Making a Difference Adventures
Community Interest Company
Health & Safety Policy

Document History	
Adopted	**November 2022**
Revised	**November 2023**
Revised	**October 2024**
Revised	**October 2025**
Next Review	**October 2026**

SECTION 1 – Policy Statement

It is the policy of MAD Adventures CIC (MAD Adventures) to ensure, so far as is reasonably practicable, the health, safety and welfare of:

- Employees, volunteers and others contracted to deliver activities on behalf of MAD Adventures.
- Those who participate in events organised and run by MAD Adventures.
- Members of the public and others who attend MAD Adventures events.
- Members of the public and others who may be affected by the activities of MAD Adventures.

MAD Adventures will take reasonable measures to:

- Prevent accidents and cases of work-related ill-health
- Identify and manage safety risks within the workplace
- Ensure that work given to employees and volunteers is commensurate with their competency, skills and training
- Provide safe, suitable and sufficient work equipment and PPE for all workers.

MAD Adventures seek to achieve this through compliance with current UK health and safety legislation and codes of practice. Also by ensuring the promotion and dissemination amongst its employees and others representing the organisation, of current best practice in the pursuit of outdoor, adventurous activities.

This Health and Safety Policy statement and any related risk assessments will be reviewed and updated where necessary within a timeframe required to fulfil legal obligations.

SECTION 2 – Specific duties and responsibilities

CEO Mr Edward Shaw

The CEO has overall responsibility for health and safety matters within MAD Adventures CIC. The CEO should ensure that:

- MAD Adventures has in-place policies and arrangements to ensure it complies with legal health and safety requirements.
- Sufficient funding is in-place to discharge these duties.
- MAD Adventures has a nominated Health & Safety Co-ordinator, Mr Roger Davies, reporting directly to the management team.
- Health and safety conditions and performance within MAD Adventures are monitored and recorded.
- Action is taken to deal with identified risks to health and safety.

Lead Instructors

Lead Instructors are required to assist in the implementation of the health and safety policy by ensuring that they are familiar with the contents of this policy and the aspects relating to their area of responsibility. This will include but is not limited to:

- Ensuring that staff and volunteers are aware of the provisions and requirements of the health and safety policy and any subsequent revisions.
- Ensuring that staff and volunteers do not undertake work that is beyond their competency or for which there is not adequate facilities, resources or PPE available.
- Ensuring that staff and volunteers know and understand their safety duties, follow the required procedures and observe safe working practices.
- Maintaining any records of inspections and examinations.
- Ensuring all health and safety hazards are dealt with and where necessary reported to the Health & Safety Co-ordinator or nominated responsible person.

Employees & Volunteers

All employees and volunteers representing MAD Adventures are required to co-operate to ensure the health, safety and welfare of colleagues, clients and others associated with events and activities organised and delivered by MAD Adventures. As a minimum, they should:

- Be aware of the MAD Adventures health and safety policy and safe working procedures, particularly those that apply to their area of work.
- Bring to the attention of lead instructors any equipment defects or dangerous practices that constitute a risk to health and safety.
- Ensure that participants on events & visitors are made aware of unavoidable risks.

Section 3 – Arrangements for managing & implementing the Health and safety Policy

1. It is the responsibility of the CEO to ensure that the organisation meets the legal obligations placed upon it to comply with current health and safety legislation and the duties this puts upon its employees. This will be achieved by:

- Providing strategic direction to the lead instructors in respect of health and safety matters.
- Ensuring that lead instructors have resources available to enable them to implement any necessary actions to ensure compliance with legal requirements.
- Providing, annually, for a strategic review of MAD Adventures compliance with current Health and Safety legislation and to produce a report of any significant findings.

The report should include the following:

- Accidents/incidents to MAD Adventures employees for the previous year, with details of major/minor injuries, and indications of trends.
- Accidents/incidents to MAD Adventures participants for the previous year with details of major/minor injuries, and indications of trends.
- Any significant employee occupational health issues.
- Details of any incidents that are notifiable under RIDDOR (2013) Regulations.

2. Management Regulations

It is the duty of all employees to ensure that suitable attention is given to ensuring that health and safety arrangements are implemented and operated effectively to assist the CEO in complying with item 1 (above).

Health and Safety should be a standing agenda item at any Directors Meeting of the organisation. This item should include:

- An update to the CEO or their appointed representative on those actions taken from the time of the last meeting where health and safety was discussed and on any actions still outstanding.
- Provide details of any legally reportable accidents or significant occurrences in the previous period, together with details of any significant health and safety actions taken during this period.
- Agree with the group on any action to be pursued.

Roger Davies is appointed to the role of a Health & Safety Co-ordinator whose duties will include the establishment of a Health and Safety Working Group who undertake the management of health and safety for MAD Adventures. The Group should meet annually as a minimum.

The meeting is to cover the following:

- Significant accidents or incidents over the preceding period.
- Significant occupational issues over the preceding period.
- Actions discharged from the time of the last meeting and any actions outstanding from previous meetings.
- Review of arrangements from previous and forthcoming events, including review of risk assessments and any auditing arrangements to be put in-place.
- Consideration of any forthcoming changes to health and safety legislation and actions to be taken and the review of any changes to health and safety arrangements being undertaken.
- The promotion of good health and safety practice to employees of MAD Adventures CIC.
- Any other issues that should be highlighted to the Directors' Meetings.

SECTION 4 – Health & Safety Supplements

Supplement 1 – Occurrence Reporting, Recording and Investigation

Mr Roger Davies is defined as the 'Responsible Person' for reporting to the Health and Safety Executive (HSE) accidents suffered by employees, volunteers and members of the public engaged in MAD Adventures CIC activities.

All occurrences in which anyone associated with the activities of MAD Adventures (that is employees, volunteers, clients or members of the public) has an accident, regardless of the severity, must be reported immediately or (where this is impossible) without undue delay to a responsible person for recording in the MAD Adventures database.

Any occurrence resulting in a member of staff being unable to do their normal job for more than 3 consecutive days must be reported to MAD Adventures responsible person no later than the 4th day after the incident. On being alerted the responsible person should complete an accident/incident report and alert the health and safety co-ordinator where one is appointed.

The Health & Safety Co-ordinator is responsible for alerting the HSE in the case of any significant occurrence as defined by the RIDDOR (2013) Regulations.

Any occurrence resulting in an injury requiring the HSE to be alerted should be subject to an internal investigation. The CEO will appoint a person (or persons) to conduct the investigation with a view to establishing how the occurrence happened, what lessons can be learned and to recommend any improvements that can be made to prevent (or minimise the likelihood) of reoccurrence. MAD Adventures management board will consider the findings of such an investigation at the next meeting after the conclusion of the investigation.

Approved By:

Name:	ED SHAW
Company Position:	C.E.O
Date:	29th JANUARY 2026
Signature:	