

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 Kingdom, Forest Biking, Axe Throwing, Electric Scooters,
Zip Wires, Corporate Development, Gorilla Games and Ground Activities, Mini
Landrovers 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



Will Galbraith - Director

Date

01-01-2020

Review

31-12-2020

Responsibilities

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

Will Galbraith – Director

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

Site and Café Managers 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
Site Managers Café Managers	All Site and Café Managers: 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.
Linda Green	Head of Health and Safety: 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. Monitor accidents and incidents and oversee site audits. Conduct investigations following accidents, incidents or dangerous occurrences. To promote wellbeing.
Paul Love-Williams	Head of Construction: (Zip Lines, 3G Swings, Plummet, Vertical Climbing). Course inspections, repairs and safety development including recording of all course maintenance (zip line speeds and tension). The safety and quality (including design, construction, inspection, maintenance and groundworks) of products, courses, course equipment and trees in line with relevant standards. Management and training of construction team, ensuring safe systems of work. Tree inspector training and competency. Management of vehicle fleet. Management of sub-contractors.
Chris Jones	Senior Tree Officer: the health, inspection and management of all trees under the responsibility of AFL.
Rob Davies	Operations Manager: (Continuous belay) the development of training across all activities to ensure safe systems of work, safe policies and procedures. The co-ordination and recording of all harnesses and other safety equipment, repair, and inspection. The safety and quality of PPE, ensuring inspections are carried out.
Jo McLaren	Operations Manager: (Gorilla games) to lead on safe systems of work at height including training for rescues and the rescue procedures and systems. The selection, safety, quality and inspection of rescue PPE.
Mark Elliott	Operations Manager: (Nets Kingdom, Axe-Throwing, Electric Scooters, Team development, Schools) the development of products, design, implementation and training to ensure safe systems of work and safe policies and procedures.
Dan Bruce	Operations Manager: (Cafes) the development of café operations and training to ensure safe systems of work and safe policies and procedures. To ensure food hygiene compliance.
Mark Robinson	Operations Co-ordinator: (Segways and bikes) the development of training to ensure safe systems of work and safe policies and procedures.
Ben Davies	Head of Business Development: (mini Landrovers) the development of the product and training to ensure safe systems of work and safe policies and procedures.
Nick Hall	Financial Director, BHQ: appointed Health and Safety Representative: to ensure safe systems of work and safe policies and procedures for the office and staff.
Jo O'Boyle	Head of Marketing: appointed Health and Safety Representative: to ensure safe systems of work, safe policies and procedures for the office and staff.

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).

Health and Safety risks arising from our work activities

Risk Assessments

- Risk Assessments will be undertaken by those responsible for the activities as listed in paragraph 3 with the assistance of the **Head of Health and Safety**. Site Specific Risks Assessments will be undertaken by **Site and Café Managers**, including BHQ and marketing, with the assistance of the **Operations Team together with the Head of Health and Safety**. Dynamic Risk Assessment will be undertaken as and when necessary as situations arise by all members of staff.
- The findings of the risk assessment will be reported to the **Operations Team**, as listed in paragraph 3, **and the Head of Health and Safety**.
- 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 and Safety**.
- Ensuring the action required is implemented will be the responsibility of the **Site and Café Manager** and BHQ and marketing representative.
- The **Operations Team** will check that the implemented actions have 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 **Site and Café Managers, Activity/Duty Managers and a Head Office representative**.
- Consultation with employees is provided by a **permanent agenda item at every Site, Café and BHQ Staff meeting (held up to 3 times a year)**.

Safe Structures and Equipment

- The **Site and Café Managers and Head of Construction** will be responsible for identifying all structures (incl. trees) and equipment needing maintenance.
- The **Head of Construction** will be responsible for ensuring effective maintenance procedures are drawn up.

- The **Site and Cafe Managers** and BHQ and marketing representatives will be responsible for ensuring that all identified maintenance is implemented.
- Any problems found with structures / equipment should be reported to, in the first instance the **Site Manager / Activity/Duty Manager** / office representative.
- The relevant **Operations Manager** 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 Forests Limited / Go Ape operational sites, cafes and offices.**
- Health and safety advice is available from the **Head of Health and Safety.**
- Supervision of young workers / trainees will be arranged / undertaken / monitored by the **Site and Café Manager** or appointed BHQ and marketing office representative.
- The **Site and Café Manager** is 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
Rescue Training
Duty Manager
Café Staff
Construction Team

- Staff Training records are kept at **each Go Ape site by the Site and Café Manager.**
- Training will be identified, arranged and monitored.

Accidents, first aid and work related ill health

- The first aid boxes are kept at each Go Ape site / office.
- The appointed first aid persons are **the On-Duty Managers or person appointed for the day by them.**
- All accidents and cases of work-related ill health are to be recorded in the accident register. The register is held electronically and is available at **all Adventure Forests Limited / Go Ape operational site offices.**

- **The Head of Health and Safety** 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 and Safety** is responsible for investigating accidents.
- **The Head of Health and Safety/Head of People** are responsible for investigating work-related causes of sickness absences.
- **The Director** is responsible for ensuring the actions of investigation findings are undertaken to prevent a recurrence.

Emergency procedures – fire and evacuation

- The **Site and Café Managers, and nominated persons at all Go Ape locations** are responsible for ensuring the fire risk assessment is undertaken and implemented.
- Escape routes are checked by the **Site and Café Manager/nominated person**.
- Fire extinguishers are maintained and checked by **professional organisations as appointed by each Site and Café Manager/nominated person**.
- Site staff will be familiar with their Go Ape Emergency Evacuation Plan.