



BACK 2 BASICS *camping*

Health and safety Statement of Intent

Back2Basics Camping is a specialist outdoor education organisation, committed to 'real outdoor education'. The policy, organisation and management of health and safety at Back2Basics Camping is the responsibility of it's Managing Director, Aaron Cowley.

We are committed to the requirements of the Health and Safety at Work Act 1974. We commit to provide as far as is reasonably practicable a safe plant and systems of work, the safe use, handling, transport and storage or equipment and substances, to provide information, instruction, training and supervision for our employees and a safe environment in which to work with adequate access and egress and sufficient welfare facilities.

We work predominantly with schools and young people and as such consider our duty of care regarding the health and safety of our clients to be paramount. We will ensure that our clients are informed of the risks and trained in the safe working procedures involved with outdoor education in woodlands. We will ensure a supervised learning and playing environment that is as safe as is reasonably practicable, while maintaining the inspiration and magic associated with woodland adventures.

We will carry out comprehensive risk assessments for all environments and activities. We will have effective emergency procedures in place for all foreseeable eventualities. We will employ competent people and monitor them to ensure they remain so. We will consult staff from all areas and levels of the company to maintain the welfare of our team, to identify and avoid any potential unnecessary risks, and to continuously improve the health and safety culture of our organisation. All Health and safety incidents and issues will be recorded, monitored and regularly reviewed in a monthly meeting of the Health and Safety Committee.

We aim to create an industry-leading structure for demonstrable health and safety in outdoor education. We would like to involve teachers in the development of a system to reduce the bureaucracy associated with school trips, and to work with regulatory bodies to help us achieve this.

We aim to instill a practical culture of health and safety among our team, and to teach students how to assess and deal with risks independently in preparation for future roles.

Aaron Cowley

Director

B2B Events Limited



BACK 2 BASICS

camping

The Company

The Bush craft Company has a positive Health and Safety culture that permeates every level of the company. It is thorough and organised in design and practical in application.

Risk Assessments

We have comprehensive Risk Assessments for all our activities which are annually reviewed and updated and Safe Systems of work for many of our activities in the field. Safety briefs and supervision are key elements of our courses. Our General Bush craft Risk Assessment is attached below and is reviewed yearly on the 15th of May.

Insurance

Our statement of fact regarding our insurance is provided by Campbell Irvine and provides public liability for up to £10,000,000, expires on the 24/07/2018.

Our staff

On all Bush craft Company courses we maintain ratios of staff to students of 1:10. Any of our staff who run our field kitchen's hold Food Hygiene Certificates and every member of the Bush craft Company has passed a DBS check, formerly known as the Enhanced CRB disclosure.

Accommodation

The students sleep in shelters or tents and sexes are always separated. A member of the Bush craft team will always be sleeping in the centre of the camp with a lit lantern close by so that in the event of any student needing assistance during the night, they need only walk 20m to the light and find our staff.

Key: L = Likelihood S = Severity C = Controlled

Hazard	Potential Harm	Uncontrolled			Controls	Controlled		
		L	S	C		L	S	C
Deadfall	Crushing injuries, breaks, death	L	H	Y	<ul style="list-style-type: none"> All sites checked by qualified professional All tents and other structures placed to reduce risk • Pre-course checks by Bush craft Unit Leader Regular weather checks for high winds Evacuation procedures 	L	H	Y
Sharps (Cutting tools)	Impaling & lacerations	M	H	N	<ul style="list-style-type: none"> All student's knives & penknives collected at beginning of course All Bush craft cutting tools stores out of site and in closed bags or storage tents with sheaths where available. Students briefed at beginning of the course on exclusion zone of storage tents and not to touch any cutting tools unless instructed to. All staff trained on proper use and storage of cutting tools 	L	H	Y
Flora	Poisoning	L	H	Y	<ul style="list-style-type: none"> Pre-course checks to identify any potentially hazardous flora. • Initial safety brief not to touch any fungus or berries, and not to eat anything foraged from the woods. Hand washing facilities and disinfectant available at all times. 	L	H	Y
Vehicles	Crashes & Crushes	L	H	Y	<ul style="list-style-type: none"> Only designated tracks to be used Exclusion zones for students Keys never left in vehicles All drivers trained on proper vehicles use No vehicles to be driven in vicinity of students at night. 	L	H	Y
Ticks	Lyme disease	M	H	N	<ul style="list-style-type: none"> All areas prone to ticks to be identified • long sleeves and trousers to be worn permethrin impregnated canvas used Thrice daily tick checks to be done Ticks to be immediately removed using tick tweezers • School informed to monitor post-course. 	L	H	Y
Insects	Stings & bites, potential anaphylaxis, wasps/bees	M	H	N	<ul style="list-style-type: none"> Pre-course checks for insect nests Any insect nests in or very close to camp to be removed or destroyed. Epi-pens kept close for those with allergies and staff trained on how to use them. 	L	H	Y
Food allergies	Irritation, sickness or anaphylaxis	M	H	N	<ul style="list-style-type: none"> All dietary & medical conditions to be collected before course and Bush craft team to be informed All sweets brought to camp to be collected in to avoid any uncontrolled cross-contamination Thorough cross-contamination procedures followed in the food preparation area 	L	H	Y

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Hazard	Potential Harm	Uncontrolled			Controls	Controlled		
		L	S	C		L	S	C
Public roads	Road traffic accidents	L	H	Y	<ul style="list-style-type: none"> Exclusion zones established at initial safety briefing Any necessary road crossing will be managed per 'road crossing procedures' Camps situated away from and out of sight of any major roads with significant traffic. 	L	H	Y
Open Fires	Burns	H	M	N	<ul style="list-style-type: none"> Full safety brief by Unit Leader on arrival. Supervision of students at all times 	L	M	Y
Guy Ropes	Trips & Slips	H	M	N	<ul style="list-style-type: none"> Full safety brief by Unit Leader on arrival. No running in camps Guy Lines highlighted wherever possible Supervision of students at all times 	L	M	Y
Poor Lighting/Darkness	Trips & Slips, head / eye injuries, getting lost	H	M	N	<ul style="list-style-type: none"> Torches as required equipment on pre-course kit list for all students Lanterns lit as light fades to ensure good lighting of high-risk areas Night-time procedures brief (including a buddy system). 	L	M	Y
Lack of boundaries	Lost students	M	M	N	<ul style="list-style-type: none"> Safety brief pre-ceding all activities involving leaving camp Buddy systems and regular head-checks Brief on what to do if a student becomes lost. Staff trained on lost-child procedures. 	L	M	Y
Poor Hygiene	Sickness / Illness	M	L	Y	<ul style="list-style-type: none"> Camp tour to outline all cleaning facilities available Warm water for regular hand washing always available Toilets cleaned twice daily AM & PM routines for student ablutions Showers available on all 4 & 5 day courses 	L	L	Y
Low branches	Eye & head injuries	M	M	Y	<ul style="list-style-type: none"> Pre-course checks for any likely branches to cause harm Safety brief enforcing 'N running' Supervision throughout the course 	L	L	Y
Uneven Ground / Animal holes	Breaks, twists, falls, sprains	M	L	N	<ul style="list-style-type: none"> All animal holes identified pre-course, and filled in where necessary Initial safety brief to highlight danger areas No running rules enforced in woods Supervision at all times 	L	L	Y
Public footpaths - trespassers	Psychological / bodily trauma	M	H	Y	<ul style="list-style-type: none"> Students never left unaccompanied by an adult All trespassers approached and directed back to public paths All trespassers immediately reported to field manager Bush craft staff sleep in centre of camp to monitor any night timed activities. 	L	H	Y

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Hazard	Potential Harm	Uncontrolled			Controls	Controlled		
		L	S	C		L	S	C
Knife work	Laceration, Puncture	M	H	N	<ul style="list-style-type: none"> • Full safety brief from Unit Leader • Instruction and Demonstration of techniques • Supervision ratio of 1:4 Bush craft staff to students 	L	H	Y
Food Handling	Contamination	H	M	N	<ul style="list-style-type: none"> • Full safety brief from Field Cook • Hand washing before & after activity • Blue gloves for raw meat, fish & eggs. 	L	M	Y
Lighting fires	Burns	L	M	N	<ul style="list-style-type: none"> • Instruction and demonstration of proper techniques. • Full safety brief from Bush craft staff • Supervision at all times of the process 	L	M	Y
Cooking over fires	Burns	H	M	N	<ul style="list-style-type: none"> • Instruction and demonstration of proper techniques. • Full safety brief from Bush craft staff • Supervision at all times of the process • Heat proof gloves if required. 	L	M	Y
Shelter building & use	Collapse of shelter, eye damage, hypothermia	M	M	N	<ul style="list-style-type: none"> • Full safety brief from Bush craft staff. • Instruction on construction and collection of materials • Supervision ratios of 1:15 Bush craft staff to students • All shelters to be checked for structural safety by Unit leader • Night time supervision by staff • Extra blankets and sleeping bags available in case of cold weather. 	L	M	Y

Signature of Manager: G. Killen

Print name: Gary Killen - Forest School Leader

Section / Service / Directorate: Back2Basics camping/Forest School/Kelham Hall

Review Date: 15th May 2019

Schedule

Sports Business Insurance



Protectivity Insurance, Belmont House, High Street, Lane End, High Wycombe, Bucks, HP14 3ER. Tel: 01494 887909

Date of issue:
23/07/2018

Aaron John Cowley

11 Jumelles Drive
Calverton
Nottingham
NG14 6QD
United Kingdom

This is your insurance schedule from Protectivity, thank you for purchasing your insurance from us. This document is a summary of the details you have given us and should be read in conjunction with the wording. Please check carefully and contact us immediately if there are any discrepancies. We recommend that you keep this document safe for future reference.

Policy Details			
Policy Number:	444900039211		
Binding Authority:	This insurance is written under contract number SC3342018377		
Wording:	LSL-A 0518 - WORDING - SCD / LSL-A 0518 - SUMMARY - SCD		
Insured:	B2B Events Ltd		
Business:	Overnight camping for children aged 6-20, along with educational lessons during the day. Always accompanied by two background checked adults. 1-1 sessions working closely with local councils/schools. Outdoor laser tag, 26 laser guns running in a 3 acre woods.		
Period of Insurance:	From:	25/07/2018	To: 24/07/2019
	Both dates inclusive local standard time at the Insured's address stated above. This policy will not automatically renew: notice is hereby given that the cover will terminate and not be renewed at the expiry date unless a new agreement is reached between the insurer and the insured .		
Covered Jurisdictions:	United Kingdom		

Liability Section			
Public Liability Sub-Section:	Included		
Limit of Indemnity:	£10,000,000.00	any one Occurrence	
	Subject to the following sub-limits which shall be part of and not in addition to the above limit:		
	£250,000	any one Occurrence and in the aggregate in respect of Cyber	
Excess:	£0.00	Applicable to Injury and Damage	
Defence Costs:	Included		
Occurrence Limit:	Combined		
Business Premises:	The Business is carried on from premises in the following territories and no others for the purposes of this Section: United Kingdom		
Product Liability Sub-Section:	Included		
Limit of Indemnity:	£10,000,000.00	any one Occurrence and in the aggregate	
Excess:	£0.00	Applicable to Injury and Damage	
Defence Costs:	Included		
Occurrence Limit:	Combined		