

Health and Safety Policy

Reviewed 2nd January 2025



Purpose

This policy aims to ensure the safety and well-being of clients, staff, and others involved in all activities organized by Summit Explorers Ltd. We are committed to providing a safe environment for walking, hiking, camping, and related activities through proactive risk management and adherence to legal standards.

Scope

This policy applies to all clients, staff, contractors, and volunteers participating in or supporting activities conducted by Summit Explorers Ltd.

Responsibilities

- **Management:** Ensure compliance with health and safety regulations, provide adequate training, and conduct risk assessments.
 - **Staff:** Follow health and safety protocols, report hazards, and ensure clients adhere to safety guidelines.
 - **Clients:** Follow instructions, use appropriate equipment, and inform staff of any medical conditions or issues.
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Policy Details

1. Travel to and from Venues

- Drivers must hold a valid license, appropriate insurance, and ensure vehicles are roadworthy.
 - Clients and staff must wear seat belts during transit.
 - Ensure safe parking at venues and designated drop-off points.
 - Communicate meeting points and alternative plans in case of delays or emergencies.
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2. Changes in Weather

- Check and monitor weather forecasts before and during activities.
- Adapt plans for adverse weather (e.g., storms, extreme heat, cold, or high winds).



- Provide clients with guidance on appropriate clothing and equipment for expected conditions.
 - Cancel or modify activities if weather conditions pose a significant risk.
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3. Terrain and Environmental Hazards

- Conduct pre-walk inspections of routes for hazards (e.g., unstable ground, slippery surfaces, or wildlife risks).
 - Use signage or verbal warnings to highlight specific risks during activities.
 - Modify routes to avoid hazardous areas where necessary.
 - Ensure clients understand the physical demands of the terrain and activity.
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4. Equipment (Company-Provided)

- Maintain all company-owned equipment (e.g., tents, cooking gear, navigation tools) in good working order.
 - Regularly inspect and replace worn or damaged items.
 - Provide training for staff and clients on the correct use of equipment.
 - Ensure safety equipment (e.g., first aid kits, maps, communication devices) is readily available.
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5. Client Equipment and Clothing

- Provide a checklist of required clothing and equipment before activities.
 - Verify that clients are suitably equipped (e.g., sturdy footwear, waterproof clothing).
 - Refuse participation to individuals with inappropriate or inadequate gear if it compromises safety.
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6. Camping and Cooking

- Select safe camping locations, away from potential hazards like rivers, cliffs, or unstable terrain.



- Adhere to fire safety protocols, ensuring fires are controlled and extinguished after use.
 - Use portable stoves responsibly and provide instructions on their safe operation.
 - Store food securely to prevent contamination or wildlife attraction.
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7. Walking and Hiking

- Set a pace suitable for all participants, allowing regular breaks.
 - Use designated trails where possible and avoid environmentally sensitive areas.
 - Ensure a leader and sweeper are present for group walks to monitor safety.
 - Brief participants on safe walking techniques (e.g., crossing streams, navigating slopes).
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8. Client and Staff Medical Issues

- Collect medical information and emergency contacts during booking.
 - Ensure staff are aware of medical conditions that may affect clients (e.g., asthma, diabetes).
 - Maintain confidentiality while ensuring necessary precautions are taken.
 - Require clients to carry personal medication and inform staff of its use.
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9. First Aid

- Ensure at least one qualified first aider is present on every activity.
 - Carry fully stocked first aid kits, checked before each event.
 - Record and report all accidents and incidents.
 - Establish and communicate emergency procedures, including evacuation plans and contacting emergency services.
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10. Training and Competence

- Provide staff with regular health and safety training, including:



- Risk assessment
 - First aid
 - Weather and terrain management
 - Emergency response
 - Assess staff competence regularly and provide refresher training as needed.
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11. Risk Assessments

- Conduct risk assessments for all activities, covering:
 - Environmental factors (terrain, weather)
 - Equipment safety
 - Client fitness and preparation
 - Emergency scenarios
 - Update assessments regularly and after significant incidents or changes.
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12. Communication

- Use radios, phones, or other communication devices to stay in contact during activities.
 - Provide clients with a briefing before each activity, outlining:
 - Planned route and schedule
 - Potential risks
 - Safety protocols
 - Share emergency contact details with staff and clients.
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13. Incident Reporting and Investigation

- Record all accidents, near-misses, and incidents in a log.
- Investigate incidents to identify causes and implement preventive measures.



- Report serious incidents to relevant authorities as required by law.
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14. Emergency Procedures

- Establish and communicate emergency action plans, including (see Appendix):
 - Lost client protocols
 - Severe weather response
 - Injury or illness response
 - Ensure all staff are trained in emergency procedures.
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15. Monitoring and Review

- Regularly review this policy to ensure it remains up-to-date and effective.
 - Seek feedback from clients and staff to identify areas for improvement.
 - Implement changes as needed to enhance safety standards.
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Acknowledgment

By participating in activities with Summit Explorers Ltd., clients and staff agree to comply with this Health and Safety Policy.

Signed:

Dr. James Wilkinson
Director
Summit Explorers Ltd.



Appendix

Lost Client Protocols

Purpose: To locate and safely reunite lost clients with the group while minimizing risks to all involved.

Before the Activity:

- **Client Briefing:**
 - Explain the importance of staying with the group.
 - Provide clear instructions on what to do if separated, including stopping and waiting in a visible or sheltered location.
 - Ensure all clients have a whistle (3 blasts indicate distress).
- **Contact Details:**
 - Share a designated emergency phone number or radio channel.
- **Buddy System:**
 - Pair clients where possible to reduce the likelihood of individuals being alone.

If a Client Becomes Lost:

1. **Initial Assessment:**
 - Stop the group and count all remaining clients.
 - Identify the last known location of the missing person.
 - Assign a staff member to stay with the group and maintain their safety.
2. **Immediate Search:**
 - Search the area where the client was last seen (no more than 10–15 minutes).
 - Use a whistle or shout the client's name to signal your location.
3. **Communication:**
 - Attempt to contact the missing client via phone or radio.
 - Notify other staff members or authorities (e.g., mountain rescue) if the client cannot be located quickly.



4. **Emergency Plan:**

- If the client is not found within 30 minutes, escalate the response:
 - Inform local authorities or mountain rescue.
 - Provide details of the client's description, last known location, and any relevant medical information.

After the Client is Found:

- Check their physical and emotional well-being.
 - Provide first aid if necessary.
 - Debrief the client on safety protocols.
 - Record the incident and review procedures to prevent recurrence.
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Severe Weather Response

Purpose: To mitigate risks posed by sudden weather changes, ensuring the safety of all participants.

Before the Activity:

- **Weather Monitoring:**
 - Check detailed forecasts (e.g., local mountain weather services).
 - Plan alternative routes or cancel activities if severe weather is predicted.
- **Client Briefing:**
 - Inform clients of potential weather risks.
 - Ensure they are dressed appropriately (e.g., waterproofs, layers, sturdy footwear).
- **Equipment Check:**
 - Carry essential gear such as emergency shelters, extra clothing, and communication devices.

During the Activity:

1. Monitor Conditions:



- Continuously observe weather changes (e.g., wind speed, temperature drops, incoming clouds).

2. Decision to Adapt:

- Adjust the route to avoid exposed areas, steep terrain, or water crossings.
- Use natural or man-made shelters if conditions worsen.

3. Decision to Abort:

- Abort the activity if weather conditions become dangerous.
- Lead the group to the nearest safe exit point.

Specific Weather Scenarios:

• Thunderstorms:

- Avoid high ground, lone trees, or open fields.
- Seek shelter in low-lying areas.

• Heavy Rain:

- Watch for flooding or slippery terrain.
- Use trekking poles for added stability.

• High Winds:

- Avoid ridges, peaks, or areas with falling debris.

• Cold/Heat Extremes:

- Check for hypothermia (shivering, confusion) or heat exhaustion (dizziness, cramps).
- Adjust pace and provide hydration breaks.

Injury or Illness Response

Purpose: To respond promptly and effectively to injuries or illnesses during activities, minimizing harm and distress.

Before the Activity:

• Medical Information:



- Collect medical details from clients during booking (e.g., allergies, conditions, medications).
- Carry a detailed emergency contact list.
- **First Aid Training:**
 - Ensure staff are trained and certified in first aid.
- **Equipment Check:**
 - Carry a fully stocked first aid kit and emergency supplies (e.g., thermal blankets).

When an Injury or Illness Occurs:

1. Initial Assessment:

- Quickly evaluate the situation for danger to others (e.g., unstable terrain).
- Assess the client's condition using DRABC:
 - Danger, Response, Airway, Breathing, Circulation.

2. First Aid:

- Administer first aid as appropriate (e.g., dressing wounds, stabilizing fractures, administering an EpiPen).
- Use communication devices to request additional help if needed.

3. Evacuation Decision:

- If the client cannot continue:
 - Use an emergency stretcher if available and appropriate.
 - Move the group to a safer location while awaiting rescue services.
 - Contact emergency services (e.g., 112 in the UK, or the local mountain rescue number).

4. Communication:

- Inform the client's emergency contact if necessary.
- Keep the client informed and reassured throughout the process.



Post-Incident:

- **Record Keeping:**
 - Complete an incident report detailing the injury, response, and outcome.
- **Follow-Up:**
 - Check on the client's recovery.
 - Review and improve procedures based on the incident.