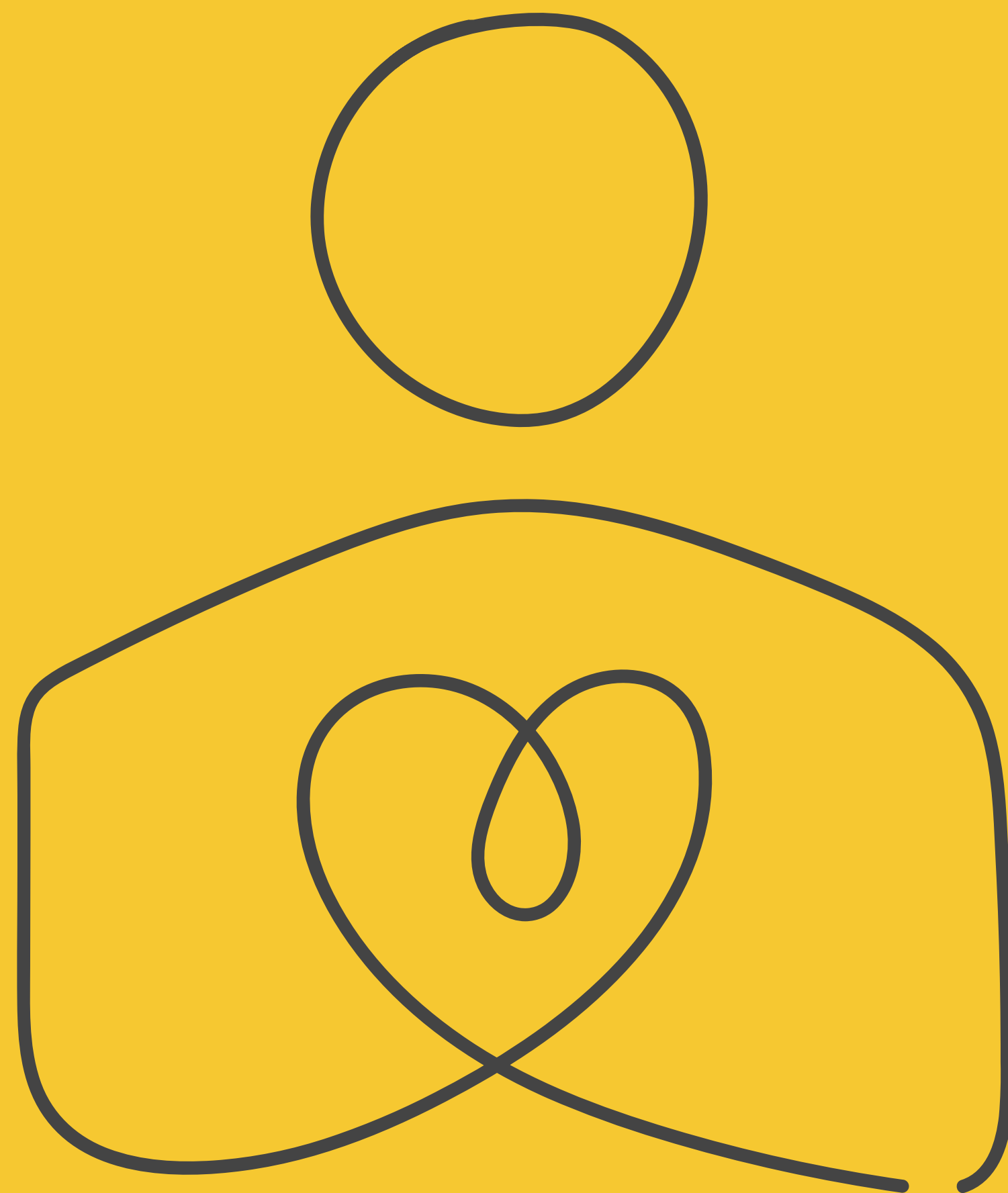


URBAN  WILDERNESS

ACCIDENT PREVENTION POLICY



Our Co-Directors have overall responsibility for health and safety and for making sure this policy is communicated and followed. Our Co-Directors are:

Laurel Gallagher - laurel@urbanwildernesscic.com

Isla Telford - isla@urbanwildernesscic.com

Jenny Harper - jenny@urbanwildernesscic.com

Our **Safety Officer** is Jenny Harper (07432 663368).

The Safety Officer is responsible for:



- monitoring and reporting on the effectiveness of this policy
- general advice about the law
- the identification of health and safety training needs
- the formal link with the Health and Safety Executive and other external agencies

SAFER ACTIVITIES

All our activities and places of work are **risk assessed**.



There will be:

- **First Aid kit**
- **Method Statements** for the safe use of our tools and equipment
- **Personal Protective Equipment (PPE)** such as hi-vis, gloves, overalls and goggles available at all of our activities and they can be accessed and used by all participants.



Our equipment is checked for damage after use and any damaged equipment is repaired or replaced.

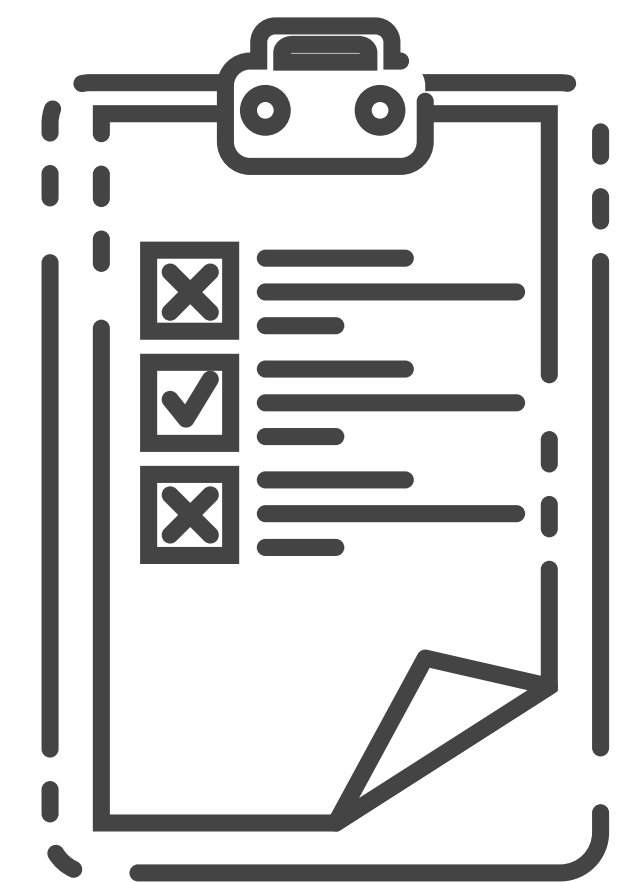
We sometimes use **substances** that are **hazardous to health** and will have extra controls to prevent exposure to these substances, such as limited time and PPE.



RISK ASSESSMENTS

We undertake a risk assessment before any events or activities. Our risk assessments allow for a **balance of risk and benefits**, considering the age of participants, anticipated activities and the site environment. Our risk assessments follow these steps:

1. Identify the hazards
2. Decide who might be harmed and how
3. Evaluate the risks and decide on precautions
4. Record the findings and implement the precautions
5. Review the assessment and update when necessary



If our activities take place in a venue that belongs to another organisation, we will ask for their risk assessment.

The nature of our work and activities sometimes means that we cannot visit and assess a site before the activity or anticipate the activity that will take place. We assess and reassess risks during activities and respond accordingly.

YOUR OBLIGATIONS



Understand and follow our policies and risk assessments relevant to your work or activities



Attend and take part in training sessions arranged by us for your work or activities



Carefully communicate about risks with Urban Wilderness and other participants



Take reasonable care of your own health & safety



Report all health & safety concerns to an Urban Wilderness director (Laurel, Isla or Jenny)

This includes people working at Urban Wilderness events who are employed by other organisations.



We operate a No Smoking policy in all indoor venues and at all activities when part of a group. This includes e-cigarrattes and vaping.

EMERGENCIES

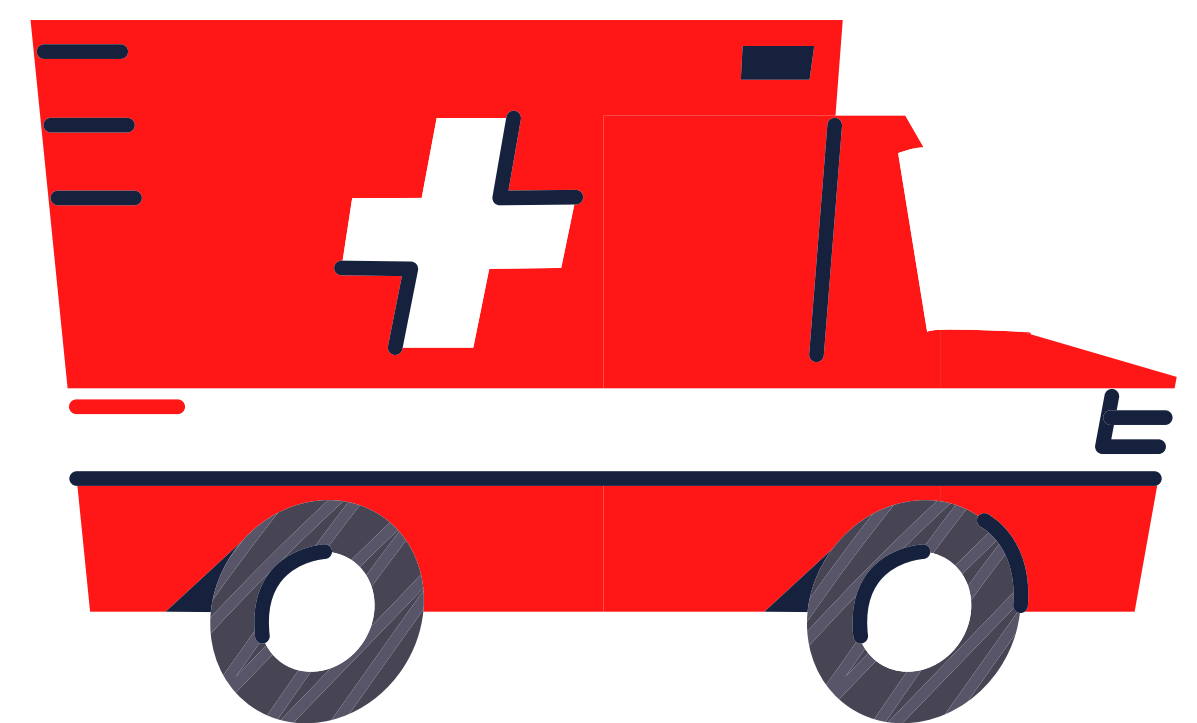
When someone has an **immediate risk of harm or requires emergency services support**, you should:



- Ensure the person is **safe** as much as practical
- **Alert** the closest Urban Wilderness director (Jenny, Laurel or Isla)
- Once the incident is under control, assist with completing a written **Incident Report**

Urban Wilderness will:

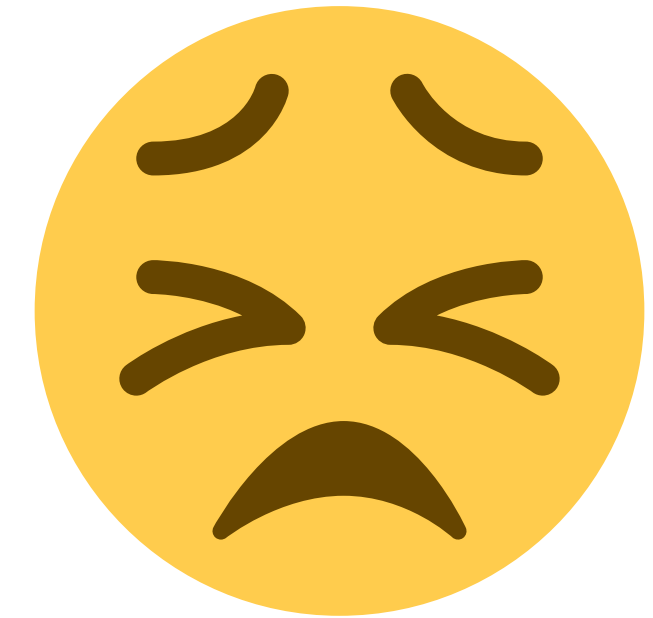
- **Call 999** and follow any advice
- Ensure that other participants are safe
- If the person is a child and the parent or guardian can be contacted, inform them



MINOR ACCIDENTS

When someone has hurt themselves, but does not require emergency services support, you should:

- Ensure the person is **safe** as much as practical
- **Alert** the closest **Urban Wilderness** director (Jenny, Laurel or Isla)
- Once the incident is under control, assist with completing a written **Incident Report**



Urban Wilderness will:

- If the person is a child and their parent or guardian is at the event and can be located, inform them
- Depending on the age and ability of the person, offer and support them to administer **first aid**
- If the person is a child, at the end of the event inform their parent or guardian about what happened and any first aid administered

INCIDENT REPORTS

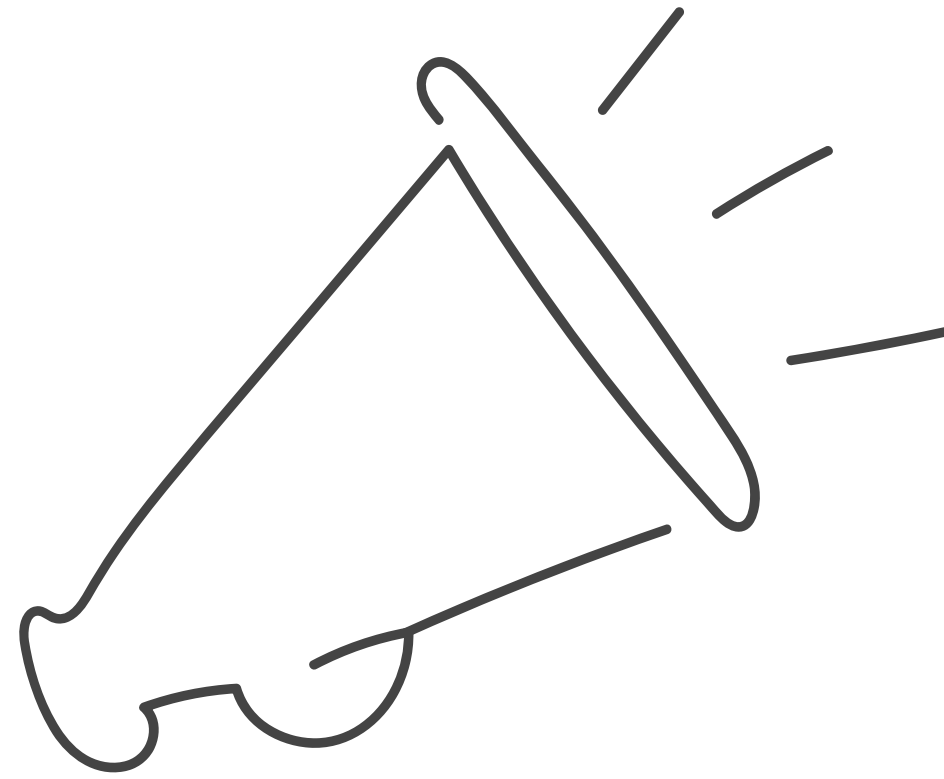
A written Incident Report will be completed as soon as possible after any accident or "near miss". A blank form is available from Urban Wilderness and includes:

- Event details (location, date)
- Who was there and contact details
- Summary of what happened
- Any action taken (e.g. first aid)
- Your name and contact



Incident Reports are stored online in password protected storage. They are reviewed to audit our policies & risk assessments and ensure that improvements are made, where possible.

EXTERNAL AGENCIES



If required, we will report an accident to the Health and Safety Executive

**Reporting of Injuries, Diseases and Dangerous Occurrences
Regulations 1985 (RIDDOR)**

If we require specialist advice, we will contact the Health & Safety Executive or local Environmental Health departments

We will comply with the requirements of Health and Safety at Work legislation

We welcome feedback, we can always improve. Let us know if there are things we can do better.



Urban Wilderness

Website: urbanwildernesscic.com

Email: info@urbanwildernesscic.com

Dated: February 2021

This policy will be reviewed and updated by February 2022