g., inhaler, epi-pen, insulin etc.), it is the staff/learner responsibility to bring any medication required to all activities and to inform the Tutor, where appropriate.

Smoking:

Smoking (including the use of e-cigarettes) is not permitted in any County Council buildings, or in any buildings used for County Council funded provision e.g., venues used for funded learning activities. Smokers will have to go outside to smoke, either to a designated location on the site away from entrances or, if the building does not have a suitable on-site location for smoking, into public open spaces such as the pavement. Where smokers have to go into public areas, they need to show consideration when smoking and disposing of smoking-related waste.

Alcohol, Drugs and Offensive Weapons:

Being under the influence of alcohol, illegal drugs or other substances is not permitted in any County Council buildings, or in any buildings used for County Council funded provision e.g., venues used for funded learning activities.

5.0 Safeguarding

Hampshire County Council is committed to ensuring children, young people and adults are protected from harm and that their welfare is at the forefront of the Council's work. Hampshire Outdoors aims to provide safe learning environments, and to promote well-being, safety and security for all learners and all staff.

6.0 Monitoring, Review & Audit

The contents of policy will be monitored regularly by Hampshire Outdoors Senior Management Team. Policies and procedures will be kept updated in accordance with any mid-year changes in the law, regulations, or changes to the Services' provision. All policy and procedures will be reviewed by Senior Managers to determine their effectiveness, any changes are required, these will be applied and ratified. A cycle of internal policy compliance/audits defined by Senior Managers will provide the assurance of the overall effectiveness of the Services ethos, policies, and procedures, and will confirm operational effectiveness, and compliance with our own quality assurance framework and any relevant laws or regulations.