

Timperley DofE Award Centre Health and Safety Policy

1. Introduction

- 1.1. This policy sets out the Timperley DofE Award Centre's commitment to the health, safety, and well-being of all individuals involved in its Duke of Edinburgh Award (DofE) expeditions and activities, including staff, volunteers, beneficiaries, and any other participants.

2. Scope of this Policy

- 2.1. This policy applies to all activities and expeditions undertaken by the Timperley DofE Award Centre, regardless of location, duration, or mode of transport. This includes:
 - 2.1.1. Planning and preparation for expeditions including activities undertaken at the Kersal Rugby Club where the Centre is based (e.g. registration days, planning evenings, kit nights etc.).
 - 2.1.2. The execution of practice and qualifier expeditions at all Award levels (i.e. Bronze, Silver and Gold).
 - 2.1.3. Post-expedition activities, including kit return nights and presentation evenings.
 - 2.1.4. Ad hoc activities undertaken by staff and volunteers involved in support of the Centre's objectives.

3. Policy Statement

- 3.1. The Timperley DofE Award Centre is committed to:
 - 3.1.1. Providing a safe and healthy working environment for all individuals involved in its activities and expeditions.
 - 3.1.2. Complying with all relevant health and safety legislation and best practices
 - 3.1.3. Identifying and assessing potential risks associated with the Centre's activities and expeditions.
 - 3.1.4. Implementing suitable and sufficient control measures to mitigate risks so far as reasonably practicable.

- 3.1.5. Providing appropriate supervision of expedition participants
- 3.1.6. Providing appropriate health and safety training to Centre staff and volunteers.
- 3.1.7. Promoting a culture of health and safety awareness among all staff, volunteers and participants.
- 3.1.8. Regularly reviewing and updating this policy.

4. Health and Safety Responsibilities

- 4.1. **DofE Centre Manager and Trustees.** The DofE Centre Manager and Trustees are responsible for the overall health and safety of the Centre's activities and expeditions. The Centre Manager and Trustees will:
 - 4.1.1. Ensure adequate resources (i.e. people, financial) are allocated for health and safety.
 - 4.1.2. Develop and implement safe systems of work.
 - 4.1.3. Ensure risk assessments are developed and approved prior to activities taking place.
 - 4.1.4. Organise and provide health and safety training to staff and volunteers appropriate to their roles and responsibilities.
 - 4.1.5. Investigate all accidents and incidents associated with Centre activities and expeditions.
 - 4.1.6. Monitor and review the effectiveness of health and safety measures on a periodic basis.
- 4.2. **DofE Expedition Manager.** The DofE Expedition Managers at the three Award Levels (Bronze, Silver, Gold) are responsible for the health and safety of their expedition team. Expedition Managers will:
 - 4.2.1. Conduct pre-expedition briefings and daily safety checks.
 - 4.2.2. Ensure suitable and sufficient risk assessments are in place for the expedition.
 - 4.2.3. Implement suitable and sufficient risk control measures as identified from expedition risk assessments.
 - 4.2.4. Respond appropriately to any emergencies.
 - 4.2.5. Ensure all volunteers and participants understand and comply with safety procedures.
 - 4.2.6. Report accidents, incidents or near misses to the Timperley DofE Centre Manager.
- 4.3. **DofE Expedition Supervisor (Bronze, Silver or Gold).** The Expedition Supervisor with responsibility for a group or multiple groups will ensure the health and safety of the groups' participants as far as is reasonably practicable.
- 4.4. **DofE Participants.** Individual participants taking part in expedition activities will:

- 4.4.1. Have responsibility for their own safety, health and wellbeing and that of their peers.
- 4.4.2. Participate in pre-expedition health and safety training and briefings as appropriate.
- 4.4.3. Comply with all instructions and safety procedures as provided to them by the DofE Expedition Manager and Expedition Supervisor both in planning stages and in the execution of an expedition.
- 4.4.4. Report any hazards or concerns to the DofE Expedition Manager and/or Expedition Supervisor.

5. Risk Management

- 5.1. All Timperley DofE Centre activities and expeditions will adopt the approach to risk management as outlined in the Centre's Risk Management Policy (i.e. undertaking of risk assessments and implementing suitable and sufficient control measures).

6. Incident Reporting and Investigation

- 6.1. All accidents, incidents, and near misses will be reported promptly to the Timperley DofE Centre Manager.
- 6.2. A thorough investigation will be conducted to determine the root cause of the incident and identify any necessary corrective actions.

7. Health and Safety Training

- 7.1. All Timperley DofE Centre staff and Expedition Managers/Supervisors will have attended a 2-day first aid training course every 2 years.
- 7.2. The DofE Centre Manager is responsible for identifying individual health and safety training requirements and booking appropriate first aid training courses.
- 7.3. The DofE Centre Manager will maintain a record of staff and volunteer health and safety training courses completed.
- 7.4. Where external providers are used in the delivery and execution of the Gold Award Level, the Timperley DofE Centre will ensure the provider and its

individuals supporting the Timperley DofE Centre has the relevant health and safety training and qualifications.

- 7.5. DofE Expedition participants will receive health and safety training during the planning stages and prior to an expedition commencing on the following:
 - 7.5.1. Expedition-specific hazards and risks.
 - 7.5.2. Safe travel practices.
 - 7.5.3. First aid and emergency procedures.
 - 7.5.4. Environmental awareness and conservation.
 - 7.5.5. Communication and incident reporting protocols.

8. Communication Channels

- 8.1. Clear and effective communication channels will be maintained throughout the execution of an expedition.
- 8.2. Regular updates will be provided to the Timperley DofE Centre Manager and, where appropriate, to participants' families or emergency contacts..

9. Contact Information

- 9.1. For any inquiries regarding data protection, please contact:

- Centre Manager: Emma Deighton-Brown
- Email: emma.db@dofetimperley.org.uk

10. Policy Review and Change

- 10.1. This policy will be reviewed and updated regularly to ensure its continued effectiveness in the management of health and safety matters.
- 10.2. This policy may only be amended or withdrawn by the Timperley DofE Trustees or Centre Manager.

The **Timperley DofE Award Centre Health and Safety Policy** has been approved by Trustees of the Centre.