

OUTDOOR CENTRE & CLUB HEALTH AND SAFETY POLICY

It is the policy of Phoenix Canoe Club Limited to ensure, so far as is reasonably practicable, the health & safety of its volunteers, employees and members.

The Trustees, volunteer staff and employees are to comply, as far as is reasonably practicable, with the requirements of the Health and Safety at Work etc. Act 1974, and with all its statutory provisions. All members are required to assist in achieving this aim.

Overall and primary responsibility for maintaining a safe and healthy working environment within the Phoenix Canoe Club Limited rests with the Trustees. The onus of overall and primary responsibility does not absolve individuals from their specific responsibilities.

Each and every member of the volunteer staff and employees is required:

- ❑ To take reasonable care for the health and safety of themselves and of other persons who may be affected by their acts or omissions.
- ❑ To co-operate with the Trustees, Centre Development Director / Centre Activities Manager / Duty Coach, or any other person, so far as is necessary, to enable them to comply with any health and safety duty, or requirements placed upon them.
- ❑ To avoid intentionally or recklessly interfering with, or misusing anything provided in the interests of health, safety or welfare

Where applicable, disciplinary action will be taken where breaches of regulations and/or wilful disregard of safe practices or procedures occur.

The Trustees will provide every volunteer staff member, employee with the training, equipment, information and supervision necessary to carry out their tasks safely. However, if a volunteer staff member is unsure how to perform a certain task, or feels it would be dangerous to perform a specific job, then it is their duty to report this to the Trustees, Centre Development Director / Centre Activities Manager / Duty Coach.

Phoenix Canoe Club Limited's Health and Safety Policy will be continually monitored and updated, particularly when changes in the scale and nature of our operations occur. The policy will be reviewed at least every 12 months.