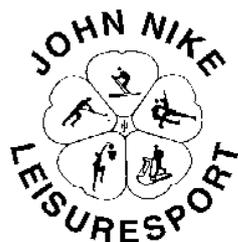


John Nike Leisuresport Ltd Chatham Ski & Snowboard Centre



Health & Safety Information Pack for Schools and Groups 2018 - 2019



CONTENTS

- ✓ First Aid Policy
- ✓ Your commitment
- ✓ Standard Operating Procedures Statement
- ✓ Outdoor Education Departments & Contacts
- ✓ Nike Group 'Health & Safety at Work' policy
- ✓ Risk Assessment Statement
- ✓ Copy of Public Liability Insurance

First Aid Policy

OUR COMMITMENT

First Aid Policy: John Nike Leisuresport Chatham operates to Health and Safety Executive 'First Aid at Work' guidelines.

These guidelines are available from your local Health & Safety Executive. They can also be found on the H.S.E. website at:

www.hse.gov.uk/pubns/indg214.htm

A Qualified first aider is always on-site at the Centre during operational hours.

This is usually the Duty Manager. However, there is often more than one first aider available on site during operation hours.

In the event that you require first aid, immediately contact Reception. The Duty Manager will be alerted immediately and respond as a matter of priority.

We provide first aid facilities in accordance with the Health & Safety guidelines.

First aid stocks and facilities are checked on a daily basis.

We will report all accidents in accordance with the H.S.E. guidelines.

All RIDDOR reports are forwarded to Central H.S.E Office and The Nike Group Head Office.

YOUR COMMITMENT

We insist that Teachers and Leaders of groups:

- Declare any special needs and/or health problems of any members of the group to the Duty Manager.
- Identify themselves to the Reception staff and Instructor as appropriate upon arrival at the Centre.
- Remain on site and are easily available at all times whilst the students undergo instruction or make use of slope and facilities.
- Carry a list of emergency contact numbers for all members of their group.

If you require further information or wish to discuss your needs further, please contact us on 01634 827879

STANDARD OPERATING PROCEDURES & RISK ASSESSMENTS

STANDARD OPERATING PROCEDURES

Due to the diverse range of activities, there are numerous Standard Operating procedures. All staff are trained, assessed and reviewed on a regular basis. The standard Operating Procedures are comprehensive and held on-site and available for your perusal at all times.

All John Nike Leisuresport Ltd Instructors attend training on a regular basis and are re-accredited on a yearly basis.

RISK ASSESSMENTS

Due to the diverse range of activities, there are numerous risk assessments in place rather than one generic assessment.

The Risk Assessment file is therefore physically too large and detailed to post to all prospective customers however, The Risk Assessment file is available for public perusal. Please ask the Duty Manager if you wish to examine the file.

These risk assessments are reviewed on a regular basis by the Centre Manager and overseen by the Group Operations Director for the Nike Group, Mr. Daniel Lawrence

LICENCES

There are no licences that are applicable to the dry ski slope operation.

However, our Centres do receive periodical visits from the Health and Safety executive and we utilise independent inspectors to check major plant throughout the year.

John Nike Leisuresport Ltd is the largest dry-slope operator in the UK and the market leader with regard to Health and Safety.

OUTDOOR EDUCATION DEPARTMENTS

Medway Council

The Centre is happy to provide any assistance with completing Medway provider's forms

Kent County Council

If you have any initial queries about your school visiting the centre it may also be advisable to contact

Outdoor Education Unit

The Swattenden Outdoor Centre

Swattenden Lane

Cranbrook

Kent

TN17 3PS

Telephone: 03000 410901

<https://www.kelsi.org.uk/Curriculum/outdoor-education/about-the-outdoor-education-unit>

Email: outdoor.education@kent.gov.uk

East Sussex County Council

The centre has been in communication with the Offsite Education Advisor regarding our operating procedures. They are happy to assist with any enquiries if you are linked with this education authority. The office is based in Lewes Phone: 01273 482522 or offsiteactivities@eastsussex.gov.uk

The Centre is happy to provide any assistance with completing East Sussex provider's forms

We have been assessed by other councils please contact the centre for more information.



Health & Safety Policy Statement

Health & Safety at Work etc Act 1974

This is the Health & Safety Policy Statement of

JOHN NIKE LEISURESPORT LIMITED
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Our statement of general policy is:

- to provide adequate control of the Health and Safety risks arising from our work activities;
- to consult with our employees on matters affecting their health and safety;
- to provide and maintain safe plant and equipment;
- to ensure safe handling and use of substances;
- to provide information, instruction and supervision of employees;
- to ensure all employees are competent to do their tasks, and to give them adequate training;
- to prevent accidents and cases of work-related ill health;
- to maintain safe and healthy working conditions; and
- to review and revise this policy as necessary at regular intervals.

Signed:

.....
(employer)

Date: 9/5/18

Review Date 9/5/19

TO WHOM IT MAY CONCERN27th April 2018

Dear Sirs

**John Nike Leisuresport Ltd
Our Ref: 15152465**

We are the Risk and Insurance Managers for the above client and have pleasure in confirming details of their insurance arrangements as follows:-

Public / Products Liability

Insurer : QBE Insurance (Europe) Limited
Policy No. : To Be Confirmed
Expiry Date : 30th April 2019
Limit of Indemnity any one occurrence and in the annual aggregate in respect of Products Liability : £5,000,000
Excess in respect of each and every claim for property damage : £10,000

Public / Products Liability

Insurer : Axis Managing Agency Ltd/AIG Europe Ltd
Policy No. : To Be Confirmed
Expiry Date : 30th April 2019
Limit of Indemnity any one occurrence and in the annual aggregate in respect of Products Liability : £5,000,000
Excess in respect of each and every claim for property damage : £10,000

Cover is subject to the full terms, conditions and exclusions of the policy.

This document is issued to you as a matter of information only and the issuance of this document does not: -

- i) create any contractual relationship between Arthur J. Gallagher Insurance Brokers Limited and the recipient
- ii) make the person or organisation to whom it has been issued an additional assured, nor does it modify in any manner the contract of Insurance between the Assured and the Underwriters.

Any amendments, change or extension of such contract can only be effected by specific endorsement attached thereto with the consent of the Assured and the Underwriters.

We accept no responsibility whatsoever for any inadvertent or negligent act, error or omission on our part in preparing this information or for any loss, damage, expense hereby occasioned to the recipient of this letter

Should the insurance cover be cancelled assigned or changed in any way during the period of insurance neither we nor insurers accept any obligation to notify any recipient.

Yours sincerely,



Courtney Barnes, Cert CII
Account Broker
Direct dial: +44 (0)207 234 4119
Email: courtney_barnes@ajg.com