



OXFORDSHIRE
OPEN AWARD

OXFORDSHIRE OPEN AWARD

HEALTH & SAFETY POLICY

Version 2.0

31st March 2017

Andy Pope

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Modification History

Date	Version	Author	Comments
7/11/15	0.1	Andy Pope	Initial Draft
12/12/15	1.0	Andy Pope	First Version for adoption. Minor changes from v0.1 as a result of feedback received.
31/3/17	2.0	Andy Pope	Periodic Review No substantive changes Cosmetic changes to bring document to current standard.

Document Review Frequency: At least every 1 years.

Date of next review of this document: 1st April 2018

Introduction

This document describes the Health & Safety Policy for the Oxfordshire Open Award. It refers specifically to activities of the Operating Authority relating to the health and safety of the DofE participants, the OxDofE volunteers and others impacted by the organisation. It explicitly does not include the activities of OXPED, the Health and Safety policies and procedures for OXPED are defined in the current version of the OXPED Operations Manual.

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Health and Safety Officer

The nominated Health and Safety Officer for OxDofE will be the current OxDofE chairman. The Health and Safety Officer will have overall and final responsibility for Health and Safety:

- This policy is fit for purpose
- The measures defined in this policy are put in place

Approvals

This document has been reviewed and approved by the following, who agree to be bound by its contents.

Signed Chairman Oxfordshire Open Award _____

Name

Position

Date

Overall Approach

It is understood that all young people should be able to experience a wide range of activities. Health and Safety measures should be in place to enable them to do so safely and not stop them. For young people to be able to learn to recognise and manage risk is a key part of normal life, and by avoiding risks prevents this learning process.

Common-sense should be used at all times when assessing and managing risk of any activity. Any health and safety procedure should always be proportionate to the risk of the activity.

OxDofE volunteers are given the training they need to enable them to keep themselves and young people safe by managing risks effectively.

The Law

The key legislation covering this area is the Health and Safety at Work Act 1974. OxDofE is responsible for the health and safety for the activities run by the organisation. OxDofE has a duty to look after its volunteers and a duty of care under common law to take care of the young people in the same way that a prudent parent would do so.

Under the Health and Safety at Work Act 1974, OxDofE must take reasonable steps to ensure that staff and young people are not exposed to risks to their health and safety. This applies to activities on or off any DofE used premises. Regulations made under the Health and Safety at Work Act 1974 assess the risks to staff and others affected by activities in order to identify the health and safety measures that are necessary and in certain circumstances keep a record of the significant findings of that assessment, introduce measures to manage those risk, tell their volunteers about the risks and measures to be taken to manage the risks; ensure that adequate training is given to volunteers on health and safety matters.

Risk Assessment and Risk Management

Health and safety law often refers to risk assessment and risk management. These are the terms used to describe the process of thinking about the risks of any activity and taking steps to counter them.

The OxDofE chairman will be responsible for maintaining a generic risk assessment for OxDofE activities. This risk assessment will be reviewed at least every 12 months or straightaway should a need for this be identified.

The responsibility of managing risk on a daily basis will be with the individual OxDofE volunteers. This includes:

- Awareness of and compliance with any appropriate risk mitigating actions as defined by the OxDofE generic risk assessment.
- Awareness of and compliance with any appropriate risk mitigating actions as defined by any site specific risk assessments that may be used.
- Ongoing dynamic risk assessment for any locations / activities.
- The education of individual participants with regards to their health & safety responsibilities.
- The reporting of any major incidents and / or 'near misses' in accordance with this policy.

All OxDofE volunteers will be required to agree to working in accordance with this policy when they join the organisation by signing the volunteer agreement form.

Expedition Health & Safety

The health and safety of the participants, leaders and others on DofE expeditions approved by OxDofE will be the responsibility of the expedition provider such as OXPED or any self-governing body delivering the award.

OxDofE will maintain a generic expedition risk assessment, with mitigating actions and distribute to all organisations running expeditions under the DofE licence held by OxDofE. The expedition leader will be required to comply with the mitigating actions defined in this generic risk assessment.

Parental Consent & Medical Conditions

OxDofE will require written consent from parents / guardians for young people under the age of 18 to take part in the Award, this will be included in the enrolment form completed at the time of participant registration to complete an award.

When registering medical details of individuals will be provided to enable OxDofE volunteers to assess any risk to either the individual, or others due to any medical conditions to the best of our knowledge.

With some medical conditions OxDofE may ask for a doctor's letter to confirm that the young person is fit for the Award.

Incident and 'Near Miss' Reporting

Should an incident happen to cause injury to an individual, as soon as practicable the OxDofE chairman will be informed and then an OxDofE incident report form will be completed and sent to OxDofE chairman.

Should the incident be reportable under the RIDDOR 1995 (Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995) then this will be done using the online HSE procedure at the time.

Acknowledgements

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- The Health & Safety Executive
- OXPED
- SteepleView DofE