



# Health & Safety Policy

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OUT ON THE DOWNS (Trading name of OUTDOORS ON THE DOWNS LTD)

## 1. Policy Statement

OUT ON THE DOWNS is committed to ensuring the health, safety, and welfare of all participants, staff, volunteers, and partners. We aim to provide safe environments for all activities, including Duke of Edinburgh's Award (DofE) expeditions, Lowland Expedition Leader (LEL) training, Bikeability sessions, and school-based outdoor education. We comply with all relevant legislation and guidance to maintain high standards of safety.

## 2. Scope

This policy applies to all activities delivered by OUT ON THE DOWNS, including expeditions, training, and educational sessions conducted in partnership with schools, local authorities, and other organisations.

## 3. Legal and Regulatory Framework

- Health and Safety at Work Act 1974
- Management of Health and Safety at Work Regulations 1999
- DofE AAP Licensing Requirements
- OEAP National Guidance
- Bikeability Delivery Guide
- School and Local Authority Health and Safety Policies
- Health and Safety (First-Aid) Regulations 1981

## 4. Responsibilities

- The Director (Ben Dawson) is responsible for implementing and monitoring this policy.
- All staff and volunteers must follow safety procedures and report hazards or incidents.
- Participants are expected to follow safety instructions and use equipment responsibly.

## 5. Risk Management

OUT ON THE DOWNS conducts and documents first-aid needs assessments for all activities, in line with HSE guidance. These assessments consider the nature of the activity, participant numbers, location, and access to emergency services.

Risk assessments are conducted for all activities, including travel, terrain, weather, and participant needs. Dynamic risk assessments are carried out during activities to respond to changing conditions. Emergency procedures are in place and communicated to all staff.

## 6. Training and Supervision

All staff and volunteers receive appropriate training in health and safety, first aid, and activity-specific procedures. Supervision ratios comply with DofE, LEL, Bikeability, and school standards. Remote supervision protocols are used where appropriate. Trainers and assessors delivering first aid qualifications must meet the competency requirements set by awarding bodies and maintain up-to-date CPD and quality assurance records.

## 7. Equipment and Environment

All equipment is regularly inspected and maintained. Environments are assessed for suitability and safety. Participants are briefed on equipment use, environmental hazards, and behaviour expectations.

## 8. Incident Reporting

All incidents, accidents, and near misses must be reported to the Director. Records are kept securely and reviewed to improve safety practices. Serious incidents are reported to relevant authorities as required.

## 9. Monitoring and Review

This policy is reviewed annually or following any significant incident. Feedback from staff, participants, and partners is used to inform updates.

## 10. Contact Information

For any health and safety concerns or queries, please contact:

Ben Dawson

Email: [info@outonthedowns.co.uk](mailto:info@outonthedowns.co.uk)

## 11. Related Policies

This policy should be read in conjunction with the Safeguarding Policy, Equal Opportunities Policy, and Complaints Procedure Policy.