



## **MOVEMENT EVOLUTION SCOTLAND HEALTH AND SAFETY POLICY**

Issue Date: 01/05/23

Approved by: Louise Hastie, Director and Katy Holt, Director

*Movement Evolution Scotland CIC is committed to conducting our business activities in a manner where safety is our top priority. Our actions should never harm staff; contractors; customers including members of The Movement Bothy or members of the public.*

## *1. Policy Statement*

It is the policy of Movement Evolution Scotland CIC to provide, maintain and continually develop safe and healthy working environments, conditions, facilities, equipment and working processes for all staff and clients

To achieve this, we will:

- Provide information, advice, training and support to all staff to enable them to meet the standards of this document.
- Provide, maintain and develop appropriate administrative systems and procedures.
- Provide and maintain safe equipment and appropriate working procedures.
- Provide and maintain a safe working environment.
- Provide facilities for staff to contribute on matters of their health and safety and well-being.

Movement Evolution Scotland CIC recognise that there is a duty of care of all other users of an activity area and will develop and maintain a positive 'culture of safety' throughout all aspects of our operation.

Our safety policy is an ongoing working document and will be updated as a result of changing needs and will be reviewed at least annually.

**Louise Hastie - Director**

**Kathryn Holt - Director**

**Date 01/05/23**

## *2. Movement Evolution Scotland CIC: Risk Assessment and Control Measures*

### *2.1 Introduction*

This business is based at The Movement Bothy and as such will be working at a number of different venues and facilities. We will be working with a variety of groups. As such the risk assessments and operating procedures will be carried out on a generic basis.

The hazards are the natural occurrence of the environment in which we are operating, leaders and clients and outside factors i.e. other users of an area, vehicle movements etc.

The outcome of our sessions will be dependant on a number of factors including:

- Well-trained and experienced group leaders.
- Good local knowledge of the working environment
- A positive attitude to delivery.
- Good planning and preparation for each session.
- Application of good practice as initiated by the Governing Body.
- The use of appropriate PPE by leaders/coaches and clients.
- Matching the ability of the group to the level of the activity.

### *2.2 Recognition of Hazards*

This identifies the hazards and subsequent risks. The risks are assessed in terms of the severity of outcome and likelihood of occurrence, (low, medium and high). The severity and likelihood are estimates based on what may happen in an uncontrolled situation

### *2.3 Control Measures and Actions*

These will describe the arrangements in place in order to minimise the risks with reference to:

- The company policy and procedure document.
- The proper maintenance of all equipment.
- The qualification scheme of the relevant National Governing Bodies where appropriate.

### *2.4 Purpose*

To define how we handle our risk management duties under various pieces of legislation.

### *2.5 Scope*

All known hazards which may be encountered during the course of our activities. This encompasses staff, customers/clients and other people.

## 2.6 Responsibilities

CIC Directors:	Ensure that appropriate risk assessments are carried out and action is taken to eliminate or control significant risks. Maintain and review as necessary.
All Employees/Subcontractors:	To assist in the risk assessment process and support its validity through feedback and monitoring.
Clients:	To provide full information to enable them to comply with assessment.

## 3. Elements of Safety

### 3.1 Key Aspects

- Clearly defined objectives
- Risk management and procedures
- Supervision, leadership and training.
- Good communication
- Planning and preparation
- Evaluation

These aspects are maintained by continuous feedback, reviewing and monitoring of our processes.

### 3.2 Clearly defined objectives

The objective of each activity will be clearly understood by the leader and the group prior to commencement of the activity.

### 3.3 Risk Management and procedures

Whilst generic risk assessments have been created based on past experiences each leader will be responsible for carrying out dynamic risk assessments throughout an activity. It is not acceptable to expose anyone to unnecessary risks.

The dynamic site-specific risk assessment will take into account local conditions on the day, local knowledge, weather conditions and group ability.

Leaders are aware of the dangers of exposing participants to psychological harm as a result of placing them in inappropriate stressful situations. This may not only impact on an individual but could have repercussions on the dynamics of the group and the leaders ability to hold the team together.

Intrinsic to adventure activities is the understanding that an activity may not always go to plan. This implies that the leader requires to have the ability to be flexible and adaptable and may have to change the course of events to maintain a safe working system.

### *3.4 Leadership and training*

Competent leadership and coaching is the most important safety factor of all.

Our coaches will all have an appropriate qualification for the activity being led. In addition all will be trained in First Aid and Communication Training. These skills will be developed across activity specific skills and locations for all staff.

In addition to this the staff will have site-specific training, updating and development of skills and incident management procedures.

### *3.5 Communication*

It is important that for a successful outcome good communication is used from the outset. The roles of the coach will be well established and the group will be provided with a copy of the risk assessment for their chosen activity/ies and advice on what they require to bring to the session. The participants, prior to the commencement of activities will complete Medical/consent forms (completed online through the organizations "TeamUp" Booking System to which all coaches will have access. Coaches will discuss appropriate communication for each activity with the group.

### *3.6 Planning and preparation*

Proper and prior planning and preparation contributes greatly to the safety and enjoyable outcome of an activity. Consideration should include:

- Ages of group
- Abilities of group
- Experience of group
- Fitness of group
- Weather conditions
- Venue
- Time of year (daylight)
- Meeting times
- Distances to be traveled
- Shuttles
- Equipment required
- Consider options if required

### 3.7 Evaluation

For the benefit of the business and development of staff it is very important for time to be taken to reflect on the successes and issues of any session. Client feedback will be an important contribution to this.

This evaluation will also assist in the development and improvements to these policies and procedures.

The reporting of potentially hazardous occurrences (near misses) will also allow for the review of the risk assessment process, enabling additional measures to be put in place to further reduce risks.

## 4. Accident Procedures and Reporting (RIDDOR)

### 4.1 The **R**eporting of **I**njuries, **D**iseases and **D**angerous **O**ccurrence **R**egulations 1995 (RIDDOR)

RIDDOR came into effect on 1st April 1996. The regulations only apply to England, Scotland and Wales (Northern Ireland will develop a similar proposal at a later date). They replace the 1985 RIDDOR Regulations. As with the old RIDDOR Regulations, the responsibility for reporting cases of work related disease rests primarily with the employer and the self-employed. Reports are submitted to the Health & Safety enforcing authorities and the information used to target action to improve ill health and prevention control.

As an employer, in control of work premises we have duties under RIDDOR to report accidents at work and ill health at work.

There are 4 incident levels

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|----------------|--|
| <b>Level 1</b> | Mishaps and minor incidents requiring attention by the leader.   |
| <b>Level 2</b> | Minor injuries-group returns with no great delay and does not require emergency services. May require further action on return of group. |
| <b>Level 3</b> | Major incidents involving serious injury, hospitalisation and possible rescue by emergency services.                                     |
| <b>Level 4</b> | Fatality   |

In addition to the above, near miss situations may occur during an activity. This will be an event where no person is injured but may have been in different circumstances. Such an event will be recorded in the accident-reporting book held in the office. As a result of a single or more likely multiple occurrences of similar near misses a further risk assessment and operating procedures shall be carried out.

## 5. Accident procedures for leaders

The Coach is responsible for the safety and well being of a group during the activity. The variety of personal experience, training and qualification will allow the leader to be able to deal with the uniqueness of each incident. Staff training will include dealing with incident scenarios which involve dealing with injuries and problems in the various environments we are operating.

### 5.1 Incident Protocol

- Ensure the immediate safety of the remainder of the group.
- Assess the situation
- Ensure your personal safety
- Apply First Aid as required
- Keep open communication with the rest of the group
- Carry on with activity if situation permits
- Abort activity and return to base under own steam.
- Call out emergency services if required. Leader makes this decision.
- When emergency services are dealing with the casualty arrange the evacuation of the remainder of the group. Remain to liaise with the emergency services.
- Contact the casualty's emergency contact (listed in "Team Up" booking system).
- Complete the accident reporting form and in the case of level 3 and 4 incidents submit a written report.

Coaches should avoid making comment to the press and the media should be referred to one of the Directors for any statement.

### 5.2 Accident Reporting

Accident and incident reporting forms are held online - <https://forms.gle/BBzdr7F5T5wPa1aP7>  
Staff are responsible for completing accident and incident forms and reporting incidents directly to Louise Hastie. All near misses should be recorded.

### 5.3 Follow-up

Louise Hastie, Kathryn Holt or other named responsible staff member will ensure that procedures are followed and recorded incidents are assessed and appropriate action is done to risk assess and develop further safety procedures.

This will include:

- Monitoring the Accident and Incident Reporting File.
- Establish near misses and level 1 and 2 incidents and where appropriate update the relevant risk assessment and procedures to reduce the likelihood of the incident re-occurring.

One of the company Directors will be responsible for reporting level 3 and 4 incidents to the Health and Safety Executive within 24 hours of the incident. Oral reports should be followed up with a written report within 7 days from the date of the incident.

The Health and Safety Executive incident reporting telephone number is 0845 3009923. Helpline 0845 3450055 and incident reporting forms can be downloaded from the web site at; [www.riddor.gov.uk](http://www.riddor.gov.uk)

Incident Contact Centre  
Caerphilly Business Park  
Caerphilly  
CF83 3G