



Woodlarks Campsite CIO

Woodlarks Camp Site Trust

Health and Safety Policy

Version Control Log

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Document Approval

Version	Date	Person Responsible	Approved by	Signature
1.1	April 2026		All trustees	Email

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1 Overview

1.1.1 Woodlarks Campsite CIO (“Woodlarks”) is committed to ensuring the health, safety, and welfare of all Trustees, staff, volunteers, visitors, Camps, Schools and Winter Events using our facilities. We will take all reasonable steps to prevent accidents and injuries, while maintaining a safe and inclusive environment.

Definitions

1.2.1 For definitions used in this policy, please refer to the separate document in our website [Woodlarks - Accessible Campsite - Woodlarks](#)

1.2 Personnel

1.3.1 For allocated personnel for this policy, please refer to separate document on our website [Woodlarks - Accessible Campsite - Woodlarks](#)

Scope

1.41.4.1 This policy applies to both:

- [Woodlarks Campsite CIO - 1214811](#)
- [Woodlarks Camp Site Trust - 306148](#)

1.4.2 This policy applies to:

- Trustees
- The Management Committee
- The Warden and Secretary
- Woodlarks Volunteers, including Working Parties and Winter Events
- Camps, Schools and Winter Events hiring the site
- Contractors

1.5 1.4.3 It covers all activities taking place on the campsite, whether residential or day use.

Purpose

1.5.1 The purpose of this policy is to:

- Protect everyone at the campsite from injury or ill health.
- Ensure legal compliance with UK health and safety legislation.
- Provide a framework for safe operation, risk management, and emergency response.

Legal Framework

- 1.6.1 This policy is guided by the following UK health and safety legislation and guidance:
- [Health and Safety at Work Act 1974](#)
 - [Management of Health and Safety at Work Regulations 1999](#)
- 1.6
- [Occupiers' Liability Acts 1957](#) and [1984](#)
 - [RIDDOR 2013](#) – Reporting of Injuries, Diseases and Dangerous Occurrences Regulations
 - [PUWER 1998](#) – Provision and Use of Work Equipment Regulations
 - [Fire Safety Order 2005](#)
 - Charity Commission guidance on Trustees' health and safety duties

2 Policy Implementation

Responsibilities

- 2.12.1.1 Under the Health and Safety at Work etc. Act 1974 and the Management of Health and Safety at Work Regulations 1999, every employer (including charities with staff or regular volunteers) must:
- Appoint a “competent person” to help meet health and safety duties.
 - Ensure that this person has sufficient training, experience, and knowledge for the organisation's activities.
- 2.1.2 The Health and Safety Expert will maintain registration with a UK based professional body such as the Institute of Operational Safety and health (IOSH) National General Certificate in Occupational Health and Safety (NEBOSH), International Institute of Risk and Safety Management (IIRSM)
- 2.2

Roles

- 2.2.1 Trustees: Appoints the Health and Safety expert. Provide oversight, ensure compliance with law, appoint a UK-qualified Health and Safety Expert, approve risk assessments, allocate resources for safety, and monitor performance.
- 2.2.2 Health and Safety Expert:
- Conduct two formal inspections each year (pre-season and post-season).
 - Maintain a Health and Safety Improvement Register.
 - Inspect remedial works and either close items as complete or keep them open if dissatisfied.
 - Receive all reported health and safety issues via the approved reporting method.
 - Provide independent professional advice to Trustees.

2.2.3 Warden:

- Responsible for addressing agreed improvement actions listed in the agreed Health and Safety Improvement Register, mainly through normal activities, Working Parties and the use of contractors.
- Support and cooperate with inspections.

2.2.4 Secretary: Maintain health and safety records, ensure insurance and compliance documentation are up to date, and support reporting.

2.2.5 Management Committee: Support implementation of safety procedures.

2.2.6 Volunteers and Contractors: Follow safety instructions, use equipment responsibly, report hazards or incidents.

2.2.7 Camps and Schools: Maintain primary health & safety responsibility for their participants, conduct their own risk assessments, and comply with site safety rules.

Risk Assessment and Safe Systems

- 2.3
- 2.3.1 Risk assessments will be carried out for campsite facilities, equipment, and activities.
 - 2.3.2 The Health and Safety Expert will review assessments during inspections.
 - 2.3.3 Safety procedures and signage will be maintained to reduce risks.
 - 2.3.4 Working Parties and Camps will be briefed on relevant risks before activities.

2.4 **Governance and Leadership**

- 2.4.1 Trustees remain accountable for health and safety but delegate operational oversight to the Health and Safety Expert.
- 2.4.2 The Expert's reports will be formally reviewed at Trustee meetings.
- 2.5 2.4.3 Resources for remedial actions will be prioritised to close open issues.

Facility Hiring

- 2.5.1 We will:
 - Provide Camps, Schools and Winter Events with site-specific safety guidance before use.
- 2.6
 - Require Camps, Schools and Winter Events to conduct their own risk assessments.
 - Retain the right to restrict unsafe activities or practices.

Incident Reporting and Emergency Response

- 2.6.1 All people attending Woodlarks Campsite must be informed of how to register a health and safety issue.
- 2.6.2 All health and safety issues must be reported directly to the Health and Safety Expert via the approved reporting method.

- 2.6.3 All accidents, incidents, and near misses must be recorded and, where applicable, reported under RIDDOR.
- 2.6.4 Emergency procedures (fire, medical, evacuation) will be displayed on site and communicated to Camps and Schools.

3 Policy Monitoring

Regular Review

- 3.1.1 The Health and Safety Expert will conduct formal inspections twice annually and report findings to Trustees.
- 3.13.1.2 The Improvement Register will be reviewed at each Trustee meeting.
- 3.1.3 This policy will be reviewed every 3 years, or sooner if required by legislation or following a serious incident.