

Company Policy & Procedure

Untold Operations Ltd

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Porth
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Policy Name:	Health & Safety Policy			Policy No:	1
Effective Date:	24/10/22	Date of Last Revision:	N/A	Version No:	1

Version History				
Version	Approved By	Revision Date	Description of Change	Author

After each review the following steps must be taken:

1. An updated PDF must be saved and the Version History Recorded (for example – “First Aid SOP (v1)”.
2. The Operating Procedure Review Log must be updated. This can be found in the Accident Management Folder.

Company Policy & Procedure

Health & Safety Policy

Overview

Untold Operations Ltd considers the health and safety of both client and staff seriously and without compromise. It maintains stringent safety procedures that are reviewed periodically. The company holds an Adventurous Activities License (AALA). The company follows the Health & Safety at Work Act (1974) and any associated regulations.

Untold Operations Ltd and its associated trading names "Encounter Expeditions" and "Untold Wales" use freelance instructors to facilitate its operations. All instructors are highly experienced individuals and hold Nationally Recognised Qualifications, First Aid Certificates and have undergone Advanced Disclosure Barring Service Checks.

The Managing Director (Stephen Parsons) takes operational responsibility for the management of safety policy and procedure.

Assessing Risk & General Health & Wellbeing

Untold Operations Ltd is committed to identifying hazards risks associated with adventurous activities and the locations in which activities take place. The company will carry out post incident evaluations to improve policy and procedure. Both risk assessments and operating procedures are reviewed and updated wherever is necessary. The company will communicate any changes in risk assessment and operating procedure to staff. All risk assessments are available on the website for inspection.

Untold Operations Ltd understands that accidents happen without contributory negligence from the company or its staff. The company will and does accept full duty of care to ensure all activities are as safe as it is reasonably practical. However outdoor adventurous activities are inherently hazardous and are not without risk. The company operates in environments where trips, falls, bumps, grazes and stings can be commonplace. The company will comply with local area code of conducts, mountain safety codes of practice and rules applicable to areas with existing safety policies.

Whilst the company does not have any limiting factors that would exclude an individual on medical grounds. There may be certain adventurous activities that could be considered inadvisable for such an individual to participate. In order to assess such circumstances, the company collects information from initial booking form, medical forms and final arrival forms and there for decisions can be made and alternative provision offered in advance.

The company encourages all individuals to share information regarding pre-existing injuries and medical conditions that they may feel might impede their ability to participate.

First Aid

Untold Operations Ltd (and its associated trading names) will provide adequate first aid cover throughout all its events. It will take responsibility for first aid during activity time and during time where the "on call" supports the supporting client staff in overnight duty of care. We do not provide any form of transportation, therefore first aid during these times is the responsibility of the transportation provider.

Insurance & Liability

Untold Operations Ltd is a member of Activities Industry Mutual and is covered by £5,000,000 (£5 Million Pounds) Public Liability Insurance & £10,000,000 (£10 Million Pounds) Employers Liability Insurance. Copies of these certificates are available to view on our website and can be sent to you by request.