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BXM Expeditions Health and Safety Policy

BXM Expeditions accept responsibility for ensuring that workers and leaders have a safe and healthy environment to work in. It is the directors' responsibility to put measures in place to ensure that a situation or environment is made safe for employees to work in as much as humanly possible, with in reason. The director will do this by:

- Always taking in to account the Health and Safety at work act 1974.
- Making good informed decisions based on experience and discretion on current information available.
- Using expert advice from other agencies where the directors see necessary.
- Prevent accidents or unsafe situations from occurring.
- Monitor and re-assess situations as often as necessary.
- Ensure first aid equipment is available in all working environments along with a qualified first aider.
- Always ensure there is appropriate staff ratio, leaders/adults to children.

The directors will always ensure that all employees are familiar with the emergency procedures of the company in the event of an accident or emergency. All equipment owned by BXM Expeditions will be regularly checked and well maintained. If any equipment is deemed unsafe then it will not be used. Any equipment owned by clients that is going to be used on our expeditions (i.e. a tent) will be checked and only authorised by a leader who can make a judgement on its safety and appropriateness.

The director will only employ Leaders with the correct qualifications and experience and will take responsibility for the justification of their employment, including seeing proof of their qualifications. It is also important to BXM Expeditions that all leaders will be properly briefed and all appropriate policies will be made available for them to familiarise themselves with.

All risk assessments are to be signed off by the director.

All expeditions will only take place when a risk assessment has been signed off and measures have been put in place to minimise all risks where reasonably possible. All expeditions should come with a brief, names, ages and medical/dietary conditions of all participants. The brief should be handed to the senior supervisors and made available for all supervisors to access.

BXM Expeditions recognise that in the outdoors, safety is key and without educating all parties, the outdoors can be dangerous regardless of experience, therefore, we take responsibility for educating all of our clients on the importance of managing risks by addressing the following qualities and values:

- Communication.
- Self-discipline.
- Self-preservation.
- Respect.
- Rational thinking.

Any issues that may arise in an unforeseen circumstance should be reported to the director who is also the designated Safety Officer for BXM Expeditions. The safety officer will make the final decision on what should happen in any serious event. There will then be a full de-brief with any staff involved where any discrepancies will be addressed. Any measures that can be put in place to prevent any repetitive hazard or situation will be the responsibility of the safety officer.

At BXM Expeditions we understand that in order to ensure that Expeditions stay safe, policies such as this must be reviewed regularly, therefore this Health and Safety policy along with generic risk assessments will be reviewed and evaluated every 6 months.

It is clear that the people at risk whilst being a part of BXM Expeditions are the employees, the clients and the public so ensuring that supervisors are well trained and have appropriate experience to deal with such issues is paramount. We rate incidents in 3 different categories, they are:

Cat C: A small incident that is manageable by the young people or clients but has caused some issue (e.g. a small first aid incident, a tent blown down etc). The Supervisor should be made aware of this and should report it using the appropriate reporting system.

Cat B: An incident that has required intervention from a supervisor from the start but has been managed appropriately on site. (e.g. A client or supervisor becomes ill, a loss of tent) This type of incident should be reported to the Safety officer at the earliest opportunity and RIDDOR should be used as a reporting system.

Cat A: Any incident where the Safety officer has had to intervene or the Emergency services (including Mountain Rescue) have been seriously considered. (e.g. Hypothermia, or even death). The Safety Officer will collect reports and statements from those involved and write a detailed incident report in line with the RIDDOR procedure.

In order to manage any controllable measures that could prevent any events from occurring, staff of BXM Expeditions should be regularly trained and updated with any new equipment, areas of working and risks. It is part of the mandatory scheme of work for all clients who will be in the outdoors to be given an overview of all safety measures.

The reporting of potential hazards and near miss incidents should be reported and recorded using the 'near miss procedure that BXM Expeditions use'. This is to ensure that risks can be reviewed and action can be taken appropriately to try to prevent dangerous situations re-occurring wherever possible.

