

RISK MANAGEMENT . . .

Introduction

Living Springs Camp & Conference Centre has been operating since 1975 and is widely used throughout the year by many groups, for a number of reasons. The camp operates as a Trust, known as the Living Springs Trust. Living Springs Camp & Conference Centre is a charitable trust established to benefit youth from any culture or nationality. Those using Living Springs facilities are schools, church groups, para-church organisations, other community organisations, and the general public who want to enjoy the amazing facilities and environment we have, and who are willing to work within the guidelines and regulations as set by the Living Springs Trust in order to meet the requirements of the Health and Safety in Employment Act 1992. The trustees and management of the camp are now fulfilling their obligations to define precisely the policies and management controls necessary, and will have these in place to ensure the safety of employees, and those whom the employees relate to (i.e. Campers etc) on a daily basis.

As such this document relates mainly to section 16 of the health and Safety in Employment Act 1992 and covers all activities and facilities that the paying camper is likely to use during their stay at this camp. It identifies and details the implementation procedures for the following areas in relation to these activities:

- A. Living Springs Camp & Conference Centre safety policy
- B. The hazard/risk attached to individual activities and the controls necessary to secure the safe use of the activity - otherwise known as a Risk Management Plan.
- C. Accident and emergency controls.
- D. Rules and regulations of campers and their respective supervisor/guardian.
- E. The non compliance of the regulation set down by the Living Springs Camp & Conference Centre management in accordance with the Health and Safety in Employment Act 1992.

Living Springs Camp & Conference Centre Health and Safety General Policies

The trustees and staff of Living Springs are committed to the safety and wellbeing of every employee and every person attending any programme at these premises?

This is a general policy statement as defined by the management of Living Springs and the expansion of this is as follows:

The Health and Safety Officer has overall responsibility for the safety at Living Springs and is directly responsible to the Board of Trustees known as the Living Springs Trust.

Safety Supervisors are responsible for the following:

- The safety of every person who works in their department including themselves.
- All machinery/equipment/materials/chemical that has potential to be dangerous or harmful.
- Correct training in the use of said equipment mentioned above.
- Upkeep and maintenance of all said equipment mentioned above.
- Written record of accidents and injuries given to H.S.O. within 24 hours of incident occurring.
- Ensure that ALL staff are fully informed of all safety procedures.
- Maintain a log book of regular checks made for any equipment in the department.

The following people are responsible for safety in the department in which they work and shall be known as SAFETY SUPERVISORS. They are responsible to the Health and Safety Officer, henceforth known as the H.S.O.

HEALTH & SAFETY OFFICER	Grant Whitehead
VEHICLES & MAINTENANCE	Stefan Stewart
ACTIVITIES	Andrew Hill
OFFICE	Elly Aldridge
DEVELOPMENT & CONSTRUCTION	Zane Scott
FARM PARK	Zane Scott
GROUNDS	Zane Scott
KITCHEN	John Donaldson
CLEANING	Andrew Meads

Employees (permanent)

- Are to accept the standards and safety procedures laid out by Safety Supervisors.
- Each employee is responsible for their own protection awareness.
- Each employee need to attend training workshops related to Health and Safety in Employment Act 1992 at the direction of the H.S.O.
- Continual upgrading of First Aid and CPR certificates are to be made available to relevant staff members.

Visitors

All visitors need to report to the leader of the group they are visiting for the following to occur:

- Visitor's Book signed.
- Any guidelines or instructions relevant to their visit to be explained.
- All visible signs/notices in area used by visitors to be followed.

Accident & Emergency Controls

All accidents or injuries requiring first aid or medical attention are to be treated in the following manner:

- All accidents/injuries are to be recorded in the Accident Register provided at Living Springs' reception.
- Certified staff only to fill out forms.
- Continual upgrading of first aid and CPR certificates are to be made available to relevant staff members.
- At least one staff member with relevant certificates to be on camp site at all times that paying campers are on the property.
- Emergency evacuation details to be part of initial Camp Orientation.
- Emergency phone number to be placed by Campers phone.
- Fire Wardens to be appointed for every accommodation area at Camp Orientation and appropriate instructions given.

Employees (casual)

Casual workers are defined as the following:

- A. Voluntary workers, or
- B. Cabin leaders
- The normal practices as outlined to permanent employees need to be followed at all times.
- Relevant training is required and provided for casual staff in positions of responsibility.
- In the case of emergencies, any casual employees will be the responsibility of a permanent employee who is not already a safety supervisor.

Non-Compliance Order

Access to use any activity or facility may be forfeited if there is failure on the part of any visitor, paying camper or their supervisor/guardian or teacher to:

- comply with the regulations, or procedures laid down by the trust and management of Living Springs Camp & Conference Centre; or
- use of any camp facilities or activities without authorisation or in a careless or dangerous manner in relation to section 6 of the Health and Safety in Employment Act 1992.

Contractors and Activity Contractors

For any person/s other than Living Springs Camp & Conference Centre employees who are employed to carry out maintenance, construction projects or to supervise activities, e.g. Abseiling on Living Springs' property:

- Living Springs will take all necessary steps to ensure safety procedures are in place wherever the contractor is asked to work.
- It is the responsibility of the contractor to ensure that all machinery or equipment brought onto the property by the contractor whether he owns it or not is maintained to a standard that will not harm or cause injury to any person on the property of Living Springs Camp & Conference Centre.
- It is the contractor's responsibility to have current Public Liability insurance while on Living Springs Camp & Conference Centre property and have this available for the camp director's perusal.

THIS POLICY IS CURRENT:

Dated August 2008