Health and Safety Policy

As the Project Manager for G4G **Mr Jonathan Williams** has responsibility for the safety and Health of all those who involve themselves in its work which include adults, students, team leaders and teachers.

The following document identifies the areas that have been considered in the policy and the measures that have been put in place. Many of these have additional detail in the “Risk Assessment Document”

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| Child Protection | These procedures are identified on a separate document and available on the documents page |
| Risk Assessments | A full and updated range of risk assessments are available on the Documents page |
| Fire Safety | The issue of fire safety is most apparent when staying in Hostels or Hotels. The accommodation at each venue will therefore be checked before booking and the procedure in case of fire will be explained at the beginning of the project. Checks will include the identification of fire extinguishers, exit routes and assembly points. Room number of group members will be recorded on arrival at each centre. |
| Driving Safety | Staff will be required to drive vehicles in unfamiliar conditions ie left hand drive, rugged Landrover Defenders, driving on the right etc.  Drivers will therefore be given a pre- driving explanation to explain key differences in driving laws, vehicle handling and potential dangers. This will also be in paper form and given to each driver. |
| Work Place Safety | **Tools** The Projects involve the use of tools, some being power tools.  The tools will therefore be checked for safety prior to use  Only appropriate tools will be handled by students and some may require one to one supervision. Groups will be supervised at all times.  **Heights** Most projects do not involve working at height but correct procedures will be applied to ladder or platform use and the designation of safety areas below workers holding tools. The use of safety barriers will be monitored.  **Clothing** Appropriate clothing is required depending on the nature of the work. Strong shoes and even Helmets should be worn if members are working at height. Ear Protectors, gloves, masks and eye protectors are also available. |
| Supervision | Groups will be divided into separate areas and given an adult group leader.  This will enable all groups to be manageable with a maximum of a 1:10 ratio |
| Noise | Where a particular tool causes excessive noise, the operator will be required to wear ear protectors |
| Harmful Substances | When dealing with products such as cement, additional care and protective clothing will be worn. [Gloves, eye protectors, long trousers] |
| Electrical Safety | Use of mains power tools and extension leads will be carefully supervised and all tools checked for possible damage. |
| Lifting weight | Jobs requiring the lifting of an object that could cause harm will be carefully assessed. Groups will be taught correct lifting procedure and encouraged to share lifting work. Lifting heavy objects with groups will be organised and supervised. |
| Food Safety | The food hygiene of Hostels, Hotels and Restaurants will be checked for hygiene quality as far as is possible. Restaurants with proper facilities will be selected taking reputation into account. Sandwiches containing meat products must be refrigerated and not carried in bags during hot weather. Additional info on Risk Assessments. |
| First Aid | Here will be a minimum of one qualified First Aider at the main project site.  There will be multiple First Aid Kits available, one in each vehicle and one at the project site. |
| Emergency Procedures | Should transport to a hospital be required there is a clear procedure.  The casualty will be inspected by the trained First Aider who will decide on what measures to take.  The casualty will either be transported by a G4G vehicle or by ambulance.  We will involve the use of local translators who will available either physically or by mobile.  The casualty will be accompanied to the Hospital with another adult/ teacher and also with a translator.  When driving away from the main location such as walking the mountain trail groups will have mobile access to emergency numbers.  In addition, the group leader will have the option of calling a UK Doctor for advice |
| Illness | Where members of the group are too unwell to participate they will have the option of remaining at the Hostel with an appropriate adult. |
| Near Miss Situations | Any activity that involves a “near miss” situation must be reported to the group leader and acted upon.  “Acted Upon” could involve updating Risk Assessments or other policies, changing procedures or acquiring more safety equipment. |

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