

Health and Safety Policy

REVIEWED ON: MARCH 2025

NEXT REVIEW DUE: MARCH 2026

REVIEWED BY: GARETH JONES

Key Information

Nature Beanz Adventures is committed to providing a safe and secure environment for all participants, staff, and visitors. This policy outlines our approach to managing health and safety, including the responsibilities of all involved and the procedures we have in place to minimize risks and ensure well-being. All staff, students, and contractors must adhere to this policy to maintain the safety and security of the program.

1. Risk Assessments

We conduct comprehensive risk assessments for all activities and venues. These assessments are reviewed regularly and updated as necessary to account for any changes in activities, locations, or the needs of the participants. Specific attention is given to outdoor activities, including environmental hazards, equipment safety, and group dynamics.

- **Action:** All risk assessments are documented and available to staff before each activity.
- **Review:** Assessments are reviewed by the Health and Safety Officer regularly or when new activities are introduced.

2. Fire & Emergency Procedures

In case of fire or any emergency, we ensure the following procedures are in place:

- **Evacuation Plans:** All premises have clear evacuation routes, marked exits, and designated assembly points.
- **Fire Drills:** Regular fire drills are conducted to ensure staff and students know how to evacuate safely.
- **Fire Extinguishers and Equipment:** Fire extinguishers are easily accessible, and staff are trained to use them.
- **Action:** Evacuation routes and emergency contact numbers are displayed prominently in all locations.
- **Review:** Fire safety procedures are reviewed annually.

3. First Aid, Accidents & Emergencies

- **First Aid Training:** Designated first-aiders are trained in basic first aid and CPR. A first aid kit is available at all activities and locations.
- **Accidents and Injuries:** In the event of an accident, staff will administer first aid as needed and contact emergency services if required.
- **Emergency Contact Details:** Parents/guardians' emergency contact details are kept up-to-date.
- **Action:** Incident reports are completed for all accidents and injuries.
- **Review:** Accident reports are reviewed by senior staff to identify and mitigate future risks.

4. Supporting Students with Medical Conditions

Nature Beanz Adventures supports students with medical conditions through:

- **Individual Care Plans:** We create specific care plans for students with medical conditions, detailing required medication, treatment, and emergency procedures.
- **Medication Management:** Staff are trained in the administration of medication where applicable, and clear procedures are followed for storing and administering medication.
- **Action:** Parents are informed of our procedures for supporting students with medical needs, and consent is obtained for the administration of any medication.
- **Review:** Medical care plans are updated regularly in consultation with parents/guardians.

5. Premises

- **Site Safety:** All venues and locations used by Nature Beanz Adventures are regularly inspected to ensure they meet health and safety standards.
- **Maintenance:** Premises are maintained to prevent hazards, and any repairs are promptly undertaken.
- **Action:** A log of safety inspections and maintenance checks is kept up to date.
- **Review:** Premises are inspected before every new activity and at least once annually.

6. Personal Health & Safety

We encourage staff and students to prioritize personal health and safety by:

- **Appropriate Clothing:** Ensuring students are dressed suitably for outdoor activities (e.g., sturdy footwear, weather-appropriate clothing).
- **Hydration and Nutrition:** Providing access to water and encouraging breaks to avoid dehydration or exhaustion.
- **Action:** All participants are briefed on health and safety expectations before activities begin.
- **Review:** Health and safety practices are reviewed regularly with students and staff.

7. Safer Food Handling

When providing food or snacks during activities:

- **Hygiene Standards:** All food handlers follow strict hygiene practices, including handwashing, food storage, and safe food preparation.
- **Allergy Awareness:** We collect information about food allergies or intolerances from participants and provide suitable alternatives.
- **Action:** Food safety audits are conducted regularly to ensure compliance with hygiene standards.
- **Review:** Food handling procedures are reviewed annually and whenever new foods are introduced.

8. Missing Student Procedure

In the event a student goes missing, the following procedure is followed:

- **Immediate Action:** Staff will search the immediate area and check designated meeting points.
- **Notify Authorities:** If the student is not located within a reasonable time, local authorities will be notified, and parents/guardians will be contacted.
- **Action:** A record of the incident is created, and procedures are reviewed afterward.
- **Review:** Missing student procedures are reviewed periodically to ensure quick and effective response.

9. Essential Information for Contractors

Contractors working with Nature Banz Adventures must:

- **Provide Proof of Insurance:** Contractors must show proof of liability insurance before commencing any work.
- **Follow Safety Protocols:** Contractors are required to follow our health and safety guidelines and ensure their staff is trained in basic safety procedures.
- **Action:** Contractors are briefed on our site-specific health and safety procedures.
- **Review:** Contractor safety practices are reviewed annually.

10. College Visits

For any external visits, including college or site visits:

- **Risk Assessments:** Comprehensive risk assessments are carried out before visits to ensure safe travel and participation.
- **Transport Safety:** Safe transport options are arranged, with all drivers properly licensed and insured.
- **Action:** Parent/guardian consent forms are completed for all trips.

- **Review:** All visits are reviewed after completion to assess safety and improvements.

11. Teaching Health & Safety

- **Training for Staff:** Staff receive regular training on health and safety procedures, including risk assessments, first aid, and handling emergencies.
- **Health and Safety Induction:** New staff undergo a comprehensive health and safety induction before working with students.
- **Action:** Staff are regularly reminded of their responsibilities related to health and safety.
- **Review:** Health and safety practices are evaluated during staff meetings and audits.