



Folk Camps Society Limited
Tor View, Lakenham Hill, Northam, Devon, EX39 1JH
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Folk Camps is a company limited by guarantee (Reg No 931434)
and a registered charity (No 255901)

FOLK CAMPS SOCIETY LTD

Health and Safety Policy, February 2024

Health and Safety Policy Statement and Purpose

The purpose of this document is to:

1. Define clearly and precisely Folk Camps Society's policy in regard to Health and Safety.
2. Describe the organizational structure of Folk Camps Society with regards to Health and Safety.
3. Specify documents pertaining to Folk Camps Society policies and procedures and where to find them.
4. Describe the responsibilities for Health and Safety at all levels of the society's organizational structure.
5. Provide the framework for such additional guidance as may be necessary to meet Folk Camps Society's health and safety objectives in areas such as food health and hygiene.
6. Show the organization's intention to comply with the *Health and Safety at Work Act (1974)* and all supporting Health and Safety legislation. This document also serves as an assurance that the legal requirements for health and safety are capable of being met by Folk Camps Society Ltd.

1. Definition of Policy

It is the policy of FOLK CAMPS SOCIETY Ltd to adopt and to promote procedures and practices that aim to control risks to the health and safety of all those who enter and attend events or execute work in and on the premises and sites that Folk Camps Society site staff and members are engaged in.

The effective implementation of this policy depends largely on the individual members and the members of the site staff of Folk Camps Society - on their awareness of the risks; on their knowledge of the proper procedures and practices; and on their application of those procedures and practices to the highest standard.

We refer individuals to the H&S guidance provided in the staff manuals.

2. Organisational structure of Folk Camps Society Ltd.

a) Council of Management:

Ultimate responsibility for Health and Safety lies with the Council of Management which includes the Health and Safety Working Group. This is a group of members of the Folk Camp Society who are elected to the Council of Management by the governing members. The Council of Management creates policy, reviews current practices and decides on any changes to both policy and practice.

b) Health and Safety Working Group:

This working group is made up of council members and those contractors with an involvement in Health and Safety.

c) Contractors:

Folk Camps currently has 3 paid contractors: an Administrator, a Logistics Manager including provisioning, and an Equipment Manager. The contractors both advise and are advised by the Council of Management in many areas, including Health and Safety.

d) Volunteer Staff:

Volunteer staff members at Folk Camps Holidays receive advice and instructions from the Council of Management and the contractors in many areas, including Health and Safety. They also feed back to the Council of Management and the contractors any concerns or ideas for improvement they may have, including Health and Safety matters.

e) Folk Camp Members:

Folk Camp members who attend Folk Camp Society events are responsible for their own wellbeing including being aware of, and following all guidelines concerning Health and Safety at Folk Camp.

f) Members of the Public

Members of the public, including visitors, tradesmen and delivery drivers, etc will be informed of safety instructions by members of staff while visiting the site.

All council members, site staff and contractors are reminded that they have legal responsibilities and duties under the relevant health and safety legislation, and that they must keep themselves informed of those responsibilities and duties as identified in the document, copies of which will be kept available at the registered office and sites.

Council members, site staff and contractors must be in no doubt that considerations of safety are as important an aspect of management control as any other management function. They should take reasonable care of their own health and safety and set a good example to members, site staff and contractors by following the Company's safety procedures and using appropriate protective equipment where required.

3. Operational Procedures and where to find them:

All operational procedures relating to Health and Safety will be described in the operational manuals for each staff role which is distributed to all staff, council members and contractors. There is a shorter overview of the responsibilities of each staff member on camp. Additionally, copies of the manual are available from the Folk Camps Society office and the shorter overview is available on the website.

4. Responsibilities for Health and Safety:

The Council of Management is responsible for:

- Planning implementation of effective health and safety standards within the Company according to agreed objectives and for ensuring that health and safety standards are taken into account in planning and organising work generally.
- Obtaining advice as required from statutory bodies, specialists or consultants.
- Ensuring that staff are given correct information and training for them to do their job safely.
- Ensuring that staff are properly resourced and supported to enable them to reach the correct decisions in respect of Health and Safety matters.
- Reviewing H&S policy and provisions annually.

The Health and Safety Working Group is responsible for:

- Assisting the Council of Management, in conjunction with the Health & Safety sub-committee, to monitor the effectiveness of the Folk Camps Society's Safety Policy.
- Co-ordinating Safety matters and ensuring reports are made at each Council meeting.
- Reviewing reports arising from visits by representatives of enforcing authorities, and advising management on the Folk Camps Society's response.
- Monitoring and reporting, as requested, on progress in carrying out health and safety action plans with Folk Camps Society's staff, specialists or associated contractors or enforcing authorities.
- Maintaining an overview of modifications or upgrading works initiated by others to ensure that health and safety arrangements are not compromised.



Folk Camps
be a part of it!

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The Contractors (Administration Manager, Equipment Manager, Logistics Manager) are responsible for:

- Implementing the Company Safety Policy and providing H&S standards and procedures to site staff and members. Hence they must:
- Read and develop an understanding of the Company Safety Policy
- Arrange for health & safety matters to be raised and discussed at Council of Management meetings, and review the adequacy of existing standards and procedures.
- Refer to the Health & Safety Working Group, the appropriate Enforcing Authority and/or appointed safety representatives at the location of intended sites for advice and information.

Site Staff responsibilities:

- All Site Staff – Leader, Warden, Caterer, Musician are responsible for overseeing Folk Camps Society's policy implementation and the provision and maintenance of its standards and procedures within their appointed site. To this end they must:
- Read and understand the arrangements and procedures for health and safety as set out in the Folk Camps Health and Safety Policy and staff manuals and bring them to the attention of persons under their direction and safe-keeping on sites.
- Maintain an awareness of the health and safety duties and responsibilities of other site staff within their team and their impingement upon their duties.
- Liaise with the other site staff to ensure that the Folk Camps health and safety policy is implemented.
- Advice and guidance relevant on the fulfilment of these duties can be obtained through the Folk Camps office, the appropriate Enforcing Authority and/or appointed safety representatives at the location of intended sites.

5. Framework for Additional Guidance:

When necessary, additional guidance for Health and Safety can be obtained through:

- regular training of staff and contractors in such areas as Food Safety, Fire Safety, Materials Handling etc.
- seeking advice from Health and Safety professionals, and other consultants or agencies.
- seeking advice from Health and Safety organisations such as British Safety Council, Royal Society for the Prevention of Accidents, NSPCC, Health and Safety Executive, etc.
- seeking and following the advice of legal professionals where necessary.

6. Parental Responsibilities

Children and young people remain the sole responsibility of their parents or designated guardians, both on and off Folk Camps Society sites. It is incumbent that parents and guardians make sure that children follow the rules of health and safety and of good behaviour.

7. Compliance

It is the intention of the Folk Camps Society to comply with *Health and Safety at Work Act (1974)* and all supporting Health and Safety legislation.



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8. **Communication**

Folk Camps society inform everyone about health and safety at camp in several ways:

- Information sent when booking a camp.
- Website information
- A campers meeting on the first day of camp
- Health and safety notice board at the camp

The information can be issued in large print for anyone who needs and requests it.