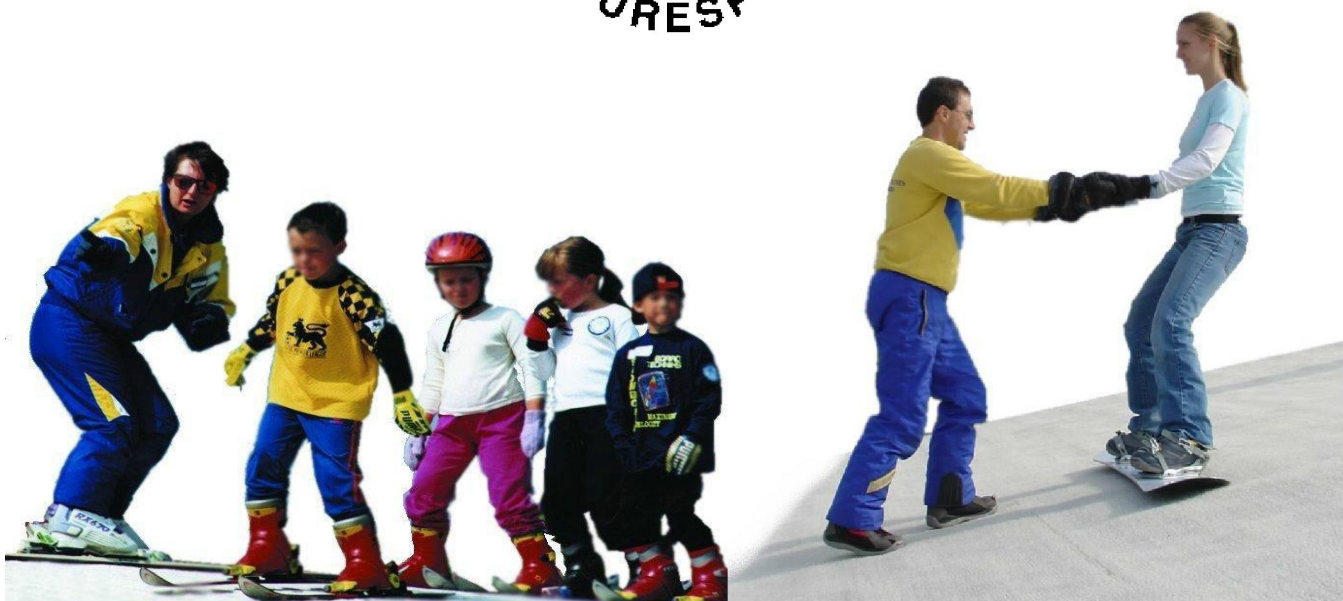
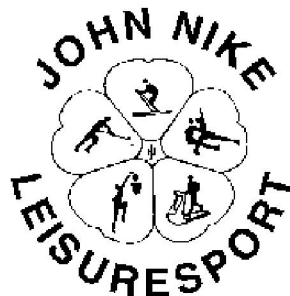


# Health and Safety Information for Schools and groups



## CONTENTS

- ✓ Pre-visit information
- ✓ Health & Safety Policy statement
- ✓ Statement of Instructors and Accreditations
- ✓ Statement of Standard Operating Procedures
- ✓ Statement of Risk Assessments
- ✓ First Aid Policy
- ✓ Copy of Public liability Insurance

## **WHO WE ARE.**

John Nike Leisuresport Ltd is part of the Nike Group of Companies established in 1967. As the largest dry slope operator in the UK we have been providing snowsport instruction to schools, youth organisations and clubs since 1985. We teach around 50,000 lesson places every year and have built a strong reputation in the industry for providing a high level of safe, educational and fun tuition.

## **JOHN NIKE LEISURESPORT CENTRES**

We currently operate Ski and Snowboard centres in Bracknell, Chatham, Llandudno, Plymouth and Swadlincote.

Each centre is equipped with Perma Snow™ surface . This revolutionary surfaces provides extra cushioning and minimal abrasiveness in the event of a fall. The performance characteristics are closer to snow than previous products making this surface ideal for preparing for skiing on snow.

## **THE PACK.**

This pack is designed to provide teachers and group leaders with the information needed to meet local education authority's requirements.

### Contents

- ✓ Health & Safety Policy statement
- ✓ Statement of Instructors and Accreditations
- ✓ Statement of Standard Operating Procedures
- ✓ Statement of Risk Assessments
- ✓ First Aid Policy
- ✓ Copy of Public liability Insurance

\*If any of the above articles are missing, please contact the centre.

## **INFORMATION FOR YOUR VISIT.**

### **Prior to visit, please....**

1. Provide centre with class number and abilities.
2. Declare any special needs and/or health problems of any members of the group to the Duty Manager.
3. Ensure all pupils bring clothing suitable for the conditions and weather. Arms and legs and hands should be covered.
4. Prepare a list of emergency contact numbers for all members of their group

### **On arrival, please....**

1. Report to reception with register of group.
2. Remain on site and be readily available at all times whilst the students undergo instruction or make use of slope and facilities.

## **STAFF TO CONTACT**

In addition to the various specialist staff on site, each centre has a Manager responsible for the overall operation and a Head of Ski School responsible for ski school operations.

There is always a Duty Manager on site and they should be your first point of call for any queries or concerns.



## HEALTH & SAFETY POLICY STATEMENT

Health & Safety at Work etc Act 1974

**JOHN NIKE LEISURESPO'RT LIMITED**

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: ..

A handwritten signature in black ink, appearing to read 'Gemma Whetton', is written over a light blue horizontal line.

Gemma Whetton

Centre Manager.

## **LICENCES & LEGISLATION**

We work in accordance with the **Health and Safety at Work act 1974**, the **Occupiers Liability Act 1984** and the document: **INDG317 'Health and Safety in ski slope operations'**. John Nike Leisuresport played a key role in developing this document. We are also members of the British Ski Slope Operators Association.

**Adventure Activities Licensing Authority (A.A.L.A.)** licence are not required as our activities taking place in a 'set and consistent environment'.

## **STANDARD OPERATING PROCEDURES**

We hold Standard Operating Procedures for each area of operation. Due to the physical size of the document we are unable to post to each customer, however, the document is available for your inspection on site. Please ask the Duty Manager if you wish to examine the file.

All staff are trained, assessed and reviewed on a regular basis. Records of training are also available for on-site perusal.

## **RISK ASSESSMENTS**

We hold risk assessments for each area of operation. Due to the physical size of the document we are unable to post to each customer, however, the document is available for your inspection on site. Please ask the Duty Manager if you wish to examine the file.

These risk assessments are reviewed on a regular basis by the Manager and audited by the Company Director.

## **INSTRUCTOR ACCREDITATIONS**

All instructors employed by John Nike Leisuresport Ltd attend regular training and are re-accredited on an annual basis. This accreditation includes a documented assessment of both teaching and technical competence.

## **FIRST FIRST AID POLICY:**

John Nike Leisuresport Llandudno operates to Health and Safety Executive 'First Aid At Work' guidelines: [www.hse.gov.uk/pubns/indg214.htm](http://www.hse.gov.uk/pubns/indg214.htm)

A trained first Aider is always on-site at the unit during operational hours.

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

We will report all Accidents in accordance with the H.S.E. guidelines and all R.I.D.D.O.R reports are forwarded to Central H.S.E Office and The Nike Group Head Office.

# PUBLIC LIABILITY INSURANCE



Insurance | Risk Management | Consulting

1st Floor, The Walbrook Building  
25 Walbrook  
London  
EC4N8AW

Tel: 020 7204 6000

Fax: 020 7204 6001

[www.ajginternational.com](http://www.ajginternational.com)

TO WHOM IT MAY CONCERN

27<sup>th</sup> 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 : 30<sup>th</sup> 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 : 30<sup>th</sup> 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