



Operations Guide **Error! No text of specified style in document.**  
Health and Safety Policy Statement



# 1 Health and Safety Policy Statement

## Health & Safety at Work Etc. Act 1974

### Safety Policy Statement

The Under 17 Car Cub Charitable Trust and its subsidiary U17 Drivers Pathfinder Limited (hereinafter referred to as 'Pathfinder') is committed to discharging their obligations under the Health & Safety at Work Etc. Act 1974, the Management of Health & Safety at Work Regulations 1999 and all other relevant statutory legislation.

We will seek to provide a healthy & safe working environment for all of our Students, Accompanying Adults, Officials, Visitors and Guests (hereafter referred to as Attendees) and will endeavor to ensure the safety of all others who could foreseeably be affected by activities under our control.

Particular attention will be paid to the provision and maintenance of: -

- Plant, equipment and systems of work that are safe and minimise risk.
- Safe arrangements for the use, handling, storage & transport of articles, goods and substances.
- Sufficient information, instruction, training & supervision to enable all Pathfinder Attendees to avoid hazards and contribute positively to their own safety & health at work.
- Places of operation that are safe and without unacceptable levels of risk.
- Adequate welfare facilities.

To achieve a high standard of health & safety, the active co-operation of all Pathfinder Attendees is essential.

Pathfinder Attendees are reminded of their own duties under the law,

- to take care of their own safety and that of other persons,
- to co-operate fully with Pathfinder so as to enable them to carry out their responsibilities successfully.

The Organisation, Responsibilities and Arrangements to enable the Policy on Health & Safety to be effective are contained in the attached documents.

This policy and associated documents will be revised annually, or after any significant change to Pathfinder or legislation likely to affect the Policy.

**Completed by: Name**

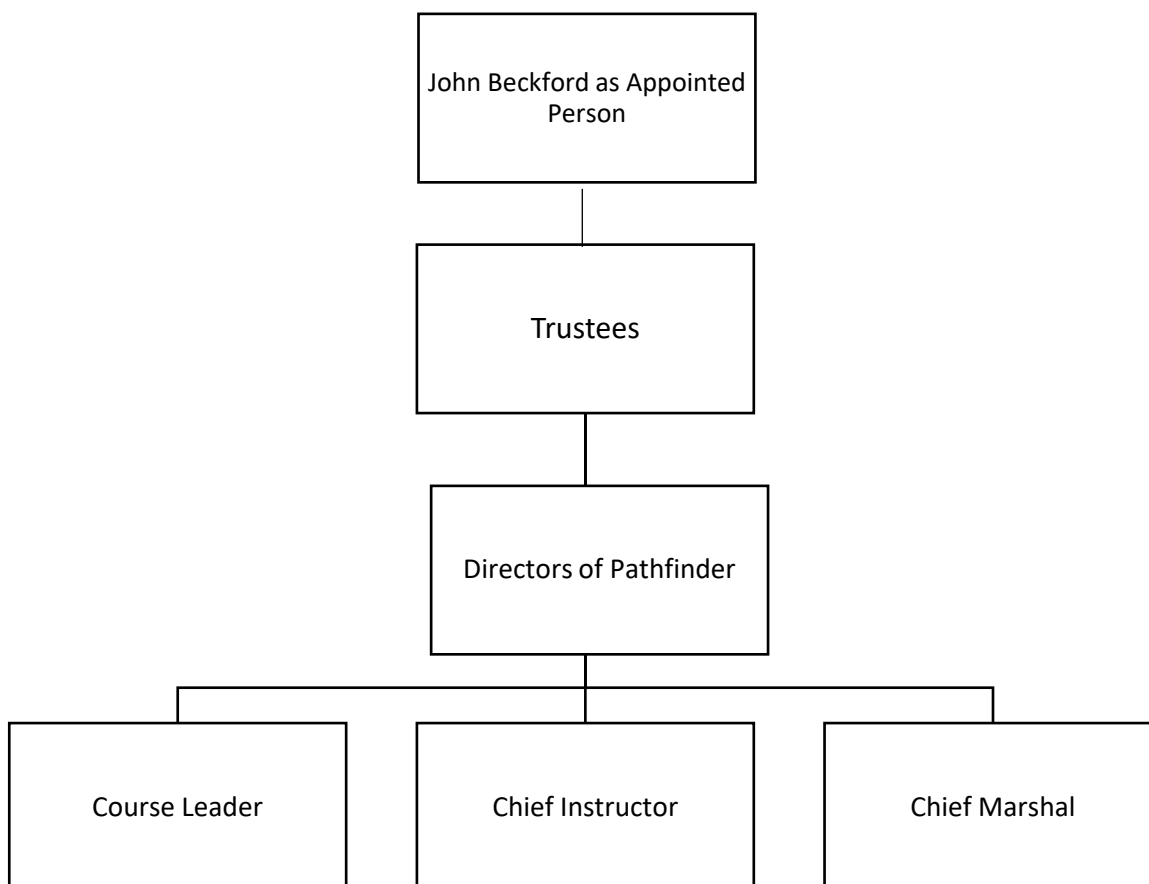
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## 2 Health and Safety Organisation and Responsibilities

### 2.1 Safety Organisation Chart





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Health and Safety Organisation and Responsibilities

John Beckford has overall responsibility for health and safety within Pathfinder. He / She will ensure that:

- The Health and Safety Policy is updated as and when required and is made known to the Pathfinder Attendees
- The Policy, Arrangements and Safe Working Procedures as written are implemented.
- Pathfinder attendees are trained, instructed, informed and / or supervised to enable them to carry out their work safely and without risks to their safety or health.
- Adequate financial provision is made for foreseeable items of expenditure associated with health and safety.
- Safe systems of work are established where the degree of risk indicated as a result of the Risk Assessments merits such action.
- Matters brought to their attention of a health and safety nature are dealt with, and where professional advice or assistance is required suitable resources are made available.

The Course Leader has responsibility for the day-to-day activities and operations within Pathfinder. General duties include ensuring:

- The Pathfinder safety policy, arrangements and procedures are in line with current legislation and good practice and implemented on every project, as required.
- Required changes in operating procedures due to legislation updates or risk assessment findings are communicated to all appropriate Pathfinder Attendees for action.
- All Pathfinder Attendees are provided with information, instruction and training required to implement the safety policy requirements,
- Safe systems of work are established where the degree of risk indicated as a result of the Risk Assessments merits such action.
- Compliance with the Pathfinder safety policy and procedures is monitored across the business.
- Pathfinder is conversant with current legislation and is made aware of any relevant commencement dates.
- A good standard of housekeeping is maintained at all venues operated by Pathfinder.
- Such Personal Protective Equipment (PPE) as is necessary is provided.
- All injury accidents and dangerous occurrences are investigated, reported and notified, if appropriate, to the Health and Safety Executive in accordance with the Accident Reporting Procedure.

**The Course Leader and Chief Marshal** shall ensure:

- They are familiar with the Pathfinder Health and Safety Policy, the Organisation and arrangements for Health and Safety and implement them within the Pathfinder environment to the best of their ability.
- Necessary information and instruction is passed on to Pathfinder Attendees under their control and where appropriate training needs are identified.
- Where any injury occurs, the appropriate treatment is provided, the details recorded using the incident report form, copies of which are held in the Course Leaders box, in accordance with the Pathfinder Incident Reporting Procedure.



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Health and Safety Organisation and Responsibilities

- Matters brought to their attention of a health and safety nature, are dealt with, and where they have not the authority to take action, The Trustees and / or John Beckford are / is to be informed
- Established systems of work are properly followed and supervised.
- Appropriate standards in housekeeping and waste management are maintained at Venues and other areas for which they are responsible.
- Adequate welfare facilities are provided and maintained, and Pathfinder Attendees are familiar with the emergency and fire procedures relevant to the location they are operating in.

**All Pathfinder Attendees** shall ensure that they: -

- Co-operate with Pathfinder to enable it to meet its legal obligations in terms of health and safety.
- Co-operate with management to enable them to carry out their duties under the policy.
- Carry out their activities with due regard to their own safety and the safety of others who could foreseeably be affected by their acts or omissions.
- Bring to the attention of the Course Leader / Chief Marshal matters relating to health and safety causing them concern.
- Use Personal Protective Equipment provided for them and keep maintained in good condition.
- Carry out work activities in accordance with the instruction and training received by them.
- Report all accidents, injuries and incidents and ensure that they record details using the incident report forms provided. Keep all venues tidy and free from accumulation of rubbish or materials.
- Use any guards or protective devices provided on appliances and machinery and report any defects identified.
- Are familiar with the fire procedure and means of escape from every part of the Venue to which they have access.



## 3 Health and Safety Arrangements

### 3.1 Management Arrangements

#### 3.1.1 Risk Assessments

Where required under regulations such as The Management of Health and Safety at Work Regulations 1999, general risk assessments and specific risk assessments are carried out for all work activities and areas where we carry out work, with the objective of assessing the risks and of taking appropriate measures to control, reduce or remove the risk factors identified.

All risk assessments shall be reviewed annually as part of the general health & safety/quality review. Risk assessments shall be reviewed if an activity or process changes; a new procedure is introduced into the Venue, or following a near-miss, incident or accident.

The Course Leader/Chief Marshal shall be responsible for identifying any new activities or processes which require risk assessments and bring these to the attention of The Trustees and / or John Beckford **for** action.

#### 3.1.2 Information, Instruction, Supervision & Training

Pathfinder Volunteers are deployed for certain roles within Pathfinder and John Beckford will ensure that they have the necessary competence for those tasks. The specific task risk assessments are then used to identify any additional training required for the contract.

Where new Health and Safety legislation is introduced which has a direct bearing on the Pathfinder and Pathfinders activities, training as appropriate will be provided.

#### 3.1.3 Sub-Contractor Competence Assessment Arrangements

Every person Sub-contracted to work for Pathfinder on site will have direct supervision by a nominated Pathfinder Official.

It is an essential condition of their engagement that they adopt the same standards of work and safety in their activities as that of Pathfinder, who will provide adequate monitoring and supervision of sub-contractors and they will be subject to the same disciplinary procedures.

This process will be repeated annually or when a significant change requires update.

#### 3.1.4 Safe Working Procedures

Pathfinder's arrangements for safety are based on **the** Pathfinder safe working procedures, to ensure a structured, uniform approach can be taken across all Pathfinder activities.

The arrangements do not seek to detail methods of work; they are designed to set Pathfinders approach for dealing with risk and legal requirements.

Where a hazard is identified and there is a significant risk associated with the work activity or where there is a need for information and guidance Safe Working Procedures will be prepared and issued for action by those with related responsibilities.

These Safe Working Procedures will be based on interpretation of legal requirements and will be designed to ensure the provision and maintenance of safe and healthy working practices for our Pathfinder Attendees and to ensure the safety of other persons who foreseeably could be affected by the work activities.



### 3.1.5 Accident Reporting & Investigation

All injury accidents must be reported and recorded On the Incident Record Form and thereafter, at the earliest opportunity, notification made to the Directors of the Pathfinder and to the Insurance Brokers appointed to act for Pathfinder

All Reportable (over seven days' absence) and Notifiable serious injuries must be notified to the Health and Safety Executive. All such accidents must be investigated, reported on and action taken to prevent a recurrence.

Serious injury accidents and dangerous occurrences will be subjected to an in-depth investigation at the discretion of John Beckford.

### 3.1.6 First Aid

Fully trained First Aiders (and First Aid Appointed Persons) are available to provide help in the event of injury.

First Aid Boxes and equipment are provided.

In cases of serious injury or illness, Pathfinder Attendees are taken to the nearest hospital or medical help sought with the minimum of delay.

### 3.1.7 Personal Protective Equipment (PPE)

Where hazards exist in the work activity and there is a need to provide protective equipment, such equipment is provided free of charge.

PPE is provided to offer protection from the hazards perceived to pose a risk to health and safety. Pathfinder Volunteers have a statutory duty to use such equipment. PPE is purchased to comply with the appropriate British/European Standards currently in force.

Pathfinder Attendees and sub-contractors must wear PPE as and when it is stipulated by the specific Risk Assessment, at all times. Failure to do so may lead to removal from site.

Standard PPE for our Venues is limited to high visibility clothing. Task specific risk assessments will identify any PPE required over and above this.

### 3.1.8 Electrical Safety

Unqualified persons are not permitted to carry out any work to electrical installations / fittings belonging to or on loan to Pathfinder. Only qualified electricians are permitted to carry out electrical work.

Pathfinder attendees have a duty to ensure they visually check the condition of any electrical appliance prior to use. Pathfinder attendees must stop; report and put out of use any electrical item they suspect to be faulty or unsafe.

Electrical installations must not be switched on by anyone other than the electrician.

The electrician must never leave any installation capable of being energised where there may be a risk of electrocution.

### 3.1.9 Gas Safety

Unqualified persons are not permitted to carry out any work to gas installations or fittings belonging to or on loan to Pathfinder. Only qualified gas engineers are permitted to carry out work on gas installations / fittings



Pathfinder Attendees have a duty to ensure they visually check the condition of any gas appliance prior to use. Pathfinder Attendees must stop; report and put out of use any gas-powered item they suspect to be faulty or unsafe.

### 3.1.10 Consultation with Pathfinder Participants and Volunteers

To comply with the Health and Safety (Consultation with Employees) Regulations 1996, Pathfinder has established systems where meaningful discussion can take place on matters relating to health and safety between all Pathfinder Volunteers, Students and their Associated Adults

### 3.1.11 Young Persons

Pathfinder recognises the additional risks to which young persons are exposed in the Pathfinder environment due to their immaturity and lack of experience and addresses this through its operating procedures and child protection policy and approach to safeguarding Work Equipment

All such equipment will comply with the requirements of relevant legislation; will be of sound construction, suitable for purpose and the appropriate certification and documentation will be readily available.

Such inspections as are required under statutory legislation will be carried out by insurance companies or competent contractors.

### 3.1.12 Work at Height

All work at height will be carried out in compliance with the Work at Height Regulations 2005. Suitable access equipment will be provided and where the work is of short duration and it is necessary to use ladders suitable precautions shall be taken to ensure their stability and the safety of operatives. All work at height activities will be subject to risk assessment and implementation of controls prior to commencement.

### 3.1.13 Drugs & Alcohol

All Pathfinder Attendees attending any venue are required to present themselves unimpaired by the effects of alcohol or drugs. The use of drugs and alcohol at any venue is expressly forbidden

Breaches of these requirements will render the person/s liable to immediate removal from the venue

### 3.1.14 Smoking

All venues operated by Pathfinder are designated 'No Smoking' areas

### 3.1.15 Mobile Phones

The use of hand held mobile phones in vehicles whilst driving is strictly prohibited

### 3.1.16 Security

All venues will be adequately protected to ensure the safety of authorised visitors. Where Pathfinder activities are in progress suitable instruction / direction shall be provided and only authorised visitors allowed on to site





### 3.1.17 The Environment

Pathfinder is committed to the protection of the environment and will actively seek to control all adverse impacts due to their activities in the Venue. This will include the control of noise, dust, waste, etc. and where reasonably practical the reduction of energy consumption and recycling.

### 3.1.18 Monitoring of Health & Safety Standards

Annual Health and Safety Audits are carried out with the objective of ensuring that the arrangements and standards are being complied with. Venue inspections are carried out by the Course Leader on each occasion

### 3.1.19 Enforcement of Health & Safety Standards

Pathfinder Attendees who are in breach of safe operating procedures or safety rules will be dealt with in accordance with the Under 17 Car Club Disciplinary Procedures.

### 3.1.20 Health & Safety Advice

Pathfinder engages an external consultant as and when required to provide health and safety advice and assistance as is required under The Management of Health and Safety at Work Regulations.



## 4 Risk Assessments

### 4.1 General Risk Assessment

In order to assist The Under 17 Car Cub Charitable Trust and its subsidiary U17 Drivers Pathfinder Limited (hereinafter referred to as 'Pathfinder') with fulfilling its duties under the Management of Health and Safety at Work Act 1999, Risk Assessments have been produced for a number of the activities undertaken by Pathfinder.

### 4.2 Risk Matrix

The following system has been used to determine the level of risk relevant to the hazard identified for both the "Initial level of risk" and the "residual risk rating" columns. It takes account of the consequence (i.e. what is the worst likely outcome) and the probability (or likelihood) of the event occurring. This takes into account the "Control Measures" and "Further Precautions deemed necessary as a result of the last review" documented. This method makes a judgment as to whether or not a risk is acceptable.

PROBABILITY / LIKELIHOOD	DESCRIPTION
Likely	Occurs repeatedly
Probable	Will occur several times
Possible	Could occur sometimes
Remote	Unlikely, though conceivable
Improbable	So unlikely that probability is close to zero

	Likely	Probable	Possible	Remote	Improbable
Fatal	High	High	Medium	Medium	Low
Major injury	High	Medium	Medium	Low	Low
Minor injury	Medium	Medium	Low	Low	Low
No injury					

### 4.3 Recording the Assessment

The assessments are to be reviewed annually, signed, dated and brought to the attention of all Pathfinder Students who are directly affected by the activity.

Specific hazards are brought to the attention of all attendees as part of morning and lunchtime briefings.

### 4.4 Reviewing the Assessment

The assessment contained within the document is only valid within the date range shown on the front cover of the document.



*Insert details of the Venue and Operative Dates below*

Venue Name .....

Venue Address .....

Dates of Course .....



## Appendix A: General Risk Assessments Applicable to all Venue Locations.

### A.1 Site Security

No	Potential Hazard / Task or Activity	Hazards & Risks Identified	Persons at Risk *			Current Controls (PPE – personal protective equipment)	Initial Level of Risk	Further Precautions Required following last review	Residual Risk Rating
			M	C	V				
1	Site Security	Unauthorised access to the site by person(s) unknown may give rise to injury to such person (s)	✓	✓	✓	Checks must be made to ensure the perimeter of the Venue is secure so as to prevent unauthorised access.  Entry / Exist gates must be controlled by Pathfinder officials (usually Marshals) who are responsible for identifying all persons wishing to gain entry.  Unmanned Entry / Exit points must be secured with a combination padlock the code to which is only known to Pathfinder attendees.	Low	None	Low

Persons at Risk M = Students, C = Contractors, V = Visitors / Public



## A.2 Manual Handling

No	Potential Hazard / Task or Activity	Hazards & Risks Identified	Persons at Risk *			Current Controls (PPE – personal protective equipment)	Initial Level of Risk	Further Precautions Required following last review	Residual Risk Rating
			M	C	V				
2	Manual Handling	Injury to persons	✓			It is not possible to formally train Pathfinder attendees in manual handling risks due to the number of people who may get involved in this activity.  Restrictions are in place limiting the weights handled by Pathfinder attendees.  Restrictions are clearly marked in the Set Up Sheet	Low	None	Low

Persons at Risk M = Students, C = Contractors, V = Visitors / Public



### A.3 Transportation of Items in Vehicles and Trailers

No	Potential Hazard / Task or Activity	Hazards & Risks Identified	Persons at Risk *			Current Controls (PPE – personal protective equipment)	Initial Level of Risk	Further Precautions Required following last review	Residual Risk Rating
			M	C	V				
3	Transportation of Items in Vehicles or Trailers.	Injury to persons, damage to objects and overturning of trailers.	✓			Towing of trailers will only be undertaken by individuals who have received trailer instruction or associates with an appropriate class on their DVLA licence  Vehicles / Trailers are not to be overloaded.  Loads are to be suitably placed and secured.  Individuals are to be aware loads may shift and fall from the trailer / vehicle when doors are opened.  No persons are to travel in trailers under any circumstances.	Med	None	Med

Persons at Risk M = Students, C = Contractors, V = Visitors / Public



## A.4 Hitching and Unhitching of Trailers to / from Vehicles

No	Potential Hazard / Task or Activity	Hazards & Risks Identified	Persons at Risk *			Current Controls (PPE – personal protective equipment)	Initial Level of Risk	Further Precautions Required following last review	Residual Risk Rating
			M	C	V				
4	Hitching / Unhitching of Trailers to Vehicles	Injury to Persons Damage to Property	✓			Towing of trailers will only be undertaken by individuals who have received trailer instruction associates with an appropriate class on their DVLA licence.  The Hitching Up / Un Hitching procedure as detailed in the latest version of The Clubs Trailer Manual should be followed.	Med	None	Med

Persons at Risk M = Students, C = Contractors, V = Visitors / Public



## A.5 Control of Visitors

No	Potential Hazard / Task or Activity	Hazards & Risks Identified	Persons at Risk *			Current Controls (PPE – personal protective equipment)	Initial Level of Risk	Further Precautions Required following last review	Residual Risk Rating
			M	C	V				
5	Control of Visitors	Injury to Person(s) Damage to Property		✓	✓	Visitors to be identified at the Entry / Exit Point where they must be directed to the designated meeting point by the Pathfinder official monitoring the gate.  Visitors attending unmanned Entry / Exit point must report their presence to their invitee using the phone number given to them by their invitee. Their invitee must meet them at the Entry / Exit point and escort them through the Venue.  All visitors must sign in using the Visitors Signing in sheet  Visitors must receive a briefing from the Course Leader to highlight venue rules and areas of No Access.	Med	None	Med

Persons at Risk M = Students, C = Contractors, V = Visitors / Public





## A.6 Slips and Trips

No	Potential Hazard / Task or Activity	Hazards & Risks Identified	Persons at Risk *			Current Controls (PPE – personal protective equipment)	Initial Level of Risk	Further Precautions Required following last review	Residual Risk Rating
			M	C	V				
6	Slips and Trips	Slippery or wet floors, trailing cables, poor housekeeping, obstructions on floor. Poor Road / Carpark Surface	✓	✓	✓	<p>Course Leader must review all areas of the venue and to note hazards within the Course Leaders briefing notes.</p> <p>Hazards considered dangerous are to be marked with cones.</p> <p>Details of Hazards must be relayed to all attendees at morning and afternoon briefing sessions.</p> <p>Late attendees must be given specific briefings prior to them undertaking any activity at the Venue.</p>	Med	None	Med

Persons at Risk M = Students, C = Contractors, V = Visitors / Public



## A.7 Inclement Weather

No	Potential Hazard / Task or Activity	Hazards & Risks Identified	Persons at Risk *			Current Controls (PPE – personal protective equipment)	Initial Level of Risk	Further Precautions Required following last review	Residual Risk Rating
			M	C	V				
7	Inclement Weather	Poor Visibility Aquaplaning Increased Breaking Distance	✓	✓	✓	<p>Course Leader and Chief Instructor must assess conditions prior to morning and afternoon briefings and set speed limits accordingly.</p> <p>All vehicles must display headlights when wipers are used.</p> <p>Speed limits must be reduced as per Course Leader and or Chief Instructor instructions and direction should weather conditions change during the course of the driving period.</p>	Med	None	Med

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## A.8 On Site Communication

No	Potential Hazard / Task or Activity	Hazards & Risks Identified	Persons at Risk *			Current Controls (PPE – personal protective equipment)	Initial Level of Risk	Further Precautions Required following last review	Residual Risk Rating
			M	C	V				
8	<b>On Site Communication</b>	Safety of Venue Management of Driving Standards Communication with Driving Students	✓	✓	✓	Persons undertaking the roles of Chairman, Chief Marshal, Chief Instructor and Instruction Coordinator to be highlighted to all attendees at Course Leaders morning briefing.  Chief Marshal to ensure there is sufficient number of fully charged and working two-way radios on site, one for each Marshal unit, Course Leader, Chief Instructor and 4 <sup>th</sup> Official.  Chief Marshal to ensure complete radio coverage across the venue prior to any driving activity commencing.	Med	None	Med

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## A.9 Vehicle Movements

No	Potential Hazard / Task or Activity	Hazards & Risks Identified	Persons at Risk *			Current Controls (PPE – personal protective equipment)	Initial Level of Risk	Further Precautions Required following last review	Residual Risk Rating
			M	C	V				
9	Vehicle Movements	Striking pedestrians, objects or buildings, road traffic accident, overturn	✓	✓	✓	<p>Car Parking areas must be clearly formed and operated on a one-way system.</p> <p>All vehicles must be reverse parked in the car park areas.</p> <p>Speed limit on all carpark areas to be 20mph. at all times.</p> <p>Speed limits to be set by the Course Leader and or Chief Instructor for all parts of the driving area.</p> <p>Speed limit of 20mph to apply to all areas during set up and shut-down periods. This must be reduced to 10mph in the vicinity of pedestrians.</p> <p>Speed limit to be amended during inclement weather as instructed by the Course Leader and or Chief instructor and in accordance with the Operations Guide (this document)</p> <p>All Pathfinder Marshals and any other Pathfinder Official accessing the driving area on foot to wear High Visibility clothing.</p>	Med	None	Med



No	Potential Hazard / Task or Activity	Hazards & Risks Identified	Persons at Risk *			Current Controls (PPE – personal protective equipment)	Initial Level of Risk	Further Precautions Required following last review	Residual Risk Rating
			M	C	V				
						<p>Instructors, by the nature of their on-site activities patrol the driving areas to monitor the driving standards of Pathfinder Students. Those falling short of the required standard are to be stopped and spoken to or asked to return to the car park for further disciplinary action</p> <p>With the exception of vehicles equipped with 'Safe Standing Areas' (Buses), passengers carried must be seated and use a seat belt if fitted to the vehicle.</p>			

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## A.10 Skill Tests

No	Potential Hazard / Task or Activity	Hazards & Risks Identified	Persons at Risk *			Current Controls (PPE – personal protective equipment)	Initial Level of Risk	Further Precautions Required following last review	Residual Risk Rating
			M	C	V				
11	Skill Tests	Slips, Trips Injury Damage to vehicles or objects	✓	✓	✓	Skill test area to be clearly defined. Pedestrian area to Skill Test area to be restricted to Skill Test operator and nominated helpers. High Visibility jackets to be worn by Skill Test organiser and all nominated helpers. Onlookers and participants awaiting their turn must be excluded from the Skill Test area. Vehicle speeds must be limited within the Skill Test area to those set by the Skill Test organiser.	Med	None	Med

Persons at Risk M = Students, C = Contractors, V = Visitors / Public



## A.11 Authorisation

<b>Completed by: Name</b>	
<b>Signature</b>	
<b>Date</b>	







## Why should I sign this?

1. The risk assessments we have drawn up are designed to help safeguard your health and safety at Pathfinder events. They explain how the risks are controlled and tell you who is responsible.
2. You have a duty to take care of your own and other people's health and safety. You are confirming that you will co-operate with Pathfinder to implement the controls listed.
3. It will enable Pathfinder to track that everyone has read and understood the risk assessments.

## What could happen if I refuse to sign the form?

If you feel unable to sign the form, you should inform the Course Leader, Directors of Pathfinder or John Beckford in writing of why you are refusing to sign it. We may be able to help! If you refuse to sign the acknowledgement form and fail to give a valid reason why:

1. Your rights to our safety standards could be affected, as you haven't signed to say you accept them!
2. Your right to legal support in the event of an accident could potentially be affected.
3. There is a possibility that you may be prohibited from undertaking certain activities if you can't agree to work safely.
4. Refusing a 'reasonable request' from Pathfinder could potentially lead to you being asked to leave the Venue immediately.

## Additional Information

1. If you believe the precautions are inadequate and putting anyone's health and safety at serious risk, then you need to report that immediately.
2. The document gives you personal backing as our standards are clearly defined. If you are requested to act outside of these standards, you should raise the issue with John Beckford.
3. We want our staff to be happy with the documents - they will be reviewed on an annual basis and all reasonable suggestions for improvement will be taken into consideration.