

# HEALTH & SAFETY POLICY STATEMENT

## HEALTH & SAFETY AT WORK etc ACT 1974

### This is the Health & Safety Policy Statement of

#### **Adventure Forest Ltd, trading as Go Ape**

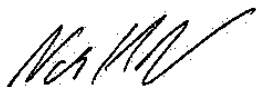
Fornham Business Court,  
The Drift, Fornham St Martin  
Bury St Edmunds  
Suffolk, IP31 1SL

Go Ape operates a number of adventurous leisure activities including:  
Self and Continuous Belay Ropes Courses, Forest Segway, Zip Trekking Adventure, Nets  
Adventure, Forest Biking, Axe Throwing, Electric Scooters,  
Zip Wires, Corporate Development Gorilla Games and Ground Activities, Mini Land  
Rovers, Adventure Games and Forest Cafés

#### **Our statement of general policy is:**

- To provide adequate control of the health and safety risks arising from our work activities
- To consult with our employees on matters affecting their health and safety
- To provide and maintain safe operating sites, structures and equipment
- To ensure the safe handling, operation and use of structures and equipment
- To provide information, instruction and supervision for employees
- To ensure all employees are competent to do their tasks, and to provide them with adequate training
- To prevent accidents and cases of work-related ill health
- To maintain safe and healthy working conditions and to review and revise this policy as necessary at regular intervals

Signed



Nick Hall – Managing Director

Date

01/01/2023

Review

31/12/2023

## Responsibilities

The Statutory Directors have delegated responsibility to ensure this policy and associated procedures, protocols, guidance, and management systems are fully understood, applied, and resourced. Ensuring health and safety is considered at the planning stage during development and enhancement of the operations including any changes that may affect the health, safety or welfare of employees, subcontractors, customers, and others who may be affected by its operation.

- Overall and final responsibility for health and safety is that of:

**Nick Hall – Managing Director**

- Day to day responsibility for ensuring this policy is put into action is delegated to:

**Construction Team, Site and Café Managers and Department Representatives at their own individual locations**

- To ensure that health and safety standards are maintained and where appropriate improved, the following people have responsibility in the following areas

Name	Responsibility
<b>Operations Team Leader</b>	<b>For the duration of the rotational position, the Operations Team Leader will oversee:</b> The management of health and safety procedures for all activities and to ensure safe systems of work, safe policies and procedures and a system for monitoring and reviewing safety are in place. To ensure safe home working practices are in place, including work related travel.
<b>Site Managers Café Managers</b>	<b>All Site and Café Managers:</b> the management of health and safety procedures at their location ensuring they operate the site in accordance with the Company Procedures, Training and the Operations Manual.
<b>Linda Green</b>	<b>Head of Health, Safety and Wellbeing:</b> to ensure AFL complies with current Health and Safety Legislation, Approved Codes of Practice and Guidance. Establish and maintain safe systems of work to promote a positive health and safety culture. Oversee accidents and incidents and site audits. Conduct investigations following accidents, incidents or dangerous occurrences. To promote wellbeing. Senior Lead for Safeguarding.
<b>Dan Bruce</b>	<b>Health and Safety Manager:</b> the compliance of health, safety and food hygiene operations including training to ensure safe systems of work and safe policies and procedures. Monitor accidents and incidents and site audits. Conduct investigations following accidents, incidents or dangerous occurrences. Safeguarding Officer.
<b>Paul Love-Williams</b>	<b>Director of Construction:</b> Course inspections, repairs and safety development. The safety and quality (including design, construction, inspection, maintenance and groundworks) of products, courses, course equipment in line with relevant standards and health and safety legislation. Management and training of the construction team, ensuring safe systems of work, safe policies and procedures and safe home working practices are in place for the Construction Team. Management of vehicle fleet including work related travel. Management of constructor/inspector sub-contractors. Management of the permanent and temporary compounds.
<b>Chris Jones</b>	<b>Senior Tree Officer:</b> the health, inspection and management of all trees under the responsibility of AFL.
<b>Rob Davies</b>	<b>Operations Manager:</b> (Continuous belay, Procurement of PPE) the development of training across all activities to ensure safe systems of work, safe policies and procedures. Oversight of site PPE competent person training.

<b>Jo McLaren</b>	<b>Operations Manager:</b> (Self Belay, Procurement of Rescue PPE) to lead on safe systems of work at height including training for rescues and the rescue procedures and systems. Selection and implementation of rescue PPE.
<b>Mark Elliott</b>	<b>Operations Manager:</b> (Nets Adventure, Axe-Throwing, Schools activity provision) the development of products, design, implementation, and training to ensure safe systems of work and safe policies and procedures.
<b>Mark Robinson</b>	<b>Operations Manager:</b> (Segway's, Electric Scooters, Bikes and Mini Land Rovers) the development of the products, training, maintenance, and inspection to ensure safe systems of work and safe policies and procedures.
<b>Sarah Adcock</b>	<b>Operations Manager:</b> To ensure safe systems of work, safe policies and procedures and safe home working practices are in place for the Customer Care Team including work related travel
<b>Dave Daborn</b>	<b>Operations Support:</b> (Ground Based Games) The development of Adventure Game products, design, implementation, and training to ensure safe systems of work and safe policies and procedures.
<b>Ben Davies</b>	<b>Development Director:</b> The procurement and management of maintenance contracts with Nets and Tree Top course manufacturers and sub-contractors. To ensure safe systems of work, safe policies and procedures and safe home working practices are in place including work related travel for business development.
<b>Nick Hall</b>	<b>Managing Director, BHQ:</b> Appointing the BHQ Health and Safety Representative, to ensure safe systems of work and safe policies and procedures for the offices and home working staff including work related travel.
<b>Doug Garden</b>	<b>Finance Director:</b> Appointing the Finance and IT Team Health and Safety Representative: to ensure safe systems of work, safe policies and procedures and safe home working practices are in place including work related travel.
<b>Jo O'Boyle</b>	<b>Sales &amp; Marketing Director:</b> Appointing the Marketing, and Sales Teams Health and Safety Representative: to ensure safe systems of work, safe policies and procedures and safe home working practices are in place for the Marketing team including work related travel.
<b>Claire Schofield</b>	<b>Head of People:</b> Appointing the People Team Health and Safety Representative: to ensure safe systems of work, safe policies and procedures and safe home working practices are in place for the People team including work related travel. Responsible for investigating work-related causes of sickness absences.

#### 4. All employees must:

- Co-operate with supervisors and managers on health and safety matters
- Not interfere with anything provided to safeguard their health and safety
- Take reasonable care of their own health and safety; and
- Report all health and safety concerns to an appropriate person (as detailed in this policy statement) as soon as reasonably practicable.

### Health and Safety risks arising from our work activities

#### Risk Assessments

- Risk Assessments will be undertaken by those responsible for the activities and locations, including Construction Team, BHQ and remote working departments, as listed in paragraph 3 with the assistance of the **Head of Health, Safety and Wellbeing and/or the Health and Safety Manager**. Site Specific Risks Assessments will be undertaken by **Construction Team, Site or Café Managers** with the assistance of the **Operations Support Team together with the Head of Health, Safety and Wellbeing and/or the Health and Safety Manager**. Dynamic Risk Assessment will be undertaken as and when necessary as situations arise by the relevant members of staff.
- The findings of the risk assessment will be reported to the **Operations Team or Construction Director** for construction, as listed in paragraph 3, **and the Head of Health, Safety and Wellbeing and/or Health and Safety Manager**.

- Action required to remove and/or control risks will be approved, where necessary, by those in paragraph 3 in consultation with the **Head of Health, Safety and Wellbeing and/or the Health and Safety Manager**
- Ensuring any action required is implemented will be the responsibility of the relevant person identified in paragraph 3.
- It is the responsibility of the relevant person identified in paragraph 3 to check the implemented actions have been removed and / or reduced the risks.

**Risk Assessments will be reviewed when it is suspected that the assessment is no longer valid or there has been a significant change. In addition, they will be thoroughly reviewed annually.**

#### Consultation with employees

- Employee representatives are **EOT council members, Construction Team, Site and Café Managers, Activity / Duty Managers, the BHQ Head Office representative and individual remote working department representatives.**
- Consultation with employees is provided by a **permanent agenda item at EOT council meetings and all specific departments (held up to 3 times a year).**

#### Safe Structures and Equipment

- **Site and Café Managers and Director of Construction** will be responsible for identifying all structures (incl. trees) and equipment needing maintenance.
- The **Director of Construction** will be responsible for ensuring effective maintenance procedures are drawn up for site activities.
- The **Site and Cafe Managers, BHQ and Department Representatives** will be responsible for ensuring that all identified maintenance is implemented.
- Structures/equipment issues identified should be reported to, in the first instance, the **Site/Café/CT Manager, Activity/Duty Manager, Department Representative.**
- The relevant person as identified in Paragraph 3 will check that new supplies and equipment meets health and safety standards before they are purchased.

#### Information, instruction and supervision

- The Health and Safety Law poster is displayed at **all Adventure Forest Limited/Go Ape operational sites, compounds, cafes and offices.**
- Health and safety advice is available from the **Head of Health, Safety and Wellbeing and/or the Health and Safety Manager.**
- Supervision of young workers/trainees will be arranged/undertaken/monitored by the **Site Manager, Café Manager, Construction Team Manager** or appointed **BHQ or Department Representative.**
- The persons identified in paragraph 3 are responsible for ensuring that our employees working at locations under the control of other employers are given relevant health and safety information.

### Competency for tasks and training

- Induction training will be provided for all employees.
- Job specific training will be provided.
- Specific jobs requiring special training are:

**Activity Instructor**  
**Duty Manager**  
**Rescue Trained Instructor**  
**Café Staff**  
**Construction Team**

- Staff Training records are kept electronically.
- Training will be identified, arranged and monitored.

### Accidents, first aid and work related ill health

- First aid boxes are kept at each Go Ape site, compound and office.
- The appointed first aid persons during operational hours is **the Duty Managers or person appointed for the day.**
- All accidents and cases of work-related ill health are to be recorded in the online incident reporting system. The register is held electronically and is available at **all Adventure Forest Limited / Go Ape operational site offices.**
- **The Head of Health, Safety and Wellbeing** is responsible for reporting accidents, reportable diseases, work related ill-health and dangerous occurrences to the relevant enforcing authority.

### Monitoring

- To check our working conditions, and ensure our safe working practices are being followed, we will:

**Review Risk Assessments when it is suspected that the assessment is no longer valid or there has been a significant change and annually.**

**Carry out daily Site Safety Checks**

**Carry out Safety Equipment Inspections (recorded)**

**Carry out Site Audits at all Go Ape locations**

**Carry out periodic Rescue Training**

- **The Head of Health, Safety and Wellbeing** is responsible for investigating accidents.
- **The Head of Health, Safety and Wellbeing/Head of People** are responsible for investigating work-related causes of sickness absences.

- **The Head of Health, Safety and Wellbeing and/or Health and Safety Manager** are responsible for ensuring the actions of investigation findings are undertaken to prevent a recurrence.

### **Emergency procedures – fire and evacuation**

- The **Construction Team, Site/Café Manager and nominated Department Representative at all Go Ape locations** are responsible for ensuring the fire risk assessment is undertaken and implemented at their location.
- Escape routes are checked by the **Construction Team, Site/Café Manager and nominated Department Representative** at their location.
- Fire extinguishers are maintained and checked by **professional organisations as appointed by Construction Team, Site/Café Manager and nominated Department or Representative** at their location.
- Site staff will be familiar with their Go Ape Emergency Evacuation Plan. Office staff will be familiar with their office evacuation plan.

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