

December 2009

STATEMENT OF GENERAL SAFETY POLICY

The Trustees and Management Committee of Grenville House Outdoor Education Centre are committed to the principle of providing and maintaining safe working conditions for their employees and a safe environment for those who use the Charity's facilities.

This statement is designed to cover the operation of Grenville House as a residential facility catering for groups of young people with their accompanying staff and the occasional use of Grenville House by adults for meeting and training. It also covers the provision of support services, not involving Grenville House, for young people.

The responsibility for ensuring that the policy is implemented and updated and for the reporting of injuries under the Injuries, Diseases and Dangerous Occurrences Regulations 1995 rests with the Trustees and Management Committee with the Charity's Secretary acting on their behalf.

Instructions on the safe operation of Grenville House are contained in the Grenville House Outdoor Education Centre publication 'SAFETY AND OPERATING INSTRUCTIONS'. This specifies the safe working practices, hazards to take into account, emergency procedures, reporting procedures and general notes of guidance for activities undertaken. The responsibility for ensuring that this document is complied with rests with the Centre Manager of Grenville House who is also responsible for ensuring that all statutory requirements and codes of practice are adhered to in the operation of the Centre and the undertaking of outdoor and other activities.

Grenville House is actively committed to reviewing and improving access to both its facilities and activities for disabled students. Where resources allow, improvements will be made according to priorities and needs.

The successful implementation of the Safety Policy is important. This demands the diligent participation of individual staff members and it is a part of their normal duty to draw to the attention of their line manager any hazards or unsafe practices that they observe. If staff members feel that the reports have not been acted upon, they should be further referred in the same manner as a grievance.

The SAFETY POLICY STATEMENT and SAFETY AND OPERATING INSTRUCTIONS will be reviewed on an annual basis by the trustees and Management Committee at the December meeting of the Committee. The Secretary and Centre Manager will review both these documents and, after consultation with other staff members, make recommendations to the Committee for any changes to be made.

Signed: Anthony Prowse

Chairman of the Management Committee