



Health and Safety Policy

January 2022

Health and Safety Policy Statement

Active Learning Centres is committed to meeting the health & safety requirements necessary to safeguard the wellbeing of:

- All children, parents/guardians, and employees on its Venue, Centres, courses and workshops
- Any visitors to any of the above

The management team of Active Learning Centres aims to ensure that each venue is a safe and healthy environment in which to either work, participate in holiday activity venue, or to visit, by adopting the safety practices below.

Active Learning Centres will, as far as is reasonably practicable:

- Aim to prevent accidents and cases of work-related ill health
- Provide sufficient information, training, instruction and supervision to enable all employees to avoid hazards and contribute to their own health and safety at work
- Provide sufficient information, instruction and supervision to enable all children in its care, and visitors to its venues, to avoid hazards and contribute to their own health and safety
- Implement appropriate emergency procedures
- Ensure that significant risks under our control are eliminated or adequately controlled.
Include the management of health and safety as a specific responsibility of managers at all levels, and ensure this policy is understood and implemented throughout the organisation.
Involve employees in health and safety decisions through consultation and co-operation.
Regularly review compliance with the policy and the management system that support it.
- Contact enforcing authorities for advice and guidance
- Provide safe and good quality equipment, storage and transport systems

All aspects of health and safety remain a management responsibility. However, a safe and healthy working environment can only be achieved with the full co-operation of every employee. Employees are duty bound to act responsibly and to do everything possible to prevent personal injury. Active Learning Centres welcomes any ideas or suggestions from employees, visitors, and children at any time, but also carries out regular internal reviews of all Health and Safety Policy.

Active Learning Centres will implement its own Health and Safety Policy and Safe Working Practices to ensure that both operations continually work towards a safe environment for children, staff and visitors attending our venue and Centres.

Signed:



Pat Milston - Managing Director, Active Learning Centres

Signed:



Nigel Miller – Group Managing Director, Active Learning Group

Date: January 2022

Review Date: December 2022

ORGANISATION

INTRODUCTION

The Managing Director and senior management of Active Learning Centres is responsible for ensuring the implementation of this Health and Safety Policy.

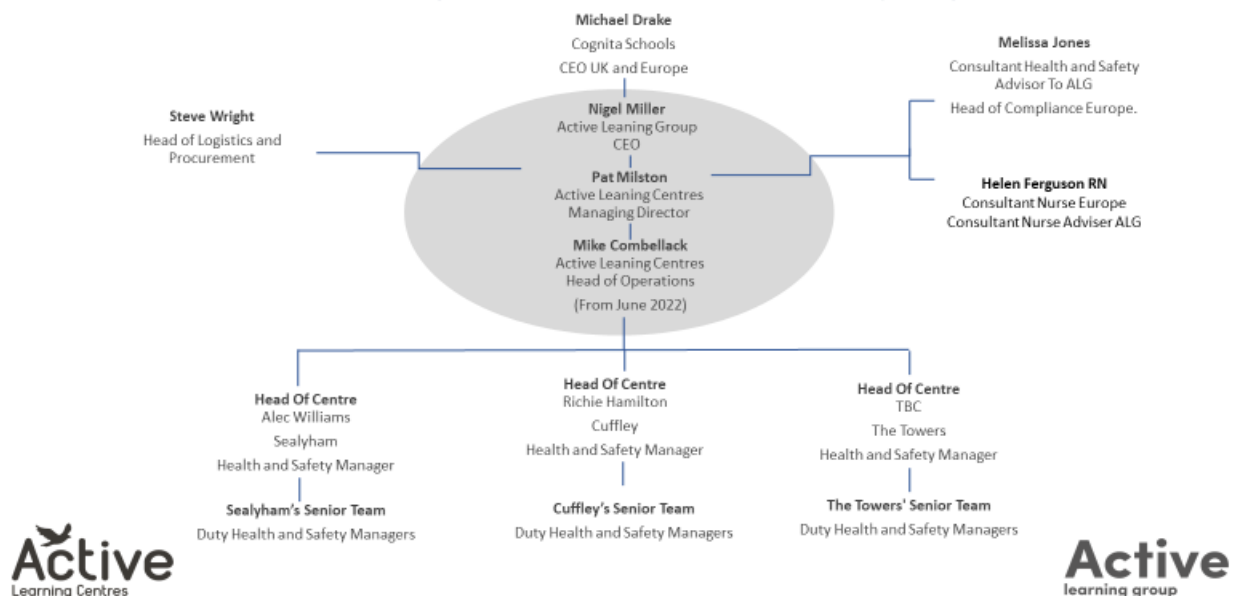
The Managing Director delegates responsibility for health and safety management to the individual Heads of Centre and the Designated Safeguard Lead.

In order to ensure compliance with the law and Active Learning Centres Statement of Intent the Managing Director will arrange appropriate delegation of health and safety management issues as detailed in this part of the Policy:

- The promotion of a health and safety culture within Active Learning Centres and on off-site visits in order to prevent accidents, work-related ill health and damage to property.
- That a clear written health and safety policy is developed, implemented and communicated in accordance with legal obligations, relevant HSE, DfE, AALA, LOtC and BAPA guidance, as well as other appropriate guidance from Cognita.
- The effective management of health, safety and welfare of staff, children, contractors, visitors and others so far as is reasonably practicable.
- Adequate control of health and safety risks arising out of Active Learning Centres activities.
- The provision and maintenance of safe premises, plant and equipment.
- Responsibilities for health, safety and welfare are allocated to specific people and those persons are formally informed of these responsibilities.
- Persons to whom health and safety responsibilities are delegated are competent to do their tasks i.e. that they have sufficient experience, knowledge and training to perform the tasks required of them and have sufficient time and resources to undertake the role.
- The provision of adequate information, instruction, supervision and training for staff and children and others such as contractors, where appropriate.
- The establishment of an Active Learning Centres Compliance H&S Committee that is representative of the operation and structure of Active Learning Centres and which meets regularly.
- That arrangements are in place for the effective consultation with staff, regarding health and safety matters.
- Clear procedures are created for risk assessment, the development of safe working practices and reporting of accidents, incidents, dangerous occurrences and near misses.
- The formulation of effective procedures for use in case of fire and/or the need for emergency evacuation of Active Learning Centres' Head Office.
- Sufficient funds are set aside for health and safety management in accordance with this policy.
- Active Learning Centres complies with its reporting and record keeping obligations.
- Accidents, incidents, absence and complaints pertaining to matters of health and safety are properly investigated, if required, and that Active Learning Centres co-operates with the relevant enforcement agencies such as the HSE, local authority and fire authority, if required.
- Health and safety performance is measured both actively and reactively and measures are put in place to monitor the effectiveness of the health and safety arrangements in controlling identified risks.
- Active Learning Centres Health and Safety policy and performance is reviewed and monitored regularly and a report on its health and safety performance is prepared for Cognita.

COMPLIANCE REPORTING STRUCTURE 2022

Active Learning Centres Health and Safety Org Chart



THE MANAGING DIRECTOR WILL ENSURE:

- The promotion of a positive health and safety culture within Active Learning Centres and that it reflects the values promoted by Cognita.
- The implementation of a clear, written Active Learning Centres Health and Safety Policy that is communicated and regularly updated in accordance with legal obligations and guidance and guidance from Cognita.
- Maintained liaison with other specialist health, safety and fire safety roles appointed within Active Learning Centres, to co-ordinate compliance actions and provide a central point of contact.
- The dissemination of information relevant to health and safety compliance ensuring all compliance duty holders and other key parties within Active Learning Centres are included.
- The co-ordination of Active Learning Centres' H&S Compliance Meetings ensuring information is circulated to the relevant staff and Cognita.
- Central co-ordination and access as a key point of contact for any accident, incident or near miss occurrence. Ensuring thorough investigation, review, recording of information and escalation has been conducted and final actions closed out
- Liaison with all Active Learning Centres Departments to ensure risk assessments are produced for tasks/activities within such areas, with information provided to relevant parties and regular review undertaken.
- Support as the key contact in order to co-operate with any enforcement agency such as the HSE, HPA, local authority and fire authority, as required.

- Systems are established to allow staff (both office and venue staff) to receive adequate information, supervision and training (both induction training and ongoing training) in health and safety matters relevant to their specialist area by liaising with the DSL and Training Managers and centre staff.
- Prompt evaluation and, where appropriate, act on health, safety and welfare concerns and issues which are reported to them, or refer them to the DSL.
- Routine monitoring is established at Active Learning Centres including both internal and venue audits and inspections, to ensure ongoing H&S compliance is reviewed and any actions raised are appropriately dealt with.
- Regular updates are provided to the Group Managing Director detailing Active Learning Centres 's progress with identified compliance issues and areas of focus.
- Undertake the responsibility of writing and reviewing risk assessments and policies for Active Learning Centres and its activities.
- Prepare reports for outside organisations or consultants.
- Collate and prepare accidents and incident reports for all venue.
- Develop a system that will identify trends in accidents and incidents and how these can be reduced or prevented.

HEAD OF CENTRE WILL ENSURE:

- Application of the Active Learning Centres' Health and Safety Policy to their centre staff.
- Familiarisation with current Regulations, Codes of Practice and Guidance appropriate to Active Learning Centre's activities and with this Policy.
- Contribute to the development of Risk assessments for the activities on all venues.
- Ensure all Managers/Coordinators receive adequate information, supervision and training (both induction training and ongoing training) in health and safety matters relevant to all activities.
- All statutory notices and appropriate safety signs are available for each venue
- Contribute to the analysis of accident /incident data.
- Adequacy of first aid provisions, protective clothing and equipment, accident and incident forms and logbooks are available for use in their specialist area.
- Prompt evaluation and where appropriate take action on health, safety and welfare concerns and issues which are reported to them or refer them to the DSL or the MD.
- Regular inspections are conducted of the venues to ensure that equipment, furniture, and activities are safe and record these inspections.
- Monitoring of the health and safety of the venue and report to the Managing Director (Including records of risk assessments, health and safety related issues and complaints, and records of accidents).
- Inclusion with the health and safety at departmental/team meetings.

LOGISTICS AND PROCUREMENT MANAGER WILL ENSURE:

- Application of the Active Learning Centres' Health and Safety Policy to the operations within the warehouse
- Dissemination of the health and safety policy to any employees within the warehouse, if appropriate, detailing the particular roles and responsibilities for health and safety in that specialist area and the organisational arrangements in place for achieving this.
- Familiarisation with current Regulations, Codes of Practice and Guidance appropriate to the warehouse and with this Policy.
- Risk assessments of the activities for which they are responsible are carried out and reviewed as required.
- All staff under their control, receive adequate information, supervision and training (both induction training and ongoing training) in health and safety matters relevant to their specialist area.
- All statutory notices and appropriate safety signs are on display in the warehouse.
- Machinery, equipment and substances are accompanied by adequate information on use and that use is restricted to named individuals where necessary for reasons of health and safety.
- Prompt evaluation and where appropriate take action on health, safety and welfare concerns and issues which are reported to them, or refer them to the DSL or HSM.

- Regular inspections of the warehouse are conducted to ensure that equipment, and work activities are safe and record these inspections where required.
- Monitoring of the health and safety of the warehouse and report to the Health and Safety Manager. (including records of risk assessments, health and safety related issues and complaints, and records of accidents)
- Inclusion with the health and safety at departmental/team meetings.

TRAINING MANAGER (THE HEALTH AND SAFETY MANAGER) WILL ENSURE:

- Provide a training programme that will cover all of the statutory requirements for all staff, both permanent and seasonal venue staff.
- Conduct training sessions during induction and as refreshers for;
 - Safeguarding and Child Protection.
 - First Aid
 - Safe Recruitment
 - Risk assessment
 - Basic Food Hygiene
 - Basic Health and Safety for Venue
- Liaise with outside agencies to provide added training courses, if required.
- Maintain a record of all staff and the training they have received.
- Monitor Active Learning Centres s activity programme developments to ensure training plans fully cover the requirements of any new activities.
- Contribute to any accident/ incident investigations if required.
- Inclusion with the health and safety at departmental/team meetings.
- Familiarisation with current Regulations, Codes of Practice and Guidance appropriate to the requirements of Active Learning Centres and with this Policy.

VENUE MANAGERS (CENTRE'S SENIOR MANAGEMENT TEAMS – DEPUTY HEALTH AND SAFETY MANAGERS) WILL ENSURE:

- Application of the company's Policies and Procedures for the venue, which includes the Health and Safety Policy.
- Exercising effective supervision of children and give clear oral and written instructions and warnings to children as often as necessary.
- Following any safe working procedures issued for their venue and be familiar with and sign off all risk assessments for their venue
- Complete daily assessments of the activity areas to ensure activities are safe to proceed and report any defects.
- Ensure all venue staff are familiar with, and comply with, the venues risk assessment and sign to acknowledge their understanding of these risk assessments.
- Attend any training update stipulated by Active Learning Group.
- Reporting and recording all accidents and incidents in line with the Active Learning Centres' Policies and Procedures Document.
- Assistance in the investigation of any accident or incident.
- Exercising effective supervision over those for whom they are responsible.
- Familiarity with the contents of this Policy and, in particular, the procedures in respect of fire, first aid and other emergencies.
- Follow all health safety and safeguarding procedures as laid out during induction.

VENUE STAFF (NON-SENIOR CENTRE STAFF) WILL ENSURE;

- Co-operation with the Venue Managers on health and safety matters.
- Acting with due care for the health, safety and welfare of themselves, other staff, children and parents.
- They are familiar with all the venue risk assessments and have signed them to acknowledge their understanding and need to comply with these assessments.
- Exercising effective supervision over those children for whom they are responsible.
- Familiarity with the procedures in respect of fire, first aid and other emergencies.
- Observation of all instructions on health and safety issued by the company, any other person delegated to be responsible for a relevant aspect of health and safety at the company.
- Acting in accordance with any specific health and safety training received.
- Exercising good standards of housekeeping and cleanliness.
- Defects are reported to the Venue Manager and offices, general accommodation and kept in good order at all times.
- Equipment used for activities is in good condition (and not use them otherwise), and that adequate and clear instructions for their use are given to the children.
- Reporting of any defects in equipment, any actual or potential hazards to their Venue Manager and ensure that defective equipment is immediately taken out of use until it has been made safe.
- Reporting of all accidents in accordance with current procedure.
- Any accidents or incidents, dangerous occurrences or near misses are reported to the Venue Manger and recorded.
- No interference with or misuse anything provided to safeguard their health and safety.
- Members of staff are expected to be vigilant at all times but particularly where there are vehicles on site, especially and drop off and pick up times.

Active Learning Centres has the following policies in place to support its Health and Safety Management system.

Company Policy and / or Guidance Documents	Responsible Person/ Department	Current date of Issue	Planned Review Date
Accident and Incident Reporting Policy	Managing Director	January 2022	December 2022
Adverse Weather Policy	Managing Director	January 2022	December 2022
Behaviour Policy	Managing Director	January 2022	December 2022
Caretaking Site Staff Policy	Managing Director	January 2022	December 2022
Control of Contractors Policy	Managing Director	January 2022	December 2022
Control of Substances Hazardous to Health (COSHH Policy)	Managing Director	January 2022	December 2022
Dietary Requirements Policy	Managing Director	January 2022	December 2022
Digital Safety Policy	Managing Director	January 2022	December 2022
Display Screen Equipment Policy	Managing Director	January 2022	December 2022
Driving and UTV Policy	Managing Director	January 2022	December 2022
Electrical Safety Policy	Managing Director	January 2022	December 2022
Equality & Diversity Policy	Managing Director	January 2022	December 2022
Fire Safety Plan	Managing Director	January 2022	December 2022
First Aid Policy	Managing Director	January 2022	December 2022
Legionella Policy	Managing Director / Appointed Contractor	January 2022	December 2022
Lone Worker Policy	Managing Director	January 2022	December 2022
Machinery & Plant Equipment Policy	Managing Director	January 2022	December 2022
Manual Handling and Lifting Policy	Managing Director	January 2022	December 2022
Medicine & Anaphylactic Policy	Managing Director	January 2022	December 2022
Premises Management Policy	Managing Director	January 2022	December 2022
Prevention and Control of Infection and Communicable Disease Procedures	Managing Director	January 2022	December 2022
Risk Assessment Policy	Managing Director	January 2022	December 2022
Safeguarding Policy	Managing Director	January 2022	December 2022
Safer Recruitment Policy	Managing Director	January 2022	December 2022
Self- Harm Policy	Managing Director	January 2022	December 2022
Smoking & Alcohol Policy	Managing Director	January 2022	December 2022
Sun Protection Policy	Managing Director	January 2022	December 2022
Whistle Blowing Policy	Managing Director	January 2022	December 2022
Working at Height Policy	Managing Director	January 2022	December 2022

Additional ALG Policies & Supporting Documents

ALG Code of Conduct	N Miller	January 2022	December 2022
ALG Drugs Policy	N Miller	January 2022	December 2022
Code of Conduct 2 Pager	N Miller	January 2022	December 2022
Policy on a page - Drugs	N Miller	January 2022	December 2022

Active Learning Centres' operational procedures are also supported by the following documents and Risk Assessments.

Centre Monitoring Documents	Managing Director	January 2022	December 2022
Centre Operations Procedures	Managing Director	January 2022	December 2022
Covid-19 Procedure	Managing Director	January 2022	December 2022
External Fire Risk Assessment	Pete Pinney	October 2020	May 2022
Fire Risk Management Policy	Managing Director	January 2022	December 2022
Food Safety Management File	Managing Director	January 2022	December 2022
Legionella Risk Assessment	Appointed Contractor	March 2021	March 2022
Tree Surveys per site	Appointed Contractor	January 2022	December 2022
Tree Felling Operational Procedures	Appointed Contractor	January 2022	December 2022

General Centre Risk Assessments

Administration of Medicines	Managing Director	January 2022	December 2022
Arson - Onsite	Managing Director	January 2022	December 2022
ATV Driving	Managing Director	January 2022	December 2022
Bulk Fuel Storage (LPG)	Managing Director	January 2022	December 2022
Camp Building and Surrounding Areas	Managing Director	January 2022	December 2022
Centre Operations	Managing Director	January 2022	December 2022
Chainsaws	Managing Director	January 2022	December 2022
Cleaning Activities	Managing Director	January 2022	December 2022
Contractors Working on Site	Managing Director	January 2022	December 2022
Covid-19	Managing Director	January 2022	Ongoing
Eating Areas	Managing Director	January 2022	December 2022
Field Kitchen Operations	Managing Director	January 2022	December 2022
Fire Activity	Managing Director	January 2022	December 2022
Fire Assessment for Debris Burning	Managing Director	January 2022	May 2022
Fire Risk Assessment for Camps	Managing Director	January 2022	May 2022
Flymo	Managing Director	January 2022	December 2022
Fuel Storage	Managing Director	January 2022	December 2022
General Classroom	Managing Director	January 2022	December 2022
General Grounds Maintenance	Managing Director	January 2022	December 2022
General Reception and Surrounding Areas	Managing Director	January 2022	December 2022
Generic Camp – Tented Accommodation	Managing Director	January 2022	December 2022
Hard Accommodation	Managing Director	January 2022	December 2022
Hedge Trimming	Managing Director	January 2022	December 2022
Leaf Blowing	Managing Director	January 2022	December 2022
Lone Working	Managing Director	January 2022	December 2022
POD Village	Managing Director	January 2022	December 2022
Pre- Camp Wellbeing	Managing Director	January 2022	December 2022
Safeguarding	Managing Director	January 2022	December 2022
Security	Managing Director	January 2022	December 2022
Self- Harming Child Attending	Managing Director	January 2022	December 2022
Site Clearing	Managing Director	January 2022	December 2022
Snow and Ice	Managing Director	January 2022	December 2022
Staff Rooms or Area	Managing Director	January 2022	December 2022

Strimmer	Managing Director	January 2022	December 2022
Ticks	Managing Director	January 2022	December 2022
Toilets and Welfare Areas	Managing Director	January 2022	December 2022
Traffic Management	Managing Director	January 2022	December 2022
Trees	Managing Director	January 2022	December 2022
Use of Hand Tools Electrical	Managing Director	January 2022	December 2022
Vibration	Managing Director	January 2022	December 2022

Additional Kitchen Risk Assessments

Cooking & Reheating Using Kitchen Equipment	Managing Director	January 2022	December 2022
Kitchen Cleaning	Managing Director	January 2022	December 2022
Prep Areas and Cooking Areas	Managing Director	January 2022	December 2022
Receiving Deliveries	Managing Director	January 2022	December 2022
Refectory Cleaning	Managing Director	January 2022	December 2022
Refectory	Managing Director	January 2022	December 2022
Safe Use of Cooking Equipment	Managing Director	January 2022	December 2022
Storage & Pest Control	Managing Director	January 2022	December 2022
Washing up	Managing Director	January 2022	December 2022
Waste Collection	Managing Director	January 2022	December 2022

Activity Risk Assessments

Ambush	Managing Director	January 2022	December 2022
Archery	Managing Director	January 2022	December 2022
Archery Tag	Managing Director	January 2022	December 2022
Buggy Build	Managing Director	January 2022	December 2022
Camouflage and Concealment	Managing Director	January 2022	December 2022
Camp Craft	Managing Director	January 2022	December 2022
Egg Protector	Managing Director	January 2022	December 2022
First Aid	Managing Director	January 2022	December 2022
Forest School	Managing Director	January 2022	December 2022
Hiking	Managing Director	January 2022	December 2022
Laser Tag	Managing Director	January 2022	December 2022
Low Ropes	Managing Director	January 2022	December 2022
Navigation	Managing Director	January 2022	December 2022
Night Line	Managing Director	January 2022	December 2022
Pioneering	Managing Director	January 2022	December 2022
Problem Solving	Managing Director	January 2022	December 2022
Problem Solving X	Managing Director	January 2022	December 2022
Roped Activities (High Ropes & Climbing Wall)	Managing Director	January 2022	December 2022
Shelter Building	Managing Director	January 2022	December 2022
Slack Lining	Managing Director	January 2022	December 2022
Team Challenge	Managing Director	January 2022	December 2022
Tomahawks	Managing Director	January 2022	December 2022
Traverse Wall	Managing Director	January 2022	December 2022
Wacky Races	Managing Director	January 2022	December 2022
Wilderness Walk	Managing Director	January 2022	December 2022