



POLICY AND SAFETY RISK FILE

The Peat Rigg Outdoor Training Centre policy is to provide and maintain Safe and Healthy working conditions, equipment and systems of work for all our Clients, Employees and Visitors, and to provide such information, Training and Supervision as they need for this purpose. We also accept our responsibility for the Health and Safety of other people who may be affected by our activities.

The Policy will be kept up to date particularly as the business changes in nature and size. To ensure this, the Policy and the way in which it operates will be reviewed every year.

1. Peat Rigg Outdoor Training Centre will, so far as is reasonably practicable:
 - 1.1 Provide and maintain plant, equipment and systems of work that are safe.
 - 1.2 Make safe arrangement for the use, handling, storage and transport of articles and substances.
 - 1.3 Give sufficient information, instruction, training and supervision to its clients, employees and visitors to ensure their health and safety.
 - 1.4 Ensure a safe place of work with safe access and egress
 - 1.5 Provide a healthy working environment with adequate welfare facilities.

2. The Clients, employees and visitors will, as required by the Health and Safety at Work Act 1974, while at work or visiting:
 - 2.1 Take reasonable care for the Health and Safety of themselves and of persons who may be affected by an individual's acts or omissions at work.
 - 2.2 Co-operate with Instructors, teachers, mentors or any person so far as is necessary to enable them to comply with any safety or welfare, issues.

- 2.3 Neither intentionally, nor recklessly interfere with or misuse anything provided in the interests of health, safety and welfare.
- 2.4 It is a fundamental principle of the policy holder that all staff are responsible for ensuring that, so far as is reasonable and practical, safe methods and environmental conditions exist in their area of responsibility. The Act does not require that all hazardous activities at work be stopped. Only that adequate precautions are taken to safeguard the safety, health and welfare of those engaged in them, and that others are not put at risk by these activities, training must be as safe as is reasonably practicable.
- 3 Appropriate disciplinary action is to be taken where breaches of regulations or safety are reported.
- 4 The success of this policy depends on the involvement of everyone affected by it. The co-operation of all clients, employees and visitors is sought to achieve the success. In order to maintain adequate safety standards and promote staff involvement, the policy holder will ask that clients, employees and visitors should at all times be vigilant in the interests of safety. They should report any potential hazard inherent to premises, equipment or methods of work, which they have observed. This applies equally to contractors (cleaners /builders), since they may increase hazards.
- 5 A copy of this document will be made available and brought to the notice of every client and member of staff, and will be displayed on relevant notice boards.



Signed

reviewed annually

Ian Thorpe
Director

ORGANISATION OF HEALTH AND SAFETY

1 Management

Area of responsibility.

- 1.1 Overall responsibility and authority for all matters relating to the health and safety of clients, employees and visitors under their control and persons affected by their activities.
- 1.2 Implementation of the general Health and Safety Policy.
- 1.3 Delegation of sufficient authority to enable health and safety matters to be attended to via the managerial structure.

2 Instructors/Team Leaders.

In the absence of the Manager the Instructors/Senior Instructors will assume full responsibility for all matters outlined in paragraph 1.

Area of responsibility.

- 2.1 Ensure observance of the requirements of the Health and Safety at Work Act 1974 and all relevant legislation.
- 2.2 Apply and support the policies to ensure a safe and healthy workplace for clients, employees and visitors and anyone affected by their activities.
- 2.3 Advise the Management of priorities for health and safety, particularly through the allocation of resources for accident prevention measures, training and other relevant health and safety matters.
- 2.4 Ensure clients, staff, employees and visitors receive suitable and sufficient training/support to ensure their health and safety.
- 2.5 Produce codes of practice and safe systems of work and insist upon compliance with them at all times.
- 2.6 Ensure that statutory forms, signage and posters are displayed in areas under their control.
- 2.7 Provide and maintain plant, vehicles and equipment, which is suitable for the task and safe to use.
- 2.8 Ensure that arrangements exist to introduce, co-ordinate and monitor suitable standards of health and safety within activities under their control.
- 2.9 Ensure that contractors and sub-contractors carrying out works within areas under their control do so in accordance with existing legislation on health and safety.
- 2.10 Organise and supervise offices and welfare facilities under their control.
- 2.11 Ensure that statutory documents, forms and risk assessments are available and reports/records are completed and maintained up to date.
- 2.12 Ensure that safety information issued by the management is understood and acted upon by staff.

- 2.13 Ensure that all clients, staff, employees and visitors under their control understand and operate safe working procedures at all times.

3 **Training and Information.**

Safety training and the issue of information to clients, employees and visitors in the department will be carried out where appropriate.

This may include:

- 3.1 All staff involved in monitoring health and safety in employer's premises to undertake Risk Assessment training.
- 3.2 Discussion with Staff on the general implications of the Health and Safety at Work Act 1974, RIDDOR and identification of hazards.
- 3.3 The issue of departmental health and safety codes of practice, health and safety bulletins issued by the Health and Safety Commission, memoranda and other relevant guidance.
- 3.4 Such other training as is deemed necessary and reasonably practicable.

4 **Hazards and Departmental Health and Safety Codes of Practice.**

Office environments are hazardous places of work and care should be taken with regards to:

- 4.1 Fire (including the storage of paper, keeping fire exits clear and smoking)
- 4.2 Stairs.
- 4.3 Office machinery, including Computer monitors, printers, electrical Laminators, Photocopiers and fax machines.

5 **Protective Clothing.**

The Peat Rigg Outdoor Training Centre accept the responsibility to provide such protective clothing as is considered necessary for Clients and employees in circumstances where hazards exist. Where such clothing is provided for the use of clients and staff, they will be expected to wear and take care of it.

6 **Staff, Employees working away from their normal place of work.**

- 6.1 Staff visiting sites and premises other than their usual place of work, should so far as is reasonably practicable make contact with the person in charge of the site or premises or someone acting on their behalf.
- 6.2 When visiting sites or premises, staff should ensure their behaviour does not constitute a hazard in itself either to themselves or to other people.

7 **Accident Reporting Procedures.**

- 7.1 In accordance with the 1995 regulations, 'Reporting of Injuries, Diseases and Dangerous Occurrences'. Certain specified injuries resulting from accidents at work must be reported to the enforcing authority, as must specified dangerous occurrences and noticeable diseases. Details of reportable injuries can be found [here](#).
- 7.2 The attention of all employees in the department is drawn to the Code of Practice number 7 attached, which details the [reporting procedures](#).
- 7.3 At Induction, you will be made aware of the location of the accident reporting file, where all accidents causing injury must be entered.
- 7.4 Dangerous Occurrences must be reported to your Manager.

8 **Monitoring Health and Safety Policy**

- 8.1 Management is responsible for ensuring the Policy is updated and monitored regularly.
- 8.2 The Health and Safety Representative has a responsibility to ensure the Policy document and Codes of Practice are inspected, reviewed and updated. He must carry out inspections of the areas and places under the companies control on a regular basis, noting where health and safety measures need to be updated and assess whether action must be taken on an immediate basis or long-term measure. The production of checklists, the recording of inspection results is to be carried out by the Management, who may then seek support and guidance from the Health and Safety Representative.

SAFETY PRACTICE

- 1 Emergency Medical and First Aid Attention.
- 2 Fire Precautions.
- 3 Action in the event of a Fire.
- 4 Electrically Operated Office Equipment, Plugs and Leads.
- 5 General Safety in Offices and Activity Sites
- 6 Kitchen and Cleaning Staff
- 7 Reporting of Accidents Causing Injury, Dangerous Occurrences and Diseases.
- 8 Activity Risk Assessments.
- 9 Display Screen Equipment.
- 10 Control of Substances Hazardous to Health.
- 11 Training Requirements for Staff and Management

1. ACCIDENTS

Emergency Medical and First Aid attention.

In the event of an accident or serious illness, which requires immediate medical or first aid attention, the following procedure must be followed:

- a.) **Major Accident or serious illness/** Dial 999 requesting Ambulance service, giving clear and concise details of location and person to whom the ambulance is to report.
- b.) **Minor Accident/** Give what medical attention you can, arrange transport to hospital.

All Instructors must be Qualified First Aiders (Minimum 16 hrs training), especially due to the type of client and the activities carried out, as these can be in hard to reach areas. A Safety bag must be used on all exercises/activities carried out away from the training centre, with adequate safety response procedures and communication provided.

All First Aid equipment must be regularly updated and replenished, and Medical Questionnaires requested for all clients. (Extra First Aid equipment may be required, and training may be needed. E.g.: EPI Pen training)

A qualified first aider will accompany any group on a Peat Rigg course.

The member of staff in charge of any activity must ensure that a complete first aid kit is close at hand during the activity.

The member of staff in charge of each activity must ensure that the medical condition of all participants is taken into consideration when planning and running any activity.

The member of staff responsible for first aid shall ensure that all first aid kits are replenished as items are used. All injuries must be reported to the Senior Instructor and detailed in the accidents and incidents file on the computer.

2. FIRE PRECAUTIONS

Well organised and carefully maintained equipment and premises are not only safer from fire but provide more pleasant places to work in and are less likely to be the scene of accidents. Except in a few special circumstances, fire can only break out when a source of ignition comes into contact with some combustible material, which may be, a solid, liquid, gas or vapour. If all sources of ignition are under strict control, the danger of fire is greatly reduced. Your attention is drawn to the following points:

Prevent Fire.

1. Ensure that fire doors are in the closed position when not in use.
2. Ensure good all-round general housekeeping is enforced in all workplaces and venues.

3. The premises should, so far, as is reasonably practicable; be kept clear of all waste and rubbish. Particular attention should be paid to ~ storerooms, basements, boiler rooms, bottoms of lift shafts, staircases, corridors and under stairs.
4. Outdoor sites should be kept clear and safe, and positioning must be considered, especially considering electrical cabling, gas canisters and storage.

Smoking.

The Peat Rigg Outdoor Training Centre has a no smoking policy established for all of its internal and external property. However, arrangements can be established, depending on demand.

Electricity.

1. Report defects in equipment or wiring immediately (frayed leads, faulty switches, broken sockets).
2. Management and staff must carry out visual inspections of electrical equipment before use, checking for frayed leads, faulty switches, broken sockets etc.
3. Do not use two or more adapters.
4. Do not use electrical appliances where the leads of which stretch across desks or gangways.
5. If office heaters are used, ensure they are situated in a safe place (away from desks and waste paper baskets).
6. Portable Appliance Testing will be carried out on a regular basis, dependant upon the equipment use and requirement.

Hazardous/Toxic/Flammable Liquids.

Ensure that Lids or Stoppers are replaced, return to store after use and follow COSHH regulations. (Cleaning fluids, Tippex, Aerosols.)

COSHH Assessments will be completed for all Substances used and will be made available for all staff and visitors as required.

When work ceases.

Check that:

- a.) Electric, Gas and Oil equipment not required to work overnight is switched off.
- b.) All unnecessary electrical equipment is turned off and where possible unplugged.
- c.) Fire doors and smoke doors are closed.
- d.) Windows and Doors are closed.

3. **ACTION IN THE EVENT OF FIRE**

If Fire breaks out:

Raise the alarm

- By operating the nearest fire alarm.
- Inform Reception and other staff.
- **CALL THE FIRE BRIGADE BY DIALLING 999**

Evacuate the Premises

- To an assembly point, described on the initial presentation and site tour
- Ensure Room Plan is taken for role call.

Tackle the fire if possible

- With the extinguishers provided, **WITHOUT** taking personal risks.

Fire Fighting Equipment.

Ensure that you know the location of the nearest portable fire extinguisher to your office and that you know how to use it.

Type A Fire ~ Wood, paper, cloth and fabrics.

RED LABEL water filled extinguisher.

NOT FOR USE ON ELECTRICAL FIRES.

Type B Fire ~ Electric/electronic and flammable liquids.

BLACK LABEL CO2 filled extinguisher.

Type C Fire ~ Suitable for use on all fires except metals.

BLUE LABEL Dry powder filled extinguisher.

REMEMBER

The purpose of the Fire Routine and this Health and Safety Code of Practice is to ensure your safety and the safety of others who may be in the premises. A small fire can rapidly spread, causing structural damage and possible loss of life or severe injuries.

4. ELECTRICALLY OPERATED OFFICE EQUIPMENT

- 1 All staff must be observant of:
 - 1.1 Visible signs of loose wires in plug tops.
 - 1.2 Visible signs of cracked plugs.
 - 1.3 Visible signs of frayed or cracked cable leads.
 - 1.4 Signs of over-heating on plugs and socket outlets.
 - 1.5 Ensure that electrical cables are not suspended across areas where people pass during the course of their duties.
 - 1.6 Ensure that staff **do not** undertake any electrical work such as fitting plugs to electrical equipment or changing light fittings.

- 2 Staff must not under any circumstances operate electrically powered machines or equipment where through visible inspection, any of the following is found:
 - 2.1 Loose wires in plug tops.
 - 2.2 Signs of cracked plugs.
 - 2.3 Frayed or cracked cable leads.
 - 2.4 Plug tops and socket outlets are overheating.

- 3 In the event that any of the above-mentioned faults are found staff are advised to inform the Manager who will arrange for repairs to be effected.

- 4 In addition, staff are also required to adhere to good safety practices when using electrically operated machines and equipment. These include:
 - 4.1 Ensuring a free flow of air to computer monitors, printers, fax machines and Laminators.
 - 4.2 Being aware of the safety measures needed with regard to damp conditions and electricity.
 - 4.3 Not to use any electrical equipment that has no visible testing label or that they are not trained to use.

5. GENERAL SAFETY IN OFFICES AND ACTIVITY SITES

Hazards ~ General.

Badly situated furniture, telephone and trailing electricity cables to office machinery are among the greatest hazards in the office. In order to overcome these problems staff are advised of the following:

- 5.1 Use available space to the best advantage when siting furniture to avoid persons colliding with sharp corners on desks, cabinets and bookcases, etc.
- 5.2 Never place telephones, electric or electronic equipment in such a position that the attached cables create a tipping hazard.
- 5.3 Never open more than one filing cabinet draw at one time; this prevents the filing cabinet from over balancing and tipping forwards. Try to ensure that bottom drawers are first to be filled. When you have finished working at a filing cabinet always ensure that the drawers are closed.
- 5.4 Untidiness contributes to many accidents and quite often is the cause of fires. Always keep floor space and walking areas where staff pass through free from books, files, trays, waste bins, etc.
- 5.5 Falls are a serious cause of accidents in offices. They result from such things as untidiness, trailing cables, spilt liquids, turned up or worn carpets and rugs, worn or polished floors, faulty stair treads and climbing on chairs instead of ladders.

Staff are advised to look where they are going when walking in offices and especially stairs. Reading whilst walking is not only a hazard to yourself, but to others persons. Finally, WALK, do not run.

Manual Handling

The Manual Handling Regulations 1992 require employers to avoid, where reasonably practicable, all manual handling tasks that involve a risk of injury. If the manual handling tasks cannot be avoided, then a suitable and sufficient risk assessment is carried out. This risk assessment is based on four factors:

1. Task
2. Individual
3. Load
4. Environment

Control measures are then implemented that will eliminate or reduce the risk of manual handling. This risk assessment will then be reviewed for its effectiveness and updated as required.

Activity Sites

It is the responsibility of the senior member of staff to understand and implement the duties outlined in the **Organisation of Health and Safety Paragraphs 1 and 2**.

All staff must be involved in monitoring and contributing to the health and safety issues for each activity session.

For each activity session, the most qualified and/or experienced member of staff shall be deemed as in charge.

The senior member of staff must ensure that all participants are adequately briefed and understand the safety issues at each site.

All staff must continually check to ensure that any safety equipment is being used in the correct manner.

All staff have the duty to instil in all participants an appreciation of the natural environment and an understanding of minimising the environmental impact of any outdoor activity.

Safety Equipment

The safety equipment for each activity shall be issued to participants prior to each activity and the member of staff in charge of that activity will ensure that each participant has the correct equipment.

Staff will be expected to ensure that all clients under their care are wearing the appropriate clothing according to the activity and the prevailing weather conditions. Staff will expect to follow Governing Body recommendations as to what equipment clients should carry.

Staff in charge of any activity must ensure that they take the appropriate safety equipment (in line with NGB guidelines and SAFETY PRACTICE 1).

The member of staff in charge of an activity must sign out the required equipment from the store and check for any damage.

Equipment should be checked at the end of each session and any damage or wear the equipment must be quarantined in the cage and reported to the Senior Instructor.

Staff in charge of each activity are responsible for ensuring that all equipment is returned and checked into the equipment store.

Information and training will be provided to all staff to encourage the good care and maintenance of all equipment used.

Emergency Procedures

At all times the senior member of staff remaining at the centre will be aware of the location and time of return of all participants on any activity through;

- The course programme detailing activities and duration of activity.
- The senior member of staff in charge of any activity will inform senior staff at the centre the proposed details of each session and the estimated time of return.

In the event of an overdue group, the senior member of staff has the duty to ensure that the safety of all members of the group is given the highest priority.

All safety equipment and first aid kits must be easily accessible.

Discussion with visiting organisation prior to their visit should stress the importance of supplying means to evacuate a student should the need arise.

Staff training will cover the procedures that will be taken at each site in the event of an incident, including safeguarding the health and safety of the remainder of the group.

The senior member of staff will carry the appropriate safety equipment (as stated in previous paragraph) to cope with any incident.

In remote locations, staff training shall cover the issue of whether to evacuate any person, or whether to go for assistance.

All staff will know the closest 'escape route' at all points throughout an activity in a remote location, and must know how to summon assistance.

In the event of an incident, senior staff must understand their responsibility to report information to the relevant authority (HSE, LSC, H&S etc).

Centre Procedures

The designated Course Director will;

Greet the group on arrival and check that their details match those on the booking forms.

Allocate rooms and help the group to settle in.

Give a briefing to include:

- Centre rules
- Fire procedures and safety
- Kitchen rules
- Meal times
- Check dietary and medical requirements (subtly) against booking forms
- How to contact a member of staff in the event of an emergency

A member of staff will:

- Ensure there is no access to restricted areas
- Ensure that electrical equipment is switched off last thing at night
- In the event of a fire, gather clients and staff at the assembly point and carry out a muster

All members of staff must know how to contact the local Doctor or surgery at all times.

No alcohol is to be consumed by Peat Rigg staff on duty.

Staff training and staff meetings will highlight good practise with regard to equipment care and use.

All relevant medical information and emergency contacts must be provided prior to the start of each course.

A member of staff will be available on site twenty-four hours a day unless otherwise agreed with the client.

Fire Safety

A briefing to all clients at the beginning of the course will stress the importance of observing the fire safety rules – especially stressing the importance of smoking areas. All clients must take part in a fire drill soon after arrival on the course.

In the event of a fire, all staff will assist clients to the muster area where the senior member of staff will take a muster.

All staff must be aware of the different types of fire and the different fire extinguishers suitable for the different circumstances. Staff training will familiarise all staff with the use of different fire extinguishers and simple fire fighting techniques.

Please also read the Fire Risk Assessment

Transportation

All clients travelling in Peat Rigg transport must:

- Be told and encouraged to wear a seat belt whilst the minibus is in motion.
- Must not distract the driver.
- Must not smoke in the minibus.
- Baggage should not block exits.

Clothing and Hairstyles

Some types of clothes and hairstyles can be hazardous under certain circumstances; for example, loose fitting or long hair can become entangled in office equipment, lifting heavy objects when wearing high heeled shoes or wearing inappropriate un-protective clothing when working outdoors. Select your clothing and footwear at work to suit the conditions in the office or working environment.

Chairs and Steps

All furniture will be maintained to a safe standard and participants will be monitored for safety purposes and unsafe activities like leaning back on chairs will be discouraged.

Steps and stairwells will be clearly marked and maintained and again activities and behaviour monitored.

6. KITCHEN AND CLEANING STAFF

All staff involved in the Kitchen and Cleaning environment are trained and updated on relevant risk assessments, in line with Kitchen Procedures Policy. (COSHH, Manual handling, PPE, Hot and cold substances, Menu and Dietary needs etc). They are also trained in Food Hygiene and all areas of work are monitored regularly by the management, to ensure safety and cleanliness is upheld.

7. RIDDOR

Incident/Near-miss reporting procedure

Incidents and near misses are to be reported, so as to highlight any possible area that safety can be improved and learning points gained for the future for the running of courses. The incident/near-miss may occur elsewhere in the Outdoor Industry, and the reporting of that incident may prevent the same occurring on a Peat Rigg course or residential.

These incidents/near-misses could include:

- Situations leading to possible injury.
- Deficiencies or concerns regarding equipment.
- Deficiencies or concerns regarding policies or procedures.
- Allegations of harassment (sexual, racial, emotional, physical, psychological etc).
- Allegations of discrimination (sexual, racial, ability etc).
- Violence or intimidation.
- Theft, deliberate damage or defacing of another's property.
- Drug or Alcohol issues.
- Breaches of Peat Rigg's rules/ responsibilities.
- People leaving courses.
- Participant not following staff directions leading to hazardous situations.
- Any other issue that Peat Rigg staff feel worthy of reporting.

These procedures apply to all Peat Rigg staff, visiting members of staff, course participants, volunteers and the public, whilst travelling to, during and returning from any residential, activity or visit.

All incidents should be recorded using the Incident/near miss report sheets provided in the centre office. Preferably within 24 hours of the incident, using as much detail as possible and hopefully providing names and details of others who can support the report.

8. ACTIVITY RISK ASSESSMENTS.

The Peat Rigg Outdoor Training Centre delivers a professional and safe activity base and as such has a high standard of assessment and control, when considering any activity. All our equipment is designed, constructed, installed and maintained in accordance with NGB Guidelines and in accordance with (CE) European standards.

All activities are risk assessed and reviewed annually or when necessary. Our Client base is varied and as such every activity we deliver requires different control procedures.

The Peat Rigg Outdoor Centre ensures that;

- Every activity is risk assessed and control measures are enforced.
- All risk assessments are regularly reviewed.
- All staff, teachers and participants have access to the risk assessments as required.
- All equipment used for activities is regularly checked and maintained, repairs or replacement are made immediately.

Please also see the individual activity risk assessments and procedures

9. DISPLAY SCREEN EQUIPMENT

The Peat Rigg Outdoor Training Centre will ensure;

- Risk assessments are carried out to eliminate or reduce the risks associated with display screen equipment (Computers etc.)
- The health, safety and welfare of employees who work with display screen equipment as far as is reasonably practicable.
- Compliance with the requirements of the Display Screen Equipment (DSE) Regulations 1992.

The DSE Regulations 1992 cover the use of personal Computers and Laptops. However where laptops are used for short periods of time for example during travel they do not come under these regulations. The regulations are designed to reduce the risk of adverse ill health that may result from inappropriate use of DSE. Poor ergonomics including workstation design, lack of training, infrequent breaks away from the screen, poor posture and inadequate controls on thermal comfort are just some of the factors that may lead to employee ill health.

10. COSHH

The use of chemicals in the workplace is governed by the **Control of Substances Hazardous to Health Regulations 2002**. These regulations require us to minimise the risks to health and safety and to introduce control measures. An essential element of a safe system of work is a COSHH

assessment. These are often confused with Material data sheets but are not the same. The purpose of a COSHH assessment is to describe how the chemicals will be used in a workplace and enforce a safe working procedure, as well as highlight first aid requirements, if required.

Chemicals containing a warning label will indicate a COSHH assessment is needed.

1. Storage

Priority must be given to high-level chemicals, Toxic, Flammable, and Corrosive etc. Ideally, they should be held in lockable, secure and vented containers. A checklist may also be advisable, to check content and amount.

2. Control measures

When completing any risk assessment, always consider the following hierarchy of control measures:

- a. Eliminate or Substitute
- b. Isolate or Enclose
- c. Local or General Ventilation
- d. Housekeeping
- e. Welfare and Personal Hygiene
- f. Personal Protective Equipment
- g. Maintaining controls and Training
- h. Record and Review
- i. Disposal and cleaning

3. Ordering chemicals

Adequate information on each chemical must be obtained prior to its use. This will take the form of a material safety data sheet, provided by the supplier, followed by a COSHH assessment.

The Peat Rigg Outdoor Training Centre will ensure:

- The correct use of chemicals
- Adherence to safe working practices
- Safe chemical storage
- Maintenance of control systems
- The provision of information to employees

All chemicals will have a COSHH assessment completed before use.

11. TRAINING REQUIREMENTS FOR STAFF AND MANAGEMENT

The Peat Rigg Outdoor Training centre is committed to ensuring that all our staff have received adequate training to be able to carry out their duties safely and without risks to themselves or others. We aim to achieve this by providing induction training for all new employees. Where necessary we will provide

training for existing staff, which will consist of on-the-job training where appropriate. This will be determined by the individual's job role.

Peat Rigg has a STAFF SUMMARY SPREADSHEET that highlights present qualifications and required training. Health and Safety awareness training will be built in, along with the relevant First Aid, DBS and Driving license requirements. It is the individuals responsibility to ensure this is kept up to date.

Requirement and completion will be addressed in the regular One to One's and Annual staff Appraisals.

THE PEAT RIGG OUTDOOR TRAINING CENTRE RECOGNISE THAT THIS PROCESS IS ONGOING AND AS SUCH ARE COMMITTED TO EQUALITY AND TO MAKING FAIR AND EQUITABLE TREATMENT AN INTEGRAL PART OF EVERYTHING WE DO.

THE PEAT RIGG OUTDOOR TRAINING CENTRE WILL MONITOR AND REVIEW THE EFFECTIVENESS OF THIS POLICY AND ITS ARRANGEMENTS. AS WE STRIVE TO ACHIEVE THE HIGHEST HEALTH AND SAFETY STANDARD.