



## HEALTH AND SAFETY POLICY (Written 02.02.2023)

Newquay Wild Activities (NWA) is committed to protecting the health and safety of its employees, freelancers, volunteers, and all others with whom our work brings us into contact. The group's policy is to provide and maintain safe and healthy working conditions, equipment, and systems of work for all those working for the group, and to provide its partners with such information, training, and supervision as they need for this purpose.

NWA recognises its responsibilities under the Health and Safety at Work Act and other related legislation and seeks to satisfy its obligations by the adoption of this Health and Safety policy.

The policy will be reviewed every two years or more frequently if work practices change.

The final overall responsibility for the safety and well being of the staff rests with the Directors: Laura Guy-Wilkinson and Elizabeth Clark and Jennifer Sandiford. They believe that cooperation and consultation with its staff and volunteers is essential and undertakes specific risk assessment procedures relevant to the different activities it carries out to ensure the maximum safety for its employees and user groups.

All volunteers, freelancers and staff are provided with conduct guidelines, including health and safety requirements.

NWA's activities will be carried out in accordance with the following health and safety procedures. All staff and volunteers will be familiar with this guidance, and it will be available on site during all sessions.

Before any activity the Directors will check on the time of high tide and weather conditions, as well as checking on any other risks particular to that day.

If weather conditions immediately prior to or forecast during an activity are deemed to pose a danger to participants, the event will be cancelled. See the cancellation policy for more details.

### **Activity Housekeeping**

- All guests will be picked up or will meet at the agreed spot. Each lead guest will be given details at the time of booking. Further correspondence will occur a day before to remind guests of the details. An SMS option is available at the time of booking.
- All guests will be given a full safety briefing at the start of the activity.
- Guests will be given a full risk assessment of the day and will be informed of their requirements and of particular risks (e.g. appropriate footwear, steps and stairs, unstable cliffs, slippery rocks, sharp or heavy items, awareness of tides, event end time, etc.).
- Guests will be informed of the plan for the day and the area the activity will be held.
- All guests will have access to the bus for any bags they wish to leave. They will also have access to the Director's mobile phone number. Although guests should be always within sight of each other, high noise levels may drown out voices.
- All children to be accompanied by a responsible adult and to have a clear understanding of physical boundaries.



## **First Aid**

At least one qualified First Aider will be present at all activities. A fully stocked first aid kit (marked with a white cross) will be always available (carried by the team leader). The event leader should also:

- Be aware of the nearest hospital and estimated time for emergency service attendance.
- Ensure there is mobile phone signal at the site of all activities in the event of the need to call the emergency services.
- Carry other useful items such as wet wipes, handwash and clean water.

## **Emergency Management – Unusual and potentially dangerous items on beaches**

A wide variety of items and materials, sometimes unusual and even potentially dangerous, can be found on headlands or wash up on the Cornish Coastline, from unexploded ordinance to dead whales and palm oil. Should you come across an unusual item or substance on an activity you should report it to the guide or Director who will contact the Coastguard either by phoning the number found on the information board at the beach, or dial 999, or 112. This will start the process of investigation, collection and disposal of the substance or material. Unexploded ordinance is collected and disposed of by the Bomb Disposal Unit based in Plymouth, and beach rubbish will be taken away either by the landowner or Cornwall Council.

On some activities the guides may do a litter pick if the area is unusually dirty. If guests wish to participate, they may be required to carry what they have collected back to the main meeting point. They must not attempt to carry more than they are able. All lifting to be done safely (bending at the knees rather than the middle). Bags to be held away from the body to avoid any scratches or cuts from the rubbish contained in them

The sand often washes over items such as lengths of rope, leaving only a small section exposed. Please do not attempt to pull out any such item if it appears to be firmly rooted in the sand, as this can cause injury.

## **Appropriate clothing, footwear, and protection from the elements**

All guests will be made aware of the conditions on activity. Activities run for approximately 2-3 hours, and weather conditions can – and often do – change greatly within this length of time.

Guests will be advised about proper clothing for the activity. Sensible footwear with a good grip is crucial. In winter, warm, waterproof clothing and a hat are suggested. In summer, guests should wear clothing that will protect them from the sun, including long sleeves and a hat, and/ or they should bring and regularly apply sun cream. The sun can beat down very strongly on open areas and wind burn is also a possibility. Refreshments will be provided but guests should bring anything they will need during the activity including more water to reduce the chance of dehydration.

## **Limitation of participants**

The activities will have walking and some parts are uphill and downhill. There will be some steps and rocky terrain. Some paths can be narrow. When advertising NWA will give information about accessibility and the guest must make NWA aware of any access requirements at the time of booking.

It is suggested that the Wildlife Walk is suitable for children over the age of 8. This is because of the amount of walking. Rockpool Rambles are suitable for all ages.

At least two NWA guides will be taking the activities – one leading and one at the back.



## **Safeguarding**

All children and young people under the age of 18 and all vulnerable adults should be accompanied by a parent or group leader who oversees them. The NWA Safeguarding Policy and Procedures should be read alongside this policy.

## **Equipment provided**

Included in the activity is all necessary safety equipment as well as items such as binoculars and ID guides.

## **In the event of an accident:**

- Ensure the rest of the group is safe – where appropriate delegate responsibility.
- If appropriate, remove the danger or people /persons from the danger.
- Qualified First Aider called to check A-B-C, administer First Aid and if necessary, call for further assistance (999)
- Use the risk assessment to give the postcode and/ or grid reference of the site to emergency services.
- Record full details on 'near miss' form. Write down all other relevant details of the incident while these are still fresh in the memory and ask other supervisory staff to do the same. If practicable, take a photograph of the accident scene and any equipment, etc, involved.
- Follow up as appropriate, including review of ways of preventing similar incidents.

## **Weather, tide, headland, and beach conditions**

Weather conditions can change quickly and dramatically on Cornish coast. The main risks from the elements are:

- Rain / snow: risks due to paths and rocks being muddy and/ or more slippery than usual. Increased risk of landslides, particularly on unstable cliff faces.
- Mist and fog: risk of members of the group becoming separated or left behind.
- Temperature: ensure participants are suitably dressed for the conditions and have water.
- Tide: Guests will be warned of the state of the tide and all activities have been organised around low tide. It is suggested that guests avoid the sea during the activity as there are risks of strong pulls and rip tides. All participants to be advised of the time of the end of the activity and instructed to meet back at the start point before leaving the beach.
- Wind: Very strong winds may result in large and dangerous surf, with waves reaching much higher up the beach than in calm conditions which includes spray and sea foam. Risk when accessing the beach down cliff paths. Risk from blowing sand. Risk of belongings being blown off headlands. Risk of people being buffered around.

## **Assessment Policy and Procedures**

Every site where NWA operates and all its activities, are thoroughly risk assessed. Risk Assessments are vital to ensure that all those in a position of responsibility are aware of any potential hazards and what actions need to be implemented to reduce risk. Some actions may be preventative and may need to be implemented before a session starts, such as removing thorny branches from a regular path. Other actions may be responsive, for example leaving the beach if weather conditions become dangerous. It is the group leader's role to ensure all sites and activities are appropriately risk assessed.

Written risk assessments will be kept on file.



Risk assessments are carried out on site, prior to the start of the activity to check on changeable features at the site, such as trip hazards or holes along main paths, landslides, large surf, etc. These will be discussed during the safety briefing at the start of the activity.

### **Specific considerations for Rockpool Rambles**

- Steps and stairs
- Tides and waves
- Falling rocks
- Trips and slips
- Throwing sand
- Stinging animals
- Dogs
- Exposure
- Unsanitary waste
- Sharp litter
- Wash hands at end of session

### **Specific considerations for Wildlife Walks**

- Steps and stairs
- Mist and fog
- Wind
- Mud and falling rocks
- Steep cliffs
- Narrow paths
- Stinging plants
- Disturbed wildlife / livestock
- Exposure
- Unsanitary waste
- No phone signal