

**DDAPS  
LAKE HOUSE  
2 WALNUT TREE AVENUE  
DARTFORD, KENT  
DA1 1LJ  
TEL: 01322 270397**

**Part 1: Health & Safety Policy Statement for users,  
visitors of the facilities at the above address**

DDAPS places the utmost importance on Health & Safety. It is the Company's objective to provide a safe and healthy environment that fully meets the requirements of the Health & Safety at Work Act 1974 and associated legislation, for all users, visitors affected by their operations.

The Company will, so far as reasonably practicable, provide and maintain the leisure facilities and systems in place to ensure the safety of all those that use or visit the site.

This Health & Safety Policy statement and the associated Company Health & Safety paperwork represent the policy and system against which the Company will monitor and assess its Health & Safety performance. Every person has a legal responsibility, (a duty of care) to look after their own and others health & safety and comply with this policy and site rules any other health & safety paperwork issued by the Company. Regular site audits will be carried out to ensure health & safety arrangements are of an excellent standard and rules and procedures are being understood and followed. Health & Safety paperwork will be reviewed annually or when current legislation is updated, new legislation comes into force or when amendments are necessary in the light of experiences or developments.

The person with overall responsibility for Health & Safety within the Company is STEVE BUTLER who will be assisted in his duties by the Company's Health & Safety advisor.

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Signed by: STEVE BUTLER  
TREASURER

Dated; 10<sup>th</sup> FEB 2018      Review Date: 10<sup>th</sup> FEB, 2019

## Part 2: Organisation

### **Health & Safety within the organisation:**

The TREASURER – STEVE BUTLER has overall responsibility for Health & Safety for DDAPS and will ensure that his common law duty is fulfilled in regards to providing his users and visitors.

Proper and safe equipment where applicable

Safe systems of work

Safe premises (this includes safe access and egress)

Competent staff.

Ensure safe systems of work, risk assessments are provided for any activity which requires them.

Provide adequate financial resources in relation to Health & Safety obligations.

## **Part 3:-      Summary of General Arrangements**

### **3.1: Introduction:**

This document provides a summary of the arrangements for Health, Safety and Welfare, additional paperwork such as, risk assessments, which should be read in conjunction with this Policy.

### **3.2: Health & Safety Policy Statement:**

As required under Health & Safety Law the Company has provided a Health & Safety Policy Statement as evidence of its commitment to maintain a safe and healthy facility, a copy of our Policy is displayed at the entrance of the cafe and is available to all persons.

### **3.3: Risk Assessments/Safe Systems of Work:**

DDAPS assesses the risk to Health & Safety of anyone who might be affected by their leisure activities. Many of our risk assessments are generic. Site specific risk assessments are written and recorded for any deviations of our original generic risk assessments.

### **3.4: Risk Assessments for Vulnerable Persons:**

DDAPS operate a policy whereby if vulnerable persons wish to use the facilities they must be accompanied by a responsible adult/ carer, who are required to carry out their own risk assessment. A template risk assessment can be provided by DDAPS but responsibility and further risk identification is the responsibility of the responsible adult/carers.

### **3.5: Risk Assessment for Young Visitors:**

Young visitors under the age of 16 must be accompanied by an adult and must be supervised at all times. Visitors to the site are requested to stay clear of anglers at all times.

### **3.6: Inexperienced Anglers:**

Anglers that have no previous experience should request information, instruction, training prior to using the lakes to ensure their safety and the safety of others.

### **3.7: Site Rules:**

Site rules must be followed at all times to ensure the health & safety of all users, visitors, to the lake.

### **3.8: Protective Clothing:**

It is the responsibility of all anglers to wear appropriate clothing and skin protection.

### **3.9: Welfare Facilities:**

Welfare facilities are located on site within the buildings. The facilities comprise of toilets, washing facilities (hot and cold running water).

### **3.10: Contractors Working on Site:**

Any Contractor working on site will be required to provide a risk assessment and method statement prior to the work, commencing to ensure the ergonomics have been assessed and adequately controlled.

## **4:- Implementation & Operation**

### **4.1: Training:**

Where anglers have no experience, upon request training will be given by a competent member of staff. A guide for young and inexperienced anglers is available free of charge on the Internet.

### **4.2.: Communication and Consultation with Users, Visitors:**

The Company recognises the need for effective communications and takes steps to ensure that users, visitors are well informed on Health & Safety matters.

If users, visitors have any issues with regards to their or others Health & Safety they are to inform a member of staff immediately.

### **4.3: Signing Anglers/Visitors Register:**

All Persons are requested to sign in and out of the register to ensure their safe access and egress to and from site.

### **4.4: Documentation Control:**

A system of document control, amendment and update is used to ensure that all documentation is kept up to date.

### **4.5: Work Equipment:**

DDAPS ensures that:

Equipment is suitable for the intended purpose and complies with relevant regulations.

Equipment is regularly inspected by a competent person where necessary.

Faulty equipment is identified and repaired.

All electrical appliances are PAT tested at the required intervals.

Records of repairs recorded and maintained.

### **4.6: Health & Safety Signals and Signs:**

DDAPS display the appropriate safety signs informing users, visitors of relevant information which should be adhered to, to ensure their health & safety and the health and safety of others.

**4.07: Welfare Facilities:**

The welfare facilities provided by DDAPS are checked on a regular basis to ensure that they are clean and tidy and in good working order.

**4.08: Fire Safety:**

DDAPS takes all reasonable steps to prevent fires occurring on their premises. In the event of a fire all users, visitors must congregate at the CAR PARK and follow the information provided by a member of staff.

**4.09: First Aid:**

The Registered First Aider is LEE SYMMONS.

**4.10: Refusing Entry onto Site:**

The Management of DDAPS has the right to refuse entry onto the lakes to persons who do not comply with the rules and procedures implemented by the Company.

## **5:- Checking and Corrective Action**

### **5.1. Accidents, Incidents:**

All accidents, dangerous occurrences and near misses are to be reported to a member of staff.

These are to be recorded in the accident books located in the PORTACABIN.

If the PORTACABIN is closed, attention can be raised by calling the office.

The Company has implemented procedures for reporting, recording and investigation of accidents and near miss incidents, and the reporting of accidents and near misses under RIDDOR.

### **5.2. Auditing:**

Regular health & safety audits are carried out on our work sites by our health and safety adviser to ensure that both users, visitors are complying with the Company's rules and procedures.

### **5.3. Reviewing Health & Safety Paperwork and Policies:**

Health & Safety paperwork is reviewed once a year, or when new activities are undertaken by the Company, or when new legislation has come into force.