

Health and Safety Policy

Health and Safety Policy

This sets out our commitment to provide and maintain safe working conditions for our employees and others who may be affected by our activities.

We will ensure that the objectives of this statement are communicated to our employees, initially through our induction training and our Health and Safety Handbook. We will also monitor progress towards these objectives at senior management level and we will review them annually in consultation with our employees and other interested parties.

The policy is supported by our health and safety management system which details our arrangements for the effective management of our significant risks and exposures. This includes detailed policies and procedures, our process for assessing risk, and our arrangements for emergencies, fire and first aid.

We are aware that senior managers within the company are individually and collectively responsible for health and safety. The Managing Director will have overall responsibility for health and safety.

The Managing director will manage our health and safety programme, ensuring that all the essential elements of the system are implemented, monitored and reviewed. However, we are aware that we can only meet our objectives through the efforts of our employees; therefore, we have established clear lines of communication and encourage our employees to cooperate with us in achieving our objectives. We have established a clear policy on consultation.

We recognise that the key to successful health and safety management is to ensure each employee is competent to carry out their responsibilities. To this end we have developed and implemented a training policy which clearly defines who is responsible for training and identifies what training each individual needs, based on the results of our risk assessments. Each individual's training requirements are identified in a training matrix, and this is supported by general responsibilities contained in the Health and Safety Handbook and individual work instructions for specific tasks and processes.

General statement of health and safety policy

Map Adventures

It is our policy to ensure, so far as is reasonably practicable, the safety of all employees and any other persons who may be directly affected by the activities of the Company.

Map Adventure will, so far as is reasonably practicable:

1. Aim to achieve compliance with legal requirements through good occupational health and safety performance.
2. Provide adequate resources to implement this policy.
3. Establish and maintain a safe and healthy working environment.
4. Ensure that significant risks arising from work activities under our control are eliminated or adequately controlled.
5. Develop and implement appropriate occupational health and safety procedures, and safe working practices.
6. Include the management of health and safety as a specific responsibility of managers at all levels.
7. Ensure this policy is understood and implemented throughout the organisation.

8. Involve employees in health and safety decisions through consultation and co-operation.
9. Maintain workplaces under our control in a condition that is safe and without risk to health.
10. Regularly review compliance with the policy and the management system that support it.
11. Provide sufficient information, instruction and supervision to enable all employees to avoid hazards and contribute to their own health and safety at work.
12. Ensure that employees receive appropriate training, and are competent to carry out their designated responsibilities

Responsibilities for health and safety

The following responsibilities have been assigned to competent people to enable us to meet the objectives of our health and safety policy.

Managing Director

The Managing Director has overall responsibility for the formulation and implementation of the company's health and safety policy, and in particular for:

1. Ensuring that the necessary arrangements are in place for managing health and safety effectively, and that senior managers are accountable for health and safety.
2. Considering health and safety during the planning and implementation of business strategy.
3. Ensuring there are sufficient resources for meeting the objectives of the health and safety policy.
4. Ensuring arrangements are in place for consultation with employees and that they are involved in decisions relating to health and safety, and that progress in relation to health and safety is communicated to them.
5. There is a good health and safety commitment throughout the organisation creating a good health and safety culture.
6. Ensuring arrangements are in place to monitor and review health and safety performance across the company, including accidents and incidents; and ensuring that the necessary amendments are made to relevant policies, procedures and processes.
7. Reviewing the objectives of the health and safety policy on an annual basis.
8. Ensure adequate health and safety training is provided for all employees is made available for all employees, ensuring all employees are aware of suitable emergency arrangements are in place in relation to fire, accidents and first aid and are adhered to.
9. Ensure adequate monitoring of health and safety arrangements are in place in relation to all contractors and are effectively managed.
10. Monitor performance in relation to health and safety and ensure the necessary progress against health and safety objectives are met in accordance with the health and safety policy.
11. Review accidents and other incidents in relation to health and safety and reporting to the Managing Director on the outcome of these investigations.
12. Ensuring that the health and safety management system is implemented including the arrangements for fire, first aid, accidents and emergencies are implemented
13. Ensuring personal protective equipment is provided, worn and maintained.

14. Monitoring health and safety standards on site at regular intervals and ensure remedial action is implemented and reporting to any relevant authorities as is necessary.
15. Ensuring health and safety records and documentation are completed and stored accurately.

Employees

It is the duty of all employees to take all reasonable care for the health and safety of themselves, and any other persons who may be affected by their acts or omissions at work. They must also co-operate with senior managers and other employees in fulfilling our objectives and statutory duties. In particular, they must:

1. Comply with the training, information and instruction they have been given.
2. Not attempt to carry out hazardous work or use hazardous machinery unless they have been trained and authorised to do so.
3. Carry out their work safely and without undue risk to themselves, colleagues and others who may be affected by their actions, and not intentionally interfere, misuse or ignore arrangements, controls and items provide for health and safety purposes.
4. Check tools and equipment before using them, and not to use equipment which they know to be faulty.
5. Ensure that any damaged equipment is reported immediately to their manager/supervisor and removed from service until it is repaired.
6. Not bring any equipment, tools, radios, etc. onto company premises without first obtaining permission from their supervisor/manager.
7. Conduct themselves in a responsible manner while on company business, be alert for hazards and refrain from any form of horseplay.
8. Comply with the arrangements for emergencies and fire as they have been instructed.
9. Use the personal protective equipment, clothing or safeguards provided and ensure that personal protective equipment is stored correctly and kept in good condition.
10. Co-operate with management, colleagues, safety representatives and advisors promoting safe working practices.
11. Keep work areas tidy and clear of hazards.
12. Report accidents, incidents and hazards they observe to their manager/supervisor.

First Aiders

First Aiders are responsible for, in addition to any duties set out in this document or elsewhere, assisting in meeting the objectives of the health and safety policy, and in particular:

1. Being familiar with the emergency procedures and ensuring suitable and sufficient notices are displayed detailing the procedures.
2. Maintaining a valid first aid at work certificate.
3. Being aware of the various hazards likely to be the cause of injury and the appropriate first-aid treatment necessary.
4. Taking charge when someone is injured or falls ill, and providing treatment or advice within the limits of their training and experience and referring to a hospital or doctor as is necessary.
5. Checking that appropriate and sufficient first-aid boxes are carried at all times.
6. Recording details of all accidents and treatments using company procedures.
7. Ensuring the Relevant Manager is advised of all accident and incidents to ensure the appropriate investigations can be completed.